



The Inns of
Court College
of Advocacy

Fair Admissions Policy

Including Admissions Complaints and Appeals Procedure

Version 11 - 25 August 2025

1. Introduction

1.1 This policy applies to all categories of applicant to the ICCA Bar Course and is intended to provide a central policy to support all procedures involved in selection and admissions of students.

1.2 The ICCA will recruit candidates with the strongest academic ability and potential, irrespective of their social, cultural and economic background. The ICCA is committed to equality in education and applications are considered on their individual merits based wholly on the information provided by the applicant through the application process.

1.3 The ICCA will implement fair, transparent and consistent admissions practices and aims to offer clear and transparent advice and guidance to prospective applicants to enable them to make informed choices.

1.4 This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's [UK Quality Code for Higher Education](#) and complies with current legislation affecting the admission of students.

2. Application Process and Procedure

2.1 The ICCA application process has five stages:

- (1) Online application form and questionnaire
- (2) Shortlisting
- (3) Selection
- (4) Provisional offers
- (5) Final Offers.

Application Portal

2.2 Applications to the ICCA will be submitted through the Application Portal which is linked to the ICCA website. Applicants are only permitted to make one application each academic year (September to August) but are able to reapply during the subsequent academic year.

Application Dates

2.3 Applications to the ICCA Bar Course must be made within those application dates for specific course cycles as published on the [ICCA website](#). Applications outside these published dates will not be considered.

2.4 The application window for the first part of this process (online application form and questionnaire) will be published in advance on the ICCA website, together with a timeline for the remaining parts.

One application procedure for all candidates

2.5 The application procedure applies equally to all applicants for admission to the ICCA Bar Course. Exceptions cannot be made.

Application for ICCA Bar Course Parts One and Two

2.6 During the application process, all applicants apply for both parts of the Bar Course save where applicants seek to join Part Two only, having already successfully completed the Bar Standards Board centralised assessments. Further details of prior learning and experience and equivalences can be found in the ICCA [Recognition of Prior Learning and Experience Policy](#).

Trained Assessors

2.7 Each application is assessed by professional admissions staff who are responsible for progression decisions and ensuring admissions requirements are met. Non-standard and marginal applications will be sent to the ICCA Vice-Dean (or nominee) for review. All Admissions Staff and Assessors will be provided with regular and detailed training, including training on Equality, Diversity and Inclusion (EDI) and Unconscious Bias training, to ensure decisions comply with this policy.

Deferrals

2.8 Applicants considering deferred entry are advised to consult the ICCA for any specific guidance or restrictions on deferred entry. All deferral requests must be submitted in writing to the ICCA Registry Office at admissions@icca.ac.uk stating why they would like to defer. The Registry team will respond with further advice.

Withdrawal of offers

2.9 The ICCA reserves the right to withdraw an offer from a candidate who is considered, on justifiable grounds, to be unsuitable for a place on the course according to individual circumstances.

3. Academic Entrance Criteria

Publication

3.1 The ICCA publishes entry criteria on the [Entry Requirements](#) page of the ICCA website. In line with Competition and Markets Authority's (CMA) advice to higher education providers on consumer protection law, the information will be accurate, clear, unambiguous and timely. As such, the ICCA avoid altering admissions criteria during the course of the application Cycle. The ICCA is committed to a regular review of entry requirements.

Standard setting

3.2 The academic admissions requirements are set by the ICCA Board of Governors. These will be in addition to the [mandatory admissions criteria set by the Bar Standards Board](#) (BSB) as the Professional, Statutory and Regulatory Body for the profession. The ICCA may set requirements above, but not below, these mandatory admission criteria.

Minimum Academic Entrance Requirements

3.3 The usual [minimum academic entrance requirements](#) to enrol on the ICCA Bar Course are:

(1) an acceptable¹ law degree awarded at a minimum level of Upper Second Class (2:1)

or

(2) an acceptable degree in any other subject awarded at a minimum level of Upper Second Class (2:1) together with a Graduate Diploma in Law (or equivalent law conversion course) with a Commendation or a Distinction.

3.4 Applicants who do not meet the minimum academic entry requirements are entitled to apply for the exercise of discretion in their individual case for these requirements to be disapplied (see more in section 7 'Waiver of Academic Entrance Requirements' below).

Acceptable Law Degrees and Acceptable Degrees - Definitions

3.5 An *acceptable* law degree means a UK/Republic of Ireland degree awarded at Level 6 (or above) of the '[Framework for Higher Education Qualifications](#)' by a recognised degree awarding body which covers the [foundation of legal knowledge subjects](#) and the skills associated with graduate legal work (e.g. legal research) and which is compliant with the [QAA benchmark statement for law](#).

3.6 An *acceptable degree* in any other subject means a UK/Republic of Ireland degree, awarded at Level 6 (or above) of the [‘Framework for Higher Education Qualifications’](#), by a recognised degree awarding body.

3.7 The Quality Assurance Agency (QAA) continues to maintain sector-wide reference points, such as the UK Quality Code and Subject Benchmark Statements, and performs quality-assurance functions in Scotland, Wales, Northern Ireland, and internationally. In England, the Office for Students (OfS) has assumed responsibility for statutory quality assurance duties formerly held by QAA in its capacity as the Designated Quality Body. Accordingly, ICCA does not discriminate between UK or Republic of Ireland degrees awarded at similar classifications, regardless of awarding institution or region.

Final Offers and Conditions of Offer

3.8 Any final offers to candidates awaiting results will be conditional on meeting the minimum academic entry requirements.

3.9 Meeting or being predicted to meet the academic entry criteria does not guarantee an offer. This is due to variations in the number of applications received and the additional entry criteria applied at ICCA Bar Course Selection events.

Applicants with non-UK/Republic of Ireland degrees, or no degree

3.10 Applicants who do not hold an *acceptable degree* or *acceptable law degree* (as defined above) must verify the equivalence of their qualifications or experience by obtaining a [Certificate of Academic Standing](#) (CAS) from the BSB.

Law Conversion Courses (Graduate Diploma in Law)

3.11 The following categories of candidates must take the Graduate Diploma in Law (or equivalent [law conversion course](#)):

- Non-law graduates (i.e. candidates with an *acceptable degree* as defined above)
- Candidates who do not hold an *acceptable degree* or *acceptable law degree* (as defined above, in which case a CAS will also be required)
- Candidates with a 'stale' degree qualification (see time limits below)

3.12 To meet BSB requirements, a law conversion course for Bar training must include the [Foundations of Legal Knowledge subjects](#) and comply with [QAA benchmark statement for law](#).

3.13 To meet the minimum academic entry requirements of the ICCA, candidates must achieve a minimum of Commendation on their law conversion course, unless a waiver is granted (see more in section 7 'Waiver of Academic Entrance Requirements' below).

Prior Learning and Experience

3.14 In addition to those matters set out above in which a CAS and law conversion course are required, the ICCA will consider recognised prior learning towards Part One of the ICCA Bar Course, as set out in the ICCA [Recognition of Prior Learning and Experience Policy](#).

4. Time Limits

4.1 To be eligible for enrolment, candidates must commence the ICCA Bar Course within five years of 31st December in the year in which they completed their Academic Component of Bar Training (undergraduate *acceptable law degree*, or Graduate Diploma in Law (or equivalent law conversion course)).

4.2 Applicants whose academic qualifications fall outside this timeframe must complete a Graduate Diploma in Law (or equivalent) or seek exemption from the same from the BSB. In the latter case, proof of exemption by certificate is required. Applicants may also seek reactivation of 'stale' qualifications by applying to the BSB. If reactivation is granted, proof of this will be required at the time of enrolment.

5. Additional Mandatory Entry Requirements

Joining an Inn of Court

5.1 All applicants must join an Inn of Court to enrol on Part Two of the ICCA Bar Course, although joining an Inn at the earliest opportunity is recommended. It should be borne in mind that applications need to be made at least 12 weeks before enrolment to ensure the process can be completed. Joining an Inn of Court is separate and distinct from joining the ICCA Bar Course and is the responsibility of individual candidates.

Passing Part One Assessments

5.2 To be eligible to proceed to and enrol on Part Two of the ICCA Bar Course students must pass

all Part One assessments (the BSB centrally set assessments) as required by the ICCA Academic Regulations, save where exceptional circumstances apply as defined within those regulations.

6. English Language Requirements

6.1 In addition to the mandatory entry requirements listed above, to enrol on the ICCA Bar Course, all applicants must, in accordance with BSB regulations, exercise good English language skills as defined in section 1.8 of the [Professional Statement for Barristers](#).

6.2 To fulfil this requirement, ICCA Bar Course students must have attained a minimum standard of:

- (1) IELTS Level 7.5 in all disciplines, or
- (2) 73 in each part of the Pearson Test of English (academic).

6.3 If the ICCA considers that any aspect of a student's English language ability is not at the required level after they have commenced the course, the ICCA will, as soon as the issue is identified, require the student to take one of the language tests above and the student concerned must provide a test certificate certifying that they have achieved the required scores within 28 days.

7. Waiver of Academic Entrance Requirements

Waiver Applications and Guidance

7.1 The ICCA recognises that circumstances occur which may have prevented candidates from achieving their academic potential. Similarly, we understand that candidates will have a diverse range of life experiences and may have followed a non-traditional route to the Bar. Others may have achieved considerable distinction or success in their professional lives and careers, despite not having achieved academic success at an earlier stage.

7.2 The [Entrance Requirements Waiver Guidance](#) explains how we can help you if you do not meet our usual academic entrance requirements. It explains how and when you can apply to the ICCA to waive (disapply) the usual academic entrance requirements to the ICCA Bar Course. This is known as a 'waiver application'.

8. Fair Application Assessment

8.1 The ICCA invites applications from candidates who are motivated, bright, dedicated and diligent with a realistic chance of attaining the standard required for an award of pupillage, irrespective of their social, cultural and economic backgrounds. Consideration is given to multiple aspects of each application as part of a holistic approach to selection and admissions, which will include attendance at a selection appointment for shortlisted candidates.

Application Assessment

8.2 The assessment of applications may include some or all of the following elements: predicted or achieved performance in undergraduate qualifications, a personal statement, evidence of relevant experience, evidence of English language proficiency, performance at interview, a written exercise, an oral exercise and, where relevant, evidence of any significant cause as to why a candidate has not achieved their academic potential, or of additional qualifications, professional experience or other achievements.

8.3 All applicants will be assessed against the same published entry requirements and criteria.

8.4 Shortlisted candidates will be invited to a selection appointment.

Application Criteria

8.5 The criteria against which all candidates are measured, both for shortlisting and selection, is published on the [Application Process](#) page of the ICCA website.

Redacted Information

8.6 In accordance with this policy, during the initial shortlisting process, admissions assessors will not have information relating to any applicant's name, address, school or university or protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

8.7 Even though some of this information is required to be entered during the application process, this is to ensure that candidates can meet the minimum entry requirements and for monitoring and contact purposes, and the information is removed from their application before it is passed to an assessor. Candidates will not be asked any questions used to determine their application which are designed to reveal this information. Such information does not form any part of the criteria against which each application will be assessed.

8.8 During selection events, even though certain individual characteristics of candidates will be self-evident during such a selection process, all trained assessors will have no such information about individual candidates prior to the process commencing, other than the candidate's name and any information which is required to assist with reasonable adjustments or specific learning difficulties.

8.9 Where it is necessary to review an application which reveals such information, the application will then be passed on to an assessor with this information removed, so as to ensure consistency of approach to all candidates.

9. Commencement dates and progression through the ICCA Bar Course

9.1 On the [ICCA Bar Course Commencement and Progression](#) page, full details are provided regarding:

- (1) ICCA Bar Course Part One commencement and progression
- (2) ICCA Bar Course Part Two commencement and progression
- (3) Provisional and final offers
- (4) Choosing Part One and Part Two commencement dates.

10. Fraud, Plagiarism and Misleading Information

10.1 It is essential that any personal statement or other written materials submitted as part of an application are the work of the applicant. The ICCA may use plagiarism detection software to evaluate the originality of a piece of work.

10.2 If it is detected that a personal statement, answer or other written material may be plagiarised, or that any other element of an application may be incorrect, fraudulent or misleading no invitation to a selection event or offer will be made until the matter has been resolved. Any irregularities will be investigated by contacting the applicant.

10.3 The ICCA reserves the right to terminate the application process or to withdraw an offer if incorrect, plagiarised, fraudulent or otherwise misleading information is provided in or during the application process.

11. Disabled Applicants and Special Educational Needs

11.1 Applications from disabled applicants and those with special educational needs will be considered based upon academic merit and potential.

11.2 Any support needs or adjustments will be considered independently of the admissions decision.

11.3 Where an applicant believes that their disability has impacted detrimentally upon their past academic performance, they should notify the ICCA using the Waiver of Academic Entrance Requirements procedure outlined in section 7 above.

Disclosure

11.4 Disclosure of disability, neurodivergence and other special educational needs before or during the application process should not be considered to be formal notification to the ICCA of such matters, other than for the purposes of providing assistance during the application process itself (for example, to provide reasonable adjustments or other assistance at a Selection Event). Should candidates succeed in their application and enrol on the ICCA Bar Course, they will have the opportunity to notify the ICCA of all such matters for which they may require assistance or reasonable adjustments on the course and during assessments, such as by way of an Inclusion Plan and Personalised Assessment Plan.

12. Unsuccessful Applications – Feedback

12.1 The ICCA operates a competitive admissions system and therefore a considerable number of applicants may be unsuccessful. The ICCA is unable to provide feedback to candidates who are not shortlisted for a selection event.

General Feedback

12.2 The ICCA will provide general feedback upon request to unsuccessful candidates who were invited to and attended a selection appointment. This means that unsuccessful candidates will be provided with the marks awarded at the selection event under each assessment category/competency, against the relevant criteria for the exercise, together with their final score.

Time limits

12.3 Candidate requests for feedback must be submitted within 28 days following notification that their application has been unsuccessful.

Appeals

12.4 Following feedback, if a candidate wishes to appeal the admissions decision, the process outlined in Annex B to this policy should be followed. Please note that the appeal process cannot be used to obtain detailed feedback following a selection appointment.

13. Behavioural Code

13.1 Applicants and individuals expressing an interest in joining the ICCA Bar Course are expected to engage with the admissions process in a reasonable, fair and respectful manner. This includes treating ICCA staff, fellow candidates, and all others involved in the admissions process with courtesy at all times, including during any admissions-related enquiries, correspondence, complaints or appeals.

13.2 Failure to adhere to these expectations may result in refusal to consider an application, withdrawal of a candidate from the admissions process, refusal to proceed with a complaint or appeal, or withdrawal of a provisional or final offer. Failure to adhere to these expectations may result in refusal by the ICCA to accept an application from the individual concerned during any or all future admissions rounds.

Right to Request Review

13.3 Applicants subject to an adverse decision on the grounds of behaviour or conduct during the admissions process may request a review of that decision as set out below. The ICCA will consider whether the decision was reasonable, proportionate and made in accordance with its published policies. The outcome of the review will be final and communicated in writing.

13.4 Applicants subject to an adverse decision on the grounds of behaviour or conduct during the admissions process are not entitled to make a complaint or appeal as set out in the annex A and Annex B of this Policy. Instead, the review process below should be followed.

Eligibility for Review

13.5 A review may be requested where, on the grounds of conduct or behaviour during or concerning the admissions process, or during the admissions complaints and appeals processes:

- (a) an application has been refused, withdrawn, or an offer rescinded; or
- (b) notice has been given that an appeal or complaint will no longer be considered; or
- (c) where notice has been given that any or all future applications by an individual will not be considered.

Review Process

(1) Submission of Request:

- The request must be submitted within 10 working days of receiving the decision.
- It must be made by email to admissions@icca.ac.uk and include:
 - a) The applicant's full name and contact details
 - b) The decision being challenged

- c) The grounds on which the review is sought
- d) Any supporting evidence

(2) Review Process:

- The review will be conducted by a senior member of ICCA staff not involved in the original decision.
- The review is not a re-hearing, but a consideration of whether the original decision was reasonable, procedurally fair, and consistent with ICCA policies.

(3) Outcome:

- The applicant will be informed in writing of the outcome within 15 working days of the request.
- The decision of the reviewer is final and there is no further right of appeal.

(4) Record-keeping:

- A record of all reviews and decisions will be retained for quality assurance and regulatory purposes.

14. Complaints and Appeals Procedure

14.1 Applicants who are unsuccessful in applying for admission to the ICCA Bar Course, and who wish to appeal the decision, should follow the two-stage appeal process as outlined in the Admissions Appeal Procedure, provided as an annex to this policy (see below).

14.2 Receipt of the appeal will normally be acknowledged within 2 working days, with the response to the appeal normally being provided within a further 10 working days. Where the appeal is upheld, the response will indicate the outcome of the reconsideration of the application.

14.3 Applicants who do not wish to appeal the decision made on their application, but who are dissatisfied with their experience or the service they received during the application process, may make use of the two-stage complaints process outlined in the Admissions Complaints Procedure, provided as an annex to this policy. Applicants are recommended to attempt informal resolution of any complaint at the local level before initiating a formal complaint.

15. Monitoring and Review

15.1 This policy will be reviewed every year by the ICCA Vice-Dean and revised in light of changes in legislation, regulations and the strategic priorities of the ICCA, directed by its Governors. Any enquiries regarding this policy should be directed to the Vice-Dean via admissions@icca.ac.uk.

16. Annexes

Annex A - Admissions Complaints Procedure

Annex B - Admissions Appeals Procedure

ANNEX A: Admissions Complaints Procedure

1. Purpose

1.1 The ICCA is committed to ensuring that all applications are considered on their individual merits and treated in a fair and equal way, based on all information provided through the application process. However, it is recognised that there may be occasions where applicants feel that the ICCA has not dealt with applications to the applicant's satisfaction. This annex outlines the procedure through which applicants can make a complaint regarding the level of service received from the university in the application process.

2. Scope

2.1 This procedure is for applicants who wish to make a complaint regarding the application process. The complaints procedure has one informal and two formal elements:

- (1) **Informal local resolution**, dealt with at the most local relevant level;
- (2) **Stage One Complaint**: formal written complaint investigated by the ICCA Vice-Dean (or nominee);
- (3) **Stage Two Complaint**: if the applicant is not satisfied with the outcome reached as a result of the Stage One Complaint, they may escalate the complaint to be investigated by the Dean of the ICCA (or nominee).

2.2 The ICCA will ensure that any applicant seeking to use this procedure will not be treated less favourably in the application process, or during any future applications that they may make for admission to the ICCA Bar Course.

2.3 A complaint is the expression of a concern about a procedure or administrative process and can be lodged at any stage of admissions, recruitment and widening access processes.

2.4 Individuals subject to an adverse decision on the grounds of behaviour or conduct during the admissions process who wish to seek a review of that decision must follow the procedure set out in paragraph 13 of the Fair Admissions Policy. A complaint under this annex (as opposed to a request for review under paragraph 13 of the Fair Admissions Policy) will not be considered for such an individual.

3. Complaints Made Without Foundation

3.1 The ICCA may terminate consideration of a complaint if it considers it to be without foundation or made in bad faith. In such instances, the member of staff dealing with the complaint will write to the applicant to explain why consideration of the matter is being terminated. Anonymous complaints will not be considered.

4. Resolution of a Complaint

4.1 Where a complaint is upheld in whole or in part, possible outcomes will include one or more of the following:

- (1) A reconsideration of the application through the Appeals Procedure;
- (2) An apology;
- (3) A clear explanation of the events or context that led to the decision;
- (4) A change in procedures;
- (5) A referral of the complaint for consideration by the ICCA Bar Course Education Committee.

5. Confidentiality and Record Keeping

The ICCA will limit the disclosure of information consistent with conducting a fair investigation and the implementation of any recommendations following investigation into the complaint. If an applicant names a member of staff or another applicant, then the individual named will normally have the right to know the complaint made against her/him in order to be able to reply to the complaint.

Once an applicant has made a Stage One Complaint, records will not be held on the application but kept securely in the Registry Office. Records will be retained in accordance with legal obligations under the Data Protection Act 1998.

Timescales

5.1 The applicant should raise the complaint at the earliest opportunity and in any case in respect of Stage One no later than **10 working days** of the incident complained of or the date of notification that an application has been unsuccessful.

5.2 To raise a Stage One Complaint, the applicant is required to complain in writing to the ICCA Registry by email to admissions@icca.ac.uk.

5.3 Registry staff will confirm receipt of the complaint within two working days. The Vice-Dean (or nominee) will respond to the applicant's complaint within 10 working days of receipt.

6. Informal Local Resolution

6.1 In the interests of providing the best possible service to applicants, the ICCA will seek a resolution to a complaint regarding an application through informal discussion and at the earliest opportunity. Informal complaints may be made to a member of staff at the ICCA such as the registry or academic staff, as a first point of contact in writing, by email or verbally.

6.2 The member of staff will endeavour to assist the complainant if at all possible. An informal complaint may be escalated to a more senior member of staff if necessary.

6.3 A note on the application will be made when an informal complaint is made to keep a record of the incident.

6.4 If the outcome of the informal complaint is that no resolution can be agreed to the satisfaction of the applicant, the applicant will be made aware of the Stage One Complaint procedure.

6.5 If the applicant does not proceed to submit a Stage One formal complaint this will be determined as being the end of the matter as far as this procedure is concerned.

7. Stage One: Complaint to the Vice-Dean of the ICCA

7.1 Should a complaint not be dealt with informally to the satisfaction of the applicant she/he may initiate a Stage One Complaint. A Stage One complaint involves an investigation by the Vice-Dean (or nominee), with the support of the Registry. If the complaint relates to a member of the Registry staff, the complaint will be reviewed by a manager outside Registry Services.

7.2 To initiate a Stage One Complaint, the applicant must make the complaint in writing to the ICCA Registry at admissions@icca.ac.uk within 10 working days of the incident complained of or the date of notification that an application has been unsuccessful. Third parties are not permitted to make a Stage One Complaint.

7.3 The Registry will confirm receipt of the complaint within two working days of submission. The written complaint must outline the nature of the complaint, steps that have been taken to informally resolve the issue, the timings involved to date and how the applicant wishes to see the complaint resolved.

7.4 The Vice-Dean will respond in writing within 10 working days from the date of written notification of the complaint.

7.5 The Vice-Dean will investigate the circumstances of the complaint and the adherence of ICCA staff to procedures. The investigation may involve interviewing the applicant/complainant and other persons directly involved. The Vice-Dean may seek opinion and information from any person with knowledge of the matter.

7.6 At the conclusion of the investigation the Vice-Dean will form a judgment on the complaint and the applicant will be informed in writing of their findings. The findings will include the judgment regarding the merits of the complaint and, if applicable, proposals for a resolution of the complaint and/or recommendations for further action arising from the complaint.

7.7 The communication will also inform the applicant of the right to submit a further complaint under Stage Two of this procedure if she/he remains dissatisfied with the findings.

8. Stage Two: Complaint to the Dean of the ICCA

8.1 Where an applicant's complaint to the Vice-Dean is not upheld or a satisfactory outcome is not reached, the applicant may apply to the Dean of the ICCA in a Stage Two Complaint. This must be received in writing to the ICCA Registry at admissions@icca.ac.uk within 10 working days of the final Stage One Complaint response from the Head of Programmes.

8.2 A Stage Two Complaint may be allowed, at the discretion of the Dean, on the following grounds:

- (1) There is evidence of significant administrative or procedural error in the processing of the Stage One Complaint; and/or
- (2) There is new evidence which the applicant was unable to provide as part of the Stage One Complaint.

8.3 The Registry will confirm receipt of the complaint within two working days of submission. The Dean (or nominee) will respond to the appeal within 10 working days of receipt of the Stage Two Complaint. The response will indicate whether, in the opinion of the Dean, one or both of the criteria above are satisfied.

8.4 Where a complaint is upheld (fully or partially), the Dean will inform the Registry and/or the Vice-Dean as to any actions to be taken. The Dean's decision is final, and no further appeal or review is permitted.

ANNEX B: Admissions Appeals Procedure

1. Introduction and Purpose

1.1 An appeal is a request for a review of a decision concerning selection or admission and can be lodged only after such a decision has been made.

1.2 The ICCA's selection event decisions are made based on the academic judgment of academic staff. Individual cases will not be reconsidered on the grounds of disagreement with that judgment and decisions may only be appealed on those procedural grounds as detailed in this policy.

1.3 The ICCA will provide general feedback to those candidates who have attended a selection event but were not offered admission to the ICCA Bar Course (see section 12 of the Fair Admissions Policy for further information).

2. Scope

2.1 This appeal procedure is available to applicants whose application for admission to the ICCA Bar Course is rejected. This procedure is not available to applicants who:

- (1) Accept an offer of admission, but who subsequently fail to meet the conditions of the offer;
- (2) Wish to appeal the decision of another institution;
- (3) Wish to obtain feedback on an application following shortlisting;
- (4) Wish to obtain detailed as opposed to general feedback on an application following a selection event;
- (5) Seek a reconsideration of the academic or professional judgment of ICCA academic staff;
- (6) Receive a provisional or final offer of admission but who fail to respond by a set deadline;
- (7) Are subject to an adverse decision on the grounds of behaviour or conduct during the admissions process. Instead, a review of that decision should be made as set out in section 13 of the Fair Admissions Policy.

2.2 In accordance with principles of the Data Protection Act 1998, appeals will only be accepted from the individual who applied to the programme of study. Appeals will not be accepted from third parties.

3. Stage One Appeals

3.1 Where an applicant is rejected, they should appeal in writing to the ICCA Vice-Dean by contacting the ICCA Registry at admissions@icca.ac.uk within **10 working days** of the date of notification of the decision. Appeals may be submitted on one, or both, of the following grounds:

1. Misapplication of the general entrance requirements by the ICCA; or
2. Other significant administrative or procedural error(s) affecting the outcome of the application.

3.2 Applicants must clearly identify which of these grounds is being used as the basis for their appeal and refer to this in their correspondence. Any available evidence which the applicant wishes the ICCA to consider must be supplied with the correspondence.

3.3 The Registry will acknowledge receipt of the appeal within two working days and a response provided to the appeal by the Vice-Dean (or nominee) within a further 10 working days. The response will indicate whether the applicant's appeal is upheld (fully or partially) or rejected and the reasons for the decision.

3.4 Where a Stage One appeal is upheld (fully or partially), the Vice-Dean will inform the ICCA Registry as to any actions to be taken, which may include a reconsideration of the application where appropriate.

4. Stage Two Appeals

4.1 Where an applicant's appeal to the Vice-Dean is not upheld, the applicant may appeal to the Dean of the ICCA. Stage Two appeals to the Dean must be received in writing by contacting the ICCA Registry at admissions@icca.ac.uk within **10 working days** of the date of the first stage decision by the Vice-Dean (or nominee).

4.2 A second stage appeal may be allowed, at the discretion of the Dean (or nominee), only on one or both of the following grounds:

- (1) There is evidence of significant administrative or procedural error in the processing of the first stage appeal;
- (2) There is new evidence which the applicant was unable to provide as part of the first stage appeal, and sufficient evidence remains that the initial decision on the application warrants reconsideration.

4.3 The ICCA Registry will normally acknowledge receipt of the appeal within two working days and a response provided to the appeal by the Dean (or nominee) within a further 10 working days. The response will indicate whether, in the opinion of the Dean, one or both criteria are satisfied.

4.4 Where a Stage Two appeal is upheld (fully or partially), the Dean will inform the Vice-Dean and the ICCA Registry as to any actions to be taken, which may include a reconsideration of the application where appropriate.

4.5 The decision of the Dean and any consequent reconsideration by the ICCA is final and no further appeal is permitted.