Office of Admissions

Admissions Policy

1. Scope of policy

1.1 This policy applies to all applications for undergraduate and postgraduate courses at CITY College, University of York Europe Campus. The policy is intended to give guidance to staff and prospective students on the CITY College's procedures for recruiting, selecting and admitting undergraduate and postgraduate students to its courses.

2. Responsibility and monitoring of admissions policies and procedures

2.1 This policy is the responsibility of the Head of Academic Services and is reviewed and updated annually. The Head of Academic Services is responsible for the delivery of the overall admissions service in cooperation with the respective Heads of Academic Departments and the Academic Programme Directors.

2.2 Admissions procedures are regularly reviewed and updated where necessary.

3. CITY College, University of York Europe Campus' recruitment and admissions aims

3.1 CITY College is committed to excellence in recruitment and admissions practices and service which are designed to contribute to its aims of admitting students with the best potential to succeed and regardless of their background. CITY College aims to provide a professional and fair service for all enquirers and applicants.

3.2 CITY College aims to select students who:

- have the ability and motivation to benefit from the academic opportunities offered
- will contribute to the research-led environment of CITY College
- will fully engage with and contribute to university life

3.3 CITY College, University of York Europe Campus is committed to widening participation in higher education and aims to maintain a socially and culturally diverse student population. Principles of inclusion and equality of opportunity are central to the recruitment, selection, admission and retention of students.

3.4 Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

4. Responsibilities

4.1 Responsibility for recruitment and admissions activities: Admissions and Recruitment Offices work closely with academic departments and other support services across CITY College, University of York Europe Campus to ensure the delivery of a fair, effective and professional recruitment and admissions service.

Admissions and Recruitment Office

- ensures the effective implementation of the Admissions Policy and associated procedures;
- promotes CITY College, University of York Europe Campus and its programmes through a range of marketing and recruitment activities and materials;
- provides information, advice and guidance to academic departments, support services, enquirers, applicants and their advisors;
- assesses applications along with Academic departments to make or authorise offer or unsuccessful decisions
- informs CITY College's planning process surrounding the delivery of student intakes and programme approvals and withdrawals;
- works with academic departments, informs and approves the setting of entry requirements;
- develops, delivers and maintains appropriate admissions systems; and
- provides training sessions and information events for all staff involved in recruitment and admissions activities.

Academic Departments:

- provide course and selection information to inform the development of publications and to enable accurate and informative responses to enquiries;
- participate fully in enquirer and applicant engagement activities;
- works with Admissions and Recruitment Offices to determine selection criteria to be used in the assessment of applications in order to ensure the recruitment of students who are able to succeed on their chosen programme of study; and
- assess applications and recommend decisions.

4.2 Training: CITY College is committed to ensuring that all admissions staff are fully trained in admissions procedures and compliance aspects and are kept aware of any changes in policy made nationally or at an institutional level.

4.3 At key points in the admissions cycle, the Admissions Office hosts a number of information sessions for all staff involved in recruitment and admissions. These are intended to inform departmental staff of any changes in admissions practice and to share good practice in admissions. *Ad hoc* working groups may be convened to develop policy, process or practice in relation to a particular admissions area or issue.

5. Enabling prospective applicants to make informed choices

5.1 **Information for enquirers, applicants and their advisors**

CITY College, University of York Europe Campus selects and recruits students by:

- works with schools and colleges, teachers and advisers, to provide information and advice for learners that will help them to make the best and most informed choices for their future;
- meet in person or virtually with candidates to provide promotional material, advice and guidance related to both entry requirements and the nature of the programmes;
- interviews prospective students;
- encourages applications from the widest range of educational, social and cultural backgrounds;
- provides clear and transparent admissions information to prospective applicants;
- operates a fair and effective admissions process;
- ensures the consistent application of policy across CITY College.

CITY College, University of York Europe Campus participates in activities to promote its programmes, including open days, higher education fairs and education liaison events. Admissions and registration information is published in our undergraduate and postgraduate prospectuses and is available through our website at: http://www.york.citycollege.eu

Applicants are advised to refer to our web page for the most up-to-date information.

6. Entry requirements and typical offers

6.1 CITY College, University of York Europe Campus welcomes applications from candidates who can demonstrate that they have the potential to succeed on the programme to which they have applied and that they will benefit from and contribute to the learning, research and social environment at CITY College.

6.2 In the undergraduate programmes, there are two streams comprising:

- The 3-year programme consists of students who satisfy the admission requirements (see below).
- The 3-year programme in which Stage 1 is delivered in Greek language, while the 2nd and 3rd Stages are delivered in English.

Both the above programmes are the same in relation to curriculum, syllabuses, examinations and assessment. There is an exception in the undergraduate programme of the Humanities Department, in Language, Linguistics & Literature which is offered completely in English.

6.3 All undergraduate and postgraduate students who are offered a place and complete the course successfully will be entitled to be conferred with an award from the University of York.

6.4 CITY College, University of York Europe Campus' entry requirements for each programme are provided below:

Undergraduates: https://york.citycollege.eu/files4users/files/Undergraduate-admission-and-application-requirements.pdf (3-year programmes)
Postgraduates: https://york.citycollege.eu/files4users/files/Postgraduate-admission-and-application-requirements.pdf
Executive MBA: https://york.citycollege.eu/files4users/files/MBA-admission-and-application-requirements.pdf

6.5 Applications are considered individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission especially in relation to programmes that are oversubscribed.

6.6 **Academic requirements:** CITY College considers a wide range of EU, UK and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile.

6.7 **English Language requirements:** All applicants to CITY College, University of York Europe Campus whose first language is not English are required to show evidence of the level of their proficiency in the English language. A full list of approved English language qualifications may be found at: https://york.citycollege.eu/regulations-policies.

In addition most common accepted qualifications are detailed within the admission and application requirements for each programme as above.

Students are required to meet the English language requirements for 3 year programmes (or a qualification/test determined as equivalent to B2 (CEFR) by CITY College, University of York Europe Campus) by the end of Stage 1 in order to progress to Stage 2.

6.8 **Alternative evidence of English Language ability**

6.8.1 Applicants who have completed their university degree level studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability. We expect some evidence to support this; therefore, they are required to submit official supporting documents such as an academic transcript, letter from the institution or other suitable evidence.

6.8.2 Applicants holding none of these English language certificates are judged on their own merits. In exceptional cases candidates may be accepted on the recommendation of the Head of the Department, following a formal interview with the Head of Department.

6.8.3 Where appropriate, CITY College may allow an applicant who does not meet the English language requirement at a given time, to undertake an Internal English Language Test. In such a case, results from the Test will be used as evidence to assess English Language requirement.

6.8.4 Where appropriate, CITY College may consider other evidence of English language ability which it deems to indicate a level of ability equal to the minimum requirement as set out above and which meets the standards for assessing English language.

6.9 **References:** Applicants to undergraduate programmes are not normally required to submit any references. Applicants to postgraduate programmes are normally required to submit two references (academic or professional) as part of their application. Applicants for the Executive MBA programme are required to submit one professional reference.

6.10 **Verification:** CITY College, University of York Europe Campus requires applicants to provide satisfactory evidence of their qualifications and reserves the right to verify all qualifications declared by an applicant. In the event that an applicant is unable to evidence their qualification to the satisfaction of CITY College, we reserve the right to withdraw the application at any point even if an offer of admission has been made.

6.11 **Offers:**

6.11.1 The offer we make to applicants will be subject to them satisfying the academic requirements for admission prescribed by the relevant Academic Department and any particular requirements prescribed by the Admissions Office (whether set out in our prospectus, the offer or otherwise).

6.11.2 The offer may be conditional or unconditional. This will be set out in the offer letter. If the offer is conditional, we will set out the conditions of the offer which they will need to fulfill in order to be admitted on to the Course. If they have not fulfilled the conditions of the offer, following their application, we reserve the right to withdraw the offer or to defer their application to the next available entry (semester or year).

6.11.3 If applicants have been issued with an offer which is conditional on achievement of a qualification or other requirement, they will need to fulfill the conditions.

6.11.4 The offer may also be conditional upon passing an English language test. Further details about English language requirements are detailed above.

6.11.5 Offers will be made through the Admissions Office in cooperation with the relevant Academic Department and will be sent to applicants by email.

6.11.6 We reserve the right to make changes to the offer at any time before applicants accept it. In the unlikely event of any change being made to the offer, we will inform applicants immediately and issue an updated offer.

6.11.7 If we wish to make any changes to an offer and/or a Course after applicants have accepted the offer (other than changes to a Course which are explained in the document of "Terms and Conditions Relating to your offer" section 5.2 or changes due to circumstances beyond the reasonable control of CITY College which are explained in section 5.4), we will enter into a dialogue with the applicant to explain the situation and agree any changes.

6.11.8 CITY College, University of York Europe Campus reserves the right to vary the terms of an offer due to circumstances beyond the reasonable control of CITY College (for example changes arising from regulatory necessity). Where CITY College is forced to vary the terms of an offer pursuant to this paragraph, CITY will inform all affected offer holders as soon as possible.

6.11.9 If CITY College, University of York Europe Campus changes the offer, applicants are yet to register and they are not satisfied with the changes, they will be offered the opportunity to decline their offer.

7. How applications are assessed

7.1 CITY College, University of York Europe Campus is committed to fair admissions and considers applications on a case-by-case basis, assessing both ability and suitability for the course that has been applied to. CITY College considers past and predicted academic achievements as well as other evidence of ability, skills, interests, motivation and potential.

7.2 CITY College's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Selection decisions are made by trained staff in both the Admissions Office and Academic Departments.

We require satisfactory evidence of entry qualifications (including English language qualifications if required). Before admission, applicants will be required to provide documentation regarding their prior studies, according to the admission requirements (e.g. High School Diploma, High School Year Certificates, University Degree, transcripts/certificates). These documents are required to be certified copies or authenticated with a clear and legible copy by the issuing organisation. In addition, all documentation submitted should be translated into English (if not in their original version).

7.3 **Assessing applications:** All applications are assessed individually and holistically. In assessing the ability and suitability of applicants, the following information as provided in the application form and supporting documentation may be considered:

- achievement in awarded qualifications or partially complete qualifications
- predicted achievement in qualifications yet to be awarded
- personal statement/statement in support of the application/CV
- evidence of relevant work experience (selected programmes only)
- references (selected programmes only)
- evidence of English Language ability
- other academic and/or professional achievements

In addition, we may require applicants to participate in an interview or audition as part of the selection process or submit a portfolio of work or research proposal (where appropriate).

7.4 **Applicants who have mitigating circumstances:** If any candidate feels that any disability, long term health condition, other personal circumstance (e.g. bereavement, or other difficult home or family circumstances) or any other event may have affected their previous education, or grades received in past examinations, then they are encouraged to contact the Admissions Office to discuss this further. All formal requests for mitigating circumstances which are supported by a full declaration about the nature of the circumstances will be considered as part of the admissions process, and may be taken into account when making an offer where CITY College, University of York Europe Campus considers it appropriate to do so. Where it is not possible to make a reduced offer, we will consider the circumstances further at the point we receive applicants' results if they fail to achieve the requirements of our original offer.

7.5 **Conditions of admission and enrolment**

7.5.1 The admission to CITY College, University of York Europe Campus and the right to study on a course are subject to applicants complying with the terms of the contract and CITY College's enrolment procedures and subject to applicants observing CITY College's rules and regulations. These documents are available for applicants to review at:

https://york.citycollege.eu/regulations-policies.

If they do not act in accordance with the terms of this Contract we may take disciplinary action against them and one of the possible outcomes of such an action is that their Contract with us may be terminated.

7.5.2 In order to secure a place on a course, a deposit and/or a registration fee may be required and if this is the case details will be included in the offer. If applicants do not pay the amount required in accordance with the payment terms advised in the offer, their application will not be further processed. The registration fee will not be refunded in the event they withdraw their application for any reason, before or after the commencement of the course. Any deposit, excluding the registration fee, they pay will be offset against the balance of tuition fees owed to CITY College.

7.5.3 When applicants apply for a Course, they will be provided the relevant tuition fees list for the course they have applied for. Any queries on the tuition fees should be sent to CITY College's Financial Office at: financial@york.citycollege.eu. During their studies students are required to follow the payments plan agreed between them and CITY College.

7.5.4 Where admission to the course is dependent on a interview with the Academic Department, any offer shall be regarded as provisional until the approval of the Head of Department has been obtained.

7.5.5 When applicants register on their Course they will be required to sign up to CITY College's Student Enrolment Statement. All candidates will be asked to:

- agree to accept and observe the University of York's Ordinances, Regulations, Policies and Procedures and the Ordinances and Regulations of CITY College, University of York Europe Campus;
- agree to statements regarding the handling and protection of their data;
- confirm that they have read and understood the Regulations and Policies provided to them before their registration.

Further details relating to the Student Enrolment Statement are available at:

https://york.citycollege.eu/regulations-policies

8. Keeping applicants informed

8.1 CITY College, University of York Europe Campus recognises the importance of keeping applicants informed throughout the application process. Key updates are provided throughout the admissions cycle and may be communicated directly by CITY College' Admissions Office. Communications include, but are not limited to:

- Acknowledgement of application receipt
- Confirmation that a decision has been made and sending of the offer letter along with additional documents via email to applicants
- Confirmation of reasons for rejection if an application has been unsuccessful
- Confirmation of admission and registration and sending of relevant letters to students
- Welcome and enrolment information

8.2 Where applicants have previously agreed to receive additional information, we may also provide information about events, activities and opportunities at CITY College, University of York Europe Campus which we think might be of interest and value to them.

9. Applying

9.1 **How and when to apply:** Applications to all programmes are made either by:

- sending application documents via email directly to the Admissions Office at: admissions@york.citycollege.eu, or
- by uploading application documents using the on-line application at: https://york.citycollege.eu/frontend/articles.php?cid=31&t=How-to-apply

9.2 Most courses have no deadline for applications, unless applicants are applying for a specific scholarship. However, as entry to all courses is competitive, applicants are advised to apply as early as possible.

9.3 **Time taken to consider an application:** CITY College, University of York Europe Campus aims to consider applications and make decisions as quickly as possible. The process usually takes up to two (2) weeks to respond to complete applications.

10. Our decisions

10.1 **Offers of entry for successful applicants:** Successful applicants will receive an offer of admission to CITY College, University of York Europe Campus. The offer of admission will either be conditional on the basis of qualifications or other requirements yet to be completed or met, or unconditional meaning that all necessary requirements for admission have been met.

10.2 Successful applicants will receive the following documents:

- Offer Letter along with additional information relating to their studies (e.g. tuition fees, payment terms, information on student services, English language support, etc.);
- CITY College's Terms and Conditions relating to the offer; and,
- CITY College's Admissions Policy.

10.3 **Feedback for unsuccessful applicants:**
CITY College, University of York Europe Campus is committed to providing feedback to applicants who have not been offered a place. All unsuccessful applicants are provided feedback via an email from the Admissions Office. Applicants wishing to request additional feedback may contact the Admissions Office.

11. Applicant responses

11.1 **Responding to offers and response deadlines**
Applicants should respond to their offers via email to be sent directly to the Admissions Office at: admissions@york.citycollege.eu

11.2 By accepting the offer of a place on a course, a contract is made between the applicant and CITY College, University of York Europe Campus. Applicants are encouraged to make an informed decision, and can change their replies within 14 days of accepting the offer by contacting the Admissions Office.

12. Confirmation of a place

12.1 If an applicant who has received a conditional offer subsequently fulfils the conditions of the offer as specified in the offer letter, then a confirmation email will be sent to the applicant.

12.2 All applicants should fulfill the conditions of entry according to the details of their offer letter. This means that CITY College, University of York Europe Campus needs to have received the requested documents/supporting evidence/results according to the deadlines advised in the offer letter.

12.3 Undergraduate and Postgraduate applicants who require a student visa should contact the Student Services Office at: studentservices@york.citycollege.eu

13. Applicants with disabilities

13.1 CITY College, University of York Europe Campus has an explicit policy of providing support for students with disabilities and believes that these students should have access to the full range of academic, cultural and social activities CITY College offers. Therefore, CITY College will take all reasonable steps to meet both the general need for access and the specific needs of individuals with disabilities.

13.2 Students with disabilities, as all other students, are accepted by CITY College on the basis of academic attainment and potential to benefit from the programme to which they have applied.

13.3 Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate's disability will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable in order to ensure that the applicant is supported effectively on the course. Applicants who choose not to disclose their disability or long term health condition at the point of application will be provided with other opportunities to provide such information later in the process. Any disability disclosure will be dealt confidentially and sensitively.

13.4 If any candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by CITY College when considering their application they should inform the Admissions Office.

14. Applicants with other long term health conditions

14.1 If any candidate feels that their long term health condition (which is distinct from a disability) has meant that they faced exceptional circumstances which should be taken into account by CITY College when considering their application they should inform the Admissions Office.

15. Applicants with criminal convictions

15.1 CITY College, University of York Europe Campus takes the view that, in principle, having a criminal record does not necessarily preclude an individual from studying at CITY College. Information concerning criminal convictions does not form part of the academic assessment of an application. This information is not routinely shared with assessors with the exception of some professional practice programmes where declarations of criminal convictions form part of an assessment of fitness to practice.

15.2 For safeguarding and duty of care reasons, CITY College, University of York Europe Campus does require prospective students to disclose any relevant unspent criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk. Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If you receive an offer from CITY College, you will be required to make such a disclosure at the point of accepting your offer of admission.

15.3 Together we need to ensure that CITY College's campus (including both on-site and online) is a safe environment for all applicants, staff, students and visitors, CITY College, University of York Europe Campus reserves the right, upon disclosure of such convictions or these otherwise becoming known to it, to cancel/withdraw the offer, withhold admission and terminate any contract with you (where it reasonably deems that risks cannot be appropriately managed), or alternatively to designate restrictions upon you (as it reasonably sees fit to assist with managing any risks) whilst you are at CITY College, University of York Europe Campus.

15.4 If you later receive a criminal conviction (whether before enrolment/admission or during your time at CITY College), you are required to declare this to the Academic Registrar, providing full details. Failure to do so may constitute a disciplinary offence and also give CITY College, University of York Europe Campus the right to terminate our contract with you.

16. Age on entry

16.1 CITY College, University of York Europe Campus admits students on individual merit and does not discriminate on the grounds of age. It is also bound to rules regarding student visas.

16.2 Where the age of an applicant would raise issues of safety, child protection, visa-sponsorship, personal support or issues of care, the applicant will need to satisfy CITY College, University of York Europe Campus that they have the ability to live independently in the CITY College's community, and will not be admitted without the express permission of the written authorisation of an appropriate adult, normally their parent or guardian.

17. Applications for advanced entry

17.1 CITY College will consider applicants for advanced entry (e.g. to year 2 of a programme) on an individual basis. CITY College, University of York Europe Campus considers applications for advanced entry on the basis of Recognition of Prior Learning (RPL) and includes certificated or experiential learning.

17.2 CITY College, University of York Europe Campus recommends that all applicants requesting advanced entry contact the Academic Department concerned to discuss the opportunities prior to application. The Academic Department will be able to advise on its policy on advanced entry and provide specific advice for each applicant's circumstances.

18. Re-applications

18.1 CITY College, University of York Europe Campus will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgment. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

19. Re-admission of students

19.1 Applications for study from candidates who wish to be readmitted to CITY College, University of York Europe Campus will be considered in accordance with College's Regulations

https://york.citycollege.eu/regulations-policies.

19.2 Applicants meeting the following criteria can only be readmitted with the approval of the Head of the relevant Academic Department and the Vice President of Learning & Teaching:

- Students who have previously been excluded from CITY College.
- Undergraduate students who have previously failed a College examination or have withdrawn from the College and are seeking admission to the subject, or any of the subjects, previously studied.
- Undergraduate students who have previously twice studied the first year of a programme at CITY College, University of York Europe Campus regardless of whether or not the subject(s) studied previously are the same.
- Postgraduate students who have previously studied in a postgraduate programme and failed to complete it whether or not the subject(s) studied previously are the same.

20. Applications for deferred study

20.1 CITY College, University of York Europe Campus welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but decide that they wish to defer their application prior to enrolment will be considered on an individual basis. These requests must be made in writing (by email or letter) to the Admissions Office. Whilst a deferral request will be considered it is not guaranteed.

20.2 Applicants must normally have satisfied all conditions of entry in order to defer their place. The normal maximum length of deferral that will be considered is two years; after this period a candidate would be required to re-apply.

21. Fraud, plagiarism and omission

21.1 CITY College, University of York Europe Campus will check qualifications, personal statements, written work, and research proposals provided as part of an application for potential fraud, plagiarism, collusion or other indications that the application submitted is not wholly the work of the applicant. CITY College will also want to ensure that candidates have provided complete information (e.g. concerning details of previous periods of study or employment) and may seek additional information to resolve any uncertainties in the application.

21.2 CITY College, University of York Europe Campus reserves the right to reject an application on the basis of lack of integrity in an application or supporting documents, and to withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information, or where it believes information may have been withheld. Any student found to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies terminated.

22. Financial information

22.1 Information relating to tuition fees as well as details relating to payment terms is included in your offer letter. For further information applicants should contact the Financial Office at: financial@york.citycollege.eu

22.2 The offer of admission will confirm the tuition fees to be charged based on the programme of study and the applicant's fee status. This decision is based on the information provided within the application form. By accepting our offer of admission, applicants are accepting CITY College's decision in relation to their fee status. This decision is made on the basis of the available evidence at the time.

22.3 Applicants are required to carefully read their offer letter and the tuition fees' payment terms included. Applicants will be required to pay a deposit (upon offer installment) in order to secure their place and to cover administrative functions undertaken by the Admissions Office (e.g. to progress their application and respond to any relevant requests).

23. Changes to programmes

23.1 CITY College, University of York Europe campus undertakes a continuous review of its programmes, services and facilities to ensure quality enhancement and sometimes it is necessary to make changes. We will inform applicants at the earliest opportunity of any changes to the published information about a programme, including any suspension of a programme, made between the application being submitted, the offer of admission, and enrolment.

24. Enrolment and induction

24.1 Applicants who have firmly accepted an offer will be invited to enrol during the Induction Week in late September-early October, by submitting the Student Enrolment Statement. Applicants starting at different times throughout the year will normally be invited to enrol from approximately one month prior to entry.

25. Interactions between CITY College, University of York Europe Campus and the applicant

25.1 CITY College, University of York Europe Campus is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner, and it expects the same commitment when receiving communications from all applicants or their representatives.

25.2 CITY College, University of York Europe Campus will not tolerate inappropriate behaviour or language towards its employees or members of the wider CITY College's community. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint, or the student's ability to continue studying on their Course. CITY College will normally warn an applicant that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning needs be given before action is taken. Such action may include a referral in line with CITY College's

discipline regulations, the withdrawal of an offer or the rejection of an application, or the termination of a student's registration.

25.3 Conduct which constitutes a criminal offence will be referred to the relevant authorities.

26. Appeals and complaints procedures for applicants

26.1 CITY College, University of York Europe Campus is committed to operating a high quality admissions service which is fair, efficient and transparent, and in line with the policies outlined in this document. Appeals and complaints are handled separately from the application for entry.

Further information and guidelines for appeals and complaints procedure are available at:
https://york.citycollege.eu/regulations-policies (Appeals and Complaints Procedures for Applicants)
https://york.citycollege.eu/regulations-policies (Admissions Appeals and Complaints Form)

27. Applicant data

27.1 The data submitted as part of each application is used to assess the suitability of an applicant for study at CITY College, University of York Europe Campus. Offer holder data will be shared according to the General Data Protection Regulation (GDPR) with relevant staff in order for them to provide additional support to ensure a successful transition to CITY College. Data is also used by CITY College, University of York Europe Campus for the purposes of internal and external reporting and for statistical purposes.

28. Equal Opportunities monitoring

28.1 CITY College, University of York Europe Campus values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect. We encourage applicants with varied experiences and different backgrounds, and are committed to ensuring that no student with potential is deterred from applying.

28.2 CITY College, University of York Europe Campus is committed to a policy of equal opportunities. Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure. All information will be handled in confidence and in accordance with the General Data Protection Regulation.

Office of Admissions

29. Further information

Relevant websites

29.1 Specific information about studying at CITY College, University of York Europe Campus is available at: https://york.citycollege.eu/frontend/index.php?chlang=GR_EN

29.2 Further general information about the University of York is available at: https://www.york.ac.uk/

Contact details

29.3 For further information regarding this policy or admissions at CITY College, University of York Europe Campus please contact:

Admissions Office
CITY College, University of York Europe Campus
24, Proxenou Koromila str., 546 22
Thessaloniki, Greece

Email: admissions@york.citycollege.eu
tel: +30.2310.224.186/+30.2310.275.575

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