

ACTVET

Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
للتعليم والتدريب
التقني والمهني

Quality Assurance

Unified Students Admission Policy

ACTVET_L3_QA_020

Document Type:

☐ Secret

☐ Sensitive

☐ Confidential

☒ Open

Approved

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1 INTRODUCTION

This policy describes the roles and responsibilities of all stakeholders involved and identifies the rules to be followed for having an effective unified registration system.

2 OBJECTIVE

ACTVET and its entities are committed to providing prospective applicants with clear and transparent admission services, as well as a fair and effective admission process. The objective of this policy is:

- To regulate and govern the admission and registration process and centralize data management.
- To streamline and automate the admission process making it more efficient and more effective.
- To enhance the robustness of IAT and ADVETI student admission processes.

3 SCOPE

This policy is applicable to all schools and institutes under the umbrella of ACTVET, which includes ADVETI Institutes and IAT Institutes (ADPoly, FCHS, and ATHS schools), in which the admission criteria are approved by the Board of Trustees and shall be configured in the system.

4 DEFINITIONS

No	Term	Definition
4.1	Academic Semester	The period of the year during which students attend school or institute.
4.2	ACTVET	Abu Centre for Technical and Vocational Educational and Training.
4.3	ACTVET System	Includes ACTVET; IAT (Institute of Applied Technology) and entities under IAT; and ADVETI (Abu Dhabi Vocational Education and Training Institute) and entities under ADVETI.
4.4	Admission / Technical Committee	Committee established at each entity to ensure the local admission criteria are applied fairly to all students and oversee the students' admission process.
4.5	ADPoly	Abu Dhabi Polytechnic.
4.6	ADVETI	Abu Dhabi Vocational Education and Training Institute.
4.7	Appeal Committee	Committee established at each entity and responsible for reviewing, validating, rejecting and endorsing the appeal applications.
4.8	Appeal Process	The act of applying to the Appeal Committee in case the student application does not meet the admission criteria.
4.9	Applicants	Students who submit their application to join ACTVET system institutes/schools based on students' admission criteria.

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No	Term	Definition
4.10	Approved Student Admission Policy	IAT and ADVETI admission policies that are approved by the Board of Trustees and include the admission criteria.
4.11	ATHS schools	Applied Technology High School.
4.12	ADVETI BoD	ADVETI Board of Trustees.
4.13	IAT BoT	IAT Board of Trustees.
4.14	FCHS	Fatima College of Health Sciences.
4.15	IAT	Institute of Applied Technology.
4.16	MD	Managing Director.
4.16	Unified Students Admission System	The online controlled admission system allows students to submit their applications.

5 ROLES & RESPONSIBILITIES

No.	Responsible Party	Roles & Responsibilities
5.1	Student (Applicant)	<ul style="list-style-type: none"> Register with name, Emirates ID, school certificate, and Date of Birth. Fill in and complete the online application process. Upload necessary valid documentation as listed in the Unified Students Admission System. Update the documentation if the application is returned. Pay attention to the systems received notifications and react accordingly.
5.2	ACTVET IT	<ul style="list-style-type: none"> Responsible for compliance with this policy within their areas of control. Coordinate with stakeholders to ensure the Approved ADVETI / IAT Student Admission Policy and Unified Students Admission System are aligned.
5.3	Appeal Committee	<ul style="list-style-type: none"> Review and endorse the appeal list submission based on exceptional criteria (Exception Case 6.2). Submit the endorsed appeal list to the Admission / Technical Committee.

No.	Responsible Party	Roles & Responsibilities
5.4	Admission / Technical Committee	<ul style="list-style-type: none"> Review and validate students' information and documents submitted through the Unified Students Admission System. Approve students' applications that meet the admission criteria and include valid documents. Reject students' applications that do not meet the admission criteria or include any invalid documents. Ensure students' registration, students' admission policies and procedures are aligned with the Unified Admission Policy. Process Technical approval. Submit the final student list report for MD approval. Provide quarterly student attrition reports to the MD and cc: ACTVET. Oversee the notifications of the Unified Students Admission System to students regarding their acceptance/rejection status based on the final approved list.
5.5	IAT / ADVETI MD	<ul style="list-style-type: none"> ADVETI and IAT MDs to establish the Admission / Technical Committee and Appeal Committee for their entity respectively. Review and approve the student list submitted by the Admission / Technical Committee. Approve the final list of student admission and provide the outcome to Admission / Technical Committee and cc: ACTVET. Take corrective actions for any noncompliance or inconsistency identified during the Unified Admission process at each entity respectively.
5.6	ADVETI Board of Director	<ul style="list-style-type: none"> Approve the Unified Admission Policy and Procedure.
5.7	IAT Board of Trustees	<ul style="list-style-type: none"> Approve the Unified Admission Policy and Procedure.

6 PRINCIPLES & RULES

6.1 General Rules

- 6.1.1** The developed system should show clearly the admission criteria for students who can apply. In addition, the user friendly system should allow those students who find themselves within close margins of the eligibility criteria to apply via the appeal channel.
- 6.1.1.1 The students shall register online through the Unified Students Admission System.
- 6.1.1.2 The system shall be configured with the approved admission criteria by the Board.
- 6.1.1.3 No admission shall be allowed unless the criteria are met.
- 6.1.2** Institutes and schools' admission criteria shall be embedded within the registration system as approved by the Board of Trustees.
- 6.1.3** Each institute and school shall comply with their approved admission policy and procedure.
- 6.1.4** Institutes and schools shall conduct awareness sessions and training for the concerned staff regarding any new/changes in the student admission process.
- 6.1.5** Institutes/Schools' Admission/Technical Committees shall obtain the technical checks and approval, and conduct interviews/assessments as applicable.
- 6.1.6** Admission / Technical Committee shall Generate and forward the final list to the MD and cc: QA ACTVET.
- 6.1.7** ACTVET shall have unrestricted access to any document or information from institutes and schools deemed necessary or useful for student registration and admission.
- 6.1.8** All admission procedures shall be completed at an approved admission period.
- 6.1.9** Each Committee Secretary, IAT / ADVETI Admission/Technical Committee and IAT / ADVETI Appeal Committee, shall organize a meeting with concerned members, document the Minutes of the meeting and follow up on all action plans.
- 6.1.10** MDs of ADVETI and IAT will approve the list of the students meeting the admission criteria in each entity respectively, and take authorization from their respective Board to accept the students who have been admitted through the appeal.
- 6.1.11** ADVETI and IAT shall prepare and publish the Academic Calendar starting each academic year, and shall incorporate the Admission Application Timeline. No student admission shall be authorised after the official start date of the school / institute without prior approval from ADVETI / IAT MD with clear reasons and justification from the respective MD and approval form their respective Board.
- 6.1.12** The system shall send an automated message to students and parents informing them of either being accepted or rejected, which shall be closely monitored by the Admission/Technical Committee.
- 6.1.13** The system shall notify ACTVET QA in case any violations occurred.

6.2 Exception Case

- 6.2.1** Applicants registering through the appeal channel may be considered by the appeal committee in light of the following cases:
- Applicants with near to the acceptable minimum required admission criteria.
 - Sons/daughters of the martyr.
 - High-level/professional sports athletes.
 - People of Determination.

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- Sons/ Daughters of ACTVET system staff.
- Mature student cases (Age).
- Recognition of Prior Learning.

6.2.2 The appeal committee shall follow the guidelines in section 6.2.1 regarding exceptional cases.

6.3 Confidentiality

6.3.1 Access to any admission documentation/data shall be treated as sensitive as per [ACTVET Information Asset Classification and Labeling Policy ACTVET-L3-InfoSec-T1.3](#)

6.3.2 Under no circumstance should a member of the Appeal Committee communicate with the student in person.

7 REVIEW FREQUENCY

This policy and related documents will be reviewed every two years or when significant changes occur to ensure the suitability, adequacy, and effectiveness of the Unified Admission Policy in coordination with the stakeholder.

8 REFERENCE

Sr.#	Document Title
8.1 7.1	Unified Students Admission Procedure ACTVET_QA_021
8.2 7.2	ADVETI Students Admission Policy
8.3 7.3	ATHS Students Admission Policy
8.4 7.4	ADPoly & FCHS Student Admission Policy