



## **1 Entry Requirements**

If you meet the requirements, you can apply to the Semester Programme by submitting the following:

- Completed PDF application form found under 'Links & Downloads' subheading on Semester Programme webpage;
- A4 Portfolio consisting of maximum 20 sheets that demonstrates your range of skills;
- Academic transcripts in English;
- Letter of reference
- Certificate showing proficiency of English language. Refer to the English language requirements below. (If you do not have the certificate and are planning to take an English language test, you can still make an application with the above documents and submit your results when you receive them). The AA reserves the right to make a place in the school conditional upon gaining a further English language qualification.

Please submit all of the above as electronic PDF files and do not use the online payment form until you have had an offer of a conditional/ unconditional place based on the completed application form and portfolio.

## **2 English Language Requirements**

To meet both the AA and the Home Office/UKVI English language requirements you will need to have one of the acceptable language qualifications listed below, unless you are from one of the following groups:

- You are a national of a majority English speaking country (all countries listed below).
- You have successfully completed an academic qualification of at least three years' duration, equivalent to a UK Bachelor's degree or above, which was taught in a 'majority English-speaking' country (listed below). In order to assess the equivalency of an overseas qualification the student should provide official documentation produced by UK NARIC which confirms the translation. Please go to the English language assessment section for individuals on the UK NARIC website apply online and send us your NARIC certificate.

Majority English speaking countries:

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America.

We also accept if you successfully completed a course of study in the UK when you were under 18 (and a Tier 4 Child visa holder). This course must have lasted for at least six months and must have ended no more than two years prior to your visa application.

If your place is conditional on providing English language qualification the following qualifications satisfy both the requirements of the Home Office/UKVI and the entry requirements of the AA.

- International applicants: IELTS for UKVI (Academic) 6.5 overall with at least 6.0 in each category. IELTS reports have a two-year validity period. Therefore, the certificate must bear

a date no longer than two years ago at the time of visa application. The AA requires a scan of the original certificate. Please check Appendix O and the Approved secure English language tests and test centres issued by the UKVI to ensure you book a test with an approved SELT provider.

- EU Applicants: IELTS (Academic) 6.5 overall with at least 6.0 in each category. IELTS reports have a two-year validity period. Therefore, the certificate must bear a date no longer than two years ago at the time of application to the AA. The AA requires a scan of the original certificate.
- Trinity College SELT test (ISE II (B2) or ISE III (C1)) with a minimum pass in each category. Trinity reports have a two-year validity period. Therefore, the certificate must bear a date no longer than two years ago at the time of visa application. The AA requires a copy of the original certificate.

Applicants are required to meet the scores in each category and overall – we cannot accept lower scores. In addition, your certificate must show that you have achieved the required scores during a single sitting of the examination.

### **3 Receipt of offer to participate in the Semester Programme of the AA Visiting School (AAVS)**

All applicants will receive formal letters confirming the outcome of their application by email. Successful applicants to the Semester Programme will receive:

- CONDITIONAL OFFER subject to deposit/full payment of the course fees and receipt of above Entry Requirements stipulated in Clause 1 of the Visiting School Regulations.
- UNCONDITIONAL OFFER subject to full payment of the course fees and receipt of above Entry Requirements stipulated in Clause 1 and 2 of the Visiting School Regulations.
- LATE APPLICANT OFFER OF ACCEPTANCE subject to full payment of the course fees and receipt of above Entry Requirements stipulated in Clause 1 and 2 of the Visiting School Regulations.
- SHORT-TERM STUDY VISA subject to settling all course fee payments and providing the VS Office with a copy of your passport.
- STUDY TRIP LETTER subject to settling all course fee payments and providing the VS Office with a copy of your passport and flight details to the designated study trip location.

### **4 Pastoral Support**

The AAVS provides pastoral support to all participants of the Semester Programme. Any student experiencing difficulties personally or with their studies should initially notify the Head of the Semester Programme and/or the Head of the Visiting School. All conceivable efforts will be undertaken to assist and support the student with their difficulty in a sensitive, private and confidential manner.

Should it be deemed necessary and/or requested by the student, the Head of the Visiting School will arrange for referral to off-site psychological counselling services, which provide up to six counselling sessions paid for by the AA School. All counselling sessions are conducted privately and confidentially, and their content is not reported to the Head of the Visiting School unless the student is deemed to be a danger to him/her-self or to others.

The Head of the Semester Programme and/or the Head of the Visiting School remains in ongoing and supportive contact with student throughout the process enabling both to ascertain fitness for resumption or continuation of study.

## 5 Mitigating and Extenuating Circumstances

It is the responsibility of all students to ensure that the arrangements of their personal circumstances enable them to participate in all aspects of their course/programme of study. Any student who is unable to attend or complete a formal assessment component due to a significantly disruptive, unforeseen circumstance may submit a request for deferral.

Circumstances deemed by the AA School to be out of the student's control may include:

- Bereavement: the loss of a close relative/significant other;
- Significant adverse personal/family circumstances;
- Serious short-term illness or accident;
- Sudden deterioration of a long-time physical health and/or mental health condition.

Any request for deferral can be submitted to the Head of the Visiting School at any time during the programme with accompanying evidence in order to be considered. The deferral request must be agreed by the Head of the Semester Programme in consultation with the Head of the Visiting School to facilitate opportunity for the student to be deferred to the next programme. The Head of the Visiting School will inform agreement and alternative arrangements in writing within seven days of receipt of the request. The student will not be in a position of unfair advantage or disadvantage and will be assessed on equal terms within their cohort.

Should the deferral request be rejected, the Head of the Visiting School will inform with a full account of the reason/s for rejection within 7 days of receipt of the request. The student will be withdrawn from studies incurring liability for half the tuition fee of the Semester Programme.

Any student who makes decision to withdraw from the Semester Programme after Week 6 will not be refunded. Any student who has studies discontinued with immediate effect due to lack of attendance and academic progress will not be refunded. Any student who is required to withdraw from studies due to illness/personal extenuating circumstances will be liable for half the tuition fee of the Semester Programme.

## 6 Equality



The AAVS aims to create conditions to ensure that students are treated solely on the basis of their merits, abilities and potential, regardless of their gender, colour, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation or other irrelevant distinction.

The AAVS expects the following from all Semester Programme students and staff:

- Oppose all forms of harassment, discrimination and victimisation;
- Create an environment in which student goals may be pursued without fear or intimidation or victimisation;
- Ensure victimisation does not take place with regard to any student who has complained or given information in connection with such a complaint;
- Report unacceptable behaviour that is contrary to equality legislation and principals;

- Treat all students fairly and with respect;
- Ensure an environment for all students to participate fully in the learning process;
- Ensure that learning and / or other materials do not discriminate against any individuals or groups;
- Ensure that learning resources are equally accessible to all students.

## **7 Anti-Bullying and Harassment**

The AA is committed to providing an environment free from harassment and bullying and ensuring all students and staff are treated, and treat others, with dignity and respect.

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single serious incident can amount to harassment.

Harassment may include, by way of example:

- Unwanted physical conduct or "horseplay," including touching, pinching, pushing and grabbing;
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- Offensive emails, text messages or social media content;
- Mocking, mimicking, or belittling a person's disability.

Bullying is offensive, intimidating, malicious or insulting behaviour that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- Ridiculing a person;
- Physical or psychological threats;
- Inappropriate derogatory remarks about a student's work;
- Persistently 'singling out' a person without good reason or deliberately excluding, isolating or ignoring an individual;
- Overbearing and intimidating levels of supervision.

Anyone who feels they are being harassed or bullied should consider whether they feel able to raise the problem informally with the person responsible. They should explain clearly to the person that their behaviour is not welcome and is uncomfortable. If this is too difficult or embarrassing, the Head of the Visiting School can be contacted to provide confidential advice and assistance in resolving the issue.

## **8 Disability/ Medical Condition**

The AA School actively promotes a culture of diversity and inclusion to encourage people to feel free to disclose any disability, should they wish to do so, so that every person / student is treated equal and their requirements are listened to and acted upon to provide the best way forward for their learning environment needs. The AA encourages all students, no matter what the circumstances, to inform the Visiting School Coordinator as soon as possible if support is required. This information will be available to the Head of the Semester Programme and Head of the Visiting School.