ULSTER UNIVERSITY Paper No CPF/19/08

COLLABORATIVE PARTNERSHIPS FORUM Agenda Item 7

10 April 2019

TITLE: ON LINE APPLICATION PROCESS

SUMMARY: To consider a paper on the On Line Application Process.

ACTION REQUIRED:

For consideration.

**On Line Application (OLA) process to be available for all new students on Collaborative programmes in August 2019.**

**Background**

The University is currently going through a transformation working towards the implementation of the Five & Fifty strategic plan. As part of this transformation and working towards the Strategic Plan, Student Administration, have undertaken a pilot scheme for the On Line Application (OLA) facility for new collaborative students at a defined number of collaborative providers.

This has been a successful initiative for those partners that have taken part in the pilot.

Therefore, a further development to this initiative is proposed to:

* extend OLA to collaborative partners (to include the six regional colleges and CAFRE) to new students for 2019 entry. This will assist in streamlining the application process for Collaborative Partners.
* include document upload for qualifications as part of the OLA process

This further development of the previous pilot OLA system to collaborative partners will provide a more efficient and effective process for students at partner institutions. This is coupled with the opportunity to provide further improvements once the OLA process become embedded with a view to adopting On Line Enrolment (OLE) and uploading photographs for the printing and issuing of ID cards

**Operational Process**

1. The validated programmes for August 2019 will be made available on OLA (the programmes to be made available are currently under review).
2. Time line for CCU OLA applications is as follows:

**OLA Open**: Monday 26 August 2019

**OLA Close:** Friday 27 September 2019 (end of week 1)

**Finance Deadline**: Friday 11 October 2019 (end of week 3)

**Open for late applications**: Monday 14 October 2019

**Close for late applications:** Friday 18 October 2019

1. Students who have been accepted by the colleges on collaborative programmes will apply via OLA to the appropriate programme and upload documents as appropriate.
2. There will be two categories of document upload to include for all students apart from Access Diploma applicants:

**Mandatory:** English Qualification or equivalent; any other appropriate qualification i.e. ‘A’ Level, BTEC/APEL signed summary sheet

**Optional**: Maths Qualification or equivalent

1. Student Administration will create student numbers B00 for those who have applied online and who have provided the appropriate documentary evidence. It is the responsibility of the Colleges to ensure that the documents uploaded complies fully with Ulster requirements. Only those applicants meeting the required criteria will have an enrolment form produced.
2. Enrolment forms will be forwarded to the colleges.
3. Completed enrolment forms, along with payment should be returned to UU Finance by Friday 11 October 2019.
4. A late enrolment fee of £35 per student will be applied after the OLA process closes.
5. Student Administration will register students meeting the above criteria.

 **Summary**

1. The benefits of extending OLA for CCU will allow for a more efficient and effective process.
2. Once OLA is embedded, it would facilitate the adoption of On Line Enrolment (OLE) and upload of photographs for the printing of ID cards.

Through time the adoption of OLA followed by OLE (future development) would

provide an improved enrolment process for students at partner institutions.