

SELECTION AND ADMISSION PROCEDURE – BAC College (Singapore)

Before commencing your enrolment make sure you meet any pre-requisites for the course or qualification you have selected. Information about the pre-requisites is contained in the brochures for the respective courses. You may also obtain such information from the course consultants.

Selection Process

- i) Selection of Students is carried out by staff of BAC.
- ii) After satisfying all pre-course counselling requirements as per OM4.1.1, prospective students who are keen on enrolling on the programme will fill in BAC's relevant Application for Admission Form FRM 010, 010A to 010E and provide their academic Certificates (where relevant).
- iii) Students registering for the Preparatory courses of the University of London may have already registered directly with the University of London before approaching BAC to enroll on the course. Such students will be requested to provide BAC with the unique Student Registration Number provided by the University.
- iv) The Course Consultant/Records Manager will check the originality and authenticity of documents submitted by applicants by sighting the documents or a copy of the original set of documents, and will assess the application to ensure that the admission requirements have been met.
- v) BAC's Principal will from time to time approve a designated staff member from BAC Education Group in Malaysia to have sight of the original certificates/documents and verify their authenticity for students residing in Malaysia. Only the specifically designated staff member will be able to verify the documents and this task shall not be delegated to any other person by that staff member.
- vi) In any other situation, BAC will accept documents that have been verified by a Notary Public or other recognized bodies such as the British Council in the country where the student is submitting the document from.
- vii) Admission requirements for preparatory courses of the University of London are set by the University and are available in the Course prospectus of the University as well as in the Admissions Criteria Booklet for Preparatory Courses compiled by the Director of Studies.
- viii) Admissions requirements for the proprietary courses of BAC are stipulated in the Admissions Criteria Booklet for Proprietary Courses compiled by the Director of Studies.
- ix) The course consultant shall consult the Admissions Criteria Booklets when counselling students on the admissions requirement for a particular course.
- x) For applications where the eligibility of the qualification is unclear, (especially for the applications to the University of London), the Course Consultant will log in a query through the University's portal to ascertain the eligibility of the potential student for the respective programme to be enrolled for. This would primarily be in relation to the Graduate Entry route applications and it is unclear whether the relevant qualification submitted meets the University's entry requirements.
- xi) For the preparatory courses of the University of London, where students have already registered themselves with the University before approaching BAC for admission, the students shall produce the University of London student number as proof of their admission to the Course. For such students, BAC does not seek any further evidence of academic certificates as these would have already been verified by the University of London at the time of admission to the University's course.

- xii) Upon satisfying Course admission requirements or obtaining confirmation from the University of London, the Records Manager shall forward the application to either the Principal, Deputy Principal or Director of Studies for formal approval.
- xiii) The Principal, Deputy Principal or the Director of Studies shall vet all accompanying documents that are submitted together with FRM 010, or 010A to E. Where approved, the Principal, Deputy Principal or the Director of Studies shall indicate a sign of approval on FRM 010, or 010A to E. This is also a measure implemented to monitor the staff handling the selection process.
- xiv) Thereafter a Letter of Offer signed by either the Principal, Deputy Principal or the Director of Studies is given to the student. Acceptance of the Offer by the student is by execution of the Student Contract as well as the accompanying documents.
- xv) The student file contains an Admissions Checklist FRM 011 which incorporates all relevant information that is required to be obtained and verified from the student as part of the Selection processes. This is further checked by the Director of Studies to ensure that the staff involved in the Selection Process have adhered strictly to the requirements.
- xvi) For the preparatory courses of the University of London, BAC signs separate contracts for each academic year. Returning students to BAC to progress on to the next academic year of study or to repeat the subjects for that academic year will execute a new student contract after completing Application for Admission Form FRM 010. These students will be reminded about FPS, medical insurance (where applicable), and the key aspects of the student contract. The Deputy Principal and/or Director of Studies will indicate an approval on FRM 010 based on the student's results which satisfies the progression requirement into the subsequent academic year of study.
- xvii) Students who do not meet the prescribed requirements in the Admissions Criteria Booklet may, nevertheless, be accepted on a case-by-case basis especially in the case of mature candidates. This varies according to the specific course. In such instances, the prospective student may be required to take a Proficiency test and/or an English language test (where the student cannot produce evidence of meeting the language requirement for a course), and/or an interview by the Deputy Principal or Director of Studies to ascertain the competency of the student for the relevant course. A recommendation by the Deputy Principal or Director of Studies is made to the Principal for consideration to select and admit the student. The Principal shall then indicate the approval or rejection for such candidate accordingly.

Student Admission Process

- i) The Student Admissions Process is communicated by the Course Consultant, Records Manager, and/or authorized staff at the time that the student submits the Application for Admission Form FRM 010, 010A to E. This process is also clearly published on BAC's website and the execution of student contract for non-STP and STP students are in accordance with the process outlined in POM4.2.1.
 - ii) The student's application result is communicated to the student by giving him/her a Letter of Offer before the admissions processes are carried out. The Letter of Offer stipulates the following:
 - a) The course commencement date
 - b) That the acceptance to the offer can be made by executing the Student Contract and accompanying documents
 - c) That the Student Contract must be executed prior to the Course Commencement Date
 - d) That a staff member will brief the student on the Terms of the Student Contract
- and

- e) That the student shall furnish any other outstanding documents that may be necessary for record-keeping purposes.
- iii) For STP students, the status of student pass application is communicated accordingly once ICA updates BAC. This communication is made via email to the student by either the Course Consultant, Records Manager or Deputy Principal.
- iv) If the student wishes to continue with the admissions process, the Course Consultant shall reiterate to the student the following:
 - a) Course Information and Entry requirements
 - b) Payment schedule and total chargeable fees
 - c) Fee Protection Insurance Scheme & Medical Insurance
 - d) Refund Policies & Statutory Cooling Off period as stipulated in the PEI-Student Contract
 - e) Transfer and Withdrawal Policy and Procedure
 - f) Governing Law and Dispute Resolution
 - g) Confidentiality of information
 - h) Miscellaneous items pertaining to the contract (if applicable)
 - i) Guardian details to be given for students below the age of 18
 - j) That the Student is required to report any change in guardianship to the school immediately
 - k) Signing a new contract when a deferment request is approved
 - l) Ensuring each contract is valid only for admission to one course
 - m) Student matriculation related matters as specified in POM4.1.1(C)(iii)(d).
 - v) Briefing on the student contract may be done face to face at BAC's premises or via an online platform. After the Course Consultant or any other authorized staff has briefed the student on the student contract, the student acknowledges on the Course Counselling Checklist FRM-016.
 - vi) Students will also sign the Advisory Note Form 12 required under the Private Education Regulations to confirm that they have ascertained for themselves the relevant background information about the school.
 - vii) The student executes the Acknowledgement Form for Medical Insurance and FPS Scheme FRM 016A to acknowledge the policy relating to Medical Insurance and the Fee Protection Scheme.
 - viii) Where physical execution of all relevant documents is not possible, the contractual documents may be executed online via a secure document portal such as Docusign. Docusign auto-delivers a signed copy of the documents to the student as well as BAC.
 - ix) Once the student confirms and is agreeable on the details furnished in the student contract is correct, the student must:
 - a) Check personal particulars and contact details
 - b) Where he/she is below 18 years of age require parent / legal guardian to sign the contract and such a legal must be above 18 years old
 - c) Initial every page of the contract at the designated column
 - d) Sign two copies of the contract before making payment
 - e) Be sent/given a copy of the signed contract
 - x) Where applicable, minor amendments to the student contract (i.e. typo error) will be

struck across and initialled by both student and the respective BAC Staff who are authorised to sign the contract.

- xi) In the event of a course intake which has already commenced, BAC shall not enroll the student, unless:

There is a written acknowledgement and agreement from the student via the Acknowledgement of Late Commencement Form FRM-015 or his parent or legal guardian, to be enrolled for a course that has already commenced.

- xii) Records Manager is responsible to ensure that student admission records are filed and is updated accordingly. BAC verifies the accuracy of the records in accordance with the procedure in POM 2.3.1.

- xiii) The student file contains an Admissions Checklist FRM 011 which incorporates all relevant information that is required to be obtained and verified from the student as part of the Admissions process. This is further checked by the Director of Studies to ensure that the staff involved in the Admissions Process have adhered strictly to the requirements.

- xiv) For preparatory or proprietary courses where University admissions are required (inclusive but not limited to, LL.B Graduate Entry, LL.B Standard Entry, Certificate of Higher Education in Common Law, Graduate Diploma in Commercial Law for the University of London, and proprietary courses articulating into partner Universities other than the University of London), the Course Consultant or any other designated staff will once again inform the student of the University requirements on course admissions eligibility which are set by the University partners (i.e. such as entry requirements to the second year or final year). This ensures that the student is appropriately matriculated into the requirements of the University of London or the articulation partner University to meet its entry criteria at the point of selection and thereafter, admission. The Course Consultant in consultation with the Director of Studies, Deputy Principal or Principal will guide students in preparing required documents, including academic transcripts, letters of recommendation, and personal statements, as per the partner University's requirements (whichever applicable). Applications will directly be submitted by the student through the University of London's admissions portal, or the any one of the articulation partner University's admissions portal. Decisions on matriculation will be made by the respective University partner and communicated to the student directly by the respective University Partner. BAC will provide transitional support to ensure the student is adequately prepared for admissions into the respective University Partner.

- xv) For the preparatory courses of the University of London, returning students who progress on to the next academic year of study or repeat the subjects for that academic year will execute a new student contract after completing Application for Admission Form FRM 010. These students will be reminded about FPS, medical insurance and the key aspects of the student contract. The Deputy Principal and/or Director of Studies will indicate an approval on FRM 010 based on the student's results which satisfies the progression requirement into the subsequent academic year of study

- xvi) An orientation session is conducted for all new students and the process in POM4.5.1 is adhered to. To ensure that the dissemination of the information at this stage is effective, a New Student Survey Questionnaire FRM002A is administered.

ENROLMENT PROCEDURE – University of London

Bachelor of Laws/Graduate Diploma in Commercial Law: APPLICATION (deadline: 1st April / 1st October annually, unless it is otherwise changed by the University)

Direct online application

1. The application is to be done online. The following documents are necessary to proceed with the application:
 - Your Academic qualifications and transcripts must be certified as true copies. For this purpose, please bring the original documents and photocopies to BAC and we will certify it for submission to University of London.
 - Photocopy evidence of your Full name and Date of Birth (NRIC / passport). This too must be certified by us.
2. For assistance with the application, please approach Ms Anna Casia.
3. Fees payable to the University of London :

Application Fees	Payable once	£60
Registration fees	Payable once	£638
Module fees	Payable yearly	£198 per module
Examination fees	Payable yearly	£242 per module

4. Mode of payment : by credit card (visa / master) or offline payment: bank draft payable to University of London or Western Union remittance (details will be found in the application procedures) (Please note that NO OTHER MODE OF PAYMENT is accepted and that NO PAYMENT is to be made to BAC for this purpose).
5. Process :
 - Application Fee – online payment
 - After the online application is done, you will be required to upload the certified documents on the given link / website by the University of London.

Bachelor of Laws / Graduate Diploma in Commercial Law: REGISTRATION (deadline: 1st May / 1st November annually, unless it is otherwise changed by the University)

- Student accepts the offer and using the username and password provided by the University of London, completes the registration procedure on-line and pays the initial registration fee
- Students will also have to pay module fee at this point

Certificate of Higher Education in Common Law: REGISTRATION (deadline 1st May / 1st November annually, unless it is otherwise changed by the University)

- Registration forms can be obtained from the reception and are to be returned to RecordsManager.
- The application will be done entirely online. The school will do the first part (pre-registration) and subsequently the University of London will send you an email for you to complete the registration process. (Please ensure that the correct email address is given.)
- Registration Fee [online](#)
- Students will also have to pay module fee

Examination (Registration period: September and January annually*)

Candidates will be required to download their **Personalized Examination Entry Form (PEEF)** from their UOL Student VLE Portal. The PEEF will contain the candidates' personal details as well as their subject entries as indicated at the point of payment of initial/continuing registration fee. If they are unable to download their PEEF, or if there are discrepancies, please email uolia.support@london.ac.uk for assistance. The examination fees are payable directly to UOL and/or The British Council