

Svítání, z.s.

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Student Recruitment and Admissions Policy

Policy Statement Svítání, z.s. - Academy of Equine Assisted Services is dedicated to providing fair, transparent, and inclusive admission processes for all prospective students. Our recruitment and admissions procedures aim to identify and welcome individuals who share our commitment to excellence in Equine Assisted Services and who demonstrate the potential to succeed in their chosen courses.

Scope This policy applies to all prospective students applying to any course provided by Svítání, z.s., including online, on-site, and blended learning programmes.

Principles

1. Equality and Diversity

- The admissions process is guided by our Equality & Diversity Policy, ensuring that no applicant is discriminated against on the basis of race, ethnicity, nationality, religion or belief, sex, gender identity, sexual orientation, age, disability, or socio-economic background.

2. Transparency

- All applicants will be provided with clear and accurate information about the courses, including entry requirements, fees, and the application process, to enable them to make informed decisions.

3. Fairness

- Applications are assessed objectively based on published criteria, ensuring that all candidates are treated consistently and fairly.

Admissions Process

1. Course Information and Promotion

- Comprehensive course details are published on our website and promotional materials, including:

- Course objectives and content.
- Entry requirements.
- Fees and funding options.
- Application deadlines and procedures.

2. Eligibility and Entry Requirements

- Entry requirements for each course are outlined in the course descriptions and may include:
 - Educational qualifications.
 - Relevant work or volunteer experience.
 - Specific skills or competencies, where applicable.
- We encourage applications from individuals with non-traditional qualifications or relevant professional experience.

3. Application Submission

- Applicants must submit a completed application form, which may include:
 - Personal and contact details.
 - Details of qualifications and experience.
 - A personal statement outlining their interest in the course and its relevance to their goals.
 - Supporting documentation (e.g., certificates, references) where required.

4. Assessment and Selection

- Applications are reviewed by our admissions team, who assess each applicant against the course criteria.
- Additional selection methods, such as interviews or written tasks, may be used for certain courses.
- Applicants will be notified of the outcome of their application within a specified timeframe as relevant.

5. Offers

- Successful applicants will receive a formal offer once the entry requirements are met.

- Applicants must accept their offer in writing by the stated deadline to secure their place.

6. Feedback and Appeals

- Unsuccessful applicants may request feedback on their application.
- Appeals against admissions decisions must be submitted in writing within 14 days of receiving the decision and will be reviewed in accordance with our Appeals Policy.

Reasonable Adjustments for Applicants with Disabilities

- We are committed to ensuring that the admissions process is accessible to all. Applicants requiring reasonable adjustments are encouraged to contact svitani@hipoterapie-kurzy.com to discuss their needs. Adjustments may include:
 - Providing application materials in alternative formats.
 - Adjusting selection methods (e.g., interview format).

Fees and Funding

- Details of course fees, payment methods, and available funding options are provided on our website. Applicants experiencing financial hardship are encouraged to contact us for advice on available support.

Data Protection

- All personal information collected during the admissions process will be handled in accordance with applicable data protection laws and our GDPR.

Monitoring and Review This policy is reviewed annually to ensure it remains fair, transparent, and aligned with best practices in student recruitment and admissions.

Approval and Implementation This policy has been approved by the leadership of Svítání, z.s. and is implemented across all programmes and courses.

Date: 26 January 2025

Created by Věra Lantelme-Faisan and Audrey Darby

Date Reviewed	Reviewed by	Due for review