



REGULATIONS / POLICY LIBRARY

Admissions and Enrollment Policy

STU-001 | Student Lifecycle

VERSION 1.0 · 18 OCTOBER 2026

INSTITUTIONAL REGULATIONS & POLICIES | IEU

Admissions and Enrollment Policy

DOCUMENT CONTROL / STU-001

Document ID	STU-001
Document family	Student Lifecycle
Document custodian	Admissions / Registrar
Version	1.0
Edition date	18 October 2026
Review cycle	Annually and following material change

1 Purpose and applicability

Applies to inquiries, applicants and prospective enrolled learners. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

2 Policy requirements

- 01** Information is presented accurately about program level, awarding body, mode, duration, language, fees and eligibility.
- 02** Applications are assessed against published entry criteria and authentic supporting documents.
- 03** Where prerequisites are missing, applicants are told which verified options or alternative pathways may apply.
- 04** A written offer itemizes conditions, responsibilities, costs and required documentation.
- 05** Acceptance and payment must not be treated as confirmation of academic award eligibility.
- 06** Applicants can request clarification or raise a procedural concern through the published contact route.

3 Operational procedure

Trigger: An enquiry progresses to formal application or written offer

- 01** Share accurate programme, awarding, language, duration, entry and cost details before application.
- 02** Check entry qualifications and required identity or supporting documents.
- 03** Issue a written conditional or unconditional offer with clear contractual and payment information.
- 04** Record acceptance and make the enrolment status distinguishable from award eligibility.

4 Responsibilities and evidence

Accountable process owner. Admissions / Registrar maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

Minimum evidence. Application; verification checklist; offer; accepted terms; fee schedule; enrolment record.

Record protection. Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

5 Exceptions, concerns and review

Exceptions. Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

Challenge and escalation. Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

Monitoring. Review declined cases, accessibility concerns and misleading or outdated information.

6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

7 Document information and periodic review

Document series	IEU Regulations & Policies
Institution	International European University (IEU)
Applicability	See section 1 and programme-specific terms
Student enquiries	Use the IEU contact and support routes
Document maintenance	Controlled by the responsible function