Learner Admission and Lifelong Learning Access for All Policy

Learner Admission and Lifelong Learning Access Policy

Item	Details
Proposed Document Code	IMC-THE-POL-01
Version	1.1
Policy Owner	Continuing Education Center of Imam Malik College for Sharia and Law
Approving Authority	College Council
Previous Reference	Continuing Education Center Learner Admission Policy
Issue Date	December 2025 15
Review Cycle	Every three years or when legislation or regulations are amended
Indicator	THE 4.3.5

Revision History

Date and Status	Revision	Rationale
September 2024 First edition 1.0	Issued the policy on learner admission and access to lifelong .learning for all	Prepared the first edition and linked it to the College's continuing education centre .regulations
December 2025 15 Version 1.1	Extended access to the College's public activities and expressly stated the five grounds of non-.discrimination	Defined the institutional commitment to .access under indicator THE 4.3.5
	,Clarified procedures for registration ,accommodations, complaints .publication and monitoring	Assigned responsibilities, documented implementation and made the approved .version available to the public

Purpose and Scope .1

Imam Malik College for Sharia and Law is committed to making lifelong learning activities accessible to everyone, regardless of ethnicity, religion, disability, immigration status or gender. This commitment covers publicising opportunities, applying, participating, requesting accommodations and seeking a .review of decisions

This policy applies to programmes offered by the Continuing Education Center and to lifelong learning activities organised by College units for the public. These include courses, workshops, lectures, seminars and learning resources available to people outside the College, whether in person or online, free of charge or for a fee. Admission to degree programmes is governed by the regulations of those .programmes

Legal and Institutional Framework .2

This policy is based on Articles (5) and (6) of Law No. (10) of 2011 Establishing the College, Article of the College's Internal Regulations, and the Center's policies on learner admission, programme (99) .design, learner support and assessment

Accessibility arrangements are implemented under Dubai Law No. (3) of 2022 Concerning the Rights of Persons with Disabilities in the Emirate of Dubai and Article (4) of its implementing bylaw issued by Executive Council Resolution No. (1) of 2022, as amended. Data are managed in accordance with the approved information governance framework and retention schedule and applicable legislation, including Dubai Law No. (26) of 2015 Regulating Data Dissemination and Exchange and Dubai Law No. (9) of .Regulating the Provision of Digital Services, where applicable 2022

Announcements, Registration and Admission .3

Before making an announcement, the organising unit verifies the activity requirements, fees and validity of any approvals, licences or permits required for the activity. It publishes the objectives, intended audience, eligibility conditions, language, dates, capacity, fees, cancellation and refund terms, and .channels for registration, assistance, accommodations and complaints

The organising unit applies published, objective conditions proportionate to the educational purpose or regulatory requirements. If places are limited, it applies published selection criteria and documents decisions and reasons. Applicants are informed of acceptance, waitlisting or refusal, the reasons and .how to request a review

An alternative registration route is available to anyone unable to register online. Identity, residency and permit requirements are limited to what is necessary for the activity or required by law. Applicants are .informed of the basis for any restriction affecting their application

Reasonable Accommodations and Participation Support .4

The organising unit receives accommodation requests confidentially and assesses needs with the participant and relevant units. Arrangements may include accessible venues or platforms and adaptations to materials, communication and assessment, as appropriate to the activity. The College enables persons with disabilities to participate and provides reasonable accommodations at no .additional charge

The operational target is to acknowledge accommodation requests within two working days. The target for communicating the decision is five working days after all required information is received, and before the activity wherever possible. Urgent cases are addressed immediately and suitable interim arrangements considered. Additional needs are referred to the authorised decision-maker. Options, the .decision and reasons are recorded, and the organiser verifies implementation

Complaints and Information Protection .5

Applicants and participants may complain or request a review of an admission or accommodation decision through the published institutional channel. The request is referred to the Center officer or competent unit, depending on the activity, and escalated to the Vice Executive President or authorised .body if a conflict of interest arises. Anyone who made the contested decision is excluded from the review

The target is to acknowledge a complaint within two working days and communicate a reasoned outcome within ten working days, with notice of any extension, its reason, the response date and the escalation route. Statutory grievance rights remain in force. The College protects good-faith .complainants from retaliation

Registration, accommodation and complaint records are retained in accordance with the approved retention schedule. Access to personal data and medical reports is restricted to authorised personnel .whose duties require it

Monitoring and Publication .6

,The Continuing Education Center prepares an annual report on pre-announcement accessibility reviews accommodation requests and outcomes, processing times for requests and complaints, barriers and .corrective action. Findings are presented in aggregate to protect participants' identities

The approved version is published in the Knowledge Management System (KMS) archive accessible to staff and on the College website through a direct public link. It specifies the version, effective and review dates, and channels for support and complaints. The policy is reviewed every three years or when .relevant legislation or regulations are amended

Responsibilities .7

Responsible Unit	Responsibility
Continuing Education Center	,Own the policy, coordinate implementation and manage admission .accommodation and complaint records within its remit
Organising Units and Trainers	Review activity accessibility and requirements, implement approved .arrangements, and document admission and support decisions
Vice Executive President	Oversee implementation and consider escalated matters within the .approved delegation of authority
Finance, Facilities, IT and Publishing Unit	Provide approved arrangements and resources, publish the approved .version and verify that the public link is accessible
Office of Institutional Effectiveness and Strategic Planning	Monitor the indicator, implementation evidence and aggregate results, and verify consistency across documents and the revision .history