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## Access and Participation Statement

<b>Location</b>	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
<b>Monitoring</b>	The Principal and Office Manager – all members of staff
<b>Overall responsibility</b>	Board of Directors
<b>Author</b>	Birgit Muller, Office Manager
<b>Created</b>	2021
<b>Last review date</b>	March 2025
<b>Next review date</b>	August 2026 as necessary

### 1. Our mission

The EM Normandie Group, including EM Normandie UK Limited, is fully committed to ensuring the widest possible access to, and successful participation in, Higher Education for prospective students, irrespective of their socio-economic background, physical ability, their race, religion or belief, gender, gender identification or sexual orientation.

We see it as our mission, to be a

- A School for All: facilitating access to knowledge to enable everyone to take action and meet the challenges facing society
- A School of Life: using educational innovation and artificial intelligence to train learners and graduates throughout their lives
- A school for Good: transforming our model and becoming a player in this sustainable world, to become a school with a positive social and environmental impact

In the pursuit of this mission, EM Normandie will

- promote diversity and social responsibility and facilitate access to its programmes
- offer a progressive form of education that combines a focus on digital innovation , teamwork, and ethical values
- provide lifelong career orientation and support through a strong active alumni network, through building relationships with local, national and international business partners and our participation in local and international development projects
- foster an inclusive and divers academic community
- train students and executives to take up the managerial and entrepreneurial challenges of tomorrow, to make decisions and to work in a rapidly changing global professional environment
- expand knowledge and development through academic research by students and members of the teaching community to affect positive change to business and management practices in the workplace



UK

## **2. Strategic development**

The EM Normandie parent organisation in France is a registered charity and all profits generated by EM Normandie UK Limited and its sister companies worldwide, are reinvested into achieving our educational mission.

The development of the Oxford Campus forms part of the EM Normandie Group's long term strategy. In view of enhancing our students' opportunities in a globalised world, a strong emphasis is on the group's international development and the creation of a flexible and dynamic axis linking our sites in Caen, Dubai, Dublin, Le Havre, Oxford and Paris.

## **3. Recruitment and admission principles**

The EM Normandie Group's recruitment process is aimed at young people from all backgrounds whose qualifications, skills and experience match the admission requirements.

EM Normandie offers comprehensive information and unbiased career advice to all applicants and students are only admitted to programmes which meet their career aspirations.

EM Normandie group continuously aims to widen access to programmes and to offer equality of opportunity to all underrepresented groups of applicants.

### Outreach activities

The marketing of programmes offered by EM Normandie UK Limited is coordinated and mainly carried out by the French parent organisation's central services to ensure coherent group-wide communication.

Outreach activities aimed at attracting students into Higher Education Business and Management programmes, including those offered by EM Normandie UK include,

- the participation by the French recruitment department in national and international educational fairs
- Campus Open Days;
- regular information sessions on the various campuses for prospective applicants and parents
- complementary 'taster' sessions on the various campuses for potential applicants
- presentation of our programmes to state and private secondary schools and further education institutions in France and to French secondary schools in the UK
- presentations on campuses in France to school groups from state and private schools
- an active presence on social media (e.g., Facebook, Twitter, LinkedIn) and of live streaming sessions (e.g., Facebook live and webinars)
- information made available through the organisation's websites

Throughout its 154-year existence, the French parent organisation has always been committed to recruiting students from a variety of social and cultural backgrounds and this commitment is reflected in our continuous effort to attract interest through the organisation of campus open days as well as information visits and



UK

on-campus presentations to a variety of different schools. This approach extends to any direct recruitment of students by the group's international campuses .

#### **4. Admissions of students by EM Normandie UK Limited**

##### *'Mobility Students' joining EM Normandie UK, Oxford from EM Normandie France or partner schools/universities*

EM Normandie UK Ltd currently delivers each of the 10 semesters of the 'Master's in Management – PGE (Programme Grand Ecole)' on its campus in Oxford, where the student body is composed of

- French and international students who have been admitted to this programme by EM Normandie France and who must undertake a minimum of 6 months' study abroad ('Mobility Students') on one of the international EM Normandie campuses in Dubai, Dublin or Oxford, or at one of our 200 partner schools and universities worldwide, and
- Exchange students who wish to join the Oxford campus as 'Mobility Students' are pre-selected by their home schools and universities.

Student intake for EM Normandie UK Ltd is currently limited to Mobility Students.

##### *Admission of direct entrants to EM Normandie UK Limited, Oxford*

Whilst EM Normandie UK is seeking to attract students who are UK residents, in the absence of degree awarding powers in the UK, the students we are able to attract may be limited to those who have been awarded the equivalent of 'A-levels' by a French educational institution in the UK.

Efforts by EM Normandie UK to recruit students directly are therefore restricted until at least unconditional registration with the OfS and Student Sponsor status have been achieved.

##### *Admissions procedure EM Normandie France for the 'Master's in Management – PGE' – 5-year programme delivered in Oxford by EM Normandie UK Limited*

It is a unique feature of EM Normandie group, that potential students are offered three entry points to its Master's in Management - PGE programme, depending on the applicant's level of education at the point when they register for the admission's examination:

- 'Post Baccalauréat' (English Level 5),
- 'Bachelor' (English Level 6)

Prospective students who have been successful in the relevant nationwide French competitive examination (e.g., 'Sésame', 'Passerelle 1 or 2') will be able to apply for admission to EM Normandie and a variety of other 'Grande Ecole' Higher Education Institutions.

In addition to their initial qualifications and the results they achieve in the competitive examination, the student's individual experiences and their performance during a face-to-face interview, will also be considered before a final decision is taken regarding their application.



UK

#### Admission procedure EM Normandie France for international students

Tuition fee-paying foreign students who hold a 'baccalaureate' or equivalent foreign diploma (when applying for Year 1), or who have validated 120 ECTS or equivalent (when applying for Year 3), may also apply. The admission procedure consists of screening of the application, an interview, and an oral foreign language test.

EM Normandie is proud to welcome each year approximately 1000 international and mobility students representing over 100 different nationalities.

The variety of access routes and the large number of students from other countries who study at EM Normandie, and our own students' time abroad, provides an environment of cultural and social diversity which enhances not only the students', but the experiences of our entire community. It fosters the respect and understanding of cultural differences and each individual's ability to perform successfully in the diverse multiethnic and multinational context which reflects the globalised world in which we operate.

#### **5. Student Welfare Services in Oxford**

Student Welfare Services are central to our mission and help students to overcome the various difficulties and challenges they face and to lessen the impact these may otherwise have on their academic experience and success. Whilst the assistance offered is available to all students, much of it is particularly designed for those who are at an increased risk of interrupting or abandoning their education due to their personal circumstances or background.

##### Student Life Officer ('SLO')

It is the Student Life Officer's role to ensure that all relevant support is given to students and to accompany them from the point when they chose to study in Oxford and throughout their time with us.

The SLO initiates and oversees the organisation of events, activities and inductions during the 'Welcome Week' which seeks to familiarise new students with their surroundings, provide guidance regarding practical aspects of their stay and encourage students to participate in campus life, e.g., joining one or several student associations.

The SLO is also responsible for overseeing and facilitating the activities of student associations and the organisation of delegates and Student Life Committee members.

The SLO works in close collaboration with Student Welfare Services in France, the campus Psychologist as well as with the Principal and the Heads of Programme in Oxford, regarding any difficulties students may face on and off campus, including the identification of special needs and financial assistance.

##### Special needs support and mental health

A highly qualified Psychologist is available to students on demand for face-to-face consultations on-campus or online where necessary. The Psychologist liaises with French Welfare Services to ensure that, where necessary, continuous psychological help, SEN support, etc. remain available when students switch between campuses.

In collaboration with the Student Life Officer and Student Welfare Services in France, the Psychologist is responsible for the assessment of special needs and the initiation of SEN support measures, and guidance on access to advice on chronic health issues.



UK

EM Normandie publishes a 'practical guide' for students with disabilities to help with specific advice regarding their time on campus, on transnational mobility and for the start of their professional career.

#### Financial support

EM Normandie UK Limited offers a number of immediate and long-term measures to ensure students who find themselves in financial difficulties can continue their studies. Support is available through its parent organisation, the Alumni Association and the EM Normandie Foundation (a graduate fundraising initiative in support of social impact activities such as scholarships and research projects). These measures are available to all EM Normandie students who can apply for support from a variety of sources

- *the emergency support fund and food vouchers for on-campus catering*
- *the cost of living emergency support fund*
- *the International mobility support fund*
- *the academic merit bursary*
- *the hazards of life fund*
- *the exceptional support fund*

Financial support comprises reductions in fees and cash payments and food vouchers in acute cases. A commission assesses any applications received by students on a two-weekly basis to ensure that emergency support can be given in a timely manner and mitigate the risk of students having to interrupt their studies.

#### Academic and general day-to-day support

EM Normandie UK Limited is committed to providing ongoing and swift academic and general support to all students and operates an 'open door policy' on its campus in Oxford, to allow our students easy access to all members of staff, including the Principal.

Heads of Programme and lecturers, the Student Life Officer as well as all other members of our administration team can be approached by students without appointment at any time to assist with academic and other issues.

## **6. Student participation EM Normand UK**

EM Normandie welcomes and promotes student's feedback and the active participation of students in the running and development of the Oxford campus.

Throughout its organisation, EM Normandie monitors student satisfaction on an on-going and frequent basis.

- Cross campus 'student satisfaction' survey in April each year, and
- a 'student evaluation of teaching' survey at the end of each semester

Outcomes of Oxford campus satisfaction surveys are available on demand.

#### Student delegates

At the beginning of each academic year, elections for 2 delegates for each year group (U1, U2, U3 and M1, M2/MSc) takes place. The delegates for each year group meet twice each semester with the Head of Programme,



UK

the Principal, the Programme Assistant and the EFL Coordinator, to provide feedback and address concerns and issues. The SLO assists the delegates during these meetings.

#### Student Life Committee

The Student Life Committee is an integral part of the EMN UK's governing institutions, alongside the Board of Directors, the Academic Board and the Finance Committee, and its members are

- 3 students, elected each year to represent the student body
- the Principal
- the SLO

The Committee meets 4 times each year to

- Evaluate the academic programmes and their delivery
- Evaluate the availability, quality and use made of equipment
- Evaluate rules and regulations governing student life
- Evaluate provisions made for student welfare, student participation and widening of access
- Evaluate any other aspects of student life
- Identify the scope for improvement in all these areas and communicate proposed changes to the Board of Directors as appropriate
- Appoint students to represent the student body at meetings of the Academic Board where relevant

Relevant matters will be passed to the Academic Board for consideration or the Board of Directors for consideration and final approval.

## **7. Transition into employment**

EM Normandie UK operates a 'Career Path' scheme to maximise our students' ability to gain employment appropriate to their level of qualification. The scheme consists of training modules which cover the different aspects of the search for employment, such as

- CV workshops
- individual coaching sessions preparing for interviews
- group co-development and feedback sessions with a professional coach
- advice on the use of a wide variety of personal development tools,
- advice on the availability of a range of on-line platforms including job search, interview simulations, tutorials and videos.

EM Normandie UK limited provides opportunities for internships and junior or professional consulting projects. Bespoke current and future events during the course may include:

- Job Meet-up: a series of 15-minute interviews with prospective employers for Internships, apprenticeships or permanent and short-term contracts (currently online for Oxford campus)
- Workshops : students meet the school's recent graduates the start of their professional life who can offer valuable advice and insights



UK

- 'The Ultimate Job Competition': this is a group-wide, on-line recruitment competition game to test and reward students' creativity and knowledge of business organisations
- Local alumni events (e.g. business drink in London; etc.)

Students can also rely on a network of more than 27,000 alumni world-wide who organise events and mentoring sessions and participate in the financial support which is available to students.

#### 8. EM Normandie UK projects in support of increased access and participation 2025/26 - 2026/27

Project	Focus	Costing and budget	Application process	Timeline & management
Student Sponsorship licence application	When granted by UKVI, the ability to work will be beneficial to students who need to support themselves during their studies		Initiated by EMN UK May 2025	Implementation AY 2026/27
Creation of a 'Welfare committee'	Takes decisions on any financial support			Implementation AY 2025/26
Creation of 1 scholarships OXF , based on. <ul style="list-style-type: none"> <li>- Merit, and</li> <li>- Disciplinary record, and</li> <li>- Need (e.g., existing French gov. bursary or not)</li> </ul>	Financial support for students	£6,000 p.a. from EMN Foundation France	Written application from Student to Welfare Committee – decision taken and justified in writing by Welfare committee.  Work on application and decision process ongoing	Implementation AY 2025/26
Creation of 1 further scholarship OXF , same as above	Financial support for students	idem	idem	Implementation AY 2026/27
Restaurant tickets for students needing immediate financial assistance	Immediate support for students in difficult financial circumstances  Weekday breakfast and luncheon vouchers for on-site cafeteria @£7.50/voucher	£2,000 from EMN UK profits	Written application from Student to Welfare Committee – decision taken and justified in writing by Welfare committee.  Work on application and decision process ongoing	Implementation AY 2025/26
Collaboration with Activate Learning FE Colleges, e.g., <ul style="list-style-type: none"> <li>- presenting HE</li> <li>- mentoring younger students</li> <li>- workshops, etc.</li> </ul>	TBC	TBC	Activate Learning FE colleges have been approached to discuss various possible areas of collaboration and interaction between students.	Implementation AY 2026/27





UK

## 9. Student statistics academic year 2023/24

Year 2023/24	Number of Students	%	Drop outs	%	Fails	%	Average % of absence	SEN/Chronical health or disability	Number of degrees awarded ....	CMI Certification	Comments
UG 1 (sem 1 & 2)	57	19.6%	1		15		10.84%	1			
UG 2 (sem 3 & 4)	61	20.9%	0		0		5.9%	4			
UG 3 (sem 5 & 6)	125	42.9%	1		6		13.30%	6			
MA 1 (sem 7 & 8)	13	4.5%	0		1		8.40%	2		13	
MA2/MSc (sem 9 & 10)	8	2.8%	0		1		6.77%	0	5		2 students were granted an extension
Total number of students	264		2		23			13			
International students	28	9.6%	0		0		6.5%	0		2 (M1 students)	
Previous year students with delayed graduation									5		
Direct recrutes UK	0	0	0		0		0	0	0	0	



UK

## Annex 1 - Control table

Version	<b>v1</b>	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Nov 21
Approved by :		Miriam Schmidkonz, Principal		
Version	<b>v2</b>	Birgit Muller	Office Manager	Aug 24
Amended by :		Complete review of document with addition of projects and student data		
Changes approved by :		Miriam Schmidkonz		
Version	<b>v3</b>			
Amended by :		Birgit Muller	Office Manager	
		Complete revision of the policy with addition of short and medium-term projects and statistical student data		
Changes approved by :		Miriam Schmidkonz		May 25
		OfS conf. no comments e-mail 29May2025		
Created by :				
Approved by :				
Version				
Amended by :				
Changes approved by :				
Version				
Amended by :				
Changes approved by :				