

## ADMISSIONS AND FEES POLICY (2023-24)



<b>Applicable to</b>	<input checked="" type="checkbox"/> Schools <input type="checkbox"/> Nurseries	
<b>Teams / Individuals</b>	<input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Administration Staff	
<b>Publishing Channel</b>	<input checked="" type="checkbox"/> Parents' VLE <input checked="" type="checkbox"/> Staff Dashboard <input checked="" type="checkbox"/> Website <input type="checkbox"/> Dept Micro-site	
<b>Source Filename &amp; Path</b>		
<b>Updated By</b>	<b>Latest Publish Date</b>	<b>Monitoring Cycle</b>
Dr Neil Hopkin	Sept. 2023	1 X Year
<b>Version No.</b>	<b>Amendments</b>	
1.0	None	

Sunmarke School (SMS) welcomes applications from students of all nationalities throughout the academic year. The school has a diverse student population, including students of determination with a range of needs who all contribute positively to the life of the school.

### Admission Criteria

**FS1 & FS2:** A play-based assessment will be held with the child, to assess the child's abilities, areas of strengths and readiness to join school.

**Year 1 - Year 13:** Admissions are subject to an interview and successful completion of the school's entrance assessments. Where applicable, review of records from the student's previous school(s) will be considered.

Students of determination will be enrolled in a grade commensurate with their age and as per the guidelines set forth by the M.O.E / KHDA.

**Enrolment Ages: FS1 1 to Year 13**

EYFS		Primary School		Secondary		Sixth Form	
<b>FS1</b>	Foundation	<b>Year 1</b>	Key Stage 1	<b>Year 7</b>	Key Stage 3	<b>Year 12</b>	A / AS Levels /BTEC / IB
(Age 3+)		(Age 5+)		(Age 11+)		(Age 16+)	
<b>FS2</b>	Reception	<b>Year 2</b>	Key Stage 1	<b>Year 8</b>	Key Stage 3	<b>Year 13</b>	A / AS Levels /BTEC/ IB
(Age 4+)		(Age 6+)		(Age 12+)		(Age 17+)	
		<b>Year 3</b>	Key Stage 2	<b>Year 9</b>	Key Stage 3		
		(Age 7+)		(Age 13+)			
		<b>Year 4</b>	Key Stage 2	<b>Year 10</b>	Key Stage 4 IGCSE		
		(Age 8+)		(Age 14+)			
		<b>Year 5</b>	Key Stage 2	<b>Year 11</b>	Key Stage 4		
		(Age 9+)		(Age 15+)			
<b>Year 6</b>	Key Stage 2						
(Age 10+)							

**Note:** Enrolment Age is determined on the 1<sup>st</sup> of September of the admission year.

**Admissions Policy for Students with Additional Needs**

Our policy is in line with Federal Law 29 (2006) and the aims of the Dubai Inclusive Policy Framework 2017, regarding the education and outcomes of students experiencing special educational needs and disabilities (SEND).

On entry to the school, we also effectively identify students who have special educational needs and disabilities as well as those who are gifted and talented; additional ELL students are identified to ensure they are not precluded from activities because of language challenges.

All prospective students sit an assessment in English and a cognitive ability test (CAT4). After consultation with various parties, if students fit within the parameters agreed between the academic faculty and the Board of Governors, the student will be admitted to the school. Students who sit outside of the parameters (scores below 90) will be invited to attend further assessments facilitated by The Achievement Centre and an in-class trial, to establish the level of support required to enable them to access the curriculum.

## Admission Application

The preferred submission of admission Applications is online via the school website. A non-refundable Assessment Fee amount of AED 525/- should be submitted with the Application, so as to place a student child on the school's wait list.

Tours and Assessments are booked upon receipt of an inquiry. The application form in full should be in place prior to day of assessment to ensure that the correct assessment is given.

All applications are placed on the waitlist for that academic year and cannot be carried forward to the next academic year. Students who withdraw and return to school after a minimum of 2 terms will be required to pay the Assessment Fee to re-join.

*The Entrance Assessment procedures are noted below.*

## Documents for KHDA Student Registration

Please upload the below documents with your child's online Application:

- Student's Passport copy
- Student's residence visa copy stamped on passport, if available
- Student's EIDA Card copy of both sides, if available
- Copy of School Transfer Certificate (Year 3 onwards arriving from out of Emirate/country and for all Dubai Transfers) **or** a Letter of Enrolment
- Copy of last School's Report (translated into English if in foreign language)

The following document **MUST** be submitted before or on your child's Assessment Day:

- Passport style photo of Child, and both Parents
- Student's residence visa copy (stamped on passport)
- Student's EIDA Card (copies of both sides of the ID)
- Parents EIDA Card (copies of both sides of the ID)
- Original Transfer Certificate from previous school from Year 3 entry onward or if transferring from within Dubai (KHDA attested)
- Copy of Updated Immunisation record in English
- DHA Vaccination Consent Form
- Any relevant SEN information / Reports (e.g., psychological reports, Speech and Language Therapist reports, Occupational Therapist reports or play plans from previous schools or nurseries, Individual Education Plans)

Admission is not conditional on a medical diagnosis, SEN reports or external therapist reports: However, these should be made available to allow us to determine the level of support needed in school.

Alternatively, you can email the above required documents:  
[khdaregistration.sms@forteseducation.com](mailto:khdaregistration.sms@forteseducation.com)

### Student Registration at the KHDA

All students must be registered at the KHDA. All parents have the obligation to obtain an Emirates ID card for themselves and their children. A student's registration approval is finally subject to MOE / KHDA approval.

### Parent School Contract

After these are uploaded by the parent, the school will be able to register your child. Once the Contract is published, parents are required to sign the Parent-School Contract instantly using a direct link sent via SMS and email of either parent, using the contact details registered in KHDA system.

Failure to complete the KHDA Parent Contract will lead to student's interrupted education.

### Transfer Certificate (New Students)

The school is governed by the rules and regulations of Knowledge and Human Development Authority (KHDA). Placement in a Year Group from Year 3 onwards, is based on the Transfer Certificate provided at the time of Application.

If students are transferring from...	This is what they'll need on their transfer certificate:
Another emirate in the UAE or any GCC country	<ol style="list-style-type: none"> <li>1. School principal's signature and school stamp</li> <li>2. Attestation by the Educational Authority in that Emirate or attestation by the Ministry of Education in the GCC country</li> </ol>
North America, Western Europe and Australia	<ol style="list-style-type: none"> <li>1. School principal's signature and school stamp</li> </ol>
Middle East (excluding the UAE), South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand	<ol style="list-style-type: none"> <li>1. School principal's signature and school stamp</li> <li>2. Attestation by the Ministry of Education in the country of origin.</li> <li>3. Attestation by UAE Consulate or Embassy in the origin country OR by the Ministry of Foreign Affairs in the UAE.</li> </ol>

Note, all Transfer Certificates must be in the correct form, signed and stamped (attested), as necessary, in order for your child to be registered at the KHDA and the UAE Ministry of Education. The school provides an attestation service for a separate charge. Please note that without the Transfer Certificate it will not be possible to legally register your child in school or with the Ministry of Education / KHDA.

### Priority Groups

Applications are prioritised as below:

1 <sup>st</sup>	Siblings of students of determination already enrolled at SMS
2 <sup>nd</sup>	Siblings from SMS or Fortes Education schools / nurseries who have completed online Application

### Group Schools & Nurseries

Students coming from group schools or nurseries secure automatic placement at Fortes School subject to the following conditions: -

- The student has completed at least one full academic term at a Fortes Education school or nursery
- Parents have completed the Online Application
- Positive recommendation by the Head of a Group School or Nursery
- Application Fee is waived
- The school has provision available to fully meet the needs of students of determination.

### Assessments on entry

All applicants are required to sit the school's entrance assessments. Applicants from group schools and/or nurseries are not required to sit for the entrance assessment unless decided by the school's admissions team.

**FS1 & FS2:** A 20 minute play-based assessment will be held with the child, to assess the child's readiness to join school.

**Year 1:** A 45 minute English and Math writing paper. ELL students will additionally require a Pearson English Benchmark Test Level 1. A review of previous school reports will also be considered.

**Year 2 & 3:** A 60 minute CAT4 assessment as well as a 30 minute English writing assessment 'My Favourite Toy' or 'My Holidays'.

ELL students will additionally require a Pearson English Benchmark Test Level 2.

**Year 4 – 6:** A 90 minute CAT4 assessment as well as a 30 minute English writing assessment 'My Holidays'.

ELL students will additionally require a Pearson English Benchmark Test Level 2-3.

**Year 7 – 9:** A 90 minute CAT4 assessment as well as a 30 minute English writing assessment 'New Report'.

ELL students will additionally require a Pearson English Benchmark Test Level 4-6.

**Year 10 – 12:** A 90 minute CAT 4 assessment. In addition to this, mock results and school reports will be reviewed and a follow-up meeting with a member of the Senior Leadership Team will be required.

ELL students will additionally require a 60 minute English Benchmark Test.

If the school considers that an applicant needs Additional Learning Support, further reports will be requested and a meeting scheduled with the Head of Phase and/or the Head of Inclusion Centre, who will make a recommendation about additional learning support that the student will require to best meet their individual needs and to access the curriculum. Fees for additional learning support are charged separately to the Tuition Fee and these are to be agreed to by the parents/guardians of the child.

The school will advise unsuccessful applicants after assessment. At the discretion of the school, the school may recommend a re-assessment before an applicant is moved from the waitlist. The school is not required to enter into any subsequent dialogue about the judgement.

### Student Placement & Class Size

The school places students in year group sections taking into consideration: student demographics and cultural background; gender; prior year's attainment and progress and the needs of students of determination.

The school aims for the below **teacher-student ratios** which are subject to change at any time if the situation warrants.

	FS1	FS2	Y1-Y6	Y7 - Y9	Y10 – Y11	Y12 - Y13
<b>Max number of Students/class</b>	22	24	26	26	26	26

### Advance Fee on Acceptance (New Students)

Advance Fee is a non-refundable, non-transferrable payment required to reserve an applicant's child's seat. As per KHDA regulations the school charges 10% of the Tuition Fees as the Advance Fee. The Advance Fee is deducted from the term's Tuition Fees.

If offered, the school gives parents (2) two calendar days to confirm acceptance of a seat, and a further (5) five calendar days to pay the required Advance Fee so as to secure their child's seat. If the Advance Fee is not received by the set date, the school's offer of place is deemed null and void, and the offer will be made to another applicant. Parents are responsible, not the school, to follow up on all payments made by employers.

### Provisional Offer

The school at its exclusive discretion may make a Provisional Offer to parents in certain circumstances. The conditions of the Provisional Offer will clearly be stated in writing.

### Re-enrolment Fee (Returning Students)

The school's re-enrolment process starts by November 1<sup>st</sup> each academic year. The Re-Enrolment Fee is an annual non-refundable, non-transferable payment of 5% of the Annual Tuition Fee, to reserve a student's seat for the next academic year. The Re-Enrolment Fee is deductible against the first term of the next academic year. The Re-Enrolment Fee is due by **1<sup>st</sup> day of Term 3**. Placements are not guaranteed if payments are not made as per the School's Fee Policy.

### Tuition Fees

- Tuition Fees are payable in advance via cash or 1 current and 2 post-dated cheques or via direct wire transfer to the school, on the dates indicated on the School's Fee Policy.
- Tuition Fees exclude the costs for; Uniforms; Learning Packs; Pencil Cases; Field Trips and Educational Visits; Costumes for School Productions; Individual Needs Learning Support; Optional Services such as - Transport; Paid After School Activities. Textbooks are issued to students from Foundation 1 to Year 6 for use during school hours. These textbooks remain in school and are school property.
- All Secondary students are required to purchase **Learning Packs** from the school shop at the time of paying the Tuition Fee.
- Learning Packs for students from FS1 to Year 6 contain Activity Books, which belong to the student.
- The school reserves the right to withhold the sale of Learning Packs and/or issuance of classroom resources / activity books, and/or the withdrawal of educational provision, if Tuition Fees remain outstanding after the due dates.
- All fees are non-transferable, non-endorsable and cannot be carried forward to a subsequent academic term or year.

## Sibling Discounts

If more than one child is admitted to the school for a complete academic year, the following discounts up to a maximum of 4 siblings, will be deducted from that sibling's Tuition Fee:

- Eldest Child (1st Child in the family) – Attending Sunmarke: No Discount
- 2nd Child from the same family (Sibling 1 at SMS): 5% deducted from 3rd Term Tuition fee as per SMS Policy
- 3rd Child from the same family (Sibling 2 at SMS): 5% deducted from 3rd Term Tuition fee as per SMS Policy
- 4th Child from the same family (Sibling 3 at SMS): 10% deducted from 3rd Term Tuition Fee as per SMS Policy
- 5th Child from the same family (Sibling 4 at SMS): 10% deducted from 3rd Term Tuition Fee as per SMS Policy

*NB: Terms and conditions apply to children transferring from Regent International School.*

## Late Payment

If Tuition Fees or account balances are not settled by the due dates set by the school, the school at its exclusive discretion reserves the right to either:

- a) levy a pro-rata late payment fee of 1.5% per month on the outstanding balance; and/or
- b) refuse the student from attending classes; and/or
- c) withhold report cards, transfer certificates or any other documentation; and/or
- d) withhold the issuance of Learning Packs and/or classroom resources and/or withhold membership privileges including the use and participation in extra-curricular activities, field-trips, use of the school's ICT network, library, labs and the VLE etc.

If a cheque is returned by the payer's bank to SMS for any reason whatsoever, SMS will charge an administration fee of AED1,000/- for each cheque which is returned by the bank.

The school reserves the right to suspend attendance to school and/or withhold educational services and/or withhold student's report cards and/or transfer certificates and/or release any documents requested, until settlement of all outstanding balances, return all borrowed school resources and pay for any damages to the school's property.

## Late Entry

If a student joins during the academic year, and a place has been reserved for the student from the beginning of the academic year, then the full Tuition Fees due for the term unattended from the beginning of the academic year are payable.

A student who joins at any time during the academic year, the school will charge the student's tuition fee based on the first term of joining during the academic year.



## Seat Confirmation

Seat confirmation is subject to payment of the full term's tuition fee within the Tuition Fee Due Dates

## Orientation

The school publishes its calendar on the website. Prior to joining the school issues new parents, a **Welcome Pack** consisting of information related to the school and student life. Parents will have an opportunity meet academic staff during orientation days noted on the school calendar.

## Withdrawal

All withdrawals must be done via the **Digital Student Withdrawal Form**.

If a notice for withdrawal of a student is initiated by the school, (excluding suspension/expulsion), the pro-rata balance of Tuition Fees paid, will be refunded, after deducting the Advance Fee (Note fees for Application, Assessment, Uniforms, Learning Packs, Optional Services such as Transport etc., are non-refundable).

## Refunds of Tuition Fee

A student can withdraw at any time by providing one term's notice in writing via the **Digital Student Withdrawal Form**, failing which that term's Tuition Fee in full shall be charged. A portion of the tuition fee can be refunded, subject to the terms and conditions noted below:

### *Prior to the start of the Academic Year*

- Tuition Fees paid prior to the beginning of the Academic Year are refundable and only the Acceptance/Re-Enrolment fee will be deducted.

### ***During the Academic Year***

- 1-month Tuition Fees will be charged, and the balance refunded, if a student attends school for 2 weeks or less
- 2-months Tuition Fees will be charged, and the balance refunded, if a student attends school for more than 2 weeks and less than 1 month
- The term's Tuition Fees in full will be charged if a student attends school for more than 1 month

Under all circumstances, the fees for Application, Assessment, Advance, Re-enrolment, Uniform, Costumes for School Plays, Learning Support Fees, and fees for Optional Services such as Transport, Paid ECAs (SMSSPAA) etc., are **non-refundable**.

### ***Refunds of Tuition Fees***

The school issues refund of Tuition Fees (if any), in accordance with the school's policies and regulations which are in-line with the KHDA fees framework. Refunds are normally paid within **45 calendar days** from the later date of:

- a) School's receipt of a fully completed "Withdrawal Form" with the required supporting documentation.
- b) Parent's clearance of all outstanding account balances.
- c) return of all borrowed resources; and
- d) payments for any damages to school property.

For further information on Tuition Fees please refer to [KHDA Fee Framework](#)

### **Transfer Certificate (Leavers)**

Transfer Certificates are issued to those students **registered with KHDA**, within **30 days** from the **last date of attendance**, provided that the Student Withdrawal Form is issued at least one month's prior. Parents are required to inform the school where the student is transferring to in order to provide the correct documents as per the KHDA. Students transferring within Dubai & UAE will require to take an attested Transfer Certificate from the school, and if the student is transferring outside of UAE are given an English transfer certificate. Parents who require attested transfer certificates must indicate and pay the attestation fee, when submitting the Student Withdrawal Form.

### Optional Services

- The fee for Optional Services is charged separately from the Tuition Fees. The fee must be paid in advance when the tuition fee is due. Fees for optional services are non-refundable, non-transferable and cannot be carried forward to the next term/year, in case of absence or illness or change of arrangements.
- The school and/or the 3<sup>rd</sup> Party reserves the right at its exclusive discretion to revoke a student's use of an optional service, without refund, if the student or parent, violates any one of the conditions and regulations for that service by the 3<sup>rd</sup> Party Service provider.
- The fees for Optional Services and the corresponding regulations / policies are subject to change without notice.
- Optional Services are subject to sufficient demand, the availability of resources and facilities. The school has the right to discontinue an optional service at any time.

### Transportation

An independent third-party bus operator which operates an air-conditioned and efficient transport service to various parts of Dubai to and from the school. Parents may avail of this service at their own discretion and cost. Please note that Term Tuition fees must be paid in full to avail this service.

### After School Activities (ASA's)

The school offers its premises to reputed independent 3<sup>rd</sup> Party Service Providers which run optional paid after school hours individual or group activities ("ASAs"), in sports, various subjects, music and hobbies during the school year and as camps during holidays. These programmes are independent and separate from the school's curriculum and the school's extra-curricular activities ("ECAs") programme which the school runs during school hours in the school's academic year.

The ASA programmes are governed by third party service providers' rules regulations policies. The school is not responsible, directly, or indirectly, for these programmes run by 3<sup>rd</sup> Party Service Providers on its premises and parents and the ASA 3<sup>rd</sup> party provider assume their own liabilities when dealing with each other. Please refer to the **ASA menu** on the website.

### Arabic Language

Students from Year 1 who are nationals of an Arab country, are required to learn Arabic as First Language as per KHDA regulations. First language Arabic speakers shall follow an enriched version of the **UAE Ministry of Education / KHDA syllabus**. All other students are required to learn Arabic for non-natives from Year 1 to Year 9.

## Islamic Studies

All students from Year 1 who are Muslims, are required to attend the Islamic Studies as per KHDA regulations.

Nationals of Arab countries are required to study Islamic Studies lessons for Arabs. Nationals of non-Arab countries are required to attend the Islamic Studies for non-Arabs.

## Policy Review:

This policy is to be reviewed annually. The Principal, Head-Marketing, Admissions & Communications, with the Board of Directors will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.

## Related Documents

- Inclusion & Students of Determination Procedures
- Inclusion Policy
- Attendance & Punctuality Policy
- Transport Policy

Admission Process Chart

**A JOURNEY TO WHERE AMAZING HAPPENS**



\*This Roadmap acts as a guide to assist you along the admissions process. You may take a unique route instead of following these pre-defined steps in a 1-10 order.

## Appendix 1

A Level Requirements			
Grade Requirements for Students considering A Level Subject Courses			
Subjects	Minimum GCSE Grade	MYP Minimum Grade	Criteria if not studied at GCSE (in addition to Latest School Report)
Art & Design	C (5)	5	Examples of work and interview with Head of Faculty
Biology	A (7)	7	AA (Two 7's) in Double Award Science
Business Studies	C (6)	6	B (6) in Mathematics / B (6) English
Chemistry	A (7)	7	AA (Two 7's) in Additional / Double Award Science
Computer Science	B (6)	6	A (7) in Math and able to code
Economics	B (6)	6	A (7) in Mathematics / A (7) English
English Literature	AA (77)	7	(A) 7 in English Language & Literature
Geography	C (5)	5	B (6) in English
History	C (5)	5	A (7) in English
Politics	NA	NA	(A) 7 in English
Mathematics	A (7)	7	
Further Mathematics	A (7)	NA	A (8) in GCSE Mathematics
Media	6	6	B (6) in English Language
Music	C (5)	5	Examples of performances and interviews with Head of Faculty
Physical Education	C (5)	5	B (6) Biology B (6) English Language
Physics	A (7)	7	AA (Two 7's) in Additional / Double Award Science
Product Design	C (5)	5	C (5) in a Science
Psychology	C (5)	NA	B (6) in Mathematics in Double Award Science
Sociology	C (5)	NA	B (6) in English
BTEC Creative Media	5	5	5 Grades 5 - 9
BTEC Hospitality	5 in food	5	5 Grades 5 - 9
BTEC IT	5 in IT	5	5 Grades 5 - 9
BTEC Enterprise	5 in Business	5	5 Grades 5 - 9
BTEC Performing Arts	5 in Drama	5	5 Grades 5 - 9

\* Arab or Muslim students are required to attend Ministry of Education lessons in Arabic or Islamic in additional to their A Level + BTEC Options

\* All A level + BTEC students will have the option to complete an Extended Project Qualification (EPQ)

## Appendix 2

IB Subject Requirements			
Grade Requirements for Students considering IB Courses			
Group	Subjects	Level	Entry Requirement (GCSE/MYP)
1	English Language & Literature	HL	A (7) in GCSE Eng Lang or Lit
	English Language & Literature	SL	C (5) in GCSE Eng Lang or Lit
2	French	HL	A (7) in GCSE French
	Spanish	HL	A (7) in GCSE Spanish
	French	SL	B (6) in GCSE French
	Spanish	SL	B (6) in GCSE Spanish
	French	Ab Initio	C (5) in an alternative language GCSE
	Spanish	Ab Initio	C (5) in an alternative language GCSE
<p>Note: To enroll on an Ab Initio language the student must not have studied the language in KS4, or for the last 2 years. They may have studied a different language. Students choosing SL or HL languages cannot choose the language of their mother tongue - the course is for second language speakers. Speak to the IB Coordinator if you have any question regarding suitability.</p>			
3	Business Management	HL	B (6) in GCSE Business If the student has not studied this before: B (6) in Maths/English
	Business Management	SL	C (5) in GCSE Business If the student has not studied this before: C (5) in Maths/English
	Economics	HL	B (6) in GCSE Economics If the student has not studied this before: A (7) in Maths/English
	Economics	SL	C (5) in GCSE Economics If the student has not studied this before: B (6) in Maths/English
	Psychology	HL	B (6) in GCSE Psychology If the student has not studied this before: B (6) in Maths/Science
	Psychology	SL	C (5) in GCSE Psychology If the student has not studied this before: C (5) in Maths/Science

\* Arab or Muslim students are required to attend Ministry of Education lessons in Arabic or Islamic in addition to their IB Options.

### Appendix 3

Grade Requirements for Students considering IB Courses			
Group	Subjects	Level	Entry Requirement (GCSE/MYP)
4	Biology	HL	Separate Science: A (7) in GCSE Biology Combined Science: A*/A (8-7) in GCSE
	Biology	SL	Separate Science: B (6) in GCSE Biology Combined Science: A/B (7-6) in GCSE
	Chemistry	HL	Separate Science: A (7) in GCSE Chemistry Combined Science: A*/A (8-7) in GCSE
	Chemistry	SL	Separate Science: B (6) in GCSE Chemistry Combined Science: A/B (7-6) in GCSE
	Environmental Systems and Society	SL	Separate Science: C (5) in GCSE Biology Combined Science: C/B (6-5) in GCSE
	Physics	HL	Separate Science: A (7) in GCSE Physics Combined Science: A*/A (8-7) in GCSE
	Physics	SL	Separate Science: B (6) in GCSE Physics Combined Science: A/B (7-6) in GCSE
5	Mathematics - Analysis & Approaches	HL	A* (8) in GCSE Maths
	Mathematics - Analysis & Approaches	SL	A (7) in GCSE Maths
	Mathematics - Application & Interpretation	SL	C (5) in GCSE Maths
6	Film	HL	B (6) in GCSE Media If the student has not studied this before: B (6) in Maths/English
	Film	SL	C (6) in GCSE Media If the student has not studied this before: C (5) in Maths/English
	Visual Arts	HL	B (6) in GCSE Art If the student has not studied this before a portfolio of work will need to be submitted to the Head of Faculty
	Visual Arts	SL	C (5) in GCSE Art If the student has not studied this before a portfolio of work will need to be submitted to the Head of Faculty