



Admissions Policy

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Admission Policy & Summary of Practice

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Key Principles:

1. This policy provides prospective students, ICMP staff and partner organisations alike with a guide to our approach to the admission of students.

Our priority for admissions is to match prospective students with the course of study that best meets their academic and practical needs and individual circumstances, while ensuring that our operating objectives are met. In achieving this, we make a commitment that our approach to the admission of students is:

- Transparent
- fair
- honest
- consistent
- accessible
- personalised
- timely

2. We are clear about who does what in admitting students, including who makes the decision on an application, our partners and the nature of their role. ICMP staff are trained and kept regularly updated for admissions roles.

3. Our information and support to prospective students is:

- honest, comprehensive and inclusive in coverage
- personalised –meeting individual needs,
- accessible - using clear language, appropriate media and alternative formats for prospective students with disabilities or particular needs, without making assumptions about how people get information so that prospective students are able to make informed choices based on a thorough and accurate picture of what their time at ICMP will entail in terms of academic & financial matters; student life & support; graduate outcomes and careers.

4. Applications to the ICMP are made through UCAS in the case of the degree programmes, however direct applications will be considered in certain circumstances. Applications are received directly for other courses of study, as appropriate.

5. Entry criteria and offer levels are set using defined evidence and are published as a general entry requirement in our regulations, as specific criteria in programme specifications and as typical offer levels on the ICMP and UCAS websites. Decisions are recorded on, and communicated via, our student administration system.

6. We ensure that students are informed as to their academic, financial and general obligations in taking up our offer of a place. We inform students of the enrolment process in advance and ensure that a diverse student body is integrated via an effective induction programme

7. We are able to provide feedback to unsuccessful applicants and have defined grounds and processes for appeals and complaints.
8. We have an Admissions Panel for monitoring the effectiveness and fairness of the admission cycle, including the implementation of this policy.

These key principles are explained in more depth in the corresponding numbered sections of the Admission Policy and Summary of Practice as follows:

1 Principles & Purpose

This policy provides prospective students, ICMP staff and partner organisations alike with a guide to our approach to the admission of students. As such, it is the framework we use to assure best admissions practice.

The mission of the ICMP is: **“We inspire, encourage and equip our students to succeed by delivering a relevant and innovative educational experience of the highest quality”**

This policy ensures that our approach to the admission of students:

- i) is appropriate to our mission;
- ii) helps us to achieve our strategic aims and operating & equality objectives; and
- iii) is informed by sector best practice (including that disseminated by the Quality Assurance Agency, UCAS and the Supporting Professionalism in Admissions Programme), relevant legislation, and impact assessment under the Single Equality Scheme.

Our priority for admissions is to match prospective students with the course of study that best meets their academic and practical needs and individual circumstances, while ensuring that our operating objectives are met. In achieving this, we make a commitment that our approach to the admission of students is:

- transparent
- fair
- honest
- consistent
- accessible
- personalised
- timely

The remainder of this policy lays out how we and our partners deliver these commitments and what we expect in return from the prospective student.

2 Roles and responsibilities

2.1 Key roles

Key roles are as follows:

- **Setting and monitoring of admission criteria and target numbers.**

The Executive Committee sets targets for the number of places available; these are course-specific target numbers. Standard offer levels are proposed on an annual basis by the Executive Committee and discussed with the Academic Committee.

- **Assessing and communicating with applicants**

The Admissions Team receive all applications.

In most cases, further assessment activity is required, including practical audition or interview. In the first instance the decision to offer a place resulting from a successful audition will be taken by the auditioning tutor. If necessary, this decision can be supported by the Programme Leader, Deputy Programme Leader or the Head of Studies.

In any case, the decision is communicated to the applicant by the Admissions Team.

Prospective students from outside the European Union may choose to apply through one of our approved overseas agents who will provide them with information and communicate on their behalf with the ICMP.

- **Publication of Information and outreach**

The ICMP Marketing Team publishes information for prospective students in ICMP-wide and external media and, together with the Admissions Team, represents the ICMP at sector recruitment events and co-ordinates ICMP open days. A range of further outreach activity is also undertaken for specific groups of prospective students.

- **Appeals & complaints**

Appeals and complaints relating to the admission of students are handled by the Admissions Supervisor and the Deputy Registrar.

- **Monitoring & Review**

Monitoring and review of the admission cycle for each course is undertaken by the Admissions Panel; the outcome of this considers the cycle ICMP-wide and the effectiveness of the Admission Policy and its implementation as practice.

- **The Head of Studies**

The Head of Studies has key responsibilities in conjunction with the Admissions Team, including:

- Mapping and reviewing the “fit” of new and established entry qualifications with the ICMP curriculum
- Training of academic staff in the moderation and standardisation of decisions regarding the auditioning of prospective students, including definition of selection activity.

▪ **The Commercial Director**

The role of Head of Admissions has key responsibilities, including:

- Definition, monitoring and review of intake targets, entry criteria and offer levels
- Mapping and reviewing the “fit” of new and established entry qualifications with the ICMP curriculum
- Monitoring of recruitment against target
- Management of the assessment of prospective students
- Review of the effectiveness and fairness of the admissions cycle

2.2 **Training and Support for Staff**

When taking up an academic or administrative admissions role, ICMP staff participate in a programme of preparation, professional updating and sharing of good practice, including relevant components from the following:

- internal admissions development seminars - to update academic and administrative staff with developments in ICMP and sector practice, including UCAS, UKBA, Supporting Professionalism in Admissions and the QAA Code of Practice
- training for new appointments to these roles, including opportunities to participate in discipline- specific events, sector-wide
- international briefing events on key countries and associated entry qualifications

2.3 **Responsibilities of Applicants**

In order to operate the admission process in a fair, effective manner, we place certain obligations upon the applicant, namely:

- to provide complete and accurate information as required on the UCAS and ICMP application forms, so that the application can be properly assessed
- to participate in audition activity, where relevant to the course concerned
- to update ICMP staff as soon as possible if personal details or study intentions change
- when offered a place, either directly or through UCAS, to reply promptly to positively accept or decline the offer.
- to provide any additional information required in a complete and accurate form prior to enrolment, including details relating to nationality, entry to the UK, eligibility to pay tuition fees and verification of entry qualifications.

2.4 **Confidentiality & Disclosure**

All applications are created as an electronic record on our student administration system. Subject to the provisions of data protection, the information provided by applicants is only shared with those ICMP and partner staff directly involved with processing the application or undertaking related management activity such as the administration of surveys and market research, compilation of statistics and the provision of further information about the ICMP. It is implicit that where referees are named, we have the applicant’s permission to approach these; however where we need to undertake further checks involving a third party (e.g. CRB

checks), we will seek the applicant's permission beforehand, whilst noting that we may not be able to proceed with an application without such permission.

3 **Dissemination of information and support to prospective students**

Our information and support is:

- honest, comprehensive and inclusive in coverage
- personalised – identifying target audiences and meeting individual needs, so that prospective students are able to make informed choices based on a thorough and accurate picture of what their time at the ICMP will entail in terms of academic & financial matters, student life & support, and careers.

We prioritise the following topics in our information and support to prospective students:

- **Selection criteria** – academic, language and experience entry requirements, are summarised on the ICMP website
- **The role of accrediting, regulatory or partner organisations** – where such a body is involved in course design, delivery or selection criteria/activity, this is made clear in the information available
- **Fees & financial support** – on receipt of our offer the prospective student is also provided with information regarding fees and funding available

The following are our priority media for delivering information and support:

- The ICMP website
- External listings services, especially those provided by UCAS.
- Other course-specific ICMP literature
- Open days
- Reach out activity and opportunities to find out more

All publication and dissemination of information on our courses, including by/at partner organisation and representatives, must adhere to our guidelines.

4 The Admission Process

4.1 Application to the ICMP must be made through one of the following routes, as appropriate:

a. UCAS – for entry to a degree programmes

Extra – an applicant who has received no offers or who has declined all offers from their original applications can make further applications, one at a time, for courses which still have vacancies (end of February to end of June)

Clearing – a UCAS applicant holding no current offers of a place can apply for a place at the ICMP (July onwards);

Adjustment - an applicant holding an existing place through UCAS firmly and unconditionally, who exceeded the conditions for that place, can look for a preferable place at the ICMP (A level results day to end of August);

Adjustment & Clearing are normally initiated by a telephone enquiry from the applicant, but can only be completed through the UCAS process and for entry that year.

b. Direct application form from the ICMP – for entry to all other courses and degree courses from outside UK.

4.2 Milestones and service levels

Once a prospective student applies to us, the following summarises the main stages through which the application progresses and our commitment to informing the applicant of the correct procedure:

- **On receipt of an application, we make the following initial checks**
 - provisional assessment of a prospective student's eligibility to pay tuition fees at the home or overseas rate
 - where an applicant declares a disability or identified learning support need, this is referred to the Student Support team, who work with the applicant and the Faculty to determine the appropriate level of support to be provided by the ICMP and the course, and that this is achievable with reasonable adjustments. Where appropriate support cannot be provided even with reasonable adjustments, this will be discussed with the applicant and, where relevant, alternative courses explored. We also ensure that any reasonable adjustments to the applicant assessment process are put in place.
 - Whether the applicant has previously applied or is a current or past student the outcome of previous applications to or periods of study at the ICMP may be relevant to the outcome of the current application.

- **Invitation to audition/interview**– all courses require applicants to participate in an audition/interview, or submit a portfolio. We contact the applicant with details of this activity normally within five working days of receipt of their application and not less than ten working days before the date or deadline of the activity.

- **Decision** – our initial decision will be one of the following:
 - to offer a place without conditions
 - to offer a place conditional on the results of academic assessments and/or English language tests
 - not to offer a place

Applicants are informed either through UCAS and/or directly by us, in line with how they applied.

- **Reply** –applicants who are offered a place need to confirm whether they intend to take up the place. For the degree programmes the confirmation date is determined by the UCAS system.
In all cases acceptance can only be on a firm basis.

- **Fee status** – we ensure that prospective students know the rate at which they will pay fees prior to enrolment, providing they in turn supply us with the necessary information as and when we require. In exceptional cases UK nationals without a passport may provide evidence via national insurance number and birth certificate instead. A student may not complete enrolment until final fee status has been determined and we have received the required payment.

- **Sponsorship under Tier 4 of the Points Based System** – upon request by a prospective full time student from outside the EEA, we will assign a Certificate of Acceptance for Studies (“CAS”), these will be issued in line with our CAS Policy & Procedure, see Appendix i..

- **Enrolment and joining instructions** – applicants will receive joining instructions from us, within a maximum of twenty working days before the start date of the course.

4.3 Requests to defer a place

Some applicants may wish defer their place after they have accepted our offer. In these cases, applicants may defer for a maximum of one calendar year.

Prior to their intended start date, we contact applicants holding a deferred place to confirm that they will take up that place. If we do not receive positive confirmation within ten working days of our enquiry, we reserve the right to withdraw that offer.

4.4 Alternative Offers

If we cannot offer a place on the course applied for, we may offer an alternative course instead. This can happen at the initial application stage or if prospective students do not meet the conditions of their offer. Where this happens, the appropriate member of staff normally contacts the prospective student to discuss the alternative before the offer is processed.

4.5 Changes to courses during the admissions cycle

We take all steps to avoid changes to a course after it has opened for applications for a given entry year and/or suspension of a course. However, if changes do occur, the Admissions Advisor will provide information and options to each active applicant such as:

- entry to the original course/year as planned
- deferring our offer by one year
- transferring our offer to an alternative course for the original year of entry
- or if all of the above options have been exhausted, cancelling our offer.

The applicant will also be advised and supported through the necessary UCAS procedure, if relevant.

4.6 Credit transfer and entry with advanced standing

We welcome applications from prospective students who wish to enter at a later stage of a course or gain exemption from specific modules, subject to any specific requirements of an accrediting/regulatory body.

Such entry can be assessed on the basis of existing qualifications (APCL) and/or experience (APEL).

Application is via the normal route and the usual processes for assessing the application apply. In addition, where applicants wish to enter directly to the start of the second or subsequent year, they should make this clear on the application, citing whether this will be on the basis of existing qualifications and/or experience. All such applications are referred to the Programme Leader.

5 Assessment of prospective students

5.1 Our approach to setting and monitoring entry criteria

By entry criteria, we mean a minimum threshold of achievement that every prospective student must be expected to meet for their application to be considered.

Entry criteria for each course are set by the Academic Committee, initially laid down at original validation in the programme specification, and updated and elaborated upon in the annual

publication of typical offers on the ICMP website and through UCAS and other listings services.

In setting entry criteria and defining typical offers we use the following evidence:

- criteria and offer levels used by similar courses at the ICMP and elsewhere in the sector
- setting of entry criteria at initial validation of courses and ongoing offer levels at subsequent monitoring and review
- consideration over time of the changing characteristics of prospective students and levels of preparedness in relation to the ICMP, school and post-compulsory curriculum
- available places vs. demand: places are limited by a number of factors and when coupled with high demand, entry will be competitive and offer levels set to admit the best prepared candidates

5.2 The Entry Criteria

General entrance

requirement:

ICMP welcomes applications from people of all ages, subject to our awarding body's regulations, and applications will be considered on their individual merits. Normally, applicants must be at least 18 years of age. If an offer of a place is made to an applicant who will be under the age of 18 at the time of admission, certain legislative procedures may be necessary in order to fulfil ICMP's duty of care for students see Appendix A. Applicants whose first language is not English and for whom the majority of their education has not been in English, will also need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard B2 Level for all courses.

All applicants should have achieved at the point of entry a GCSE grade C in Mathematics and in English Language, or equivalents acceptable to the ICMP

The normal minimum requirement for admission for the ICMP Master's degree is a first or upper second class honours degree or equivalent in a subject appropriate to the proposed course of study.

An applicant without these minimum qualifications may be considered for entry. The Programme Leader may consider an applicant with relevant professional qualifications and/or experience.

Course specific:

Entry criteria are published in the individual programme specifications and summarised on the ICMP website. The UCAS entry profile also give details of acceptable entry qualifications, tariff points/grades and required volume/depth of study at entry. For qualifications outside of the UCAS tariff, including those taken outside of the UK, equivalence will be determined in line with NARIC guidance.

Applicants are normally expected to meet these entry criteria. However, the ICMP may also admit individuals who can demonstrate the same academic potential as applicants with conventional qualifications.

Prospective students are not guaranteed a place because they meet or are expected to meet our entry criteria. Where places are limited and demand is high, we may use the information below to select the best prepared candidates.

5.3 **The range of information and activities we use in assessing prospective students**

The range of information and activity used to assess prospective students varies significantly by level and method of study, faculty and course, and may encompass one or more of the following:

- Actual and predicted entry qualifications
- Personal statement
- Reference
- Work Experience
- Interview
- Interview Selection tests or written work set (during selection day or completed before interview)
- Audition
- Research proposal (accompanying application for postgraduate research study)
- Academic & research skills

Where a specific course uses **interviews, selection tests, auditions** as a matter of course, these are applied equally to all shortlisted applicants for that course and will carry an equal weighting to entry qualifications in assessing a prospective student.

5.4 **Recording and Communicating Decisions**

All decisions are entered onto our student administration system and communicated via a standard letter to the candidate and additionally through UCAS for Degree applicants.

6 **Joining the ICMP**

6.1 **Offering a place**

When offering a place, we ensure that a prospective student understands:

- the obligations involved in taking up their place
- the opportunities for further advice and guidance before they join the ICMP

Our offer is accompanied by:

- course-specific welcome pack
- telephone number and e-mail address for enquiry
- if our offer is conditional, details of those conditions

6.2 **Effective Induction and Integration**

We offer an effective introduction to the ICMP for all our new students through:

- A week of events at start of academic year
- Inclusive curricula designed to meet the needs of students from a wide variety of backgrounds and entry routes

7 **Feedback, Appeals and Complaints**

7.1 **Feedback to unsuccessful applicants**

We provide feedback and further information to all unsuccessful applicants.

7.2 **Appeals against the outcome of an application**

We only consider appeals which are against our final decision on an application; made by the applicant in writing and received within twenty working days of the date of that decision and made on the following grounds:

- relevant and material information was not made available to us at the time of application, through no fault of the applicant
- the way we dealt with the application differed significantly from our written policy and procedure.

Appeals are considered on the understanding that, should the appeal be upheld, any offer of a place will be either for the entry year originally applied for or the following year, at our discretion.

Appeals should be made in writing to the Admissions Manager, who acknowledges the appeal within five working days, advising that a decision will be conveyed to the appellant within 10 working days. The appeal is referred to the Quality Manager and the Dean, together with the original application form and all relevant supporting material. The Quality Manager and Dean shall be required to review the application to indicate whether or not the original recommendation should be changed. The Admissions Manager will communicate the decision of the Quality Manager and the Dean to the appellant.

7.3 **Complaints**

We consider complaints relating to admission where these:

- i) relate to a submitted application;
- ii) are made in writing by the applicant within twenty working days of the events concerned; and
- iii) concern the way an application has been handled, the subsequent dissemination of information, and/or the conduct of a member of ICMP or partner staff directly involved in processing the application. The complaints procedure cannot be used to appeal against the outcome of an application.

Complaints must be made in writing to complaints@icmp.ac.uk. Once received they will be allocated to the correct procedure and taken forward as per the public complaints procedure. The ICMP's Deputy Registrar investigates and communicates the outcome to the complainant within ten working days of the receipt.

Appendix A

Policy for students under the age of 18 years

Introduction

Occasionally the Institute of Contemporary Music Performance admits students who are under the age of 18 years. In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday. ICMP is an adult environment and treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. In addition to the usual personal and academic support arrangements, students under the age of 18 will normally be allocated a personal tutor from their programme of study.

ICMP acknowledges that anyone under the age of 18 living in England is legally a child and that some legal restrictions apply to that cohort eg, prohibition on the consumption of alcohol on licensed premises and the sale/supply of videos with a British Board of Film Classification of 18 years of age.

Parental responsibilities

ICMP is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years.

Contracts

A person of 16 or 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. In circumstances where a person must be aged 18 or over to be legally competent to enter into a contract ICMP requires a student's parents to honour all obligations that the student enters into prior to his or her 18th birthday.

Student accommodation

ICMP is not a traditional campus style institution nor does it have residential accommodation for students. Parents/ Guardians need to be aware that, if a person is under 18, the law says they aren't legally allowed to hold a tenancy but there are other options which you can look into such as, a licence, a guarantor or joint tenancy.

Co-Curricular Activities

Programmes may involve compulsory or optional trips, excursions or other periods of study away from ICMP. ICMP is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities.

Alcohol

It is illegal for alcohol to be sold to or bought by students who are under the age of 18 years. ICMP will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under ICMP's control but cannot undertake to supervise any individual student.

Relationships with staff

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which includes members of ICMP Staff) to engage in sexual activity with someone who is under 18 years.

Child protection

A child is defined by English law as anyone under the age of 18. Any suspicions or allegations of abuse of children or vulnerable adults will be reported to the Designated

Safeguarding Lead at ICMP who will contact the appropriate authorities <INSERT LINK TO SAFEGUARDING POLICY>.

Notification

The Head of Studies and Head of Student & Staff Services will be notified, prior to registration, of any student who will be under the age of 18 years on entry to ICMP.

Parental involvement

It is ICMP's usual policy that it deals with students (with whom it has a contractual relationship) and not with parents. This approach will also apply to students who are under the age of 18 years. ICMP will therefore correspond with students, not parents.

Emergency contact

Students who have not attained the age of 18 can have their refusal to receive medical treatment overridden by parents and hence, emergency contact details must be provided by students or parents prior to the student's arrival at ICMP. However, please note that a child from the age of 16 is entitled to consent to medical treatment, and that such consent cannot be overruled by parents.

Related Policies:

Safeguarding Policy & Procedure

Equality & Diversity Policy & Procedure