



ICMP

The Institute
of Contemporary
Music Performance

INTERNATIONAL
STUDENT
HANDBOOK

icmp.ac.uk

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WELCOME

We're delighted that you've chosen to study at the Institute of Contemporary Music Performance (ICMP) – the UK's premier school of modern music. We've been developing and delivering innovative courses for students of Guitar, Bass, Drums, Vocals, Songwriting, Music Business and Music Production for over 30 years, longer than any other UK school, and our students come from all over the world, making ICMP arguably the most international music school in the UK. This is a great time to join us – with brand new facilities scheduled to be completed by the summer of 2018, and an exclusive partnership with Tileyard Studios, you can be sure of a world-class and industry connected learning environment.

Welcome to the Institute of Contemporary Music Performance (ICMP). You've made a great start by choosing to study at ICMP and we're looking forward to working with you and supporting you through your studies. During your time with us, you'll study with world-class tutors and take your musical and academic skills to a new level.

At ICMP, we're focused on the needs of our students, who've chosen to commit a significant part of their lives to the study of music and embark on a challenging and demanding journey.

Our mission, therefore, is very simple: we aim to inspire, encourage and equip our students to succeed by delivering relevant and innovative education of the highest quality. Our goal is your success!

Your Higher Education experience is about more than just study. A whole range of new opportunities will open up to you and you'll make friends that will last you a lifetime – enjoy the experience!

Please let a member of staff know if you require any special assistance during your induction.

We very much hope you'll enjoy your time studying with us and wish you every success in your forthcoming studies.

WHY ICMP?

At ICMP, we've developed our provision over 30 years to ensure that ICMP graduates will enjoy significant advantages as they start out on their chosen musical career path.

OUR LONDON LOCATION

ICMP is located in London, at the heart of the global music industry, giving you unrivalled opportunities to showcase your talent and build that all-important network.

PERSONALISED TEACHING AND LEARNING

ICMP class sizes are small. We are available to advise and support you throughout your studies, providing opportunities to tailor your own learning to meet your personal needs.

EXPERT TUTORS

ICMP tutors are not only fantastic teachers but also highly experienced players, performers and music business entrepreneurs, bringing unique insight into building a career in the music industry.

QUALITY AND ACCREDITATIONS

ICMP is a respected and accredited member of the UK Higher Education quality community.

We're part of a small and select group of providers who can use the Quality Assurance Agency's 'UK Quality Assured' kite mark, providing you with reassurance that by choosing ICMP, you're choosing an institution that has been quality tested in the same way as any other UK university.

LIFE AT ICMP

LONDON'S £1 BILLION LIVE SCENE

London's world-renowned live music scene continues to flourish. In 2017, London was named the busiest city in the world for live music, leaping ahead of both New York and Los Angeles.* The city's live music scene generated over £1 billion in 2016**, demonstrating that London is truly where the opportunities exist for musicians, artists and music entrepreneurs.

* Data from Expedia ** UK Music's 2017 'Wish You Were Here' report



We've always focused on the needs and potential of individual students, ensuring that the education we provide is tailored and personalised, giving them the best chance of success in the very competitive and challenging environment of the music industry.

SOME OF ICMP'S STRONGEST POINTS ARE:

- Alumni success
- Industry connections and collaborations
- Exclusive industry partnerships
- Exciting collaboration opportunities with Tileyard Studios
- Masterclasses
- Inspiring learning environments
- Experienced expert tutors
- The Hub – our link between the classroom and the music industry

COURSES

- BMus (Hons) Popular Music Performance (Guitar, Bass, Drums and Vocal)
- BA (Hons) Creative Musicianship (Guitar, Bass, Drums, Vocal and other instruments)
- BA (Hons) Music Business
- BA (Hons) Songwriting
- BA (Hons) Creative Music Production
- Masters (MMus) in Popular Music Performance
- Masters (MA) in Songwriting
- Higher Diploma in Music Performance (HNC) (Guitar, Bass, Drums and Vocals) – Intensive one-year course, available for entry annually in April and September

Creative Musicianship, Songwriting and Creative Music Production are also available to study as 1 year CertHE courses.



ACCOMMODATION INFORMATION

ICMP has compiled an 'Accommodation Guide' to help you find somewhere to live quickly and easily. We're also active on several social networking sites (i.e. Facebook and Twitter) where you can meet and talk about issues, including accommodation.

! Please ensure that your offer is **'Unconditional'** (and you have obtained a Student Visa if you're from outside of the EU) before booking flights and signing a legal contract for accommodation.

INTERNATIONAL STUDENT SUPPORT AT ICMP

At ICMP, we want you to live your academic life to the full. We've invested in our Student Services to provide you with the very best learning support during your time as a student with us. Our dedicated Wellbeing Team offers information and guidance on many aspects of college life, including:

PRACTICAL ADVICE

- Relocation support
- Extenuation circumstances
- Emergency housing
- Financial support

ACADEMIC PROCEDURES

- Extenuation circumstances
- Visa, attendance and assessments

EMOTIONAL ADVICE/STRESS SUPPORT

- Counselling
- General wellbeing
- Homesickness
- Lifestyle support
- Performance wellness
- Alexander technique

DISABILITY SUPPORT

- Support agreement (disability/dyslexia)



At ICMP, we're committed to promoting fairness and equality throughout our provision. Special care is taken to ensure that students with disabilities are offered support early in the application process.

You can contact the Student Services team to discuss any of these matters. There are also a wide range of additional support services designed to meet your academic and welfare needs.



EU COURSE FEES

GUARANTEED FOR STUDENTS STARTING IN 2018 & 2019

EU national students looking to join ICMP in 2018 or 2019 will continue to be eligible for 'home fee status' and have access to student finance.

This entitlement will also remain in place for the duration of the course and applies to both undergraduate and postgraduate courses.

APPLICATION PROCESS

Applying to study at ICMP is a straightforward process and we're here whenever you need us to help or discuss the best course option for you. You can simply contact one of our Admissions Advisors who'll be pleased to provide further advice.

All documentation relating to ICMP's admissions processes and policies, including full terms and conditions of enrolment, can be found on the ICMP website.

INTERNATIONAL APPLICATIONS

If you're an international student, you can find detailed guidance regarding applications on www.icmp.ac.uk including the latest information on visa sponsorship. You're also welcome to audition remotely if you can't come to the UK for a live one.

For an ICMP undergraduate degree, your application is made directly through UCAS at www.ucas.com

Anyone applying for a full-time performance course at ICMP will be invited to audition as part of the application process. Our auditions are very relaxed and free of charge to all potential students. We encourage you to attend the audition in person but understand that this isn't always possible so, as a result, online auditions are also available.

The purpose of the audition is to help us determine your current level of musicianship and knowledge in your chosen area of study. Once you've auditioned, we can provide you with feedback, discuss your study options and advise on which of our courses would be best for you. We'll then guide you through the process of joining your chosen course.

For the BA (Hons) Music Business course, we may be able to make an offer based on the strength of actual and/or predicted grades and your personal statement; however, we recommend that you book in for an interview with the Programme Leader and/or visit ICMP. This will give you an opportunity to talk to us about the programme, explore career opportunities, and see our facilities.

FUNDING

✓ FUNDING SWEDEN CENTRALA STUDIESTÖDSNÄMNDEN (CSN): LOANS AND GRANTS FOR SWEDISH STUDENTS

For students from Sweden, ICMP courses are approved for CSN funding. In order for CSN to assess a student's chances of qualification, you must submit an application for overseas studies, as detailed on CSN's website. The application form details the supporting documents you'll need to provide.

PLEASE VISIT THE CSN WEBSITE FOR MORE INFORMATION: WWW.CSN.SE

✓ NORWAY LÅNEKASSEN: LOANS AND GRANTS FOR NORWEGIAN STUDENTS

ICMP is accredited by Lånekassen, and students from Norway can receive a loan and grant from Lånekassen to study at ICMP.

PLEASE VISIT THE LÅNEKASSEN WEBSITE FOR MORE INFORMATION: WWW.LANEKASSEN.NO

✓ DENMARK SU: LOANS AND GRANTS FOR DANISH STUDENTS

Every Dane over the age of 18 is entitled to public support for his or her further education.

PLEASE VISIT THE SU WEBSITE FOR MORE INFORMATION: WWW.SU.DK

✓ THE NETHERLANDS DUO: LOANS AND GRANTS FOR DUTCH STUDENTS

ICMP Higher Education courses are approved for a loan through DUO. In order to qualify for a loan to be approved, you must meet DUO's requirements and fill out an application. This is all detailed on DUO's website.

PLEASE VISIT THE DUO WEBSITE FOR MORE INFORMATION: WWW.DUO.NL

VISAS AND CAS

(FOR OVERSEAS/NON-EU APPLICANTS)

If you're a 'non-EU national', you'll require a visa to study in the UK.

TIER 4 STUDENT VISA APPLICANTS

ICMP holds a Tier 4 sponsor status, which enables us to sponsor non-EU students for our courses.

Our Admissions Team is available to give you clear and concise information about applying for a Tier 4 Visa, in case you need one.

We expect that our Education Agents are fully aware of the Tier 4 Visa application process as well and will provide students with in-country support and up-to-date advice.

If you're applying to study in the UK and have a non-EU passport, please request an up-to-date copy of the CAS (Confirmation of Acceptance for Studies) checklist from our Admissions Department by emailing enquiries@icmp.ac.uk

WHEN SHOULD STUDENTS APPLY FOR A UK TIER 4 VISA?

Tier 4 Visa applications can't be submitted earlier than three months before the start of the course. However, students must complete the CAS checklist well in advance of a Tier 4 Visa application.

We've set multiple deadlines to ensure that the visa can be applied for and processed in plenty of time, allowing students to enrol and settle in an appropriate manner.

This will give the International Team sufficient time to make the relevant checks so they can process CAS numbers in good time.

CAS

A CAS (Confirmation of Acceptance for Studies) is the document issued to a student by ICMP (the sponsoring institution).

This accompanies their visa application. It's an online form used by the UKVI to assess a students' application. It's very important that they include the same evidence on the visa application as that stated on the CAS.

The amount of money that non-EU applicants need to show is £ 1,265 per month of study, for nine months. This means they must show a minimum of £ 11,385 in their account.

Applicants must show that they've held this money in an account(s) for a minimum of 28 consecutive days within which the available funds in the account(s) can't have dropped below the equivalent of £ 11,385 at any point.

ISSUING A CAS NUMBER

Please note that course fees are required to be paid in full prior to ICMP issuing a CAS. If the course is longer than one year, then payment in full of the first year's course fees are required.

Once the course fees are settled and a complete set of documentation has been submitted, it will be reviewed by a committee, including members of senior management, before a CAS is issued.

To issue a CAS, ICMP will need to be satisfied that the applicant is eligible for a Tier 4 (General) Student Visa and that all the supporting

documentation is fully compliant with UK Visas and Immigration (UKVI) policy. UKVI policy published online can be found [here](#).

Further guidance on UKVI and applying for a Tier 4 (General) Student Visa can be found online by going to the Home Office website.

You will also find lots of useful information on the visa application process and studying in the UK published on the website for the UK Council of International Student Affairs (UKCISA).

EMPLOYMENT RESTRICTIONS WHILE ON A TIER 4 VISA

It's important to highlight that under the current UK Home Office visa guidelines, Tier 4 Visa students sponsored by Private Education Providers, such as ICMP, aren't entitled to work while in the UK.

ENGLISH LANGUAGE REQUIREMENTS

Students coming from countries that are not recognised by UKVI as 'Majority English Speaking Countries' will be required to complete and pass an approved English Language Test.

Countries defined as 'Majority English Speaking' are:

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, The United States of America

If the student is not a national of any of the above countries then they will be required to complete an English Language Test.

The test must be booked at a UKVI approved SELT Test Centre as listed on the Home Office website (<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>) The only test accepted by UK immigration that is available outside of the UK is the IELTS test. This must be the IELTS (Academic) for UKVI test. (Please note, if the test is not "for UKVI" then it will not be accepted.)

UKVI ADVICE ON HOW TO ENTER THE UK

We recommend that you follow the advice below to help us process you quickly and improve your experience at the UK border.

WHAT TO DO AT THE BORDER?

As you approach UK border control, you should have all your travel documents ready. If you have everything prepared before you reach the desk, we'll be able to process you without any delay. You should have your passport open at the photo page and remove any holders or covers.

Be ready for your identity inspection and remove all hats and sunglasses in advance. If you're at a sea port and travelling by bike or motorcycle, you'll need to remove your helmet. This includes open-faced helmets. If the Border Force Officer can't identify you, this will delay your journey.

TRAVELLING THROUGH AN AIRPORT

If you're travelling through an airport, use the electronic passport (ePassport) gates, which are often faster to use.

You can use an ePassport gate if you:

- are a UK, EU, EEA or Swiss passport holder or a Registered Traveller member
- have a biometric symbol on the cover of your passport
- are aged 18 or over (in some airports, ePassport gates accept travellers aged 12 or over when travelling with an adult)

If you have a valid passport from an eligible country, you can apply to become a Registered Traveller. As a Registered Traveller you can use the UK/EU and ePassport lanes instead to speed up your entry through the UK border. Border Force Officers aim to clear the majority of UK and EEA nationals within 25 minutes and non-EU citizens within 45 minutes.

STAY TOGETHER WHEN TRAVELLING AS A FAMILY

If you're travelling as a family, you can usually receive your identity check together. Please make sure all members of your family:

- remove passports from their covers and open them on their photo pages
- have their documents out and ready for inspection
- remove their hats and sunglasses.

PRE-DEPARTURE PREPARATIONS

We recommend that you pack the following items in your hand luggage:

- Passport and National ID
- Visa and biometric card (if you've been issued with one)
- Health Card
- Chargers for technology
- Evidence of funding
- List of emergency contacts
- Copy of your offer letter from ICMP
- Your CAS (Confirmation of Acceptance of Studies) letter (if you're coming to the UK on a Tier 4 Student Visa)
- IELTS/English language qualification certificate
- Bank statement that demonstrates you have the funds to support yourself (if you're coming to the UK on a Tier 4 Student Visa)
- Airport pick-up booking confirmation email (if applicable)
- Any money you need in UK Pound Sterling – but don't carry lots of cash!
- Extra clothing, such as a coat or jacket, as the weather could be significantly colder in the UK than in your home country.

FOR BEST PRACTICE

It's advisable to limit your check-in luggage to a maximum of two suitcases if you can, as you'll more than likely accumulate more clothes and belongings during your stay.

Don't forget to pack some items from home, such as photographs, personal belongings and anything else that may make your accommodation feel more comfortable and familiar!



BEFORE YOU ARRIVE

- Accept your offer from ICMP.
- Make sure you have a passport (this should be valid for the entirety of your planned time in London, plus an additional six months after your planned return date to your home country).
- Apply for your visa (if applicable).
- Arrange your accommodation (you may wish to consider temporary accommodation, as it can be easier to find a permanent place to live once in London).
- Book your flights.
- Pay your tuition fees.
- Plan your budget.
- Unlock your mobile phone, so you can get a local SIM card.
- Pack carefully.
- Familiarise yourself with the country/city by researching the country's history, culture, location, current affairs, etc.
- Work out a route for getting to your accommodation after you've landed at the airport.

MAKE COPIES OF ALL YOUR IMPORTANT DOCUMENTATION, INCLUDING:

- Passport
- ICMP offer letter
- IELTS/English language qualification certificate (if applicable)
- Bank statement that demonstrates you have the funds to support yourself (for students on a Tier 4 Student Visa only)
- Serial numbers of any travellers' cheques
- Insurance details (if purchased)
- Plane tickets/flight booking information
- Medical notes in English if you have any ongoing medical conditions – keep one copy for your records while you're travelling (bring them in your carry-on luggage) and give a second copy to a relative in case of an emergency.



WHEN YOU ARRIVE

- Call your family and let them know you're safe.
- Enrol at ICMP (enrolment takes place in the week before the start of the academic year 2018-19). Further information regarding enrolment will be sent to you via email in early September.
- Attend Freshers' Week events (Freshers' Week takes place in the same week as Enrolment Week). Further information regarding Freshers' Week will be sent to you via email in early September.
- Students coming from some countries holding a Student Visa may need to register with the Police within seven days of their arrival. If you need to do this, this instruction will be printed on the visa sticker in your passport.
- Request a Student Status Letter at ICMP as confirmation that you won't need to pay Council Tax. You can also use that same letter to open a UK bank account.
- Find out about the services provided at ICMP.
- Register with a local doctor/dentist: www.nhs.uk
- Attend all your lessons!



TUITION FEE PAYMENT OPTIONS/TERM DATES

If you won't be receiving a tuition fee loan, or if the fees for your chosen course are more than the tuition fee loan you receive, a payment will have to be made towards the outstanding balance of the course fees.

The course fees are due on 13th August 2018 for courses starting in September or one month before the start of the course for those starting in April.

If you require a Tier 4 Visa to study, the annual course fees need to be paid before ICMP can issue a CAS number to support the visa application. Further guidance about Tier 4 Visa applications and the required supporting documentation is available from our Admissions Team.

COURSE FEES CAN BE PAID BY THE FOLLOWING METHODS:

BY CHEQUE

Send a cheque made payable to 'ICMP Management Limited' with your name on the back.

BY CREDIT/DEBIT CARD

To make a payment with a debit or credit card, please call us on 0044 (0)20 7328 0222.

BY BANK TRANSFER

When making a bank transfer, please notify us via email at finance@icmp.ac.uk when the payment has been made and ensure your name is used as the transfer reference.

Bank Name: Bank of Scotland

Account No: 06041723

Sort Code: 12-11-03

Swift Code (BIC): BOFSGB21238

IBAN number: IBAN GB76 BOFS 1211 0306 0417 23

Reference:

'Please quote your name as reference'

BY DIRECT DEBIT

Payment by Direct Debit is also available.

Please contact us to arrange on 0044 (0)20 7328 0222 or email finance@icmp.ac.uk



UNDERGRADUATE TERM DATES 2018/19*

INDUCTION/FRESHERS' WEEK:

17th to 21st September 2018

TERM 1:

24th September to 14th December 2018
(Weeks 1-12)

TERM 2:

14th January to 5th April 2019
(Weeks 13-24)

*Term dates for Postgraduate and part-time courses are different – please check www.icmp.ac.uk for the exact dates or contact the Admissions Team on enquiries@icmp.ac.uk

FREQUENTLY ASKED QUESTIONS



DO I NEED TO COME TO ICMP TO AUDITION?

No. ICMP will email the guidelines for remote auditions to students overseas who are applying for Performance or Production courses. For Music Business, we assess your suitability based on your Personal Statement.

IS THE AUDITION AS IMPORTANT AS MY ACADEMIC QUALIFICATIONS?

Yes – please pay close attention to the conditions set in your offer. After your audition, you'll receive a 'recommendation' outlining the course we believe you would be suitable for. Only a recommendation for the desired course, in combination with the academic qualifications meeting our entry requirements, will guarantee you a place on the course. All conditions to your offer can be found in your offer email and/or in your UCAS Track (for degree courses).

Please consider your academic requirements, including English language, as well as your practical requirements, to avoid disappointment.

I NEED A VISA TO STUDY IN THE UK. CAN I WORK WHILE STUDYING IN THE UK? WHAT ABOUT UNPAID GIGS?

As we're a Private Educational provider, no student at any level can work in the UK. If your visa states that you can work, this must be reported to us immediately. Failure to do so will have severe consequences. You're also not eligible to provide paid or unpaid services as an entertainer while you're studying in the UK on a Tier 4 Student Visa.

Gigs are only allowed when organised through ICMP and can't be organised independently. Please note that ICMP provides numerous performance opportunities, which you can audition for.

Any reports of illegal work in the UK will be sent to the Home Office as immigration crime and will be actioned without caution.

WHAT MUST I DO ON ARRIVAL IN THE UK?

You must make contact with ICMP to complete your enrolment and inform us of the address details of where you'll be residing during your course.

WHAT IS ENROLMENT?

Enrolment is the process through which you agree to be a student at ICMP for the whole or part of the academic year.

WHAT DO I NEED TO BRING WITH ME TO ENROL?

You must bring all the original documents you supplied to us in order to obtain your CAS and Tier 4 Visa. This includes your passport, qualifications, biometric card, current address and contact details of where you'll be living while studying on your course.

WHEN WILL I BE ISSUED WITH MY STUDENT ID CARD?

You'll be issued with your Student ID once you've completed your enrolment. Please note that your ID must be worn at all times when on ICMP premises or you may be refused entry. Lost cards must be reported at the earliest convenience.

IF MY STUDENT ID CARD IS REPORTED AS LOST, CAN I GET A REPLACEMENT?

Replacement cards are issued at the discretion of ICMP and will incur a replacement charge of £5. Replacement cards can be requested from the Administration Office, once you've paid the replacement card fee.

WHAT IS INDUCTION?

Your induction consists of a number of activities and opportunities to learn more about your course and ICMP. It's also an opportunity for you to meet with academic and support staff and, more importantly, to make friends with other students who'll be studying with you. Induction allows you to take part in fun activities and learn a bit more about UK culture and living in the UK. Please visit [this page](#) for further information.

CAN I PRACTICE AT ICMP?

Yes. Our facilities are fully equipped and open to students from 09:00 to 23:00 (Monday to Friday) and 10:00 to 22:00 (weekends).

CAN I REQUEST AUTHORISED ABSENCE FROM MY CLASS?

You may request authorised absence by completing the Authorised Absence Form. All authorised absences must be signed off by the Module Leader and confirmed by your Programme Leader. You'll be notified via email about the outcome of your request. All absences will be monitored and logged against your record.



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