Section 8: Recruitment, selection, and admission

1. Introduction

1.1. ICMP is committed to admitting students through an accessible, clear, transparent, and fair process regardless of age, disability, race, nationality, gender, religion, sexual orientation, marital status or parental status.

1.2. ICMP will communicate clearly with potential applicants, and provide clear, accurate and inclusive information concerning the programme of studies, the fees, the terms and conditions and the procedures for admission.

2. Admission Policy and Procedures

2.1. ICMP's Admissions Policy is consistent with good admissions practice in higher education as defined by the UK Quality Code for Higher Education. It is made available to potential applicants and students via our website.

2.2. ICMP's Academic Board has oversight of the admissions of students to ICMP and the monitoring and review of the Admissions Policy is overseen by the Admissions Committee. Responsibility for ensuring ICMP's compliance with the Admissions Policy rests with the Registrar.

3. Admissions Criteria

3.1. ICMP publishes the admissions criteria in the prospectus and on the course's pages of the website.

3.2. In addition to the set admission criteria, all applicants are offered an audition and/or interview to check the suitability of their chosen programme and further assess their potential for success on the programme.

3.3. **Recognition of Prior Learning (RPL)**

3.3.1. ICMP welcomes applications from prospective students who wish to enter at a later stage or gain exemption from specific modules on the basis of prior learning.

3.3.2. RPL for entry or exemption of modules within programmes are referred to the Programme Leader who makes a recommendation for consideration by the Academic Standards and Quality Committee before being sent to the relevant Awarding Body for final approval.

3.4. **Non Traditional Route to Entry**

3.4.1. ICMP welcomes applications from prospective students who wish to enter with non-traditional entry qualifications.

3.4.2. A successful non-traditional route to entry (NTRE) application will demonstrate that an applicant is able to present a satisfactory level of academic ability and aptitude, in lieu of a certified Level 3 qualification. For this reason, the applicant

will be asked, and supported, to submit material in support of the application which will include an essay.

4. The Application Process

4.1. Undergraduate applications are either made directly to ICMP (via the website) or through UCAS.

4.2. Postgraduate applications are made directly to ICMP (via the website).

5. The Selection Process

5.1. All applications are received by the Admissions Team and are considered on an individual basis. The Admissions Team review the application against the admissions criteria before making a decision whether to invite applicants for audition and/or interview, to reject the application or seek further information.

5.2. Following a successful initial assessment, applicants are invited to attend an audition and/or interview. The audition/interview process ensures that applicants are clear about what their chosen programme of study will provide them with; they have an opportunity to better prepare prior to starting their programme; and they can talk with a tutor in a relaxed and supportive setting about what choices and possible career outcomes that lie ahead of them. The audition/interview packs are designed in such a way that, to gain entry on to an ICMP programme, the applicant has to display competent knowledge and understanding of that subject. Following the audition/interview, all applicants are provided with feedback.

5.3. In the first instance, the decision to offer a place resulting from successful audition/will be taken by the auditioning/interviewing tutor. If required, this decision can be escalated to the Programme Leader, Deputy Dean or Dean.

5.4. The decision will then be communicated to the applicant by the Admissions Team.

6. Disability and Learning Support

6.1. Applicants are encouraged to disclose a disability or identified learning support needs at the earliest opportunity, in order to meet their individual study and personal safety requirements.

6.2. Where an applicant declares a disability or identified learning support need through the application process, the applicant is referred to the Disability and Wellbeing Team, who will work with the applicant and the Faculty to determine the appropriate level of support to be provided.

7. Data Reporting

7.1. ICMP's Data Team produce annual intake profiles, analysing entry qualifications and standards, as well as Equality and Diversity information for each programme, with a view to assisting ICMP in determining the effectiveness of its Equality and Diversity policy.

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V3.0	Dec 2022 Academic Board	Annual review	Interim Deputy Registrar	Annually and as required
V2.1	14/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V2.0	01/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies				
- ICMP Admissions Policy - Equality and Diversity Policy				
External Reference				
UK Quality Code for Higher Education Advice and Guidance: Admissions, Recruitment and Widening Access. ICMP has clear policies and procedures for the selection and admission of students.				