

# Admissions Policy



The Institute  
of Contemporary  
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V2.3	April 2023	Updates required	Admissions & Compliance Manager	Annually and as required
V2.2	March 2022	Updates required	Admissions Manager	Annually and as required
V2.1	August 2021 AcBo	Scheduled Review	Admissions Manager	Annually and as required
V2.0	Sept 2020 AcBo	Annual review	Head of Admissions	Annually and as required
V1.5	Sept 2019	Annual review	Head of Admissions	Sept 2020
<b>Related policies</b>				
<ul style="list-style-type: none"><li>• Support to Study policy</li><li>• <a href="#">Complaints procedure</a></li><li>• Under 18 students policy</li><li>• <a href="#">Equality &amp; Diversity policy and procedure</a></li></ul>				
<b>External Reference</b>				
<ol style="list-style-type: none"><li>1. Schwarz Recommendations for Good Practice</li><li>2. QAA Quality code for Higher Education</li><li>3. Supporting Professionalism in Admissions</li><li>4. Competitions &amp; Markets Authority</li><li>5. Equality Act 2010</li></ol>				

## 1. Purpose of Document

- 1.1. This document is intended to be the definitive source of information regarding the process of applying to study at ICMP, as well as the process & procedures followed by ICMP in the selection and admission of students to degree or masters level study (e.g. on a CertHe, BA, BMUS, MA or MMUS programme).
- 1.2. This document can be accessed and read at any time before, during or after an application to ICMP and would be of particular interest to anybody wishing to make a complaint or appeal to ICMP (see section 25) regarding the way in which an application was handled during the admissions process.
- 1.3. It is expected that all employees involved in the admission and selection of students at ICMP are aware of the processes and policies mapped out in this document and will carry out their duties in accordance with this policy.
- 1.4. This document should provide clear, unambiguous and transparent information regarding the process of admission and selection of students at ICMP. Should any information in this document be unclear, please contact us via the below details for further clarification:

**Email** – [enquiries@icmp.ac.uk](mailto:enquiries@icmp.ac.uk)

**Phone** – 0207 328 0222

**Post** – Admissions, ICMP, 1B Dyne Rd, Kilburn, London NW6

## 2. Authority of Document

- 2.1. The policies and procedures in this document are reviewed annually and approved for use through appropriate levels of ICMP's [Governance Framework](#):
- 2.2. The admissions policy and practice mapped out in this document is monitored by the ICMP Admissions Committee which, reporting to Academic Board, ensures oversight of our practices by senior management from across the institution and is responsible for the setting and maintaining of fair and equitable practice in the admission of students to ICMP.
- 2.3. ICMP is a subscriber to the Quality Assurance Agency (QAA) who safeguard standards and quality for UK higher education and our policies and practices, including this document, are subject to their oversight and judgement.

## 3. Limitations & Scope of document

- 3.1. This document refers to policies and practices for the recruitment of students to ICMP in the 2023/24 academic year (enrolling in September 2023) who receive an offer from ICMP from October 2021 onwards.
  - 3.1.1. Applicants who have received an offer prior to October 2021 should refer to the [previous admissions policy](#).
- 3.2. This document is limited to Undergraduate and Postgraduate programmes in which a process is required to select suitable applicants to study on a programme of study (e.g. through interview, audition or review of application form).
  - 3.2.1. This includes programmes taught part or full time and is irrespective of whether the application is made directly to the institution or via a 3<sup>rd</sup> party such as UCAS or a recruitment agent.

- 3.3. This document does not provide guidance for programmes or courses of study run by ICMP which do not have restrictive entry requirements (e.g. evening courses or summer programmes).
- 3.4. All programmes offered by ICMP (including those referred to in 3.3) are covered by ICMP's [Complaints Policy](#).

#### 4. Principles of Admission

- 4.1. It is the policy of ICMP to recruit ethically, ensuring that students joining the programme have demonstrated sufficient motivation and ability to suggest that they will be able to succeed on and benefit from their choice of course.
- 4.2. An applicant's suitability is assessed in several ways including formal assessment of the application form, achieved qualifications and, where required, a practical assessment and/or interview. More detail on these processes is provided in section 17 and section 18.
- 4.3. ICMP Admissions policies and procedures have been developed with consideration of the Schwarz Recommendations for Good Practice<sup>1</sup>, the QAA Quality code for Higher Education<sup>2</sup> and guidance issued by Supporting Professionalism in Admissions (SPA)<sup>3</sup>.
- 4.4. ICMP is a member of the UK Council for International Student Affairs (UKCISA) and as such ICMP are bound by their code of ethics (found at <https://www.ukcisa.org.uk/Research--Policy/Resource-bank/resources/41/The-UKCISA-Code-of-Ethics-and-its-Commentary>).
- 4.5. We strive to provide information to applicants which is timely, comprehensive and honest. As a provider of higher education (HE) in the UK we are subject to Consumer Protection law and follow guidance issued to HE providers issued by the Competitions & Markets Authority (CMA).<sup>4</sup>
- 4.6. Where an application is made via [UCAS](#), ICMP recognises and follows the rules set by UCAS to ensure fair admissions including the Equal Consideration deadline of January 25<sup>th</sup> which ensures that all applicants applying before the deadline are given equal opportunity to receive an offer.
- 4.7. We are bound by UCAS' business rules which includes the requirement that all full-time undergraduate students have their offer confirmed on the UCAS system. Applicants who apply direct to the institution will have their details provided to UCAS as part of this obligation.
- 4.8. ICMP are clear about the roles of all staff involved in the recruitment and selection of students, this document indicates where accountability lies for each stage of the process.
- 4.9. ICMP ensure that colleagues at each stage of the process are fully trained and possess the required skills and ability to undertake their role, with training for colleagues who assess applications and make decisions taking place at least once per year.

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<sup>1</sup> <https://www.ucas.com/file/233136/download?token=Scfuab79>

<sup>2</sup> <https://www.qaa.ac.uk/quality-code>

<sup>3</sup> <https://www.ucas.com/providers/good-practice/admissions-policies>

<sup>4</sup> <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>

- 4.10. All applicants to ICMP should expect and receive fair and equitable treatment during their application and enrolment process and should be treated with dignity and respect by all colleagues throughout.
- 4.11. Decisions made by ICMP throughout the process should be unbiased and transparent and all applicants are entitled to receive feedback on any decision made throughout the admissions process.
- 4.12. ICMP is committed to promoting equality and diversity and adheres to the Equality Act 2010.<sup>5</sup> Our application processes do not discriminate against applicants on any characteristics such as disability, race, gender (including gender reassignment), ethnicity, sexual orientation, age, religion, political beliefs, gender identity or socio-economic status.

## **5. Review of Policy & Practice**

- 5.1. ICMP reviews admissions policy and practice via the Admissions Committee, which meets four times per year to review and monitor admissions processes and practice. This committee reports direct into ICMP's [Academic Board](#).
- 5.2. Where policy or practice needs to be amended, ICMP will always seek to make this change ahead of the formal opening of the next admissions cycle in early September of each year and will, wherever possible, avoid making changes to policy or practice part-way through an admissions cycle to avoid any applicants having different experiences.
- 5.3. Where this is unavoidable (e.g. through changes to legal advice, regulatory changes or quality assurance judgments), ICMP will seek to minimise any disruption to the applicant experience and will take reasonable steps to ensure that admissions policy and practice remains to be equitable and consistent.
- 5.4. Applicants who are accepted and then defer their place to the following intake should refer to the admissions policy that was in place at the time that they first accepted their offer, not any subsequent policy.

## **6. Information, Advice & Guidance**

- 6.1. ICMP strives to provide information to applicants which is:
- Honest, comprehensive and inclusive
  - Personalised to the needs of the applicant
  - Accessible, using clear language, appropriate media and alternative formats for prospective students with disabilities or additional needs.
- 6.2. As part of the admissions process, we seek to provide prospective students with the information required to make well informed choices based on an accurate picture of what their time at ICMP will entail. This includes information on academic & financial matters, student life and support, graduate outcomes, and careers.
- 6.3. As part of the admissions process, we ensure in particular that applicants have

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<sup>5</sup> <http://www.equalityhumanrights.com/legal-and-policy/legislation/equality-act-2010>

access to the information required as part of our commitment to consumer protection law and the expectations of the CMA (see 4.5).

- 6.4. Should anybody wish to speak to a member of the team for further advice or support, they are advised in the first instance to contact the admissions team who will be happy to assist with guidance or arrange for a conversation with a suitable colleague.
- 6.5. Details of entry requirements are posted for all programmes on [www.icmp.ac.uk](http://www.icmp.ac.uk) and on [www.ucas.com](http://www.ucas.com). Whilst ICMP are able to publish information for many common entry qualifications, we are unable to provide a comprehensive set of entry requirements for all qualifications and education systems. Please contact the admissions team (see 1.4) for advice on any qualifications not listed, as these may still be accepted for entry.
- 6.6. ICMP use the UCAS Tariff Points system for offers to students who are taking programmes with a tariff point value. For more information, please visit the [UCAS information page & calculator](#).

## **7. Students Declaring Disability or Additional Support Needs**

- 7.1. ICMP welcomes applications from students who have additional needs, we have a [dedicated team](#) providing support, advice and guidance to applicants and students.
- 7.2. We encourage applicants to declare any additional needs during the application process to enable us to assist with the admissions stage of the process and make any reasonable adjustments needed to assist with the admissions process.
- 7.3. In cases where an applicant declares a disability on their application, their details and application will be forwarded to the Disability & Wellbeing team to advise and discuss access to any reasonable adjustments which may be required on-course.
- 7.4. ICMP's admissions processes are based on academic and technical assessment of an applicant's readiness for study, we will not withhold an offer of a place from any applicant on the basis of disability, declared or otherwise.
- 7.5. ICMP's Support to Study policy details the process ICMP will follow and instances where additional action or steps may be required from the Disability and Welfare Team following an offer being made by Admissions.

## **8. Responsibility of Applicants**

- 8.1. In order to operate the admission process in a fair, effective manner, we place certain obligations upon the applicant. We expect applicants to:
  - 8.1.1. Provide complete and accurate information as required on the UCAS and ICMP application forms, so that the application can be properly assessed.
  - 8.1.2. Participate in an interview or audition (as appropriate) and to ensure that they have appropriately prepared ahead of their assessment.
  - 8.1.3. Keep ICMP updated on any changes to their address, contact details or any other changes to their personal details.

8.1.4. Respond to ICMP communications promptly and accurately where required.

8.1.5. Respond to any offer made by ICMP to accept or decline their offer as soon as they are in a position to make this decision (or within the deadlines set by UCAS for applicants applying via this route).

8.1.6. Complete the online enrolment form ahead of arrival at the institution prior to arrival and as soon as possible following it being sent to them by email.

8.1.7. Communicate information regarding disability support requirements in advance, so that sufficient time is available to ICMP to implement reasonable adjustments where needed.

8.2. Provide timely and accurate information regarding the payment of tuition fees and applying for Student Finance England support.

## **9. Communications**

9.1. ICMP Admissions can be contacted via the details. Standard office hours are 9.00-5.30 Monday to Thursday and 9.00-5.00 on Fridays.

9.2. New applicants to ICMP will typically receive a call from a member of the team following receipt of their application to discuss and arrange an audition/interview for their choice(s) of programme.

9.3. Applicants are not obliged to communicate with ICMP by phone and may request for communication to be in writing only.

9.4. Should an application be incomplete or contain information which requires follow-up, ICMP will contact the applicant by phone or email to request the information required. For more information on incomplete applications, please see section 16.

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

## **10. How to Apply**

10.1. ICMP is committed to recruit all full-time undergraduate students through UCAS and as such all applications received will need to either come through UCAS or be added to UCAS by ICMP.

10.1.1. Where an application needs to be added to UCAS on behalf of the applicant, we use the Record of Prior Acceptance form, uploading information provided during the admissions process to UCAS direct.

10.2. Applicants for all Undergraduate & postgraduate programmes can submit an initial application [online](#), completion of this form will enable the admissions team to book you for an audition/interview (where required, see section 18).

10.2.1. Applicants who complete this form and receive an offer of a place will need to complete a full application form either direct to ICMP or via UCAS, information on this will be provided to applicants following their interview/audition.

10.3. Applicants may book an interview/audition prior to making a formal application. Passing an interview/audition prior to making application will result in a record being made of this condition being met and will remove the need for an interview/audition following receipt of an application.

10.3.1. Receiving pre-approval following an interview/audition does not guarantee an offer of a place, which is also conditional upon receipt of your application and qualifications. Please see section 17 for more information.

10.3.2. Pre-approval only applies for the next two September intakes from the point of approval, after this point a new interview/audition will be required.

10.4. For example, if you are pre-approved following an interview/audition in August 2021, you will be able to enrol without further interview/audition either in September 2021 or September 2022. Should you wish to enrol in September 2023, a new audition/interview would be required.

## **11. Late Applications**

11.1. ICMP will continue to accept applications to any programme which is open to recruitment and has places available on the applicant's instrumental specialism (where appropriate). Late applications should ideally be made by calling the ICMP Admissions team in the first instance to speed up the process and get advice on open courses, but applications can also still be made through other available routes (See section 10)

11.2. Courses which are full and no longer accepting applications will be indicated on the ICMP and UCAS website at the earliest possible opportunity.

11.3. Late applicants with support requirements / disabilities should be made fully aware that they may face significant delays in implementation of full support packages (up to 4 months), due to the time required to make appropriate support arrangements and for students to complete standard support funding application processes (e.g. Disabled Students Allowances).

## **12. Credit Transfer and Entry with Advanced Standing**

12.1. ICMP welcomes applications from prospective students who wish to enter at a later stage of a course (e.g. the 2<sup>nd</sup> or 3<sup>rd</sup> year of a degree) or gain exemption from specific modules, subject to any specific requirements of an accrediting/regulatory body (the provider who would award the final qualification).

12.2. There are two routes that a potential student may wish to take:

12.2.1. Accreditation of Prior Experiential Learning (APEL) in which a student's non-academic experience can be taken as a substitute for formal qualifications.

12.2.2. Accreditation of Prior Certificated Learning (APCL) in which a student's prior study (e.g. on a similar degree programme elsewhere) can be used to gain advanced entry onto a programme.

12.3. Application through either route can be made through our standard application process (as detailed in section 10). Applicants are asked to make it clear on their application or during the initial discussion with admission that they are seeking advanced entry onto the programme.

- 12.4. Applicants seeking APCL will need to provide documentary evidence of all qualifications that they are using to gain advanced entry. Students who are using credited learning from a similar degree level programme will not typically be asked to attend and additional interview or audition as part of this assessment process.
- 12.5. The decision to accept a student onto a programme with credit exemption or advanced entry must be approved by the relevant programme leader.

### **13. Confidentiality & Disclosure**

- 13.1. All Applications submitted to ICMP are recorded on our student administration system along with electronic copies of any documents provided.
- 13.2. Subject to the provisions of GDPR, information provided to ICMP is shared only with staff within the institution, the awarding body which will issue the final qualification and regulatory bodies such as the [OfS](#), [QAA](#) or [HESA](#).
- 13.3. The following checks may be carried out in order to externally verify information provided as part of the application process, including instances where ICMP has reasonable grounds to believe that information submitted is incorrect or misleading:
- 13.3.1. Sending a copy of an academic certificate for verification by [Ecctis](#) or [UCAS](#) or contacting the exam board or education provider for verification.
- 13.4. Contacting directly a referee whose statement and contact details have been supplied to the institution by the applicant (either directly or via UCAS).

### **14. Academic Entry Requirements**

- 14.1. Entry requirements at ICMP are set as part of the initial validation of the programme, the process in which the awarding body agrees for ICMP to teach and run the programme.
- 14.2. The role of the Admissions Committee is to regularly review practice and make recommendations where required to the [Academic Board](#) and where it is felt that entry requirements need to be adjusted, this will take place ahead of the opening of the new admissions cycle in September of each year.
- 14.3. Entry requirements are published on each course page of the ICMP website and indicate the typical level of academic ability that is required to succeed on the programme.
- 14.4. Applicants who do not meet or who are not predicted to meet entry requirements are advised to contact the admissions team for further advice on the application process and their suitability for their course of interest or other ICMP programmes.
- 14.4.1. In the majority of cases an interview or audition will be offered to establish the candidate's technical ability and motivation for the programme. Students who don't meet the programmes minimum entry requirements but who are able to demonstrate that they are able to succeed will be accepted to a suitable level programme.
- 14.4.2. Candidates who do not hold the minimum entry requirements will be invited to complete an Undergraduate or Postgraduate Entrance Essay to assess the candidate's academic suitability for the programme known as Non Traditional Route to Entry (NTRE)



14.5. 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. See section 12 for information on using prior experience as substitute for formal qualifications.

14.6. All applicants should have achieved at the point of entry a GCSE grade C/4 in English Language, or equivalent qualifications at [QCF Level 2](#).

14.7. International equivalent qualifications which clearly state that the English has been taught to [CEFR](#) level B2 will also be accepted as a suitable English qualification.

14.7.1. ICMP will accept international qualifications which include English as meeting the requirement in 14.6, subject to an internal academic review and the approval of the Admissions Committee.

14.7.2. The number of international qualifications available is such that a comprehensive list cannot easily be compiled. Applicants with international qualifications should contact the Admissions team for advice on whether their qualifications would meet the English language requirement.

14.8. Applicants who have studied to degree level in English speaking countries (as defined by the [UKVI](#)) can be exempted from the requirement in 14.6.

14.9. 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.

14.10. Applicants who are not expected to possess the minimum academic qualifications for entry by the following enrolment period will be set an additional academic assessment. Applicants will typically need to pass successfully an interview/audition (as appropriate) prior to completing this assessment.

14.10.1. Assessments will be set at the appropriate academic level for entry onto their chosen course (at the equivalent of A levels for undergraduate programmes and degree completion for masters students).

14.10.2. It is the responsibility of the Admissions Committee to ensure that the assessment methods used are effective and comparable with the expectations placed upon other students.

## **15. Age Related Requirements**

15.1. In line with the Equality Act 2010, ICMP does not discriminate against students on the basis of Age and welcomes people of all ages to apply for and study on an ICMP

programme.

15.2. This means that we do not offer advantage to applicants (nor any disadvantage) based on an applicant being above or below a certain age.

15.3. Applicants who will be under 18 at the time of enrolment will not be treated any differently during the admissions process and will be assessed following all of the same processes and regulations in this document.

15.4. ICMP will however need to retain a copy of a letter of authorisation from the parents or guardians of any student who we sponsor under our Student Route Visa license, as part of the requirement placed upon us by the UKVI<sup>6</sup>. This letter needs to give consent for the student to live and travel independently whilst under the age of 18.

15.5. Students under the age of 18 may be subject to certain restrictions (e.g. participation in events where alcohol is served), this is detailed in our Under-18 Student policy.

## **16. Incomplete Applications**

16.1. ICMP will place on hold an application which is incomplete. In any case where an applicant does not reply to a request for further information within 28 days of first enquiry (or decision deadline set by UCAS, whichever is earlier), ICMP reserves the right to withdraw or close an application.

16.2. In the event that an application is closed or withdrawn due to the lack of timely response to an information request, the applicant can provide the requested information and have their application reopened by responding to the original request, provided that there are still places available on the programme.

16.3. In the event that an incomplete application is closed and then reopened after the course has been filled, ICMP will consider deferring the application to the next intake. This will only be possible if the applicant shows that they meet all entry requirements and have passed an audition within the timeframe set out in 10.3.

## **17. How we Assess an Application**

17.1. ICMP receive different types of information dependent on whether the applicant has submitted via UCAS or direct to the institution. When receiving a direct application we request the minimum amount of information required to assess suitability for an audition which forms a significant proportion of the basis for an offer.

17.2. Any information submitted via an application to ICMP can form a basis of a decision by the institution and applicants should ensure that any information or personal statement submitted is accurate and completed to the best of their ability.

17.3. Upon receipt of an application, the following checks will be made:

17.3.1. Qualifications – Does the applicant have the necessary qualifications to meet our academic entry requirements? If not, are they currently studying qualifications that would enable them to meet our requirements ahead of enrolment?

17.3.2. Where an applicant does not or cannot meet our academic entry

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<sup>6</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/812143/T4\\_Migrant\\_Guidance\\_JUNE\\_2019\\_FINAL\\_v3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812143/T4_Migrant_Guidance_JUNE_2019_FINAL_v3.pdf)

requirements, they may still be considered for entry to a different ICMP programme, please see 21 for more information.

17.3.3. Applicants who do not possess any academic qualifications at the point of application and who are not sitting qualifications that can meet ICMPs minimum qualification requirements will be set an additional assessment to complete.

17.3.4. Fee status – An assessment of the student’s eligibility to pay [tuition fees](#) at the Home, EU (and EEA) or International rate. Detailed information on this process is found on the [UKCISA website](#). This process will also help to identify students who would be subject to immigration control and who may require sponsorship for a Student Route Visa.

17.3.5. Applicants who do not provide the necessary evidence to confirm their fee status will be considered an International fee paying student until evidence is received to confirm otherwise.

17.3.6. Applicants with disabilities or specific learning needs learning support requirements - Applications will be referred to the Disability & Wellbeing team who will contact the applicant to determine the appropriate level of support that ICMP would need to provide in order to provide a high quality student experience and to assess whether or not that can be achieved through reasonable adjustments external sources of support (e.g. Disabled Students Allowance).

17.3.7. In line with our commitment to the Equality & Diversity Act 2010 (see 4.12), a student’s declared disability does not affect the decision or process followed for assessing an application, nor do we discriminate against applicants declaring disabilities in the admissions process.

17.3.8. In the event that ICMP cannot put in place the adjustments required to provide a student with the experience that they expect and deserve, we will be clear about this with the applicant. In cases where ICMP makes a judgement that it cannot meet an applicant’s support needs, and on this basis withdraws an offer already made to that applicant, ICMP will endeavour to support the applicant in finding an alternative viable study option, either at ICMP or another institution. More information on this assessment process can be found in our [Disability Policy](#).

17.4. In addition, the following information will be available to members of the admissions and academic team:

17.4.1. Previous applications/auditions – Where an applicant has previously applied to the institution, the details of their previous application will remain on file and information previously submitted will be available to the admissions team.

17.4.2. Information about previous auditions/interviews will not be made available to the auditioning/interviewing tutor who will make an assessment based only on the applicants performance on the day.

17.4.3. Previous study at ICMP – Where an applicant has previously studied at ICMP, information regarding this study will be available to the admissions team. In cases where an applicant was withdrawn from their study on the basis of academic or personal misconduct, attendance issues or academic failure, this information will be made available to the programme leader who will make an

assessment of the application for study.

17.4.4. Applicants previously removed from study at ICMP may not be permitted to return on this basis.

17.5. We do not request information on relevant, unspent criminal convictions<sup>7</sup> during the initial assessment of applications and this does not form the basis of a decision as to whether or not an applicant meets the requirements to receive an offer of a place.

17.6. The institution's Support to Study policy sets out separate information on how we handle any information provided to us and the expectations placed upon applicants in this respect.

## **18. Auditions/Interviews**

18.1. Applicants will be invited to an audition where they are seeking to enrol in year 1 of any undergraduate programme (CertHE, BA or BMUS) or for entry onto any masters level (PGCert, MA or MMUS) programme. This includes students progressing internally from another ICMP programme.

18.1.1. Applicants who have completed the [Higher Diploma](#) at ICMP can be offered a place on year one of a degree, subject to them meeting academic requirements for progression without further assessment. The academic requirements are reviewed each year and provided to students on the Higher Diploma.

18.2. Applicants applying to gain advanced entry onto a programme will not require an interview/audition and should refer to section 12 for information on advanced entry to ICMP.

18.2.1. In cases where the modules or method of teaching on their previous programme does not clearly match with ICMP's, an audition may be requested as part of the application process.

18.3. All auditions require candidates to be able to demonstrate their practical ability with their chosen instrument or sufficient vocal ability. Specific activities relevant to the programme such as sight reading of music, performance of an original song or an analysis of production techniques will be used to test specific skills.

18.4. All applicants will be given detailed instructions of how and what to prepare as soon as their audition has been booked. Information will typically be sent out within five working days of receipt of an application.

18.5. Typically applicants will be given at least 10 working days between invitation and their interview/audition in order to prepare. This however does not restrict an applicant from requesting an interview within a shorter period.

18.5.1. Where an applicant has voluntarily booked an audition within less than ten working days, we will be unable to accept appeals against a decision on the basis of having had insufficient time to prepare.

18.6. Applicants will be interviewed or assessed by a member of the ICMP team with a specialism or experience in assessments relevant to their instrument or subject. Auditioning tutors are able to make an assessment of the applicant's technical ability to ensure that students joining the programme are in a position to benefit from their

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<sup>7</sup> See <https://hub.unlock.org.uk/knowledgebase/differences-unspent-spent-convictions/> for more information

studies at ICMP.

- 18.7. The outcome of assessments are recorded against a consistently applied criteria which is used for all applicants to the programme they have applied for. The Admissions Committee is ICMP's primary method for monitoring the outcome of these assessments and ensure that results are consistent throughout the year.
- 18.8. For applicants with declared disabilities requiring reasonable adjustments to the admissions process, ICMP will offer adjustments to the way in which assessment criteria can be met however the assessment criteria themselves will not be subject to any such adjustment.
- 18.9. It may not be possible to immediately share feedback on occasions where there are a number of auditions taking place sequentially, in which case feedback will be provided at a later point and within 2-3 working days of the interview/audition.

## **19. Conditional Offers**

- 19.1. ICMP will make use of conditional offers for any applicant sitting entry qualifications (e.g. A-Levels, BTEC qualifications, GCSEs) who have not yet completed the qualification(s) and received a final grade. A conditional offer will be made in any case where a suitable application has been submitted, an audition or interview (as appropriate) has been passed and the applicant is currently sitting a suitable set of qualifications for entry.
- 19.2. Applicants who still require an additional proof of English qualification at the time of offer (see section 14.6) will have this added to a conditional offer following a successful audition.
- 19.3. Applicants receiving a conditional offer are expected to meet all conditions by the following August 31<sup>st</sup> and it is the responsibility of the applicant to ensure that ICMP is provided with suitable evidence that all conditions have been met prior to this deadline. Extensions to this deadline are at the discretion of ICMP.
- 19.4. Applicants holding a conditional offer should be aware that the only way to be assured of their acceptance is by meeting the terms of their offer and acceptance with lower grades or failed qualifications is not assured.
- 19.5. Applicants who do not meet the conditions of their offer may still be offered a place, subject to a further assessment of their application and availability of places. ICMP will not enrol a student who has not met their conditions of entry where there is considerable doubt about their ability to succeed on the programme.

## **20. Unconditional Offers**

- 20.1. An unconditional offer is confirmation from ICMP that the applicant has met all conditions of entry and is suitably qualified to enrol on the programme to which the offer is made. This offer is made either in the first instance (where an applicant has demonstrated that they meet all requirements at the first point of offer) or following a conditional offer (once the applicant has met all relevant conditions).
- 20.2. Whilst an unconditional offer confirms that a student has met all requirements for a programme, it does not guarantee a place on the programme until the applicant has formally accepted the offer, either in writing direct to the admissions team or via UCAS.

20.3. An unconditional offer does not guarantee that a student will be approved for sponsorship under the Student Route Visa.

20.4. Receipt and acceptance of an unconditional offer forms a contractual agreement between ICMP and a student to deliver an education service to the student. Please see advice issued by the [Competitions and Markets Agency \(CMA\)](#) for more information on this.

20.4.1. Full terms and conditions will be sent to all offer holders prior to their acceptance and can be found on the [ICMP website](#).

## **21. Alternative Offers**

21.1. In cases where an applicant does not meet the minimum requirements for a course, they may be considered for an alternative programme at ICMP. This will happen in any case where the applicant meets the requirement for this alternative programme and the programme is deemed to be relevant or of interest.

21.2. In the event that ICMP makes a judgement that it cannot meet a disabled applicant's support needs, and on this basis withdraws an offer already made to that applicant, ICMP will endeavour to support the applicant in finding an alternative viable study option, either at ICMP or another institution.

## **22. Deferred Applications**

22.1. A deferral is any instance in which an applicant requests to delay their enrolment on a programme by one year. This can be requested either on the original application form or at any stage in the application process up to enrolment.

22.2. Applicants may only defer a specific application once, subsequent deferrals of that application will not be granted. Applicants wishing to defer an application which has already been deferred once would be encouraged to reapply for the next available intake.

22.3. Where an applicant defers their place, they will be enrolled as a new student in the following year and as such will be liable for new-student fee levels in that given year, including in cases where the fee level is higher than it was in their originally intended year of entry.

## **23. Unsuccessful Applications**

23.1. In cases where an applicant is unsuccessful in their application, the admissions team can provide detailed and personalised guidance on improving their profile and reapplying successfully in future intake, along with feedback regarding the reasons for rejection.

23.2. Feedback is provided as standard following an unsuccessful application. This will be provided in writing within 5 working days of the rejection either by email, telephone or in person following an audition/interview.

## **24. Extenuating Circumstances**

24.1. In the event that an applicant believes they have extenuating circumstances which may result in lower than expected attainment in examinations or prevents them from meeting the conditions of their offer, a letter of explanation should be sent to the

Admissions Team. This will be kept against the applicant's record and given consideration, alongside their results, during the Confirmation Period.

24.2. Letters of explanation should be accompanied by evidence from an appropriate person, qualified and able to confirm the extenuating circumstances. As an example, such persons may be defined as doctors or teachers. Submission of extenuating circumstances does not guarantee admission.

24.3. Any applicant found to be fraudulently claiming extenuating circumstances or submitting false information may be rejected by the Institution.

## **25. Complaints & Appeals**

25.1. Complaints are typically considered to be cases in which an applicant feels that they did not receive the level of customer service or attention that was expected during the admissions process and wishes for the handling of their application to be reviewed.

25.1.1. Applicants who wish to complain about their experience during the application process are able to do so through the provisions of the [Complaints Procedure](#).

25.2. Appeals are typically considered to be cases in which an applicant feels that a decision made by the department did not take into account relevant information which lead to an incorrect or unfair decision being reached.

25.3. An appeal may refer to any of the following (this is not an exhaustive list):

25.3.1. A decision to not offer a place on the programme applied for.

25.3.2. A decision to offer a place on a different programme from the applicant's original choice

25.3.3. A decision to set offer conditions rather than offer an unconditional place.

25.3.4. A decision to set a specific condition as part of a conditional offer.

25.3.5. A decision regarding the applicant's eligibility for home or international fees.

25.4. In the first instance, an appeal should be lodged with the admissions team to alert them to the information that the applicant feels was missed during the decision-making process.

25.5. Where the appeal involves the introduction of new information or evidence that the applicant had not previously submitted to ICMP, the admissions team will reconsider the original decision only where there are places remaining on the programme.

25.6. Where the appeal involves evidence that was previously made available to ICMP and not taken into account as part of the application process, ICMP Admissions will reassess the application and take all available steps to correct the original decision where the appeal is upheld.

25.7. Applicants are expected to pay close attention to their decision and any terms or

conditions set, in the first instance applicants should contact admissions with an appeal within 14 days of the original decision. The intention of this deadline is to minimise the risk of a course closing due to oversubscription before a successful appeal can be lodged. Appeals may be accepted outside of this period at the discretion of the institution.

25.8. Upon receipt of an appeal, the admissions team will seek to acknowledge the appeal within 2-4 working days and, where possible, will seek to resolve it 12-14 working days after receipt. Where this is not possible, the applicant will be contacted within this period to advise of the delay and provide more information.

25.9. Where an applicant does not feel comfortable raising their appeal with the admissions team or feels that they have been the victim of harassment or discrimination during the admissions process, this should be addressed through the complaints procedure in section 25.1.

25.10. Where an applicant has appealed their decision and feels that their applications has still been handled unfairly or that the decision they have received has been incorrect, this should be addressed through the complaints procedure in section 25.1.

## **26. Course Change or Closure**

26.1. In the event that ICMP withdraws or suspends a programme ahead of enrolment, any applicants will be contacted as soon as possible to inform them.

26.2. ICMP will offer guidance, advice and support to students affected by course closure and endeavors to withdraw a programme only in unavoidable circumstances. In any case where a course is withdrawn, applicants will be given the opportunity to apply for other programmes at ICMP or to receive direct assistance with finding and applying for vacancies at other institutions if required.

26.3. Students at ICMP are covered by the Student Protection Plan which can be found on the [ICMP website](#).

## **27. Monitoring and Review**

27.1. Where an applicant has been identified by the institution as requiring a visa to study in the UK or where this is requested by the applicant, we will provide information to them regarding the process for sponsorship under the [Student Route Visa](#).

27.2. Students requiring sponsorship under the Student Route Visa will be asked for [additional documentation](#) to support this process, including evidence that they have sufficient funds available to them to support one year of study. Students who do not or cannot meet these additional requirements will not be sponsored by the institution for a Student Route Visa and will need to secure a different route to study without restriction in the UK.

27.3. Our assessment of an applicant's suitability to study on a programme at ICMP (as detailed in section 17) does not take into account their ability to study in the UK without restriction or their eligibility to be sponsored by the institution under the Student Route Visa. A conditional or unconditional offer does not therefore constitute a commitment or obligation to sponsor a student for a Student Route Visa.

27.4. All applicants that are from countries not listed under the UKVI 'differential evidence



requirement' are required to attend a Pre-CAS interview as part of the CAS issuance process. The purpose of the interview is to gauge an applicants' suitability to study at ICMP, outside of academic & creative requirements. Following the interview, the VCC will make a decision on the outcome of the interview, this will either be a recommendation to issue a CAS, or a decision not to proceed with issuing a CAS.

27.5. Applicants who ICMP have agreed to sponsor under the Student Route Visa system and who have provided all additional documentation (see 27.2) will be issued a Confirmation of Acceptance for Studies (CAS) number to support their application for a visa to the UKVI.

27.6. ICMP are committed to sponsoring students requiring a Student Route Visa who have met all academic requirements for the programme or demonstrated sufficient motivation and ability to enrol upon the course. Examples of instances where this sponsorship would not be possible include:

27.6.1. Where our ability to sponsor students under the Student Route Visa has been restricted by the [UKVI](#).

27.6.2. Where the maximum number of CAS numbers that ICMP can issue have been used at the point the applicant sends in their documentation. In the event that the number of applicants requiring Student Route Visa sponsorship exceeds the number of CAS numbers allocated to the institution, CAS numbers will be issued to approved students on a first-come-first-served basis.

27.6.3. Where the institution has reasonable grounds for concern about the applicants ability to receive a [Student Route Visa](#) from the UKVI.

27.7. Where ICMP are unable to sponsor a student for any of the reasons detailed in 27.6, we will continue to hold the offer of a place open to the applicant and will enrol them onto a programme in the event that they are able to secure a different and legitimate route to study in the UK.

27.8. Under UK law, it is illegal for a member of the ICMP team to give immigration advice unless they are registered as an advisor with the OISC, for this reason ICMP are not able to provide any advice about suitable alternative routes to study in the UK. Please visit the [UK Government website](#) for further information.

## **28. Enrolment at ICMP**

28.1. When offering a place, we do our best to ensure that a prospective student understands the obligations involved in taking up their place and the opportunities for further advice and guidance before they join ICMP.

28.2. Applicants will be expected to complete their Confirm a Place (CAP) form prior to enrolment on a programme and will be asked to review or provide data required by ICMP to deliver the programme, including statistical data required by the [Higher Education Statistics Agency](#).

28.3. All applicants are expected to have provided evidence of qualifications prior to enrolment (including applicants who received an unconditional offer – see section 20). Students with outstanding evidence or qualifications may be provisionally permitted to attend lectures, log in to student accounts (e.g. email or Canvas) and make use of ICMP facilities such as the library whilst certificates or results are

pending, however this is strictly at the discretion of ICMP and will be decided on a case-by-case basis.