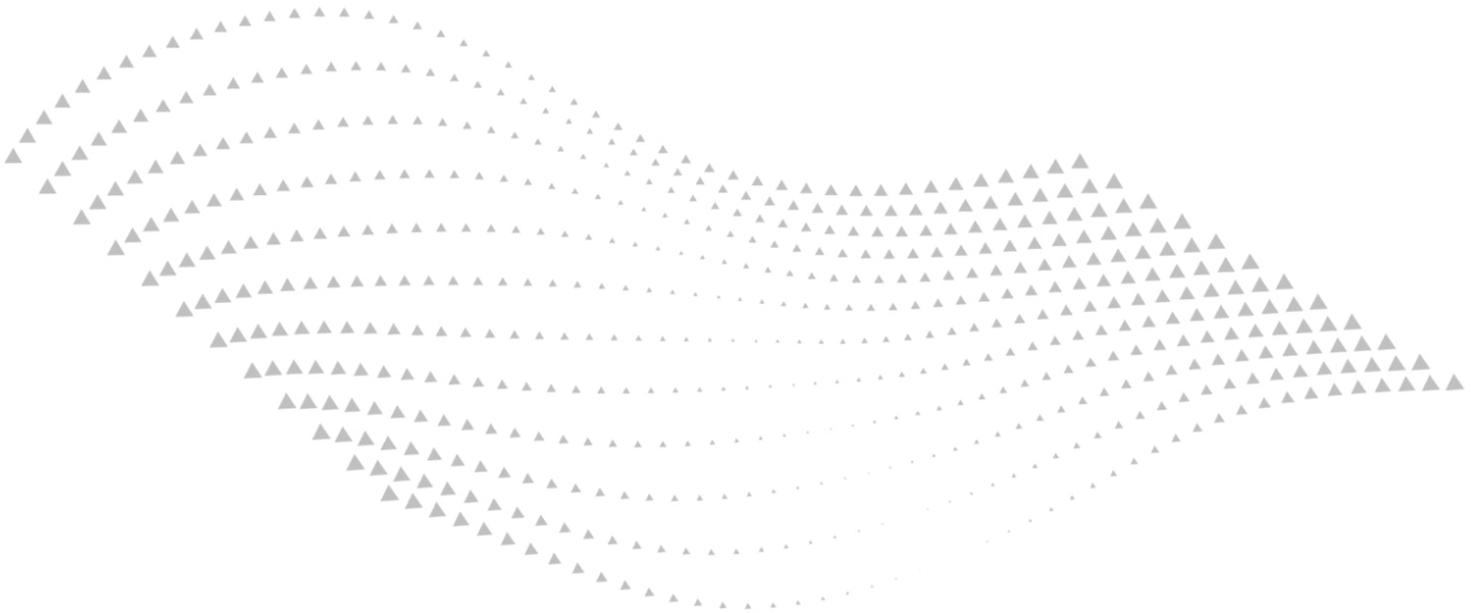




# **Admissions Policy (Germany)**



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## **1. Introduction**

- 1.1. BIMM Institute ("BIMM") is committed to promoting equal opportunities for all applicants to each of our Colleges. We actively seek to recruit a diverse student body that is reflective of the wider community, including students from Germany and overseas and mature applicants. We believe that a diverse student body provides for a more creative and dynamic music community, and this is in line with BIMM's ethos and mission. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. BIMM will operate within the guidelines of the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment). The admissions team is led by the Head of Admissions, who supervises, and is responsible for, the admissions procedure.
- 1.2. This Policy is intended to inform the actions of staff when carrying out admissions functions, ensuring that fairness and consistency are embedded within the admissions process. It is also intended to inform prospective students, applicants/agents of the details of the admissions process to help them through the process, as well as to manage their expectations of BIMM.

## **2. Aims**

- 2.1. This Policy aims to ensure that:
  - All entry criteria are transparent and justifiable;
  - All applicants to BIMM are treated fairly, in a transparent and consistent fashion;
  - All applications are responded to promptly and efficiently;
  - All applications are processed by and decisions thereon are made by appropriate staff;
  - Clear and impartial advice is given to applicants and that they are placed on the most appropriate course;
  - BIMM complies with all applicable laws.
- 2.2. BIMM is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. BIMM aims to recruit students who have the potential to meet the demands of and benefit from their course. BIMM is also committed to the widening participation agenda. BIMM will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

## **3. Our Promise**

- 3.1. BIMM undertakes to:
  - Conduct regular reviews of all admissions procedures;
  - Treat all applicants fairly in line with the terms of this Policy;
  - Provide prospective students with factual information about our courses and what students can expect to experience, through our website and our prospectus materials, and through any promotional events and College exhibitions we may attend;
  - Encourage all prospective students to seek further advice and guidance at an Open Day;
  - Regularly review all prospectus and website materials to ensure accuracy and currency.

## **4. Pre-Application**

- 4.1. BIMM commits to dispatching a physical prospectus pack to all potential applicants within 48 hours of their initial enquiry. Prospectuses are also available to download from the website.

- 4.2. Pre-application information is available from the website, in the prospectus, and leaflets or brochures covering the following areas:
- Course specifications and details including indicative curriculum information;
  - Accreditation/approval of courses by professional bodies or Partner Colleges and Universities;
  - Course structures, duration, mode of attendance and qualification title;
  - The general and subject specific entry requirements for each course;
  - The range of resources available at each BIMM College, including information on the virtual learning environment and other on-line learning resources;
  - The details of lecturers in each specialist department;
  - The details of all senior staff at each BIMM Institute College;
  - Details of academic policies and processes via the website;
  - Information on BIMM Open Days and College Tours;
  - How to apply to BIMM (including Direct application and UCAS application details);
  - Recent BIMM masterclasses and other events;
  - Course fees and payment arrangements, and sources of financial advice;
  - Sources of financial assistance (internal and external), including scholarships and bursaries.
- 4.3. BIMM is committed to providing all applicants with all material information required to make an informed decision about their choice of HE provider and course. However, as printed materials may have been published well in advance of any start date, BIMM reserves the right to make amendments to the published contents, methods of delivery or specific entry requirements of courses if such action is reasonable and considered to be necessary. We endeavour to ensure that all information available on our website is up-to-date and encourage stakeholders to see this as the authoritative source of course information.
- 4.4. BIMM endeavours to inform applicants at the earliest opportunity of any significant changes to the content or format of a course that are made between application and enrolment. BIMM aims to provide all the courses that are advertised in the prospectus, on the BIMM website and where applicable, on the UCAS website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, BIMM will inform applicants to the course at the earliest opportunity and will give applicants the chance to be considered for an alternative course where possible (see student Terms & Conditions for further details).

## **5. Selection of Students**

- 5.1. Students are selected on the basis of evidence of: (i) academic achievement; (ii) musical / creative / personal experience (as appropriate); and (iii) performance at interview or audition (as appropriate), in each case as against the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at BIMM and to make a positive contribution to the College. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course. We ensure that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards the achievement of their own goals.
- 5.2. BIMM will assess all applications on an individual basis.

## **6. Admissions Processes**

### **6.1. Applications**

Applications to BIMM Institute Berlin or Hamburg can be made either via direct application to BIMM or via UCAS.

- 6.2. **Audition/Interview (Performance, Songwriting, Performance & Songwriting Joint-Honours and Music Production applicants only)**
- 6.2.1. The audition/interview is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded in the audition/interview form comprises of academic qualifications, musical preferences and experiences, and discipline ability. All Assessors (as defined below) are trained in supportive audition methods and equality of opportunity issues.
- 6.2.2. The auditions and interviews, which typically last around 30 to 45 minutes, will be conducted on a one-to-one basis by a BIMM lecturer, academic staff member or Approved Entrance Assessor (each an "**Assessor**"). They will more often be referred to as your "Assessor". All Assessors are trained specifically to conduct auditions and interviews and approved by senior management. They are reviewed and observed throughout regular points of the year and attend annual training events to ensure they are delivering the best service to our applicants and Colleges.
- 6.2.3. **Audition:** The applicant will be required to prepare a live performance piece which will be assessed by an Assessor. Guidelines on what to prepare will be sent to the applicant by the BIMM Admissions department in advance of their audition date – the applicant will be advised of what BIMM considers to be the appropriate time needed for preparation.
- 6.2.4. **Interview:** The applicant will be asked a series of questions by the Assessor based on the course, previous experience/s relevant to course, portfolio submission and career or course related goals, and may also be asked to answer questions based on their personal statement and on aspects of their chosen discipline.
- 6.2.5. Applicants for Performance courses will be expected to demonstrate an appropriate level of performance skills.
- 6.2.6. Applicants for Songwriting and the Joint Honours Performance & Songwriting courses will be expected to demonstrate an appropriate level of songwriting skills.
- 6.2.7. Applicants for Music Production courses will be expected to provide evidence in the form of a portfolio for review to demonstrate an appropriate level of knowledge and experience in a variety of production skills and projects, as well as demonstrating original, creative work.
- 6.2.8. Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- 6.2.9. Upon request by the applicant, or where deemed reasonably necessary by BIMM, applicants will receive an explanation of the academic and other support services available.
- 6.2.10. All applicants will be given the opportunity to declare any additional learning support needs at audition / interview and, should these be identified, they will be followed up by appropriate specialist member of staff once an offer has been made.
- 6.2.11. Whilst it is our preference that auditions/interviews be undertaken in person, we provide an alternative to in-person auditions/interviews for applicants that are not able to travel to one of our College locations (e.g. international students, or as a result of measures in place in respect of the Covid-19 pandemic). Such applicants' suitability can be assessed through the submission of a remote demo or digital portfolio and/or virtually via video call. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.

- 6.2.12. If an applicant is asked to submit a remote demo or digital portfolio:
- Applicants will be issued with guidelines for the submission upon receipt of their application.
  - Applicants will be asked to submit within 10 working days of receipt of these guidelines.
  - Submissions are reviewed by an Assessor, who will complete a pro forma and make a recommendation regarding the applicant's submission.
  - Applicants assessed may be invited to attend a remote interview with the course leader or admissions tutor if further evidence of their suitability is required.
- 6.3. **Interview for BA Music Business**
- 6.3.1. Applicants will be invited to attend an interview face to face, by phone or virtually via video call.
- 6.3.2. The interview typically lasts between 30 and 45 minutes and is conducted on a one-to-one basis by a member of the BIMM specialist teaching team or by an Assessor.
- 6.3.3. As part of the interview, applicants will be asked to answer questions based on their personal statement, as well as on aspects of their chosen discipline.
- 6.3.4. Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- 6.3.5. Upon request by the applicant, or where deemed reasonably necessary by BIMM, applicants will receive an explanation of the academic and other support services available.
- 6.3.6. All students will be given the opportunity to declare any additional learning support needs at audition / interview and, should these be identified, they will be followed up by appropriate specialist staff once an offer has been made.
- 6.4. **Portfolio Assessment for BA Filmmaking**
- 6.4.1. The portfolio assessment is an essential tool to enable staff to take full account of an applicant's skills and potential to succeed on their chosen course. The information recorded on the assessment form comprises academic qualifications, film preferences and relevant experience.
- 6.4.2. The interview typically lasts between 30 and 45 minutes and is conducted on a one-to-one basis by a member of our specialist teaching team and hosted by a member of the Admissions team, who provides information about the school and the admissions processes.
- 6.4.3. As part of the assessment, applicants will be asked to answer questions based on their personal statement, as well as on aspects of their chosen discipline.
- 6.4.4. Applicants for filmmaking courses will be expected to present a portfolio demonstrating vocational skills.
- 6.4.5. Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- 6.4.6. All applicants will receive information regarding academic and other support services available and will be asked to declare any additional learning support needs; should these be identified, they will be followed up by an appropriate specialist member of staff once an offer has been made.

- 6.4.7. Whilst it is our preference that auditions/interviews be undertaken in person, we provide an alternative to in-person auditions/interviews for applicants that are not able to travel to one of our College locations (e.g. international students, or as a result of measures in place in respect of the Covid-19 pandemic). Such applicants' suitability can be assessed through the submission of a remote demo or digital portfolio and/or virtually via video call. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.
- 6.4.8. If an applicant is asked to submit a remote demo or digital portfolio:
- Applicants will be issued with guidelines for the submission upon receipt of their application.
  - Applicants will be asked to submit within 10 working days of receipt of these guidelines.
  - Submissions are reviewed by an Assessor, who will complete a pro forma and make a recommendation regarding the applicant's submission.
  - Applicants assessed may be invited to attend a remote interview with the Course Leader or Admissions Assessor if further evidence of their suitability is required.

## 6.5. **Interview for Postgraduate Provision**

- 6.5.1. Applications for postgraduate courses are invited to attend an interview with an Assessor. Interviews can be conducted face to face within one of the BIMM Colleges, over the phone or virtually via video call.
- 6.5.2. The interview typically lasts between 30 and 45 minutes.
- 6.5.3. As part of the interview, applicants will be asked to answer questions based on their personal statement, as well as on aspects of their intended study pathways.
- 6.5.4. All students will be given the opportunity to declare any additional learning support needs at audition / interview and, should these be identified, they will be followed up by appropriate specialist staff once an offer has been made.

## 7. **Entry Criteria**

- 7.1. The minimum standard entry requirements for all BIMM courses are set out below.
- 7.2. Additional entry requirements and typical offers (including information on actual entry tariffs) for each course are published annually in prospectuses, on the BIMM website and, where applicable, on the UCAS website.
- 7.3. Entry requirements are reviewed on an annual basis and are updated if necessary, and BIMM ensures that the most up to date information is published on its website.

### 7.4. **Academic entry requirements**

- 7.4.1. **Undergraduate:** Please refer to each course overview on the BIMM website for specific entry requirements. Applicants aged 18 or above who wish to study an undergraduate course must have obtained the minimum Level 3 requirements/UCAS points for the course of interest by the course start date. International entry criteria apply for overseas qualifications and can be confirmed by Admissions staff.
- 7.4.2. **Postgraduate:** Applicants will be required to have achieved an undergraduate degree at 2:2 or above or significant professional experience in the creative arts/industries. A portfolio may be

requested for Recognition of Prior Certified or Experiential Learning (RPCEL). International entry criteria apply for overseas qualifications and can be confirmed by Admissions staff.

#### 7.5. **English Language Requirements**

- 7.5.1. All courses at BIMM are taught and assessed in English. At the point of entry, all applicants should have achieved a GCSE grade C/4 in English Language, or other accepted equivalents.
- 7.5.2. 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. Specific requirements are outlined in the course overviews or within an offer.

#### 7.6. **Alternative Qualifications**

- 7.6.1. Applicants with qualifications equivalent to those required (and detailed above) or with equivalent evidence of experiential learning will also be considered. Further information about Recognition of Prior Learning and Recognition of Prior Practice can be found in Section 11 below.
- 7.6.2. Applicants are normally expected to achieve, or already have, the published course entry requirements. Exceptionally, applicants who do not meet course entry requirements may still be considered if the course team judges the application demonstrates additional strengths and alternative evidence. This might, for example, be demonstrated by:
- related academic or work experience;
  - the quality of the personal statement;
  - a strong academic or other professional reference;
  - evidence of motivation, potential, knowledge and ability to study the chosen course; or
  - a combination of these factors.
- 7.6.3. BIMM is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. BIMM will only offer a place where there is evidence that an applicant is capable of completing their chosen course with a good final classification, and as such, BIMM reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

#### 7.7. **Applicants' Qualifications**

- 7.7.1. Admissions staff have experience in considering a wide range of international qualifications against BIMM's entry requirements. Information for international applicants can be found on the website. Prospective applicants who wish to discuss if their qualifications will meet the entry criteria should contact the Admissions Team at [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de) or on +49 (0)30 31199186.

### 8. **Visa Requirements**

- 8.1. If you are a student from outside the European Union applying to study at BIMM Institute Berlin or Hamburg, you will need to demonstrate, at the point of registration, that you have a valid immigration status to undertake your course. A valid 'immigration status' would include one of the following; a study visa issued by the German Embassy/ Foreign office, or an already established Aufenthaltserlaubnis (limited)/ Niederlassungserlaubnis/ Erlaubnis zum Daueraufenthalt – EU (permanent), in which case the requirement of a visa is redundant. If you

fail to demonstrate that you have a valid immigration status, we reserve the right to prevent you from registering on your course (without liability to you).

- 8.2. International students are advised to apply for visas in good time, a colour copy of such visas must be provided prior to registration. Please note that the German Foreign Office (Landesamt für Einwanderung) advises a process time of 25 days from the point of your visa application, however we advise allowing at least 90 days for the turnaround of this as some foreign offices can experience high demand in the lead up to academic semester start dates. To apply for your student visa, you will need proof of acceptance of study at BIMM Institute Berlin or Hamburg. The BIMM Institute Germany Admissions Department can issue this to you on acceptance of your offer of study and payment of deposit.
- 8.3. The Admissions team may request copies of your passport (and previous and current visas) at the point of your application to determine your fee status (EU and Swiss/ non-EU and EEA) and the tuition fees you will be required to pay for your course. Additionally, the Admissions Team will use this information to assess whether you will require a visa to study in Germany and advise you on this.
- 8.4. As part of the enrolment process, we will request that you provide us with your visa/ immigration documents (passport and proof of visa issue) for verification purposes. We may also request that you provide us with your original qualification certificates and transcripts (as detailed in your offer) for verification purposes.
- 8.5. Please refer to section 18 (International Students) below for further information for applicants who are determined to be International Students.

## **9. Tuition Fee Status**

- 9.1. All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. In most cases the provisional residential category indicated on the application form will enable BIMM to make a decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either Home (EU and Swiss) tuition fees, or overseas (non-EU and EEA) tuition fees.
- 9.2. If BIMM considers an applicant's fee status to be unclear from the information provided in their application, BIMM will write to the applicant to ask for further information. This process will normally take place before the applicant has been academically assessed. BIMM reserves the right to identify an applicant as eligible to pay overseas (non-EU and EEA) tuition fees at any point in the admissions process up to the point of enrolment.
- 9.3. Please refer to Section 18 (International Students) below for further information for applicants who are determined to be International Students.

## **10. Applications: Decision-Making**

- 10.1. Once the selection processes outlined above have been concluded, an offer or an unsuccessful decision will be made, the process for which is set out below.
- 10.2. **Offers**

- 10.2.1. All offers will provide details of BIMM's student [Terms & Conditions](#). These will also be included within your Education Agreement.
- 10.2.2. BIMM is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements.
- 10.2.3. If the course team who are considering the application deem the application to be more appropriate to an alternative course of study an alternative course offer may be made. Applicants will be informed of this offer to an alternative course either at interview or by telephone. Applicants do not have to be considered for an alternative course and can opt out from this process at any point during the admissions cycle.

### 10.3. **Offers for Undergraduate Courses**

- 10.3.1. Applications for undergraduate courses can be made as a direct application to BIMM or through UCAS. Applicants who have applied via UCAS will be issued an offer in line with UCAS procedures once the applicant has completed the required application processes. For further information regarding UCAS application deadlines, visit [www.ucas.com](http://www.ucas.com). Enrolment and Induction packs are sent out to all prospective students six weeks before the commencement of the course.
- 10.3.2. Offers may be unconditional or conditional.
- 10.3.3. An unconditional offer will be made if the applicant has met all the academic selection criteria for the course.
- 10.3.4. A conditional offer will be made if some of the academic selection criteria for the course still must be met and/or the offer has been made before the applicant has undertaken an interview or audition. As an example, an offer may be dependent on results of qualifications currently being studied for by the applicant.
- 10.3.5. Diploma students are eligible to continue onto an undergraduate course at BIMM within the same discipline without an additional interview/audition. Offers are subject to successfully completing a Diploma course and achieving a grade specified within the undergraduate course offer. Undergraduate course applications must be submitted via direct application through BIMM's website, or via UCAS. Students are required to obtain references from Diploma Course Leaders or discipline-specific tutors. Student attendance, conduct and engagement on the Diploma course may be taken into consideration prior to approving continuation onto an undergraduate level course.

## 11. **Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP)**

- 11.1. In order to fulfil BIMM's commitment to offer access to its courses to the maximum range of applicants, it is possible for prior learning or prior practice to be considered as part of an application.
- 11.2. If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements, then an RPL (Recognition of Prior Learning) application route can be considered. RPL applications are for applicants wishing to gain direct entry onto L5 (second year of study) or L6 (third year of study) on one of BIMM's undergraduate courses.
- 11.3. Where an applicant wishes to transfer onto a BIMM course from another institution, BIMM will undertake a review of their attainment in order to confirm that they are suitably prepared to

enter the course at the level requested and that the credit achieved elsewhere can contribute to their qualification. For further information relating to RPL, please see BIMM's [RPL Policy & Procedure](#).

- 11.4. In the case of an application for first year entry onto a BIMM undergraduate course where the applicant does not hold the minimum academic entry requirements, they may be considered via the RPP (Recognition of Prior Practice) route, which is based on prior professional practice or experiential learning that is relevant to their subject of study, gained through life or work experience.
- 11.5. An example of where an applicant may be eligible to benefit from an RPP application is where they may have worked for some time prior to application. Mature students (must be 19 years of age at course start date) are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements. BIMM will take in to account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.
- 11.6. Details of all qualifications currently held and to be taken should be included on the applicant's application form for consideration alongside information on skills and knowledge obtained. In order to provide confirmation of relevant experience applicants may be asked to provide further evidence for example a written statement, CV or additional references. The Admissions team dealing with the application will contact the applicant if further information is required. For further information relating to RPP, please see BIMM's [RPP Policy & Procedure](#).

## **12. Deferral Requests**

- 12.1. Applicants holding offers may request to defer their place for a maximum of one calendar year only.
- 12.2. Undergraduate applicants wishing to defer should do so directly with the Institute. If an applicant has applied via UCAS, they have the option of using the UCAS application form to indicate that they wish to defer entry to the following year. Applicants who have applied for deferred entry and subsequently wish to cancel this request should contact BIMM as soon as possible.

## **13. Right Not To Make an Offer or To Withdraw an Offer**

- 13.1. BIMM reserves the right not to make an offer, to withdraw any offer (or withdraw a student from a course if information comes to light after they have enrolled) if an applicant includes false, misleading, plagiarised or fraudulent information in, or omits key information from, their application.
- 13.2. Applicants who have applied via UCAS and are suspected of providing, or found to have provided, false information will be referred to UCAS. The same is true of applicants who are suspected of omitting, or are found to have omitted, information that they are required to disclose. Applications identified by UCAS' Similarity Detection software to contain plagiarised material will be considered on an individual basis, taking into account the nature, relevance and importance of the plagiarism and the applicant may be contacted to discuss the application in more detail.
- 13.3. BIMM expects applicants to be respectful at all times to staff, fellow applicants and students. Aggressive or inappropriate behaviour or language or conduct that would fall short of the

standards expected of students of BIMM will not be tolerated and may adversely affect the consideration of an application, complaint or appeal under this policy. Such action may result in the rejection of an application or a withdrawal of an offer.

#### **14. Unsuccessful Applications**

- 14.1. BIMM reserves the right to refuse admission to applicants:
- who have not met academic or non-academic entry requirements.
  - where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course or where the course is full.
  - in the circumstances set out in Section 13 on our right not to make, or to withdraw, an offer.
  - where fitness to study concerns are raised during the application process or at attendance at an audition or interview (in accordance with the principles in our [Fitness to Study Policy](#)).
  - where the course is full.
- 14.2. Non-EU students (who will be required to apply for a visa) may be rejected if they fail to meet German Visa and Immigration statutory requirements; or where to make an offer would contravene German Visa and Immigration Policy Guidance. Students from non-EU countries can apply for a visa for study purposes in Germany. You can find out which nationalities this applies to, which requirements apply and what the respective procedure is like on the websites of the Federal Foreign Office and the DAAD German Academic Exchange Service:  
<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>  
<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/>.
- 14.3. When advising an applicant that their application to a course of study has been unsuccessful, where possible they will be advised of alternative courses within BIMM for which there are vacancies or to offer guidance if feedback is requested by the applicant (see below).
- 14.4. If an application has been made through UCAS, following an unsuccessful decision it may be possible to use the clearing process to find an alternative course at another institution (see [www.ucas.com](http://www.ucas.com)). Alternatively, the Admissions team will advise on the application transfer process for other BIMM colleges, and/ or if a suitable alternative course of study is available.

#### **15. Communication of Feedback**

- 15.1. Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions team dealing with the application in the first instance.
- 15.2. BIMM endeavours to respond to all requests for feedback within 20 working days. If a school advisor writes to request feedback on the way in which they are preparing applicants to a College, the request should be referred to the Admissions team dealing with the application.
- 15.3. Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

#### **16. Re-application**

- 16.1. There may be cases where applicants wish to re-apply to BIMM. The communication of a BIMM decision will give clear guidance to the applicant in cases of re-application, as follows:

- Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application;
- Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.

16.2. Where a student is withdrawn either by the College or by the Progress Board as a result of non-engagement, they will not be entitled to re-apply for entry in the subsequent academic year.

## **17. Age On Entry**

17.1. BIMM welcomes applications from people of all ages, subject to meeting our course entry requirements. We treat all our students, regardless of age on entry, as independent, mature individuals. However, if an applicant is aged less than 18 at point of entry this will require a prior approval from the applicant's parents/ guardians and review by the College Principal and Heads of Admissions and Student Support.

17.2. Applicants who are under 18 should be aware that they are applying to study in an adult environment. BIMM will take reasonable care to ensure that the content of any academic programme would be appropriate for students under the age of 18, but this can't be guaranteed. When BIMM makes an offer to any applicant who will be under 18 on entry it will also provide further guidance to the applicant and their parents or guardians, together with a consent form for the parents or guardians to complete.

## **18. International Students**

18.1. BIMM complies with German Visa and Immigration Policy Guidance on the recruitment and sponsoring of international students. We have detailed information for international applicants and students [on our website](#).

18.2. In addition to meeting the standard entry requirements for each course, international students will also be required to meet English language requirements at the level required for the course they wish to enter.

18.3. Students from outside the European Union applying to study at a German BIMM Institute will need to demonstrate, at the point of registration, that they have a valid immigration status to undertake their course. A valid 'immigration status' would include one of the following; a study visa issued by the German Embassy/ Foreign office, or an already established Aufenthaltserlaubnis (limited)/ Niederlassungserlaubnis/ Erlaubnis zum Daueraufenthalt-EU (permanent) in which case the requirement of a visa is redundant.

18.4. International students are advised to apply for visas in good time, a colour copy of such visas must be provided prior to registration. Please note that the German Foreign Office (Landesamt für Einwanderung) advises a process time of 25 days from the point of visa application,

18.5. International students will be required to pay a deposit. Details of any deposit will be set out in your offer letter. You will not be liable to pay the course tuition fees if a visa is not granted by the German Mission (Embassy), preventing your enrolment at BIMM Institute. Any deposit paid

by you to BIMM Institute would be refunded if a visa were not granted due to a fault in the supporting evidence (proof of study document) provided to you by BIMM Institute in support of your visa application. For all other circumstances, the deposit is non-refundable.

- 18.6. Should you require any additional Visa support post enrolment, please contact [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de) to confirm your eligibility.
- 18.7. You will require a new/additional Student Visa in the circumstances listed below:
- If you have completed a Diploma course at BIMM and wish to continue studying on an undergraduate course (L4 entry). Even if the courses are the same discipline and BIMM is able to make an offer of a place on an undergraduate course, you will still be required to obtain a new/additional Student Visa.
  - If you have completed a BIMM Undergraduate Degree and wish to continue studying on a Postgraduate course.
  - Successful internal transfer to a new course, including transfer from a BIMM College located in Germany to a BIMM College located in the UK and covered by a Sponsor licence.
  - Deferral/Intermission.
  - Repeat studies, module trailing, approved extended mitigations (when your presence is required and where completion via the visitor route is not possible).

## **19. Disabled Applicants and those with Long Term Health Conditions**

- 19.1. BIMM is committed to inclusion and equality, and our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We will take all reasonable and proportionate steps to meet both the general need for access and the specific requirements of individuals with additional support needs in respect of both their physical and mental health, including those with long term health conditions.
- 19.2. We understand and seek to ensure that we meet our positive and anticipatory duties in respect of applicants (and students) who disclose disabilities and other long term health conditions and we seek to manage those in accordance with our disability processes, with reasonable adjustments being made, where appropriate, to both the admissions process itself and course needs once a student has enrolled with the BIMM.
- 19.3. Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard academic entry criteria and competence requirements for the applicant's chosen course and decisions are made purely on these criteria.
- 19.4. Applicants are invited to disclose their access and support needs at all stages of the application process (initial application/interview/audition, offer etc), but are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before they arrive at BIMM Institute, for example:
- to allow for early discussion of any access arrangements the applicant might require, such as an interpreter at interview, or level/lift access rooms;
  - to ensure that the applicant can access further specialist advice and information, if necessary, from BIMM.
- 19.5. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the process.
- 19.6. BIMM is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not disclose this information at the point of

application. In some instances, students may be advised that they are unable to participate on their course if they have not disclosed this information and if BIMM is at the point at which consideration for adjustment is not practicable.

- 19.7. It may not be possible for all required adjustments to be met; decisions will be taken on an individual basis, including where appropriate following the commissioning and consideration of an Accessibility Study.
- 19.8. There is further guidance on how BIMM Institute supports disabled people and those with long term health conditions in the [Student Disability Guides](#).

## **20. Documentation**

- 20.1. All students will be required to present original academic and personal documentation at enrolment prior to the start of their course to the extent that qualifications have not already been verified via the admissions and confirmation processes.

## **21. Extenuating Circumstances**

- 21.1. BIMM recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by BIMM. These extenuating circumstances may include (but shall not be limited to) the absence of a subject teacher for a significant period of time, medical issues or serious personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete particular assessments/qualifications.
- 21.2. In assessing whether it is appropriate to consider an applicant's extenuating circumstances, BIMM has a duty to ensure that an exam board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.
- 21.3. In seeking adjustment for the impact of extenuating circumstances on academic attainment, BIMM will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.
- 21.4. It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and BIMM's decision in these cases remains final.

## **22. Applicant Appeals & Complaints Procedures**

### **22.1. Appeals**

- 22.1.1. For the purposes of this Policy an Appeal is defined as a formal request to review the selection decision. Applicants do not have a right of appeal against the academic or professional judgment of the College regarding the decisions made about admission to a BIMM Institute course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:
- Pertinent information was missing from the original application;

- There has been a misinterpretation of information or data contained within the original application; and/or
- There was a procedural anomaly in the handling of the application.

22.1.2. A review can only be requested after an applicant has received feedback on the reason for their original rejection. The request for a review must then be placed (in writing) within 28 calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made. This request should be sent by email to: [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de).

22.1.3. The request for a review must be made by the applicant, or their parent/guardian if they are under 18, and not a third party. BIMM will not respond to requests from anyone other than the applicant or, in the case of an under 18 applicant, their parent or guardian.

22.1.4. Once received, the Head of Admissions will review the record of the application (normally in consultation with the relevant Admissions Advisor) and will respond in writing within 14 working days of receipt of the Appeal. If the original decision is upheld, this correspondence will include the reason for the decision. If the Appeal is upheld, the Head of Admissions will inform the applicant of the outcome, including reasons for the decision and what will happen next.

22.1.5. If the applicant remains dissatisfied with the outcome of the appeal from the Head of Admissions, the appeal can be passed to the College Principal for a final review. This escalation of the Appeal must be submitted in writing within 28 calendar days of receiving the response from the Head of Admissions. The appeal should be sent to the College Principal by email to [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de).

22.1.6. The College Principal will review the case on the following grounds:

- Whether there were procedural irregularities in the investigation of the complaint; or
- Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
- Whether the finding of the previous investigation was against the weight of the evidence.

22.1.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

## 22.2. **Complaints**

22.2.1. For the purposes of this Policy, Complaints are defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision.

22.2.2. Complaints are different to appeals as they do not necessarily have to be in connection with a decision to turn down an applicant. A complaint is a concern about a particular procedure, an irregularity in the administration of an application, or a belief that a policy has not been correctly implemented. Complaints may cover any aspect of the admissions process and will normally focus on a specific issue or situation (which could include the feedback request). A complaint does not necessarily question the decision of BIMM but raises a concern about how the selection process operated.

22.2.3. The complaint must come from the applicant or, in the case of an under 18 applicant, their parent or guardian. The complaint must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. Complaints must initially be sent by email to the Head of Admissions: [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de).

- 22.2.4. The Head of Admissions will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.
- 22.2.5. If the applicant remains dissatisfied with the outcome of the complaint from the Head of Admissions the complaint can be passed to the College Principal for a final review. This escalation of the complaint must be submitted in writing within twenty-eight calendar days of receiving the response from the Head of Admissions. The complaint should be sent to the College Principal by email: [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de).
- 22.2.6. The College Principal will review the case on the following grounds:
- Whether there were procedural irregularities in the investigation of the complaint; or
  - Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
  - Whether the finding of the previous investigation was against the weight of the evidence.
- 22.2.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

### **23. Diversity & Inclusion**

- 23.1. BIMM's [Equal Opportunities & Diversity Policy](#) sets out what steps we will take to promote equality in relation to the protected characteristics covered under the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment).
- 23.2. The Act requires us to:
- Have due regard to the need to: eliminate discrimination, harassment, victimisation;
  - Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
  - Foster good relations between persons who share a protected characteristic and persons who do not share it.
- 23.3. In line with the provisions of the Act, BIMM will:
- Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;
  - Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
  - Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including consideration of those with particular protected characteristics;
  - Make efforts to encourage participation from under-represented group.

### **24. Data Protection**

- 24.1. Data protection legislation places a responsibility on BIMM Institute to control the processing of personal data, including sensitive personal data and applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in BIMM's [Privacy Notice](#).
- 24.2. In general terms, BIMM Institute will not discuss an application with anyone other than an applicant or a third party nominated by an applicant in writing.
- 24.3. If an applicant has provided details of referee(s) in their application, we will assume that we have permission to contact those referee(s) for further information in support of the application.

24.4. If an international applicant is making their application through a third-party educational agent, we will ask the applicant to confirm that they agree to the sharing of their application and admissions information with the third-party agent.

24.5. We will use the applicant's/student's personal data in accordance with our privacy policy and we will not enter into discussions with anyone about an application other than the applicant, unless the applicant has nominated a named person to act on their behalf.

**25. Open Days**

25.1. BIMM provides a range of opportunities for applicants before and post application to visit BIMM and the Colleges in order to understand the courses and facilities available. Please visit the website for more information on BIMM's open days.

**26. Terms & Conditions**

26.1. It is important that applicants and advisers are aware of BIMM's [Terms & Conditions](#) of enrolment that will be legally binding on an applicant once the applicant accepts an offer of a place at BIMM.