BIMM UNIVERSITY | A university for the creative industries

Admissions Policy



Last Approved: September 2024

Approved by: Academic Board

Next review due: September 2028

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1. Introduction

1.1. This Policy is intended to inform the actions of staff when carrying out the admissions functions of BIMM, 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 said process, as well as to manage their expectations of BIMM. The Head of the Admissions department is responsible for the implementation of this Policy.

1.2. BIMM University ("BIMM") is committed to promoting equal opportunities for all applicants at each of our Campuses. We actively seek to recruit a diverse student body that is reflective of the wider community, including students from the country of study, overseas and mature applicants. We believe that a diverse student body provides for a more creative and dynamic 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 Equality Act 2010 for all applicants applying to courses in the UK or Ireland; BIMM University Berlin will operate within the guidelines of the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment).

2. Aims

2.1. This Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to BIMM are treated fairly and in a consistent way;
- 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.
- BIMM complies with the OfS Conditions of Registration

2.2. BIMM is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants; aims to recruit students who have the potential to meet the demands of and benefit from their

course; and is also committed to the widening participation agenda. The University will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

2.3. BIMM Music Institute Dublin complies with Technological University Dublin's procedures for Academic Quality Enhancement, recognises the responsibilities of the Institute in relation to the Qualifications (Education & Training) Act, 1999 and the National Qualifications Authority of Ireland (NQAI).

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. Prospectuses are available to download from the relevant school website.

4.2. Pre-application information is available on the relevant school website and within the relevant prospectus. This covers the following areas:

- Course specifications and details including indicative curriculum information;
- Accreditation/approval of courses by professional bodies;
- Course structures, duration, mode of attendance and qualification title;
- The subject specific entry requirements for each course;
- The range of resources available at each Campus, 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 Campus;

- Details of academic policies and processes via the website;
- Information on Open Days and Campus tours;
- How to apply to for a course (including UCAS application details);
- Recent 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 published materials may have been finalised well in advance of any start date, the University 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 registration. BIMM aims to provide all the courses that are advertised in the prospectus, on the website and where applicable, on UCAS. However, if it becomes necessary to withdraw a course, or a particular intake of a course, BIMM will inform applicants to that 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) discipline-specific / personal experience (as appropriate); and
iii) performance at audition, portfolio review and/or interview (as appropriate), in each case as against the advertised admissions criteria for a particular course.

5.2. 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 University. 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.

5.3. Contextual Offers

5.4. To nurture individuality and foster diversity, we adopt a balanced approach to admissions and review each application on a case-by-case basis. Our decision-making process transcends purely grades; we assess the entire application and weight each aspect of the application equally. We are looking for talent and technical skill alongside academic achievement. We may therefore extend offers below our standard entry criteria to those with strong auditions and/or portfolios. We may also accept UK-recognised graded music exams at level 6-8, in place of an audition for Music Performance courses. Applicants can speak with an admissions advisor if they have concerns regarding their offer conditions.

6. Admissions Process

Applications

Applications to BIMM must be made through one of the following routes:

UK

- Trinity Professional Diploma – Direct application to BIMM (Northern Ballet School and Performers College Essex only)
- Undergraduate courses - Applications must be submitted through UCAS (Universities & Colleges Admissions Service).
- Undergraduate courses (International Applicants applying from outside of the UK) – Application through UCAS or Direct application to BIMM.
- Postgraduate courses - Direct application to BIMM.

Ireland

- Foundation Diploma courses - Direct application to the BIMM Music Institute Dublin.
- BA (Hons) in Commercial Modern Music - Applications must be submitted through CAO (Central Application Office).
- BA (Hons) Music Business - Direct application to BIMM Music Institute Dublin.
- Postgraduate courses - Direct application to the BIMM Music Institute Dublin.

BIMM University Berlin

- Undergraduate and Postgraduate courses - Direct application to the BIMM University Berlin.

Franchised Provision

This policy is applicable to all franchised provision awarded by BIMM University and delivered by MetFilm School. Your contract is with BIMM University Limited and MetFilm School. MetFilm school is responsible for the delivery of the educational services in partnership with BIMM University. Courses are approved and awarded by BIMM University Limited.

Auditions, Portfolio Reviews, and Interviews

6.1. The audition, portfolio review and/or 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 on the audition, portfolio review and/or interview form comprises of, but is not limited to, academic qualifications, relevant experiences within the chosen field, and discipline ability. All Assessors (as defined below) are trained in supportive audition methods and equality of opportunity issues.

6.2. All Assessors are trained specifically to conduct auditions and reviews 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 the University.

6.3. Auditions, portfolio reviews and/or interviews for Music, Screen & Film and Creative Technologies courses will typically last around 30 minutes – 1 hour, dependent on the course that has been applied for and will be conducted on a one- to-one basis by a lecturer, member of faculty or Approved Entrance Assessor (each an "Assessor").

6.4. Audition Days for Performing Arts courses will comprise of classes and assessment conducted in both a group setting and on a one-to-one basis. The class timetable will be confirmed at the time of booking.

6.5. All applicants will receive email confirmation at the point of booking, confirming the arranged date, time and location of the audition, portfolio review and/or

interview. This will include guidance on what needs to be prepared prior to the audition, portfolio review and/or interview, if applicable, and outline what to expect during the appointment.

6.6. Applicants will be invited to attend an audition, portfolio review, interview or consultation either face to face, by phone or virtually via video call, as defined below:

- **Audition:** Auditions will be required for all performance-based pathways, for Music and Performing Arts. A music applicant will be required to prepare a live performance which will be reviewed by an Assessor. Guidelines on what to prepare will be sent to the applicant by the BIMM Admissions department in advance of the audition date – the applicant will be advised of what BIMM considers to be the appropriate time needed for preparation. A Performing Arts applicant will be required to attend an 'Audition Day' comprised of assessed classes, to gauge ability in core subject areas applicable to the course which is being applied to.
- **Portfolio Review:** The applicant will be required to prepare a portfolio of work to demonstrate their skill and experience in their chosen pathway, which will be reviewed by an Assessor. Guidelines on what to prepare will be sent to the applicant by the BIMM Admissions department in advance of the audition date – the applicant will be advised of what BIMM considers to be the appropriate time needed for preparation.
- **Interview:** The applicant will be asked a series of questions by the Assessor based on the course, previous experience/s relevant to the 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.
- **Consultation**: In instances where an interview is not required, a consultation will be offered to ensure that the applicant is given the opportunity to discuss the course with a relevant member of faculty, should they have any questions prior to commencing study at BIMM. This will have no weighting on an application outcome.
- **Demo or Self-Tape Submission:** An applicants' suitability can be assessed through the submission of a video/audio recording. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.

6.7. Applicants are expected to be able to demonstrate an appropriate level of skill, knowledge and experience within their chosen field of study, discipline and/or pathway. Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.

6.8. 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.

6.9. 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. Where a declaration of learning support has been made at the point of application and prior to an audition/interview, this will be relayed to the assessor on the applicant's behalf at the point that the booking is made.

Interview for Postgraduate Provision

6.10. Applications for Postgraduate courses are made directly to BIMM.

6.11. All 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 Campuses or virtually via video call.

6.12. The interview typically lasts between 30 and 45-minutes.

6.13. As part of the interview, applicants will be asked to answer questions based on their personal statement and supporting evidence provided at application stage, as well as on aspects of their intended study pathways.

6.14. 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.

Academic entry requirements

7.4. 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.

- **Foundation Diploma (BIMM Music Institute Dublin only):** A minimum of one module at Leaving Cert (O6) or one module at QQI Level 5.
- **Trinity Professional Diploma:** decisions are based on the audition only. For courses that receive funding, specific requirements may be detailed at point of an offer being made.
- **Undergraduate:** Please refer to the course overviews that are relevant for your location of study for course specific entry requirements; BIMM UK, BIMM University Berlin and BIMM Music Institute Dublin. Applicants 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.
- **Postgraduate:** 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).

7.5. Where an applicant is seeking to apply for a Postgraduate level course, after the successful completion of an Undergraduate degree awarded by BIMM, this will be assessed as a new application in-line with section 5 of this policy and a decision made accordingly.

English Language Requirements

7.6. All courses at BIMM are taught and assessed in English. At the point of entry, applicants should have achieved a GCSE grade C/4 in English Language, or other accepted equivalents.

7.7. 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.

7.8. In the event that an applicant has achieved the level of English Language as specified above but there are concerns regarding the applicant's level and application of written and/or spoken English during the application process, BIMM reserves the right to request an additional English Language Test is taken.

Alternative Qualifications

7.9. Applicants with qualifications equivalent to those required 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.

7.10. 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.

7.11. BIMM is committed to giving full and fair consideration to all entry qualification information presented by individual applicants.

Applicant Qualification types

7.12. Admissions staff have experience in considering a wide range of 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:

UK: international@bimm.co.uk or on 08442 646 666

Berlin: admissions@bimm-institute.de or on +49 (0)30 31199186.

Dublin: dublin@bimm.ie or on +353 5133666

8. Right To Study Checks

8.1. As per Home Office requirements, BIMM is required to check that students hold an immigration status which permits them to study in the UK for the full duration of their course. Both current and new students are therefore required to undergo a right to study check during the admissions process and at the point of registration. You will need to provide evidence of your current immigration status (typically a passport and evidence of your immigration permission in the form of a Biometric Residence Permit, Entry Clearance Vignette and/or Digital Immigration Status) confirming that you have the right to study in the UK.

8.2. If your immigration status does not cover the full duration of your course, or if you have a pending permission to remain application with the Home Office, we will contact you to obtain further information in order to establish whether you have a right to study in the UK. We may also request you to provide written consent for us to conduct an immigration history check with the Home Office to verify the information that you provide us with. If we are unable to establish whether you have the right to study in the UK, we may request you to consider deferring your studies until such time as you have secured an immigration status which allows you to study in the UK.

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 (Home/International) 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 Student Route Visa to study in the UK.

8.4. As part of the registration process, we will request that you provide us with your immigration documents (passport, entry clearance vignette and BRP) 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. Please note that these checks may be conducted in person or digitally in accordance with prevailing Home Office guidance.

8.5. Please refer to section 19 (International Students) below for further information for applicants who are determined to be International Students.

BIMM University Berlin

8.6. 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 Aufenhaltserlaubnis (limited)/ Niederlassungserlaubnis/ Erlaubnis zum Daueraufenthalt–EU (permanent) in which case the requirement of a visa is redundant.

BIMM Music Institute Dublin

8.7. Students applying for courses directly to BIMM Music Institute Dublin are required to investigate their individual visa requirements directly at http://www.inis.gov.ie. It is not possible to procure a full-time student visa for the BA (Hons) Music Business, MA Popular Music Practice or part-time Foundation Diploma courses at BIMM Music Institute Dublin.

8.8. Students applying for the TU Dublin accredited BA (Hons) Commercial Modern Music can apply for a student visa where required. Further support and information can be found at: https://tudublin.ie/study/international-students/entry-requirements/visa-and-immigration- requirements

8.9. Prospective students can check their individual visa requirements directly at http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa. Non-EU/EEA and non-Swiss nationals that do not require an entry visa must ensure they register with the Garda International Immigration Bureau within 30 days of arriving in Ireland as indicated by the Irish Naturalisation & Immigration Service.

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. 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.

9.2. BIMM reserves the right to identify an applicant as eligible to pay premium tuition fees at any point in the admissions process up to the point of registration.

9.3. Please refer to Section 19 (International Students) below for further information for applicants who are determined to be International Students.

10. Applications: Decision-Making

Once the selection process outlined above has been concluded, an offer or an unsuccessful decision will be made, the process for which is set out below.

Offers

10.1. All offers will provide details of BIMM's student Terms & Conditions.

10.2. 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.

10.3. 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, by telephone or in writing. 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.

Offers for Undergraduate Courses

UCAS

10.4. Applications for UK undergraduate courses are made through UCAS. Offers will be issued 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.

10.5. Offers may be unconditional or conditional.

10.6. An unconditional offer will be made if the applicant has met all the entry criteria for the course.

10.7. A conditional offer will be made if some of the entry criteria for the course still must be met and/or the offer has been made before the applicant has undertaken an audition, interview or portfolio review. As an example, an offer may be dependent on results of qualifications currently being studied for by the applicant.

CAO

10.8. Applications to BIMM Music Institute Dublin for the BA (Hons) Commercial Modern Music course are made through CAO. Offers and will be issued in line with CAO procedures once the applicant has completed the required application processes. For further information regarding CAO application deadlines, visit www.cao.com

Direct

10.9. For courses accepting direct applications across the University, applicants will receive an offer by email. The offer will outline details of the course offered, any conditions of entry, information about fees and funding and any deposit required. A learning agreement will also be uploaded to the applicant portal where the applicant can make a decision on the offer.

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 though 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 or 18 if applying from outside of the UK, to study a course delivered in the UK) 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.

11.7. In the case of first year entry to the BA (Hons) Commercial Modern Music at BIMM Music Institute Dublin, all academic requirements are reviewed directly by TU Dublin. Further information can be found at this link: Recognition of Prior Learning | TU Dublin.

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 use 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.

12.3. Undergraduate applicants wishing to defer, who have applied directly to BIMM and/or BIMM University Berlin, should do so directly with the University.

12.4. Applicants applying to BIMM Music Institute Dublin wishing to defer an offer for the BA (Hons) Commercial Modern Music should use the TU Dublin deferred entry application procedure. Further information can be found here.

13. Right To Not 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 registered) on the basis of:

- an applicant including false, misleading, plagiarised or fraudulent information in, or omitting key information from, their application;
- a declared criminal conviction or charge, as set out in Section 18 below; or
- previous major misconduct whilst registered as a student at BIMM or where this may have occurred whilst registered as student at another institution.

13.2. Applicants suspected of providing, or found to have provided, false information will be referred to UCAS, if their application was made via UCAS. Where the application has not been made via UCAS, applicants will be referred to the relevant Head of Admissions. 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. Where an applicant has previously registered as a student at BIMM or at another institution and has been withdrawn on the grounds of non-academic misconduct, BIMM reserves the right to request additional information to support the decision-making process, prior to issuance of an offer. This may include, but is not limited to:

- additional references;
- evidence of completed studies since the time of withdrawal;
- consultation with the Student Wellbeing team at the relevant campus;
- a signed behavioural agreement prior to registration

The grounds on which further information may be sought from an applicant includes, but is not limited to, where there is evidence of:

- Actions which cause actual or potential distress or harm to others
- Actions which are likely to cause actual or potential damage to property of others

- Actions which disrupt the normal operations, and/or safe use of University facilities- including, where applicable, reputational damage
- Provided misleading, fraudulent or untrue information in order to gain admission to University or with regard to the determination of Fee Status or of financial support administered by the University, or failing to disclose or deliberately withhold information regarding previous criminal convictions or ongoing investigations that could risk further incrimination.
- Portrayed themselves or provided inaccurate and/or misleading information about themselves or the University through any medium, including social networking sites, which is deemed to undermine the operation of the University or brings into question their suitability for continued registration on their course of study.

  Should there be concern about the safeguarding of students and/or staff at BIMM following review, we reserve the right to not make an offer. Should an offer already have been made, BIMM reserves the right to withdraw this offer.

13.4. 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 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.
- in the circumstances set out in Section 13 above on our right not to make, or to withdraw, an offer.
- where the applicant has been unable to demonstrate an adequate level of competency in their discipline during their audition/interview/portfolio review, to ensure that they will succeed on the course of study.
- where the course is full.

14.2. International students (who will be required to apply for a Student Visa) applying to study in the UK, may be rejected if we consider that sponsoring the student may contravene relevant UK Visa & Immigration guidance or statutory requirements.

14.3. BIMM Music Institute Dublin is not able to accept applicants that require a visa to study on courses that are applied to directly.

14.4. Non-EU students (who will be required to apply for a visa) applying to study at BIMM University Berlin, 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/visa-service/visa-navigator/2489244 and https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/

14.5. 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 section 15).

14.6. 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).

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 apply to the University, 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.

16.2. Where a student is withdrawn either by the University 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 in-line with BIMM's Academic Regulations.

17. Age On Entry

17.1. BIMM welcomes applications from people of all ages, subject to meeting our course entry requirements.

Under 18s

17.2. Individuals under the age of 18 living in England, Ireland and Germany are considered by law to be children. This means the University has additional responsibilities towards students it admits who are under the age of 18 on the date of commencing study until the date at which they turn 18, even if this period is brief.

17.3. 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.

17.4. Point 17.2 and 17.3 should be read in conjunction with BIMM's Under 18s Admissions Policy.

18. Declaration of Criminal Convictions & Charges and DBS Checks

18.1. All applicants who are given an offer of a place to study at the University, in the UK and firmly accept this offer are required to disclose relevant unspent convictions (as defined by the Rehabilitation of Offenders Act 1974) or charges, which may include one or more of the following:

- Any kind of violence including, but not limited to, threatening behaviour, offences concerning the intention to harm or offences which result in the actual harm of individuals.
- Sexual offences, including those listed in the Sexual Offences Act (2003).
- The unlawful supply of controlled substances or drugs.
- Offences involving firearms or weapons.
- Offences involving arson.
- Offences involving terrorism.

18.2. Following notification of a criminal conviction or charges, a senior member of the Admissions Team will investigate and collate relevant information for consideration. A Criminal Convictions & Charges Panel will then be convened to consider the case as required, and this Panel may consider any or all of the following in reaching a risk assessment-based decision about:

- whether the criminal conviction or charges are relevant;
- the nature and severity of any offences/charges and any sentences imposed;
- whether the offences/charges show a pattern of behaviour;
- age at date of offence;
- length of time since the offence was committed;
- whether the offences involve violence, threats of violence, or were of a sexual nature;
- whether there are any mitigating factors;
- whether the applicant's circumstances have now changed;
- Rehabilitation of Offenders Act 1974 and supporting guidance;
- the SPA Good Practice Guide – considerations for applicants with criminal convictions.

18.3. In addition to the above factors, the University will also consider whether admittance or ongoing attendance would have a detrimental impact on:

- the safety of staff, students, visitors and members of the public who are making use of the University's facilities or engaging with its activities;
- the need to protect the University's property and reputation;
- the applicant's right to an education and to not be discriminated against because of a criminal record.

18.4. The consideration of criminal convictions and charges is separate to the assessment of an applicant's academic suitability and will not impact upon the processing of an application.

18.5. Should an applicant fail to declare a relevant conviction that is subsequently discovered during the application process, this may result in an offer being withdrawn by the University.

18.6. Further details of our policy and procedure in respect of criminal convictions and charges is set out in our Applicant & Student Criminal Convictions & Charges Policy & Procedure.

18.7. Certain courses in the UK may require that a student undertakes a Disclosure & Barring Service (DBS) check. Where that is the case, details will be provided in the published course information and directly to the applicant following an offer being made.

19. International Students

BIMM

UK

19.1. BIMM complies with UK Home Office and UK Visas & Immigration (UKVI) requirements of the recruitment and sponsoring of International students. We have detailed information for international applicants and students on our UK Visa and Immigration webpages.

19.2. In addition to meeting the standard entry requirements for each course, international students who may need to be sponsored by us will also be required to meet UKVI's English language requirements at the level required for the course they wish to enter.

19.3. Applicants that require a Student Route Visa (SRV) to study in the UK Full time, may be required to undergo a Confirmation of Acceptance for Studies (CAS) consultation with a member of the BIMM Immigration and Compliance Team. We will ask for relevant supporting documents for a review prior to issuing a CAS. In some cases, applicants may be subject to an internal risk assessment, should there be any factors affecting SRV eligibility and to ensure all relevant UKVI statutory requirements and guidance requirements have been met.

19.4. All applicants who require a CAS statement from BIMM will be required to pay a deposit before a CAS can be issued. The deposit amount will be shown on your offer letter.

Should you require any additional Visa support, post-registration, please contact immigration@bimm.ac.uk to confirm your eligibility.

You will require a new immigration permission in the circumstances listed below:

- If you have completed a BIMM Diploma (L3) and wish to continue studying with BIMM on an undergraduate course (L4 entry). Even if the courses are the same discipline, and BIMM are able to make an offer of a place on an undergraduate course you will still be required to obtain a new immigration permission.
- Successful internal transfer from BIMM University Berlin or BIMM Music Institute Dublin to a BIMM Campus located in the UK and covered by the Sponsor licence.
- Deferral/Returning from Intermission.
- Repeat studies, module trailing, approved extended mitigations (when your presence is required and where completion via the visitor route is not possible).

BIMM Immigration & Compliance team will take the following factors into consideration:

- Study cap calculations to ensure you have not exceeded the permitted limits of studying on Student Visa set by UKVI.
- Attendance and engagement with your studies at BIMM on any previous BIMM course if you are applying to continue onto another BIMM course. The International Admissions and Compliance team will look into both authorised and non-authorised absences to determine percentage of physical attendance. Your previous engagement with Student Support and International Admissions and Compliance team will also be considered, this may include adhering to your Student Visa agreement, learning agreement, attending arranged attendance meetings and responding to compulsory Student Visa questionnaires sent to students on a termly basis. For further details on your obligations in this regard, please view the UK Immigration and Visa Information here.

19.5. BIMM reserves right to withhold from issuing a CAS, should it consider that doing so would be in contravention of relevant UKVI statutory requirements and/or guidance.

Ireland

19.6. Students applying for courses directly to BIMM Music Institute Dublin are required to investigate their individual visa requirements directly at http://www.inis.gov.ie/. It is not possible to procure a full-time student visa for the BA (Hons) Music Business, MA Popular Music Practice or part-time Foundation Diploma courses at BIMM Music Institute Dublin.

19.7. Students applying for the TU Dublin accredited BA (Hons) Commercial Modern Music can apply for a student visa where required. Further support and information can be found at: Visa and immigration requirements | TU Dublin

19.8. Prospective students can check their individual visa requirements directly at Visa and immigration requirements | TU Dublin. Non-EU/EEA and non-Swiss nationals that do not require an entry visa must ensure they register with the Garda International Immigration Bureau within 30 days of arriving in Ireland as indicated by the Irish Naturalisation & Immigration Service.

19.9. All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. Once the selection process has been concluded, an offer or an unsuccessful decision will be conveyed.

BIMM University Berlin

19.10. BIMM University Berlin 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.

19.11. 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.

19.12. Students from outside the European Union applying to study at a BIMM University Berlin 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 Aufenhaltserlaubnis (limited)/ Niederlassungserlaubnis/ Erlaubnis zum Daueraufenthalt–EU (permanent) in which case the requirement of a visa is redundant.

19.13. 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,

19.14. 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 registration at BIMM University Berlin. Any deposit paid by you to BIMM University Berlin 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 in support of your visa application. For all other circumstances, the deposit is non-refundable.

19.15. Should you require any additional Visa support, post-registration, please contact admissions@bimm-institute.de to confirm your eligibility.

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 University Berlin to a BIMM Campus 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).

20. Disabled Applicants and those with Long Term Health Conditions

20.1. BIMM is committed to inclusion and equality and to complying with our obligations under the Equality Act 2010; BIMM University Berlin will operate within the guidelines of the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment). 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.

20.2. Applicants who have a disability, impairment, or health condition (including mental health), are encouraged to share as much information as they feel comfortable with at the earliest possible stage so that our Admissions and Student Wellbeing teams can provide support and advice to ensure that the course is the best fit for the applicant.

20.3. We are committed to offering equal opportunities for all and sharing information about any disability / protected characteristics will not be used in decision-making when making offers. All applications 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.

20.4. Applicants are invited to share 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 we can provide support and advice during the admissions cycle. 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.

20.5. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable sharing information regarding their disability-access needs at any stage in the admissions process.

20.6. We understand and seek to ensure that we meet our positive and anticipatory duties in respect of applicants (and students) who share information with us regarding 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.

20.7. BIMM is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not share 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 shared this information and if BIMM is at the point at which consideration for adjustment is not practicable.

20.8. 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.

20.9. There is further guidance on how BIMM supports disabled people and those with long term health conditions in the Student Disability Guides.

21. Documentation

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

22. Extenuating Circumstances

22.1. 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.

22.2. 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.

22.3. 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.

22.4. 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.

23. Applicant Appeals & Complaints Procedures

Appeals

23.1. 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 University regarding the decisions made about admission to a BIMM 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.

23.2. This 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 twenty-eight calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made.

23.3. This request should be sent in writing for the attention of (FAO) the Head of Admissions, BIMM Group Ltd, Head Office, 38-42 Brunswick Street West, Hove, BN3 1EL, or by email to admissions@bimm.ac.uk

23.4. For BIMM Music Institute Dublin complaints and appeals, the request should be sent in writing for the attention of (FAO) Admissions Manager, BIMM Music Institute Dublin, 62-64 Francis Street, The Coombe, Dublin 8, or by email to dublin@bimm.ie

23.5. For BIMM University Berlin complaints and appeals, the request should be sent in writing for the attention of (FAO) the Admissions Manager, BIMM Germany, House of Music, Revaler Str. 99, 10245 Berlin, or by email to admissions@bimm-institute.de

23.6. BIMM will not respond to requests from anyone other than the applicant, or, in the case of an applicant under the age of 18, their parent or guardian (unless written permission has been granted by the applicant).

23.7. Once received, the relevant Head of Admissions will review the record of the application (normally in consultation with any applicable Admissions staff) 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.

23.8. If the applicant remains dissatisfied with the outcome of the appeal from the Head of Admissions, the appeal can be passed to the Director of Recruitment & Admissions 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 for the attention of (FAO) Director of Recruitment & Admissions by email to admissions@bimm.ac.uk.

23.9. The Director of Recruitment & Admissions 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.

23.10. The Director of Recruitment & Admissions 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.

Complaints

23.11. 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.

23.12. 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.

23.13. As with requests for feedback and appeals, the complaint must come from the applicant. 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 (in writing) for the attention of (FAO) the Head of Admissions, BIMM Group Ltd, Head Office, 38-42 Brunswick Street West, Hove, BN3 1EL, or by email to applications@bimm.ac.uk.

23.14. For BIMM Music Institute Dublin, complaints must initially be sent (in writing) for the attention of (FAO) the Head of Admissions, BIMM Music Institute Dublin, 62-64 Francis Street, The Coombe, Dublin 8, or by email to dublin@bimm.ie.

23.15. For BIMM University Berlin complaints must initially be sent (in writing) for the attention of (FAO) the Head of Admissions BIMM University Berlin, House of Music, Revaler Str. 99, 10245 Berlin, or by email to admissions@bimm-institute.de.

23.16. If the applicant remains dissatisfied with the outcome of the complaint from the Head of Admissions, the complaint can be passed to the relevant Director of Recruitment & Admissions. 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 Director of Recruitment & Admissions BIMM Group Ltd, Head Office, 38-42 Brunswick Street West, Hove, BN3 1EL, or by email for the attention of (FAO) the Director of Recruitment & Admissions to applications@bimm.ac.uk.

23.17. For BIMM Music Institute Dublin complaints, please send it to the Director of Recruitment & Admissions, BIMM Music Institute Dublin, 62-64 Francis Street, The Coombe, Dublin 8, or by email to dublin@bimm.ie.

23.18. For BIMM University Berlin complaints, please send it to the Director of Recruitment & Admissions, BIMM Institute Germany, House of Music, Revaler Str. 99, 10245 Berlin, or by email to admissions@bimm-institute.de.

23.19. The Director of Recruitment & Admissions 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 the Admissions Office; or
- Whether the finding of the previous investigation was against the weight of the evidence.

23.20. The Director of Recruitment & Admissions will notify the applicant of the outcome of the complaint in writing. The Director of Recruitment & Admissions' decision is final.

24. Diversity & Inclusion

24.1. 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 Equality Act 2010 and under the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment), at BIMM University Berlin.

24.2. The Equality Act 2010 and the General Act on Equal Treatment require 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.

24.3. In line with the provisions of the Acts, 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.

25. Widening Participation

25.1. BIMM believes that widening participation (WP) to all courses is essential to realising BIMM's vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality. Further information is set out in BIMM's Access & Participation Plan.

26. Data Protection

26.1. Data protection legislation places a responsibility on BIMM 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.

26.2. In general terms, BIMM will not discuss an application with anyone other than an applicant or a third party nominated by an applicant in writing.

26.3. 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.

26.4. 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.

26.5. 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.

27. Open Days

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

28. Terms and Conditions

28.1. It is important that applicants and advisers are aware of BIMM's Terms & Conditions of registration that will be legally binding on an applicant once the applicant accepts an offer of a place at BIMM.

29. Related Policies

Academic Regulations

Applicant & Student Criminal Conviction & Charges Policy & Procedure

Course and Campus Closure

PG Recognition of Prior Certified & Experiential Learning Policy & Procedure

Safeguarding Policy

Student Code of Conduct

UG Recognition of Prior Practice Policy & Procedure

UG Recognition of Prior Learning Policy & Procedure

Under 18s Admissions Policy & Procedure