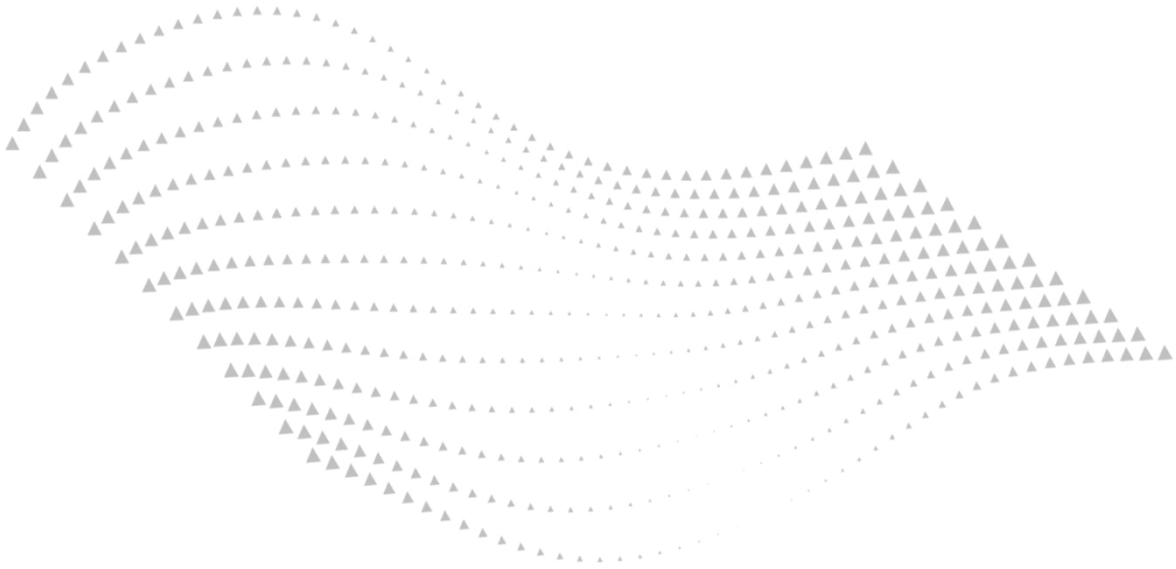
BIMM UNIVERSITY | A university for the creative industries

Under 18s Admissions Policy & Procedure



Last approved:	May 2024
Approved by:	Academic Board
Next review due:	May 2025

1. Introduction

1.1. BIMM University is committed to the safety and well-being of all its students. Students who are under 18 are regarded as minors under UK, Irish and German law. The policy as set out below should be considered by applicants and their parents/guardians before deciding whether to accept our offer of a place at BIMM University.

2. Definitions:

2.1. For the purposes of this policy, the following definitions apply:

A **Parent** is a lawful mother or father of a person (can include an adoptive parent)

A **Guardian** is a person who is legally responsible for the care of someone who is unable to legally manage their own affairs, especially a child or young person under 18.

A **Nominated Guardian** is a guardian based in the country of study, who is prepared to take on the role of guardian for a student aged under 18.

3. Age on Entry

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

3.2. Our students are normally aged 18 years or above when commencing study on undergraduate courses. We do, however, sometimes admit students who are under the age of 18 at the start of their programme of study. In most cases this will be a temporary situation, as the student will be turning 18 during their first year of undergraduate study.

3.3. Students who will be under 17 years of age when commencing study on undergraduate courses will be reviewed on a case-by-case basis by the relevant Head of School.

3.4. Our students are normally aged 16 years or above when commencing study on the Trinity Professional Diploma course.

3.5. Students who will be under 16 years of age when commencing study on Trinity Professional Diploma courses will be reviewed on a case-by-case basis by the relevant Head of School.

3.6. Students and their parents/legal guardians should understand that the University predominantly admits students who are over the age of 18 years of age and that they will be entering an adult environment. There may be some limitations for them at the University while they are under 18, as outlined within this policy.

3.7. 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 (see 2.6) until the date

at which they turn 18, even if this period is brief. Once the student reaches the age of 18 this policy will no longer apply - at this point the student will become liable and responsible regarding all matters.

3.8. It is a condition of admission to the University that the parent or guardian of any student who is under the age of 18 years on the date of commencing study confirms, by providing a signed copy of the *Under 18s Parental/Guardian Consent Form,* their acceptance of the arrangements set out in this Policy.

3.9. BIMM University is not able to take on the usual rights, responsibilities, and authority that parents/guardians have in relation to a child, and it will not act in loco parentis where a student is under the age of 18 on the date of commencing study. However, it is committed to seeking to take reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study and learn.

3.10. This policy should be read in conjunction with BIMM University's Safeguarding Policy.

3.11. In order to safeguard and promote the welfare of all members of the University community, the University will act in accordance with the legislation and statutory guidance outlined within the Safeguarding Policy, including Keeping Children Safe in Education (KCSie).

4. International

4.1. For international applicants who require a visa to study in the UK, the University must comply with regulations set by the UK Visas and Immigration (UKVI) service of the UK's Home Office. As such, parents or guardians must ensure suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by the University under its Student license. A letter of consent must be returned to the University prior to the issuing of a Certificate of Acceptance of Study (CAS).

4.2. We are unable to issue CAS for applicants under 18 years of age until we have received a letter of consent from their parent/legal guardian. After the 31 August annually, we cannot guarantee that a student's CAS will be confirmed in time for the start of term if we have not received this.

4.3. International applicants applying to BIMM University Berlin are not subject to any age restrictions for study visa applications but will require the consent of a parent or legal guardian prior to commencing studies.

4.4. We recommend that a nominated guardian is identified whom we can contact in case of an emergency and can act "in loco parentis", where the legal parent/guardian is living outside of the country where the student will be studying, for example a responsible adult who is a relative or friend of the family.

4.5. The UK Council for International Student Affairs (UKCISA) have a guidance and good practice guide for international students under the age of 18, who intend to study in the UK.

5. Course Restrictions

5.1. Some courses or modules at the University may content not be deemed as suitable for those under 18 years of age. Consideration will be given at the admissions stage to the ability of the student to engage with the course, given any age-related prohibition and a student under the age of 18 may be offered a deferred entry place.

5.2. For courses containing live performance modules and/or providing performance opportunities, hosted in establishments that are not under jurisdiction of the University, there may be venue restrictions which may prohibit entrance and/or participation for those aged under 18.

5.3. Where viewing of a film or documentary with a British Board of Film Classification of 18 years of age, legislation prohibits persons under the age of 18 from viewing 18-rated films in licensed cinemas. The prohibition does not extend to such films being viewed as part of a lecture or tutorial.

5.4. Where a student is under the age of 16 when commencing study on a Trinity Professional Diploma, they will not be eligible to receive Dance and Drama Awards (DaDA) funding.

6. Social Activity

6.1. Students are expected to attend teaching activities and to both live and study independently without formal supervision.

6.2. Participating in social activity is at the discretion of the students and the University is not able to take additional responsibility for a student who is under the age of 18 years who partakes in such activities.

6.3. The University environment provides peer groups of mixed-group adults. All applicants are required to disclose any unspent, relevant criminal convictions at the point of accepting an offer and any convictions that may occur whilst they are registered as a student at the university. Enhanced DBS checks will only be conducted by the University where these are required for a particular course, such as MA Learning and Teaching in Creative Industries.

7. Holding Positions of Responsibility

7.1. Students aged under 18 are not permitted to hold positions of responsibility, whether in external organisations or in university clubs or societies. There is no age restriction preventing a registered student from becoming a student representative.

8. Child protection

8.1. As a matter of law in England, Ireland and Germany, a person under the age of 18 is a child, we have statutory safeguarding duties, as outlined in the university's Safeguarding Policy.

Any suspicions or allegations will be reported to BIMM University's Designated Safeguarding Lead (DSL), at the relevant campus, who will contact the appropriate authorities.

9. Parental involvement

9.1. It is our usual policy that we deal with students (with whom we have a contractual relationship) and not with parents/guardians. This approach will also apply to students who are under the age of 18 years old on the date of commencing study. We will therefore correspond with students, not parents/guardians, unless in an emergency (see point 9.3) or if the student has given the Student Wellbeing team consent to share their information.

9.2. In-line with the Data Protection Act 2018 for the UK and Ireland and the German federal data protection act (BDSG), students who are over the age of 16 years are considered to be capable of consenting to the processing of their personal data and parental consent will not usually be sought.

9.3. Students under the age of 18 can have their refusal to receive life-saving medical treatment overridden by parents/guardians. Emergency contact details must therefore be provided before the student arrives at the University. However, please note that a child from the age of 16 is entitled to consent to medical treatment and that such consent cannot be overruled by parents/guardians.

10. Contact details

10.1 Further information about the supporting procedure for this policy can be requested from our Admissions Team. Full contact details can be found on our website.

11. Roles and Responsibilities

11.1. The Admissions Team is responsible for ensuring that the parent/guardian of any applicant under 18 on the date of commencing study, receives a Parental Consent Form to sign once an offer to study has been accepted.

11.2. In the event that the form is not signed a further reminder will be sent. A student will not be able to commence studies without the completed form.

11.3. The Admissions Team will inform key stakeholders, including the Head of Wellbeing, of any student who will be under the age of 18 on entry to the University.

11.4. The relevant Head of School is responsible for ensuring that they are satisfied that the content of any academic programme would be appropriate for students under the age of 18, and if necessary, informing Admissions of any course, pathway or module that may not be appropriate.

11.5. The relevant Campus Dean will be responsible for ensuring a departmental risk assessment is undertaken to ensure that appropriate safeguarding is in place for the individual student due to study on their campus, taking advice from the Student Wellbeing Manager and other relevant staff, as appropriate. This process would require contact to be made with the parent prior to the course start date and would normally take place as near to the start of the Induction period as possible. Once the student reaches the age of 18 risk assessment will no longer apply.

11.6. The relevant Student Wellbeing team will make contact with students aged under 18, to discuss applicable support topics prior to commencing study. This may include but is not limited to:

- **Wellbeing, Mental Health and Learning Support**: Information about student support services and how to access them including counselling and mental health resources.
- **General Health Services**: Details of healthcare facilities, including medical, alcohol, drugs, sexual health etc.
- **Accommodation**: Safe and appropriate student accommodation options.
- **Financial Assistance**: Guidance on managing finances, scholarships, bursaries, hardship funds.
- **Safety, Security and Safeguarding**: Information about campus security, emergency procedures and who to go to for any concerns.
- **Enrichment and Social Activities**: Opportunities to engage in BSA, Societies, extracurricular activities and clubs.
- **Healthy Living**: Guidance on maintaining a balanced lifestyle, including exercise and nutrition.
- **Academic Support**: Access to tutoring, study skills workshops, and other teaching resources.
- **BIMM Wellbeing Events**: Information on events promoting mental health and wellbeing throughout the academic year.

12. Related Policies

BIMM University Safeguarding Policy

BIMM University Admissions Policy

Applicant and Student Criminal Convictions and Charges Policy & Procedure