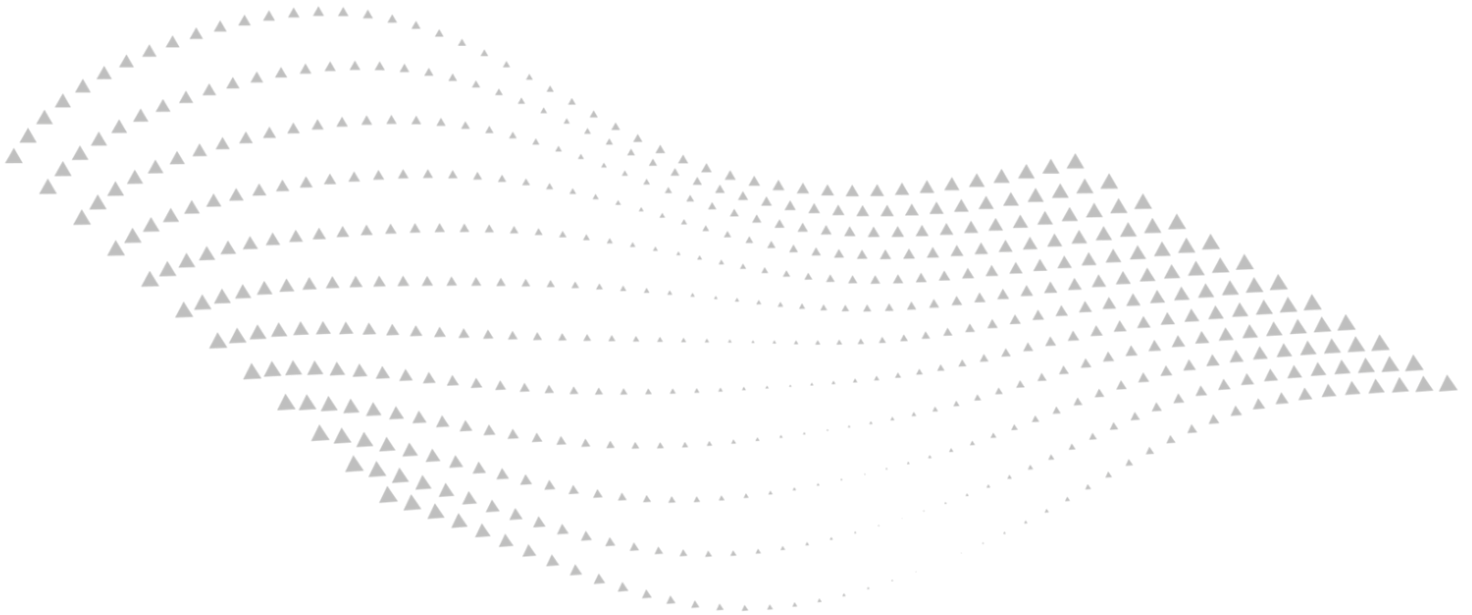




# Admissions Policy (Germany)



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## Introduction

BIMM Institute ("The Institute") is committed to promoting equal opportunities for all applicants to the 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 the ethos and mission of the Institute. No potential student will be excluded from entry to any programme 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 Institute Berlin and Hamburg 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.

This Policy is intended to inform the actions of staff when carrying out the admissions functions of the Institute 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 and also manage their expectations of the Institute.

## Aims

This Admissions Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to the Institute are treated fairly;
- All applications are responded to promptly and efficiently;
- All applications are dealt with and admissions decisions are made by appropriate staff;
- Clear and impartial advice is given to applicants and that they are placed on the most appropriate course;
- Appropriate policies and procedures are implemented and followed in non-formal applications (non-standard or no qualifications).

The Institute is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. The Institute aims to recruit students who have the potential to meet the demands of and benefit from their course. The Institute is also committed to the widening participation agenda. The Institute will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

## Our Promise

The Institute 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 Institute Open Day.
- Regularly review all prospectus and website materials to ensure accuracy and currency.

## Pre-Application

- The Institute commits to dispatching a physical prospectus pack to all potential applicants

within 48 hours of their prospectus request being submitted. Prospectuses are also available from the website as an immediate download.

- 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 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 College;
  - Details of academic policies and processes through the Academic Development & Quality Manual;
  - Information on Institute Open Days and College Tours;
  - How to apply to the Institute (including UCAS application details if applicable);
  - Recent Institute 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.

The Institute is committed to providing all stakeholders 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, the Institute 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.

The Institute 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. The Institute aims to provide all the courses that are advertised in the prospectus, on the Institute's website and where applicable, on the UCAS website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, the Institute 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).

### **Selection of Students**

Students are selected on the basis of evidence of: (i) academic achievement; (ii) musical / 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 the Institute 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.

### **Declaration of Criminal Convictions**

Applicants are required to declare any criminal convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or

substances where the conviction concerns commercial drug dealing or trafficking. Applicants do not need to reveal convictions that are spent. If a conviction is declared, applicants may be contacted for more information. If applicants are convicted of a criminal offence after applying, they are required to inform the Institute accordingly.

Upon declaration of a criminal conviction, and receipt of further details of the offence(s) the following factors will be considered:

- The nature of the offence(s). Whether the criminal conviction has any bearing on the applicant's suitability to become a member of the student body (e.g. violent or sexual crimes, drug dealing)
- The time that has passed since the offence(s) were committed
- Any additional information provided by other sources, such as the Probation Service, Social Services, or senior prison officers in the form independent references or reports
- If more than one offence was committed, the number of offences and whether each was a separate offence, or part of a series of similar offences
- Whether the applicant's circumstances have changed since the time of the offence(s)

Consideration will be given to whether the applicant, if admitted onto a course, would be likely to:

- Endanger staff or students
- Be a threat to property

One of the following decisions will be made by the College Principal of the preferred study location and Heads of Recruitment, Admissions and Student Support:

- Whether further information is needed from the applicant or third party. In some cases, a meeting in person will be required.
- Accept applicant for entry onto their course of choice. Additional conditions of entry may be required e.g. relating to access to accommodation services.
- Decline applicant for entry.

Please note that consideration of criminal convictions is separate to the assessment of an applicant's academic suitability. Sensitive information provided by the applicant will be destroyed once a decision has been made and only the outcome will be recorded.

## **Admission Process**

Application to the Institute must be made through one of the following routes:

- Undergraduate courses - Direct application to the Institute.
- Postgraduate courses - Direct application to the Institute.

## **Audition/Interview (Performance, Songwriting & Music Production applicants only)**

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.

The auditions and interviews will be conducted by an Institute tutor, Academic Staff Member or approved Entrance Assessor (each an "**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.

**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 Institute's Admissions department in advance of their audition date – the applicant will be advised of what the Institute considers to be the appropriate time needed for preparation.

**Interview:** The applicant will also 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.

- The audition/interview typically lasts around 45 minutes and is conducted on a one-to-one basis by an Assessor.
- As part of the interview, applicants may be asked to answer questions based on their personal statement, as well as on aspects of their chosen discipline.
- Applicants for Performance Courses will be expected to demonstrate an appropriate level of performance skills.
- Applicants for Songwriting Courses will be expected to demonstrate an appropriate level of songwriting skills.
- Applicants for Music and Sound Production or Electronic Music Production 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. Electronic Music Production applicants will also be required to demonstrate original, creative work as well as production techniques.
- Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- Upon request by the applicant or where deemed reasonably necessary by the Institute, applicants will receive an explanation of the academic and other support services available.
- 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 staff once an offer has been made.

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). Such applicants' suitability can be assessed through the submission of a remote demo or digital portfolio. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.

- 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

### **Interview for all other non-performance courses**

#### **BA (Hons) Music Business and BA (Hons) Music Marketing, Media & Communications**

Applicants will be invited to attend an interview face to face or by phone.

- The interview typically lasts between 30 and 45 minutes and is conducted on a one-to-one basis by a member of the Institute's specialist teaching team (Assessor) and hosted by a member of the Recruitment & Admissions team who provides information about the College and the admissions processes.
- 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.

- Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- Upon request by the applicant or where deemed reasonably necessary by the Institute, applicants will receive an explanation of the academic and other support services available.
- All students will be given the opportunity to declare any additional learning support needs at audition/ interview and should these be identified these will be followed up by appropriate specialist staff once an offer has been made.

### **Interview for Postgraduate Provision**

Applications for the MA Learning & Teaching in the Creative Industries and MA Popular Music Practice are made directly to the Institute. All applicants are invited to attend an interview with an Assessor. International applicants who are unable to attend an interview in person will be offered a phone or Skype-based interview.

### **Entry Criteria**

The Institute has clearly documented minimum standard entry requirements for all of its courses. These minimum entry requirements are set out below:

Additional entry requirements and typical offers for each course are published annually in hard copy prospectuses, on the Institute website and where applicable on the UCAS website.

Entry requirements are reviewed on an annual basis and are updated if necessary. The Institute ensures that the most up to date information is clearly displayed on its website.

### **Academic entry requirements**

- **Undergraduate:** Please refer to each course overview on the Institute website for specific entry requirements. Applicants aged 18, wishing 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:** Applicants will be required to have achieved an undergraduate degree at 2:2 or above in a creative industry related subject or significant professional experience in the creative arts/industries.

### **Age on Entry**

The Institute welcomes applications from people of all ages, subject to meeting our course entry requirements and the below. The Institute expects applicants to be aged 18 or over when beginning (enrolling) their chosen course of study. 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, Recruitment and Student Support.

### **English Language**

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

### **Alternative Qualifications**

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 below.

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 course of their choice; or
- a combination of these factors.

The Institute is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. The Institute 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, the Institute reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

### **Applicants' Qualifications**

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

### **Offers for Undergraduate Courses**

Applications for undergraduate courses can be made as a direct application to the Institute or through UCAS. 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.

Offers may be unconditional or conditional. If unconditional the applicant has met all the academic selection criteria for the course. If conditional, some criteria still must be met. As an example, this may be dependent on results of qualifications currently being studied for.

Diploma students at the Institute are eligible to continue onto an undergraduate course at the Institute within the same discipline without an additional interview/audition. Offer is subject to successfully completing a Diploma course and achieving a grade specified within the undergraduate course offer. Undergraduate and Postgraduate course application should be made directly using the Institute's



Application Forms or alternatively through UCAS. Students are required to obtain references from Institute Diploma Course Leaders or discipline specific tutors. Student attendance conduct and course engagement on their Diploma course may be taken into consideration prior to approving continuation onto an undergraduate level course.

### **Deferral Requests**

Applicants holding offers may request to defer their place for a maximum of one calendar year only.

Undergraduate applicants wishing to defer should do so directly with the Institute or 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 the Institute as soon as possible.

### **Unsuccessful Applications**

The Institute 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.

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/>

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 Institute for which there are vacancies or to offer guidance if feedback is requested by the applicant.

If an application has been made through UCAS, following an unsuccessful decision it may be possible to use the clearing process (see [www.ucas.com](http://www.ucas.com)).

### **Communication of Feedback**

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.

The Institute 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.

Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

## **Re-application**

There may be cases where applicants wish to re-apply to the Institute. The communication of an Institute 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 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.

## **International Students**

The Institute will use the guidelines of the relevant awarding partner to determine the appropriate level of qualifications required by applicants to undergraduate courses in relation to UK Level 3 standards and requirements. In addition to meeting the standard entry requirements for a particular course, international students will also be required to have an approved English language qualification equivalent to IELTS 6.5.

International students are required to apply for a visa to meet German Visa and Immigration statutory requirements.

## **Disabled Students and those with Long Term Health Conditions**

The Institute is committed to inclusion and equality. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We make adjustments and provide support, so that disabled and dyslexic students can succeed on their courses. 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 admissions process.

It is Institute policy that any potential needs of students with disabilities are, to the extent possible, identified and addressed within the detailed admissions process and efforts are made to take account of an individual applicant's situation. This can be organised on the phone or via email with the Admissions team prior to arrival, and any specific needs can be accommodated during the admissions process.

Any student with a disability can discuss any aids, adaptations or special requirements needed to enable them to fully participate in the course with their Admissions Advisor. If necessary, an Accessibility Study will then be commissioned. This is first addressed in the admissions process where students are asked to provide details of any special needs or requirements. Induction, registration and enrolment activities are also fully accessible to disabled students, and the needs of any student are accommodated in the design of such activities.

Applicants are invited to disclose their access 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 the Institute.

The Institute 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 the Institute is at the point at which consideration for adjustment is not practicable.

Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard entry criteria for the applicant's chosen course and decisions are made purely on these criteria.

The reasons for enquiring about disability access needs are:

- To allow early discussion of any access arrangements the applicant might require, e.g. an interpreter at interview, or level-/lift access rooms;
- To ensure that the applicant can access further specialist advice and information if necessary, from the Institute.

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

In order to fulfil the Institute's commitment to offer access to its courses to the maximum range of applicants it is possible for prior learning to be considered as an alternative to the minimum qualifications detailed above.

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. An RPL application would typically be for an applicant wishing to gain direct entry onto L5 (second year of study) or L6 (third year of study) on one of the Institute's undergraduate courses. For University of Sussex validated courses, direct entry via the RPL process is only permitted at L5 (second year).

Where an applicant wishes to transfer onto an Institute course from another institution, with or without advanced standing, the Institute will undertake a review of their attainment in order to confirm that they are suitably prepared to enter the course, and that the credit achieved elsewhere can contribute to their qualification. For further information relating to RPL, please see the Institute's RPL Policy & Procedure, which can be viewed online.

In the case of first year entry onto an undergraduate course where the applicant does not hold the minimum academic entry requirements they are able to be considered via the **RPP (Recognition of Prior Practice)** application 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.

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 or older at course start date) are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements. The Institute will take in to account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.

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 the Institute's RPP Policy & Procedure, which can be viewed online.

## Documentation

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.

## Extenuating Circumstances

The Institute recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by the Institute. 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. The Institute will assess all applications on an individual basis.

In assessing whether it is appropriate to consider an applicant's extenuating circumstances, the Institute has a duty to ensure that an examination 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.

In seeking adjustment for the impact of extenuating circumstances on academic attainment, the Institute 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.

It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and the Institute's decision in these cases remains final.

## Applicant Complaints & Appeals Procedures

### Appeals (defined as a formal request to review the selection decision)

Applicants do not have a right of appeal against the academic judgment of the College with regard to the decisions made about admission to an 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:

1. Pertinent information was missing from the original application;
2. There has been a misinterpretation of information or data contained within the original application; and/or
3. There was a procedural anomaly in the handling of the application.

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 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 for the attention of the Head of Admissions by email to [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de)

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. The Institute will not respond to requests from anyone other than the applicant, or in the case of an under 18 applicant, their parent or guardian.

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 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 for the attention of the College Principal by email to [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de)

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

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

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

**Complaints** (defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision)

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 the Institute, but raises a concern about how the selection process operated.

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 for the attention of the Head of Recruitment by email to [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de)

The Head of Recruitment 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.

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 Recruitment. The complaint should be sent for the attention of the College Principal by email to [admissions@bimm-institute.de](mailto:admissions@bimm-institute.de).

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

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

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

## **Diversity**

The Institute'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). The Institute undertakes to:

- have due regard to the need to eliminate discrimination, harassment and 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.
- 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 considering the needs of people with particular protected characteristics;
- make efforts to encourage participation from under-represented group.

## **Widening Participation**

The Institute believes that widening participation (WP) to music and performing arts courses is essential to realising the Institute's vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality.

## **Data Protection**

Data protection legislation places a responsibility on the 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 the Institute's privacy policy (as updated from time to time), which can be found [here](#).

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.

## **Open Days**

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

## **Terms & Conditions**

It is important that applicants and advisers are aware of the Institute's enrolment terms and conditions that will be legally binding on an applicant once the applicant accepts an offer of a place at the Institute. These can be found [here](#).