

## **BIMM Dublin Admissions Policy**

BIMM is committed to promoting equal opportunities for all applicants to the College. We actively seek to recruit a diverse student body that is reflective of the wider community, including students from Ireland 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 BIMM. 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 Dublin will operate within the guidelines of the Equal Status Act.

### **The aims of this Admissions Policy are to ensure that:**

- All entry criteria is transparent and justifiable;
- All applicants to BIMM Dublin are treated fairly;
- All applications are responded to promptly and efficiently ;
- All decisions in respect of admissions are made and applications dealt with 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).

### **BIMM Dublin undertakes to:**

- Conduct regular reviews of all admissions procedures;
- Provide prospective students with factual information about our courses offered and what students who join us can expect to experience, through our web site and our prospectus materials and through any promotional events and Colleges exhibitions we may attend;
- Encourage all prospective students to seek further advice and guidance at a BIMM Dublin Open Day;
- Regularly check all prospectus and website materials to ensure they are accurate and up to date.

### **Pre-application:**

- BIMM commits to sending a prospectus pack to all applicants within 2 working days of their initial enquiry.
- Pre-application information is available from the website, in prospectuses, 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;
  - The course structures, duration, mode of attendance and qualification title;
  - The general and subject specific entry requirements for each course;
  - Range of resources available at BIMM Dublin;
  - Range of Teaching Staff in each specialist department at BIMM Dublin;
  - Details of all Senior Staff at BIMM Dublin;

- How to apply to BIMM Dublin including CAO application details where appropriate;
- Information on BIMM Dublin Open Days;
- Information on Recent BIMM Dublin Guests and Events;
- Information on fees and payment arrangements;
- Sources of financial assistance (internal and external), including scholarships and bursaries;
- Information on library and learning resources.

### **At Initial Audition/Interview**

- BIMM Dublin is committed to offering an audition to all applicants;
- Information will be made available to applicants prior to their arrival for audition in respect of what to expect and what to bring with them;
- All applicants will be given a half hour presentation detailing all aspects of life at BIMM and the range of facilities and courses available;
- All applicants will have an individual interview with a specialist tutor specific to their chosen course, who will assess their level of skill and aptitude, their range of qualifications and expected future attainments;
- Applicants for the BA (Hons) Commercial Modern Music course will be notified of the outcome of their audition once all applicants have been auditioned. This information will be available before the Leaving Cert begins in June. Applicants for the CPD Diploma in Professional Musicianship will be offered a place where appropriate in mid-August in order to accommodate those who may also be awaiting an offer from the CAO;
- Applicants for the BA (Hons) Music Production course will receive an offer once Admissions is satisfied that they meet the academic entry criteria, and have submitted a portfolio that meets the required standard;
- In the case of CAO applicants offers will be made through the CAO system via the partner HE institution, Dublin Institute of Technology;
- Applicants will receive an explanation of available academic and support services;
- All students will be asked to declare any additional learning support needs and, should these be identified, they will be followed up by appropriate specialist staff after an offer is made.

### **Selection**

Selection of students is made on the basis of evidence of musical, academic, and personal experience that meets the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at BIMM Dublin and to make a positive contribution to the institution. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course, and that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards their own goals.

### **Offers & Contracts**

Successful applicants for the BA (Hons) Commercial Modern Music course will receive an offer from the CAO in mid-August. Successful applicants for the CPD Diploma in Professional Musicianship will also receive a letter of offer from BIMM Dublin in mid-August. This letter will outline details of the course offered, information about fees, the deposit required and a contract which must be signed and returned with the deposit within 7 days of issue. In the case of the BA (Hons) Music Production, successful applicants will receive an offer letter within 3 working days of the decision to offer a place. This letter will outline details of the

course offered, information about fees, required deposit and a contract, which must be signed and returned with the deposit within 21 days.

Once the signed contract and deposit is received by BIMM, the supplicant has secured a place on their respective course, and further contact will be made in respect of their enrolment and induction. Enrolment and induction packs are sent out by Student Services staff 2-3 weeks before the commencement of the academic year.

### **Accreditation of Prior (Experiential) Learning – AP(E)L**

Where an applicant wishes to transfer onto a BIMM course from another one, with or without advanced standing, the Admissions team 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.

Where an applicant has worked for some time and gained relevant experience it is possible to gain entry as a mature student according to AP(E)L. Mature students are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements, and the Admissions team will take into account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.

Please note that it is for the relevant awarding body to determine whether or not the general and specific credit of the programme at BIMM Dublin has been satisfied and whether or not the student has the ability to complete the programme. No applicant for transfer will be accepted unless the process of the relevant awarding body has been implemented.

### **International Students**

BIMM will use the guidelines of the relevant awarding partner to determine the appropriate level of qualifications required by applicants in relation to entry requirements. Students will need to be sufficiently fluent in the English language to participate, in line with the standards required by the awarding institution.

### **Disabled Students**

Any potential needs of students with disabilities are identified and addressed within the detailed admissions process and efforts are made to take account of any individual applicant's situation. This can be organised on the phone or via email with the admissions team prior to arrival, and all special needs can be accommodated during the admissions process. This is first addressed as part of the admissions process where students are asked to provide details of any special needs or requirements.

Any student with a disability can discuss with their Student Services Officer aids, adaptations or special requirements that will be required to enable them to fully participate in the course. If necessary, an accessibility study will then be commissioned. 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.

### **Applicant Complaints and Appeals Procedures**

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

Due to the large volume of applicants each year, detailed feedback is not issued to each applicant as standard. However, if an applicant feels there has been an error with their audition, a request for feedback may be made by the applicant within twenty-eight calendar days of the audition result being issued. The request must be made by the applicant and not a

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

Applicants do not have a right of appeal against the academic judgment of the College with regard to the decisions made about admissions to BIMM courses. 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 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. This request should be sent in writing to the Admissions Manager, BIMM Dublin, 62–64 Francis Street, Dublin 8, Ireland.

As with the original request for feedback, the subsequent request for a review must be made by the applicant and not a third party. BIMM will not respond to requests from anyone other than the applicant, or in the case of an under 18 applicant, their parent or guardian (unless written permission has been granted by the applicant).

Once received, the Admissions Manager will review the record of the application (normally in consultation with the relevant tutor) and will respond in writing. If the original decision is upheld, this correspondence will include the reasons for the decision.

**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 requests for feedback or 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.

As with requests for feedback and appeals, 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 in writing to the Admissions Manager, BIMM Dublin, 64 Francis Street, Dublin 8, Ireland.

The Admissions Manager will seek to resolve the complaint or explain the situation and will respond in writing to the applicant. If the applicant remains dissatisfied with the outcome of the complaint from the Admissions Manager, the complaint can be passed to the College Principal for a final review. This escalation of the complaint must be submitted in writing within 28 calendar days of receiving the response from the Admissions Manager. The complaint should be sent to the College Principal, BIMM Dublin, 64 Francis Street, Dublin 8, Ireland.

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 Admissions Manager; 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, and their decision is final.