



# **BIMM Institute Berlin Admissions Policy**

**Updated January 2017**

## Contents

Introduction.....	3
Aims .....	3
Our Promise.....	3
Pre-Application.....	3
Selection of Students.....	4
Declaration of Criminal Convictions .....	4
Assessment/Interview (Performance & Songwriting applicants only) .....	4
Digital Portfolio Submission & Interview (BA (Hons) in Music Production only).....	5
Applications for BA (Hons) in Music Business.....	5
Offers for Degree Courses .....	5
Accreditation of Prior (Experiential) Learning – AP(E)L.....	5
International Students.....	6
Disabled Students.....	6
Applicant Complaints & Appeals Procedures.....	6
Appendix A: APEL Portfolio Brief for BA (Hons) in Professional Musicianship & BA (Hons) in Songwriting.....	9
Appendix B: APEL Portfolio Brief for BA (Hons) in Music Production.....	12
Appendix C: APEL Portfolio Brief for BA (Hons) in Music Business.....	16

## Introduction

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 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 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 Berlin will operate within the guidelines of the Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment).

## Aims

The BIMM Institute Berlin Admissions Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to BIMM 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).

## Our Promise

BIMM Institute undertakes to:

- Conduct regular reviews of all admissions procedures.
- 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 a BIMM Institute Open Day.
- Regularly review all prospectus and website materials to ensure they are accurate and up-to-date.

## Pre-Application

- BIMM Institute commits to sending a prospectus pack to all potential applicants within 2 working days of their initial enquiry.
- 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 programmes by professional bodies or Partner Colleges and Universities;
  - Course structures, duration, mode of attendance and qualification title;
  - The general and subject specific entry requirements for each course;
  - The range of resources available at each BIMM Institute college, including information on the virtual learning environment and other on-line learning resources;
  - The details of tutors in each specialist department;
  - The details of all Senior Staff at each BIMM Institute college;

- Details of academic policies and processes through the Academic Development & Quality Manual;
- Information on BIMM Institute Open Days and College tours;
- How to apply to BIMM Institute, including UCAS and direct application details;
- Recent BIMM Institute guests, 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.

### **Selection of Students**

Students are selected on the basis of evidence of musical, academic, and personal experience as appropriate 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 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 the 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 BIMM Institute accordingly. Please note that consideration of criminal convictions is separate to the assessment of an applicant's academic suitability.

### **Assessment/Interview (Performance & Songwriting applicants only)**

The assessment/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 assessment/interview form comprises academic qualifications, musical preferences and experiences, and discipline ability. While there is no requirement for criminal or medical checks on potential students, all staff are checked against the Disclosure & Barring Service database. The admissions team is led by the Head of Promotional Events and Admissions, who schedules the interview days and supervises the admissions procedure. All staff are trained in positive audition methods and equality of opportunity issues.

- The assessment/interview lasts between 30 -45 minutes and is conducted on a one-to-one basis by a member of BIMM Institute's specialist teaching team and hosted by a member of the Admissions team, who provides information about the College and the admissions processes.
- As part of the assessment/interview, applicants will 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 will also be asked to explain what they hope to gain from the course and their future aspirations.
- All applicants will receive an explanation of the academic and other support services available.
- 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 once an offer has been made.

### **Digital Portfolio Submission & Interview (BA (Hons) in Music Production only)**

BA (Hons) in Music Production applications made through UCAS are assessed through the submission of a digital portfolio or Interview which is designed to enable the applicant to demonstrate an appropriate level of music production skills.

- Applicants will be issued with guidelines regarding the requirements for the digital submission or interview upon receipt of their application.
- If an applicant wishes to submit a digital portfolio they will be asked to do so within 10 working days of receipt of these guidelines.
- The digital portfolio will be reviewed by a member of BIMM Institute's specialist teaching team, who will complete a pro forma and make a recommendation regarding the applicant's submission.
- Applicants assessed by digital portfolio may be invited to attend an interview with the course leader or admissions tutor if further evidence of their suitability is required.

### **Applications for BA (Hons) in Music Business**

BA (Hons) Music Business applicants are assessed on the basis of their UCAS application only.

- Applications are reviewed by a member of BIMM Berlin's specialist teaching team who completes a pro forma and makes a recommendation regarding the applicant's submission.
- BIMM Berlin reserves the right to request an additional personal statement in the event of a non-subject specific UCAS personal statement.

### **Offers for Degree Courses**

Applications for undergraduate degree courses are made through UCAS or Direct to the Institute. In the case of 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.ac.uk](http://www.ucas.ac.uk). Upon acceptance applicants will be issued with a contract outlining further information including fees for the course. Direct applicants will be issued a contract upon recommendation.

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

Where an applicant wishes to transfer onto a BIMM Institute course from another institution, 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 APEL. 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 see the APEL Portfolio Briefs at the end of this document for details of first year entry:

- [for BA \(Hons\) in Professional Musicianship and BA \(Hons\) in Songwriting](#)
- [for BA \(Hons\) in Music Production](#)
- [for BA \(Hons\) in Music Business](#)

No applicant for transfer will be accepted unless the process described in the aforementioned process has been followed.

### **International Students**

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

### **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 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 with their Admissions Advisor any aids, adaptations or special requirements needed to enable them to fully participate in the course. 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.

### **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 a BIMM Institute course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

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 in writing to the Head of Admissions, BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany, or by email to [juliafischer@bimm-institute.de](mailto:juliafischer@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. BIMM 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 Promotional Events & 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 Promotional Events & Admissions. The appeal should be sent to the College Principal, BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany, or by email to [berlin@bimm-institute.de](mailto:berlin@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 BIMM, 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 (in writing) to the Head of Admissions, BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany, or by email to [juliafischer@bimm-institute.de](mailto:juliafischer@bimm-institute.de).

The Head of Promotional Events & Admissions will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.

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 Promotional Events & Admissions. The complaint should be sent to the College Principal, BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany, or by email to [berlin@bimm-institute.de](mailto:berlin@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.



## **Appendix A: APEL Portfolio Brief for BA (Hons) in Professional Musicianship & BA (Hons) in Songwriting**

This assignment is for musicians and songwriters aged 19 or over with significant playing, songwriting or industry experience, but without the relevant academic qualifications to satisfy the entry criteria for the BA (Hons) in Professional Musicianship and BA(Hons) in Songwriting at BIMM Institute. Successful completion of this assignment will facilitate the Accreditation of Prior & Experiential Learning (APEL) and satisfy the entry requirements.

You may not have any such qualifications. If this is the case, the 'Experiential' element of APEL is used. This is the formal recognition of prior learning you may have gained through experience in the workplace or through private study outside of your formally-accredited school, college or university programmes.

These experiential APEL credits are not awarded simply on the basis of experience, but also on your ability to reflect on and write about this experience. The APEL Portfolio allows you to demonstrate your informal experiential learning in more academic terms.

### **Portfolio Content**

Your APEL Portfolio should contain the following sections:

1. **Statement of claim:** This is a 100-word statement outlining the basis of your APEL claim. It should provide a summary or overview of the experience you intend to reflect on and write about, and why it is relevant.
2. **Reflective Essay:** This should be 1000 - 1500 words in length and should include:
  - a. An evaluation of an important and relevant learning experience you've had. Demonstrate how this experience and your reflection on it have allowed you to develop and experiment with new ideas or approaches to your music practice.
  - b. A summary of how your consideration of the experiential learning in this and other experiences has encouraged a more systematic approach to your professional and personal development.
  - c. Your essay should refer to other written sources (books, websites, newspapers, magazines and other relevant texts) which need to be referenced using the Harvard Reference System (see below).
3. **Supporting Evidence:** This is a selection of documents and/or audio files that provide supporting evidence for your claim. This might include practice schedules and summaries; reports reflecting on musical activities; video or audio media of performances at the relevant level; analysis of issues surrounding performance preparation and practice methodology; analysis and description of practice activities; analysis of training activities in relation to practice; statements from line-managers, employers or clients.

### **Marking Criteria**

Admissions Criteria for the BA (Hons) in Professional Musicianship and BA (Hons) in Songwriting (level 4) are two A Levels at Grade E or above, or an equivalent Level 3 vocational qualification. Musicians will also be expected to have Grade 6 equivalency playing skills. Musicians will also be expected to have Grade 6 equivalency playing skills.

The APEL Portfolio should provide sufficient evidence to demonstrate that the competence you've gained via your experiential learning is equivalent to the level of learning and competence that you would have gained by undertaking a qualification at the level of the Admissions Criteria.

The written work should demonstrate your ability to analyse and evaluate your experiential learning at a level similar with coursework submitted as part of any qualification equivalent to the level defined in the Admissions Criteria.

Your APEL Portfolio claim will be assessed according to the following three criteria:

1. Authenticity – that you have actually completed what is claimed;
2. Relevance – that the learning matches the admission criteria;
3. Sufficiency – that the learning is at the appropriate academic level and of sufficient quality to match the Admissions Criteria

In addition to these criteria, your reflective work needs to show additional reading and demonstrate a thorough approach and understanding of the APEL context. You should meet the requirements and present the work according to the Submission of Work Guidelines below.

Work that is not submitted or that does not meet the Marking Criteria above will be deemed 'Not Yet Achieved'.

### **Guidelines for the Submission of Work**

Deadlines for work submission will be set at the time of contact. Work should be submitted before the deadline and according to the appropriate submission criteria.

1. Format: A4 single-sided, collated and spiral bound, standard white 80g paper \*
2. Font: 11 or 12-point type in a clear font such as Times or Arial
3. Information: Each page must include your name (in the header) and a page number (in the footer)
4. Spacing: Double-spaced (so the marker has space to add comments)
5. Presentation: A4 printed and spiral bound with a clear plastic cover (no loose leaf and no plastic pockets) \*
6. Presentation: Your work should be readable and clearly expressed, with sound grammar and correct spelling.
7. Bibliography: The work should include a Bibliography and be appropriately referenced using the Harvard Referencing System (see below)
8. Audio/Media: This should ideally be uploaded to Dropbox, but we will accept YouTube/Vimeo links. CDs or additional materials should be firmly attached (a folder with a CD pocket is advisable) with your name written on each disc/item.
9. Cover Sheet: A cover sheet containing your name, the title of the assignment and the word count should be attached to the front of each submission

\*Not applicable for electronic submissions.

### **The Harvard Reference System (HRS)**

All written work that uses material from other sources needs to acknowledge the author and location of the quoted work. BIMM Institute asks that you use HRS to reference all essays and written submissions. The system covers quotation, footnotes, references and bibliographies. A standard bibliography entry takes the following form:

- Author's surname, initial, year of publication, title in italics or underlined, edition, place of publication, publisher.

For example:

- Peck, J. and Coyle, M., 2005, *The Student's Guide to Writing*, 2nd ed. London, Palgrave Macmillan

A detailed guide is available on request.

### **Submission Deadline and Method**

You will be provided with a submission date by the Admissions team.

APEL Portfolios can either be posted to BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany or emailed to [berlin@bimm-institute.de](mailto:berlin@bimm-institute.de).

If you choose to post your portfolio, please use Special Delivery and mark the package for the attention of The Admissions Team - APEL.

### **Suggested Reading**

You may find the following sources relating to essay writing practice and experiential learning useful for ideas on how to get started on the work. You may also want to supplement this with further research:

Essay Writing Guide: <http://www.sussex.ac.uk/s3/?id=130>

Experiential Learning: [http://en.wikipedia.org/wiki/Experiential\\_learning](http://en.wikipedia.org/wiki/Experiential_learning)

## Appendix B: APEL Portfolio Brief for BA (Hons) in Music Production

### For entry to Year 1/Level 4

#### Introduction

This Portfolio Assignment (APEL) is for music production practitioners aged 19 or over who have significant experience but are unable to satisfy the current academic entry criteria for the BA (Hons) in Music Production delivered at BIMM Institute.

Successful completion of this Portfolio Assignment will facilitate the *Accreditation of Prior and Experiential Learning* (APEL) element, and therefore allow candidates to gain equivalent academic credits and satisfy these entry requirements.

The experiential learning element of APEL allows the formal recognition of prior learning gained through experience in the workplace or through private study outside of your formally-accredited school, college or university programs.

These experiential APEL credits are not awarded simply on the basis of experience, but also on your ability to reflect on and write about this experience.

The Portfolio Assignment (APEL) is therefore constructed in a way that encourages you to demonstrate informal experiential learning in more academic terms.

#### Portfolio Assignment (APEL): Contents

Your Portfolio Assignment (APEL) should consist of the following sections:

1. **Cover Page:** Include the following information:
  - Your Name
  - Title: 'Portfolio Assignment (APEL): BA (Hons) in Music Production'
  - Date (month / year)
  - Contents (with word counts for Sections 2 and 3 below)
2. **Statement of Claim** (250 words): A short statement which outlines the basis of your APEL claim. It should provide a brief overview of:
  - Why you are applying for the BA (Hons) in Music Production course.
  - The main skills and areas of knowledge that you wish to develop during your time on the course.
  - Your projected career goals upon successful completion of the course.
3. **Reflective Essay** (2500 words): This should include the following:
  - An analysis of **one** of the recorded productions that you are submitting as APEL evidence (see 4 below). Evaluate the initial artistic aims that you had for your production and analyse the technical and creative processes that you employed in order to achieve these aims.
  - A consideration of how the experiential learning acquired during the producing of your portfolio tracks (submitted in Section 4) has informed the development of new ideas and approaches to your musical practice.

- **Bibliography:** You should include references to other works from the recorded repertoire in your essay, together with at least 3 other relevant written sources (e.g. books, websites, journals, periodicals etc.).
- All references should be included in a bibliography at the end of your essay using the Harvard Reference System (see ‘Written Work Submission Format’ below for further information on HRS). Please note that your bibliography is not included in the essay word count.

4. **Supporting Evidence:** This section will provide the main supporting evidence for your APEL claim. You will need to submit a minimum of 3 and a maximum of 5 original recordings to show evidence of your ability and previous experience in the field of music production, documented using the proforma below. You should also include supporting statements relevant to your recordings if these are available e.g. written feedback from employers and/or clients.

You should submit your recorded work in an appropriate audio format (you may also choose to submit audio/visual elements of your productions to moving images, if applicable). Submit your recordings as either:

**Online links** to appropriate internet platforms e.g. YouTube; Soundcloud; Bandcamp; Vimeo; Personal website

or:

**Physical submissions** on CD/DVD: Acceptable electronic formats burnt to disc are: WAV, AIFF, mp3 (no lower than 320 kbps resolution); CD; DVD; Quick Time; MOV (N.B. please do not email electronic files due to available file size limits)

Please complete the form below for each piece of recorded evidence submitted in this section of the portfolio:

Portfolio Piece No:	
Title:	
Length:	
Format submitted:	
Website link or disc track number:	
Context of recording:	
Date completed:	
How was the production recorded? (Give details of recording methodology, including software/hardware/DAW used etc.)	
What elements of the production were you responsible for?	
Supporting statement(s) (if applicable):	

(Example of completed form):

<b>Portfolio Piece No: 1</b>	
Title:	<i>'Waves'</i>
Length:	04:15
Format submitted:	<i>Online link</i>
Website link or disc track number:	<a href="http://www.soundcloud.com/mysong">http://www.soundcloud.com/mysong</a>
Context of recording:	<i>I was commissioned to produce this track for a friend's songwriting demo which was released as an EP on her own label.</i>
Date completed:	Nov 2014
How was the production recorded? (Give details of recording methodology, including software/hardware/DAW used etc.)	<i>Recorded using Pro Tools in a local 24-track music production studio. Pre and post-production work done in home studio using Korg MS2000 keyboard and Waves mastering plug-ins. Vocals recorded with a Neumann U87 through a Focusrite Trackmaster. Microphones on drums include: 2 x AKG 414, 1 x D112, 2 x Neumann U87. Acoustic guitar recorded with a stereo pair of AKG 414s.</i>
What elements of the production were you responsible for?	<i>Co-composer of backing track (not including topline / lyrics). All recording, production and mixing. Recorded performances on acoustic guitar and keyboards (including keyboard bass).</i>
Supporting statement(s) (if applicable):	<i>Please see attached feedback from the artist that I recorded on this track.</i>

### **Portfolio Marking Criteria:**

Your APEL application will be assessed according to the following three marking criteria:

**Authenticity** – that you have actually completed what is claimed.

**Relevance** – that your previous experiential learning and areas of interest are an appropriate match for the BA (Hons) in Music Production programme, demonstrating the potential to engage with a wide range of course content.

**Sufficiency** – that your work is at an appropriate academic level and of sufficient quality to match the academic credit being sought for course entry. Your APEL submission should demonstrate a thorough and academically rigorous approach. You can do this by engaging with independent reading and research, by carefully meeting all the portfolio requirements,

and by presenting your work according to the submission guidelines above.

Work that is not submitted or that does not meet the marking criteria above will be deemed 'Not Yet Achieved'.

### Written Work Submission Format:

- **Font:** Submit your work in 11 or 12-point type in a double-spaced clear font such as Times or Arial.
- **Page Information:** A cover sheet containing your name, the title of the assignment and the word count should be attached to the front of each submission. Each page should also include your name (in the header) and a page number (in the footer).
- **Presentation:** Your work should be readable and clearly expressed, with sound grammar and correct spelling.
- **Harvard Reference System (HRS):** All written work that uses material from other sources needs to acknowledge the author and location of the quoted work. HRS covers quotations, footnotes, references and bibliographies, and a standard bibliography entry takes the following form:  
**Author's surname, initial, year of publication, title in italics or underlined, edition, place of publication, publisher.**  
For example:  
Peck, J. and Coyle, M., 2005. *The Student's Guide to Writing*. 2nd ed. London, Palgrave Macmillan.  
A detailed guide is available on request.

### Submission Deadline and Method

You will be provided with a submission date by the Admissions team.

Submit your work to BIMM Institute by the deadline as *either* an electronic *or* a physical submission as follows:

- a) **Electronic Submission** (PDFs of written work + recording evidence via online links).  
Email all portfolio components in a zipped folder to [berlin@bimm-institute.de](mailto:berlin@bimm-institute.de)
- b) **Physical Submission** (Printed copy of written work + hard copy of recordings on disc). Secure all portfolio components in a plastic wallet and post to BIMM Institute, Warschauer Str. 70A, 10243 Berlin, Germany.  
If you choose to post your portfolio, please use Special Delivery and mark the package for the attention of The Admissions Team - APEL.

### Suggested Reading

You may find the following sources relating to essay writing practice and experiential learning useful for ideas on how to get started on the work. You may also want to supplement this with further research:

Essay Writing Guide: <http://www.sussex.ac.uk/s3/?id=130>

Experiential Learning: [http://en.wikipedia.org/wiki/Experiential\\_learning](http://en.wikipedia.org/wiki/Experiential_learning)

## **Appendix C: APEL Portfolio Brief for BA (Hons) in Music Business**

### **Introduction**

This Portfolio Assignment (APEL) is for event managers, music business practitioners and music journalists aged 19 or over who have significant experience but are unable to satisfy the current academic entry criteria for BIMM Institute.

Successful completion of the Portfolio Assignment will facilitate the Accreditation of Prior and Experiential Learning (APEL) element, and therefore allow candidates to satisfy these entry requirements.

The Experiential Learning element of APEL allows the formal recognition of prior learning gained through experience in the workplace or through private study outside of your formally-accredited school, college or university programmes.

These experiential APEL credits are not awarded simply on the basis of experience, but also on your ability to reflect on and write about this experience.

The Portfolio Assignment (APEL) is therefore constructed in a way that encourages you can demonstrate informal experiential learning in more academic terms.

### **Portfolio Assignment (APEL): Content**

Your Portfolio Assignment (APEL) should contain the following sections:

1. **Statement of claim:** This is a 100-word statement outlining the basis of your APEL claim. It should provide a summary or overview of the experience you intend to reflect on and write about, and why it is relevant.
2. **Reflective Essay:** This should be 1000 - 1500 words in length and should include:
  - a. An evaluation of an important, relevant learning experience you've had. Demonstrate how this experience and your reflection on it have allowed you to develop and experiment with new ideas or approaches to your music practice.
  - b. A summary of how your consideration of the experiential learning in this and other experiences has encouraged a more systematic approach to your professional and personal development.
  - c. Your essay should refer to other written sources (books, websites, newspapers, magazines and other reliable and relevant texts) referenced using the Harvard Reference System (see below).
3. **Supporting Evidence:** This is a selection of documents and other files that provide supporting evidence for your claim. This might include content of communications such as emails or letters; business or events schedules and summaries; photographic evidence of business or events activities; analysis of your decision-making processes; analysis of your business or events activities; statements from line-managers, employers or clients.



## Portfolio Assignment (APEL): Marking Criteria

Your APEL Portfolio should provide sufficient evidence to demonstrate the competencies and skills you've gained via experiential learning are equivalent to the same competencies and skills you would have gained via an academic route.

In other words, that your experiential learning broadly maps against those qualifications current required by BIMM Institute / UCAS in the admissions criteria relevant to the course for which you are applying.

The APEL should also demonstrate your ability to analyse and evaluate your experiential learning at a level commensurate with the formal academic coursework you might otherwise have submitted in the process of gaining such qualifications.

Your APEL Portfolio claim will be assessed according to the following three Marking Criteria:

**Authenticity** – that you have actually completed what is claimed;

**Relevance** – that the learning matches the admission criteria;

**Sufficiency** – that the learning is at the appropriate academic level and of sufficient quality to match the credit sought

Your work should demonstrate a thorough, academically rigorous, approach. You can do this by engaging with independent reading and research, by carefully meeting all the Portfolio requirements, and presenting the work according to the Submission Guidelines below.

Work that is not submitted or that does not meet the Marking Criteria above will be deemed 'Not Yet Achieved'.

### Written Work Submission Format:

- **Font:** Submit your work in 11 or 12-point type in a double-spaced clear font such as Times or Arial.
- **Page Information:** A cover sheet containing your name, the title of the assignment and the word count should be attached to the front of each submission. Each page should also include your name (in the header) and a page number (in the footer).
- **Presentation:** Your work should be readable and clearly expressed, with sound grammar and correct spelling.
- **Bibliography:** The work should include a bibliography and be appropriately referenced using the Harvard Referencing System (HRS). HRS covers quotations, footnotes, references and bibliographies, and a standard bibliography entry takes the following form:  
**Author's surname, initial, year of publication, title in italics or underlined, edition, place of publication, publisher.**  
For example:  
Peck, J. and Coyle, M., 2005. *The Student's Guide to Writing*. 2nd ed. London, Palgrave Macmillan.  
A detailed guide is available on request.

### **Submission Deadline and Method**

You will be provided with a submission date by the Admissions team.

APEL Portfolios can either be posted to BIMM Berlin, Warschauer Str. 70A, 10243 Berlin, Germany or emailed to [berlin@bimm-institute.de](mailto:berlin@bimm-institute.de)

If you choose to post your portfolio, please use Special Delivery and mark the package for the attention of The Admissions Team - APEL.

### **Suggested Reading**

You may find the following sources relating to essay writing practice and experiential learning useful for ideas on how to get started on the work. You may also want to supplement this with further research:

Essay Writing Guide: <http://www.sussex.ac.uk/s3/?id=130>

Experiential Learning: [http://en.wikipedia.org/wiki/Experiential\\_learning](http://en.wikipedia.org/wiki/Experiential_learning)

Kolb's Learning Cycle: [http://wikieducator.org/images/b/b5/EXPERIENTIAL\\_LEARNING.pdf](http://wikieducator.org/images/b/b5/EXPERIENTIAL_LEARNING.pdf)