

TRINITY LABAN

ACADEMIC QUALITY HANDBOOK

CHAPTER G - ADMISSIONS

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G.1 Purpose of Policy

The purpose of this document is to act as a point of reference in order to support transparent, fair, reliable, professional and consistent admissions, in line with principles of diversity and inclusion.. It is linked to the aims outlined in Trinity Laban's Access and Participation Plan 2020-2025. The document is intended to provide information to applicants and other interested parties about Trinity Laban's admissions principles, processes and requirements. The policy is applicable for all home and overseas admissions to HE taught programmes at undergraduate and postgraduate level and research degrees. The policy is subject to annual review by the Academic Board.

G.2 Institutional Context

- 2.1 Trinity Laban was established as the United Kingdom's first dedicated conservatoire for music and dance in August 2005. Through the two faculties, Trinity Laban provides specialist HE performance training to students aspiring to careers as performers, choreographers, composers and practitioners across the broad range of professional opportunities in music, musical theatre and contemporary dance.
- 2.2 Trinity Laban believes in principles of social justice, acknowledges that discrimination affects people adversely, and is committed to challenge all forms of inequality. The Institution is committed to widening participation in its art forms and disciplines as outlined in our Access and Participation Plan:

Our commitment to diversity is grounded in the belief that a diverse environment cultivates better art and deeper learning, and that diversity should be reflected not only in the make-up of our student, participant, audience and staff populations but in a broad and inclusive understanding of contemporary artistic excellence that cuts across genre, discipline and mode of presentation. For Trinity Laban, there can be no excellence without inclusion, and its realisation requires deliberative action to change any institutional practices that present barriers to engagement with the Conservatoire; to close gaps in participation and achievement between groups; and to foster a positive learning culture that challenges inequity and meets the needs of all our students.

2.3 **Mission**

Trinity Laban Conservatoire of Music and Dance is an international artistic and educational community that brings together performers and practitioners to train, collaborate, research and perform in inspiring creative, intellectual and physical spaces. We identify, support and develop talented and innovative

performers and creators wherever they may be found and throughout their creative lives.

G.3 Principles

Trinity Laban admits students to programmes on the basis of the following principles:

- 3.1. That there is a reasonable expectation that the applicant will be able to meet the objectives of the programme and achieve the standard required for the award;
- 3.2. Commitment to inclusive practices and the promotion of diversity in the recruitment of students, in support of the Institution's strategic aim to diversify its student population.
- 3.3. The selection of students is based on assessment of an applicant's suitability for specialist training, taking account of both current achievement and assessed potential, regardless of background;
- 3.4. The admissions policy and any supporting documents will comply with the prevailing legal framework, including the Equality Act 2010, as well as the Data Protection Act 2018 and the Freedom of Information Act 2000.
- 3.5. The Institution will not discriminate on the grounds of age, disability, sex, sexual orientation, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, class or other such unjustifiable cause.
- 3.6. The Institution will make reasonable adjustments to accommodate individuals with disabilities or additional needs in order to facilitate their engagement with the application and selection processes
- 3.7. Through admissions, Trinity Laban will provide opportunities for progression, personal and professional development and lifelong learning for applicants who have the potential to benefit from HE study at a designated level and within a particular subject area;
- 3.8. Selection and admissions processes will be transparent, fair and supportive.

G.4 Links to Related Institutional Policies and to Legislation

- 4.1. The recruitment and admissions processes for taught programmes are informed by the national legal framework, including legislation relating to equality and diversity and consumer protection. The admissions policy complies with the registration conditions of the Office for Students (OfS).
- 4.2. This policy supports the implementation of the current [Access and Participation Plan](#) which sets targets for increasing representation among applicant and student populations from the following under-represented groups:

- Entrants from low participation neighbourhoods and areas of high deprivation
 - Entrants and students from BAME backgrounds
 - Care leavers
- 4.3 Audition fees are payable for some programmes. Where audition fees are payable, waivers will be available for applicants on low incomes who meet specific criteria, which are documented on our [website](#). Audition fees are also waived for **income-related bursary holders** applying from **Junior Trinity**. Trinity Laban regularly reviews its audition fee policies with the aim of removing barriers to access.
- 4.4 Trinity Laban has a long established and significant investment in outreach and community work, including the provision of training for school-age dancers and musicians, through Junior Trinity, the Youth Dance programme and the Centre for Advanced Training; and a number of partnerships to promote access and progression including Access HE.
- 4.5 Our Equality Information and Equality Objectives can be viewed [here](#).

G.5 Enquiries about the Admissions Policy

Further information about the admissions policy is available from:

Claire Jones, Deputy Registrar (Admissions & Systems)

c.jones@trinitylaban.ac.uk

G.6 Responsibilities for Admissions

- 6.1 The Principal's Management Group, oversees the planning of admissions and scholarships in accordance with the Institutional strategy. Responsibility for the establishment of target student numbers for each programme lies with the Principal, advised by the Principal's Management Group, with an annual planning meeting convened by the Head of Planning.
- 6.2 The Academic Standards and Quality Board is responsible to the Academic Board for monitoring the operation of admissions and scholarships policies and procedures and for providing assurance of the appropriateness and efficacy of admissions policies and practices. ASQB will annually review the Admissions Policy and prepare recommendations for amendments for approval by the Academic Board. Additionally, the City University Course Board has oversight of admissions arrangements for research degree programmes. ASQB is supported by programme committees, which consider recruitment and progression statistics and address issues through annual programme monitoring, with

reports submitted through ASQB to the Academic Board and, for the Research Degree Programme, to the City University Course Board.

- 6.3 Each programme operates admissions, scholarships and awards processes, in accordance with the principles outlined in this policy.

6.4 Administrative functions

The Deputy Registrar (Admissions & Systems) is responsible for the general management of admission procedures, reporting to the Registrar.

G.7 Staff Development and Training

- 7.1 Trinity Laban ensures that members of staff receive appropriate training on inclusive admissions practices, delivered through induction programmes, an online equality and diversity training package, and periodic training courses.
- 7.2 The Artistic Director and Deputy Director (Learning & Teaching) are responsible for admissions induction for new Heads of Postgraduate/Undergraduate Programmes and Heads of Departments. The Heads of PG/UG Programmes and Heads of Departments are, in turn responsible for the induction to admissions processes of new Programme Leaders and members of departments (with induction involving a member of staff observing audition classes/interviews, before taking full responsibility on the audition panel).

G.8 Entry Requirements

- 8.1 Minimum entry requirements for each programme are detailed in programme specifications and on the website. These requirements are approved as part of the programme validation process and are regularly reviewed through annual monitoring and periodic review processes. Applicants who do not meet the standard entry requirements are considered on a case by case basis. The equivalence of international qualifications are determined by admissions with reference to UK ENIC (formerly UK NARIC).
- 8.2 Entry to the programmes is subject to fulfilment of the academic entry requirements and, where applicable, selection by audition and/or interview, as outlined in the Programme Specification and on the Trinity Laban website.

G.9 Application Process

- 9.1 Applications for HE programmes are submitted through UCAS Conservatoires, which is operated by UCAS.
- 9.2 Trinity Laban aims to ensure that entrance procedures are not only rigorous and demanding, but sensitive to the needs of the applicants. Applicants are referred to web-based guidance on application requirements and selection

arrangements. Applicants who attend auditions are given the opportunity for informal discussions with the panel, as well as with other staff and students, for their own information, rather than as part of the selection process. Applicants are also offered tours of the facilities. Music applicants are allocated to a warm-up room, and provided with professional accompanists where required.

- 9.3 A student may not normally study for an award at another Institution concurrently with study at Trinity Laban. Failure to disclose any information relevant to this regulation may lead to the termination of an application or an enrolment.

G.10 Auditions and Interviews

- 10.1 Audition panels comprise at least two members of staff with specialist knowledge of the relevant art form or discipline. Auditions, where required, vary in content according to the requirements of the discipline and the level of the programme. The audition requirements for each programme are detailed on the Trinity Laban website.
- 10.2 Interviews form part of the selection process for some programmes, where they are used to determine whether an applicant's aims and aspirations are best served by the programme and whether they are consistent with the educational ethos of the Institution. Interview panels will also consider whether the applicant is likely to be able to meet all the demands of the proposed programme, and may form part of the skills assessment for applicants who do not meet the standard entry criteria.
- 10.3 All audition/interview panels are issued with guidance relating to the conduct of the audition process. Panels are required to provide written feedback in support of their recommendations.
- 10.4 Arrangements are made to acknowledge the involvement of members of staff deemed to have a personal knowledge or interest in an applicant. This is disclosed to the Deputy Registrar (Admissions and Systems) in advance of any audition.
- 10.5 Should an applicant not be able to attend a scheduled audition because of a mitigating circumstance, an alternative date or online equivalent will be offered wherever possible, although this cannot be guaranteed. In such cases audition fees may be retained.
- 10.6 Applicants can only audition once per admissions cycle for the same programme and audition fees are not normally refundable.
- 10.7 **Recorded auditions**

Applicants who cannot attend auditions in person may arrange to submit recordings of performances. Recordings are assessed by an audition panel in the same way as live performances using comparable criteria. Recorded auditions should be submitted using Embark, following the guidelines available on the website

10.8 **Overseas auditions**

A programme of overseas auditions are normally conducted each year, with dates and locations publicised on the website. Wherever possible, overseas auditions and interviews will be conducted by a team of two or more members of staff and the main admissions tutor (normally the Programme Leader or Head of Department) makes decisions on the basis of reports produced by that team. Where it is not possible to send a full audition team, overseas auditions and interviews may be conducted by a single member of Trinity Laban staff, or in exceptional circumstances, the audition may be conducted by a specialist adviser known to the Programme Leader or Head of Department in the applicant's own country. In these cases, the audition is normally recorded and passed onto the relevant Head of Department or Programme Leader for review before the outcome is processed by Admissions.

G.11 Research Degree Programme

- 11.1 Selection depends on the suitability of the applicant's proposal in relation to the research interests of the Institution and meeting the application requirements. The application process requires the completion of an application form through UCAS Conservatoires, the submission of an outline research proposal, together with a CV, a portfolio of creative practice where relevant, the details of two referees, and degree and (where relevant) English Language certificates. The process usually involves an interview.
- 11.2 The two points of admission within the academic year are September and January with application deadlines of 1 June and 1 October respectively.
- 11.3 The Peer Review Panel (including all senior research staff) will consider each initial application and judge whether the proposal is viable and whether the applicant meets the eligibility criteria. The applicant may then be invited to submit a full application, which will be considered by the Trinity Laban Research Degree Programme Committee. The Institution will nominate two supervisors for each applicant admitted to the programme.

G.12 Contextual admissions

- 12.1 Trinity Laban is committed to increasing access to its programmes from under-represented groups. Where available, the following contextual data is considered as part of the admissions process:
- Disability flag
 - POLAR 4 (UK postcode classification indicating how likely young people from each area are to participate in HE)
 - Care leaver status
- 12.2 Where the decision on whether or not to offer a place to a student is borderline, favourable consideration will be given to applicants with one or more of these indicators.

G.13 Application outcomes

- 13.1 The application process will result in one of three outcomes; offer, reserve or refuse. An offer may be made to an applicant on the reserve list if a place becomes available before the start of the programme. Where an applicant has not met all of the entry criteria at the point of offer, the offer will be subject to one or more conditions. Evidence that conditions have been met must be provided prior to enrolment.
- 13.2 Where an applicant does not meet the entry requirements for the programme to which they have applied, an alternative programme may be offered. Where this is the case, Admissions will provide clear information about the differences in fees, funding opportunities and immigration requirements.
- 13.3 Re-sitting entry qualifications**
- Students awaiting the outcome of an examination which is conditional of their offer will not normally be able to register until evidence of the entry qualification has been provided. Provisional enrolment may be permitted to enable an applicant to join the programme pending the outcome of the examination. Late and alternative registration arrangements will be determined by the Admissions team on a case by case basis.
- 13.4 English language proficiency**
- Entrants whose first language is not English are required to provide evidence of a sufficient grasp of the English language to cope with the academic demands of the proposed level of study, as well as meeting the external requirements of UK Visas and Immigration. The Trinity Laban web site provides guidance on the standard expected by reference to acceptable [English Language qualifications](#). The offer of place may be conditional on an applicant obtaining a recognised English language qualification at the relevant level.

13.5 Feedback

All applicants for the current admissions cycle can request feedback on the outcome of the application process up to three months after application deadline or, where relevant, the audition/interview date. The feedback for applicants is normally issued by Admissions in the form of score sheets, or brief comments

G.14 Contract with Applicants/Students

- 14.1 A contract is formed when an applicant accepts the offer of a place at Trinity Laban. Following acceptance of the offer, the applicant is required to abide by Trinity Laban's Memorandum and Articles, regulations, rules, procedures and codes of conduct, as amended, from time to time, by the authority of the Governors and/or the Academic Board.
- 14.2 Terms and conditions are provided to applicants in durable form. Along with the relevant programme specification, this document forms part of a contractual agreement between the Institution and the applicant.

G.15 Accuracy of Information

- 15.1 The accuracy of promotional material relating to programmes is the responsibility of Trinity Laban's Brand and Communications Department, liaising with the Programme Leaders, Head of Undergraduate/Postgraduate Programmes, Heads of Departments and the Registry, with the Registrar having editorial authority for regulatory information. The Deputy Registrar (Admissions & Systems) is responsible for ensuring that information sent to prospective applicants is updated annually, including the web-based information. Trinity Laban will acknowledge the City, University of London as the validating body in a prominent position for all promotional material for the Research Degree Programme.
- 15.2 Every effort will be made to avoid making significant changes to programmes between the point of offer and the point of enrolment. Where a change is necessary due to unforeseen circumstances, full details will be sent to applicants, who will be asked to consent to the changes at the point of enrolment. Individuals who wish to withdraw their application on the basis of the changes made will be supported to transfer to an alternative programme where appropriate. Trinity Laban's [Student Protection Plan](#) outlines the Institution's responsibilities to offer holders and students in the event of programme, department or institutional closure.

G.16 Recognition of Prior Learning (RPL)

Individuals may apply for entry to a programme at a later stage than the standard point of admission (advanced standing) by submitting evidence of their prior learning. An application for exemption from individual modules may also be made after the point of offer. The criteria and procedures for granting advanced standing or exemption from credit on the basis of RPL is outlined in Chapter E: Assessment.

G.17 Criminal Convictions

- 17.1 Trinity Laban believes that an unspent criminal conviction should not automatically prevent an individual from studying. Disclosure is not a requirement of the application process, but we do encourage applicants to disclose information pre-enrolment so they can be fully supported throughout their studies. However, applicants requiring a student visa are required to disclose this to Trinity Laban as part of the visa application process, as it may impact on their ability to study in the UK.
- 17.2 Some programmes have a compulsory requirement for an enhanced Disclosure and Barring Service (DBS) check. For such programmes, criminal convictions may prevent a student's enrolment on the programme or engagement with elements of the curriculum.
- 17.3 Disclosure of unspent criminal convictions by applicants to Research Degree Programmes is required by City, University of London as the validating partner (as articulated in the [Validation and Institutional Partnerships Handbook](#)). City will be consulted where an offer is under consideration for any applicant to the validated programmes holding criminal convictions. An offer will be subject to an investigation of the nature of the conviction and to the approval of the University.

G.18 Fraudulent Statements/Omissions

Trinity Laban will initiate an investigation if it has reason to believe that an applicant or his or her representative has provided false information, omitted relevant information, made any misrepresentation and/or provided forged or counterfeit documents. The application may be cancelled and any relating offer of a place on a programme rescinded. The Institution follows standard UCAS Conservatoires procedures on the handling of fraudulent statements and omissions.

G.19 Data Protection

- 19.1 Information about applicants will be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained. Core data is held in perpetuity, however applicants have the right to request erasure of their personal data under the Data Protection Act 2018. Information about personal data collection prior to enrolment is in Trinity Laban's [Student Privacy Notice](#).
- 19.2 Data relating to applications, offers on programmes, acceptances, enrolments and progression, will be collected to facilitate analysis and ensure the integrity of data included in statutory reports, including monitoring reports relating to the [Access and Participation Plan](#) with the Office for Students and statutory returns to bodies such as the Higher Education Statistics Agency (HESA).
- 19.3 By submitting an application, applicants give permission for the processing of their personal data for the purposes of managing selection and admissions procedures, for the maintenance of students' records and for statutory returns.

G.20 Deferred Admissions

Trinity Laban may permit individuals to defer their acceptance of a place; deferral will only be granted for one academic year. The possibility of deferral varies on a programme by programme basis and applicants may enquire by contacting admissions@trinitylaban.ac.uk.

G.21 Admission of Minors

There is no lower age limit for applications to Trinity Laban's programmes, however higher education programmes and the learning and teaching methods used to deliver them are aimed at adults. The Institution is unable to act in loco parentis (in the place of the parent) for minors on its degree or diploma programmes. Applicants under the age of 18 will be required to provide contact details for their parent or guardian, who will be asked to explicitly consent to their child's enrolment. International students under the age of 18 will be required to provide details of a responsible adult in the UK.

G.22 Complaints and Appeals

22.1

- 22.1. Applicants may raise any complaints or appeals about admissions decisions through the Institutional complaints procedure, for up to three calendar months after the issue arises. Requests for details of the complaints and appeals

procedures in relation to admissions can be addressed to the Deputy Registrar (Admissions and Systems): c.jones@trinitylaban.ac.uk.

- 22.1 A complaint will relate to the administration of an application or a suggestion that an Institutional policy or a relevant legal requirement has not been adhered to with regard to an application. An appeal is a request for a review of a decision about the selection of an applicant. Appeals may not be made on the grounds of academic judgement but only on the grounds of a material error in the process leading to a decision or a case that there was significant relevant information that, for good reason, was not available to the panel at the time of the decision. An applicant wishing to make an appeal should contact the Deputy Registrar for guidance about arranging an independent review of the decision, in line with the Institution's academic appeals process.
- 22.3 The Institution will only consider complaints or appeals from the applicant and not from a third party.

G.21 UK Visas and Immigration

- 21.1 Trinity Laban is licensed to sponsor student visas. Confirmations of acceptance for studies (CAS) are issued for unconditional acceptances. Those enrolled on a programme of study of six months or less will be expected to obtain a visitor visa and abide by the associated conditions.
- 21.2 As part of the process for issuing a Confirmation of Acceptance for Studies, Trinity Laban may request sight of financial documentation and supporting materials. Failure to present these documents within the time requested may result in Trinity Laban not issuing a Confirmation of Acceptance for Studies (CAS) and your acceptance of a place being withdrawn.
- 21.3 If an applicant has their visa application refused, Trinity Laban reserves the right to refuse to issue any further Confirmation of Acceptance for Studies (CAS).

G.22 Financial Information and Tuition Fee Assessment

- 22.1 Applicants who accept a place at Trinity Laban will be sent details of our financial guidelines via email as part of the pre-enrolment information.
- 22.2 The level of tuition fees that an applicant is liable for is based on their fee status, which we assess based on UK Government legislation. Guidelines for fee assessment are set out by the UK Council for International Student Affairs (UKCISA). In some cases we may require additional information from applicants, and will contact them via email if necessary.

G.23 Progression Agreements for Current Students

- 23.1 Enrolled postgraduate music students wishing to continue their studies with a new programme the following year are required to complete a postgraduate progression form. This replaces the requirement to apply via UCAS Conservatoires, and this information is made available to all current postgraduate students.
- 23.2 Transfer between programmes is possible in some cases, subject to the completion of a transfer form for approval by the Programme Leaders of the original and destination programmes, subject to fulfilment of the entry requirements for the destination programme. An audition, interview or written submission may be required in order to establish a student's suitability for the new programme of study.
- 23.3 Students holding a visa are not permitted to apply for an extension from the UK for a programme of longer duration at the same academic level. Where cognate programmes of different durations are offered (for example MA and MFA Choreography), applicants are encouraged to fully consider the available options at the point of application.