

# TRINITY LABAN

## Frequently Asked *Questions* Creative Music Making

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### Frequently Asked Questions

#### 1. Is Creative Music Making right for *me*?

The Creative Music Making course is open to all levels of ability, genre and instrumentation/voice. It is suitable for all musicians who regularly make music with others, in any genre practice.

It can be taken as a standalone 60 credit course or can be studied as part of a degree with The Open University.

The course is designed to accommodate a cohort of 30+ students. In the unlikely event that we are unable to run the course due to lower than anticipated student numbers, any fees paid will be refunded in full.

#### 2. Are *international* students accepted onto the course?

International students are welcome to apply but are responsible for their own UK Visa and Immigration requirements when attending the residential learning week. Please note, Creative Music Making is a part time, distance learning course and is not eligible for Student Visas.

#### 3. Is there a *graduation* ceremony?

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There is no formal graduation ceremony for students on the Creative Music Making course. However, if you are studying Creative Music Making as part of an Open University degree, then once complete, you may receive a graduation with the OU.

4. When will I receive my *invoice* and invitation to *enrol*?

You will receive an email from the Trinity Laban IT department with instructions on how to set up your Trinity Laban email address prior to receiving your invoice and will be required to complete online enrolment using these details. This information will be sent to you usually in August to the email you used on your UCAS Conservatoire application. Enrolment takes place online - you do not need to attend in-person until the residential learning week.

5. I don't have a *passport* or access to my latest *educational certificates*, can I still enroll on the course?

Yes. You can bypass these requirements on online enrolment.

## Studying on the Course

6. How much *time* should I allocate to my study each day / week?

We expect the course to require an average of 16-18 hours per week of study, including independent study and practical music making. This can be scheduled flexibly by you – there are no set learning hours.

7. What kinds of *activities* will study include?

Your study will include weekly reading, listening, online group tutorials and discussion forums, practical tasks and reflection, independent research and work towards assignments. Study materials are regularly released on the virtual learning environment, and students receive 20 hours of group and individual tutorial time.

8. *How* will I undertake my distance learning?

Your online study will be undertaken through Moodle, Trinity Laban's virtual learning environment. You will be able to access Moodle from home. You will also need to be able to use appropriate software to write and edit documents, download resources, send and receive email and undertake research using the Internet. You will need a basic recording device; for instance, a mobile phone, tablet or laptop, with which you will make recordings of your rehearsals and practice in order to listen back and reflect on your learning. Trinity Laban offers all students free access to Microsoft Office 365.

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In addition, you will need to undertake tasks independently. These will take the form of reading and research as well as musical activities, such as changing your approach to personal practice or preparing for a rehearsal differently.

You will also need to undertake a Final Project which puts new skills and ideas into practice. This might, for example, mean organising, rehearsing for and performing a concert, making a recording, creating a website or marketing exercise for your group, promoting a cause through your music, creating a musical arrangement for your group or something else specific to you and your practice.

9. When will the *content* be released?

Content is released in blocks, rather than weekly, so students study at their own pace.

10. What form does *assessment* take?

You will receive regular and on-going feedback from staff through tutorials and discussion forums. Formal assessment will take place through four short written assignments and a Final Project with associated audio material uploaded via Moodle, the virtual learning environment. You will not sit a practical music examination. Assessment is via written assignments and a personal final project only.

11. Can I book *practice rooms* at Trinity Laban?

Creative Music Making students will only be able to book practice rooms at Trinity Laban's King Charles Court site during the residential learning week.

12. Will I be issued with a Trinity Laban student *ID card*?

As Creative Music Making students are distance learners, a student ID card will not be issued. You will be provided with your student identification number when you enroll and will be provided with an access card for the King Charles Court site for the duration of the residential learning week.

13. How long do I have to *complete* my studies? What are the course start/end dates?

Upon receiving your offer of study, you will receive information with the specific dates of your course. The course starts with a Welcome Week in September/October and you will be issued a study calendar that includes assessment dates. Please note, you do not need to attend in-person until the residential learning week. Distance learning activities continue until late May when final assignments will be due for hand in. You will receive feedback within 3 weeks and final assessment results will be ratified by the end of July.

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Completion may take longer if, for example, you are required to re-take an assessment or your study is interrupted due to circumstances such as ill health. The maximum period of time allowed for completion is 3 years.

14. What *support* do you offer students?

All students studying Creative Music Making can access a range of support. This includes an online induction period, an individual tutor contactable online, via email or phone; online information and advice covering a range of study tools and careers advice. Trinity Laban also has a dedicated accessibility team.

15. I have disclosed a health condition/impairment. What support can I *access* for my studies on Creative Music Making?

Trinity Laban has considerable experience in supporting students with a range of access needs including sensory impairment, neurodiversity, mental health, long-term illness and mobility difficulties. Trinity Laban invites applicants to contact James Hitchins (Head of Student Services and Accessibility): [j.hitchins@trinitylaban.ac.uk](mailto:j.hitchins@trinitylaban.ac.uk) to discuss any particular needs you may have.

16. Who can I contact if I have a question?

For application enquiries, please email [admissions@trinitylaban.ac.uk](mailto:admissions@trinitylaban.ac.uk)

For course content related enquiries, please email [admincmm@trinitylaban.ac.uk](mailto:admincmm@trinitylaban.ac.uk)

## How to apply: Open University Applications

There is no audition for this course. Applications are made through UCAS Conservatoires and are subject to the standard UCAS Conservatoires application fee. If you are applying to Creative Music Making to complete your studies with The Open University, you must still apply via UCAS Conservatoires.

Please note the applications cycle for this course differs from those of undergraduate music courses listed on UCAS Conservatoires. Please ignore the UCAS application deadline stated. You will be able to apply for late September entry until early September. Please check the Trinity Laban [Creative Music Making website](#) for the application deadline.

Please read the '[Student Finance](#)' and '[Student Finance Information for Open University Applications](#)'.

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(Conservatoire code: T75 / course code: 501M).

The UCAS Conservatoires application system requires you to name two referees in support of your application. Please list the following personnel:

- Dr Robert Samuels  
[robert.samuels@open.ac.uk](mailto:robert.samuels@open.ac.uk)
- Dr James Dooley  
[james.dooley@open.ac.uk](mailto:james.dooley@open.ac.uk)

Your personal statement should contain the following information:

- Are you applying to Creative Music Making to complete your studies with The Open University?
- What instrument(s) do you play? (including voice and voice type).
- What level and genre do you play/sing?
- How do you currently make music with others? E.g. in a choir, a band, composition collaboration online, 1:1 lessons, jamming with friends etc.  
If you don't currently make music with others, please tell us how you intend to make music with others once you start the course, as it is an essential requirement for all students

## *Personal Statement Template*

My name is [NAME] and I am applying to Creative Music Making to [complete my studies with The Open University].

I play [INSTRUMENT(S)].

I currently make music by [HOW YOU MAKE MUSIC WITH OTHERS].

I am currently at [DESCRIBE LEVEL] and make music in the [GENRE].

## How to apply: Non-OU Applications

There is no audition for this course. Applications are made through UCAS Conservatoires and are subject to the standard UCAS Conservatoires application fee. Students are expected to have had some experience already in higher education, or considerable professional experience, though it is not mandatory.

Applications are assessed on a first-come, first-served basis. Late applications may be considered – late applicants are advised to contact [admissions@trinitylaban.ac.uk](mailto:admissions@trinitylaban.ac.uk)

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Please note the applications cycle for this course differs from those of undergraduate music courses listed on UCAS Conservatoires. Please ignore the UCAS application deadline stated. You will be able to apply for September/October entry until September. Please check the Trinity Laban [Creative Music Making website](#) for the application deadline.

(Conservatoire code: T75 / course code: 501M).

To make an application, please follow the UCAS [step-by-step application guide](#). For help with references and what to include in your personal statement, please continue reading.

The UCAS Conservatoires application system requires you to name two referees in support of your application.

Please list personnel who meet the following criteria:

- Teacher
- Senior colleague
- Fellow music maker (musical director, band member etc.)

Your personal statement should contain the following information:

- Please state the motivations for your application.
- What instrument(s) do you play? (including voice and voice type).
- What level and genre do you play/sing?
- How do you currently make music with others? E.g. in a choir, a band, composition collaboration online, 1:1 lessons, jamming with friends etc.  
If you don't currently make music with others, please tell us how you intend to make music with others once you start the course.

## Personal Statement *Template*

My name is [NAME] and I am applying to Creative Music Making to [MOTIVATIONS FOR APPLYING].

I play [INSTRUMENT(S)].

I currently make music by [HOW YOU MAKE MUSIC WITH OTHERS].

I am currently at [DESCRIBE LEVEL] and make music in the [GENRE].

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## The Residential Learning Week

The residential learning week takes place at Trinity Laban (Greenwich, London) within the April holidays (Easter). Please check the Trinity Laban [Creative Music Making website](#) for the specific dates of the residential learning week.

The residential learning week will develop your skills in an immersive environment. The timetable will include seminars, workshops, ensembles, rehearsals, talks and tutorials. You will take part in an informal performance on the penultimate evening of the residential learning week. A detailed timetable, including arrival and departure times, will be available to all registered students in spring.

Please note that you will need to bring your instrument with you for the residential learning week. Trinity Laban may provide larger instruments, and more information will be made available to registered students.

## **Accommodation, Meals and Travel**

Students on the course are automatically booked onto the residential learning week. This includes 5 nights' accommodation (with breakfast), the costs of which are included as part of your course fee and paid for by Trinity Laban. (Please note this does not include any additional 'charged to room' costs, e.g. room service charges, which you will be required to pay for upon check-out). Where students require any additional nights' accommodation (for example at the beginning or end of the residential learning week), these must be booked and paid for directly with the accommodation provider by the student themselves.

All timetabled meals are provided within the course fee. Students will be asked to submit dietary requirements once registered.

Students are responsible for their own travel. This includes travel to and from the residential, traveling between residential venues (e.g. between the hotel and Trinity Laban) and any additional social or cultural activities you wish to undertake during the week.

## **Accessibility**

Students will be asked for information to confirm their access requirements prior to the residential learning week to ensure that activities are programmed according to the needs of individuals.

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The accommodation will be within close proximity to our Greenwich campus and a limited number of adapted rooms suitable for those with limited mobility will be available on request. Carers and Personal Assistants will be able to attend the residential learning week. More information will be made available to registered students.

All the rooms used for the residential learning week are accessible for wheelchair users. A limited number of our practice rooms (because of the historic nature of the building) do not have level access, however, appropriate accommodation will be utilized for all elements of the Creative Music Making course.

Parking spaces are very limited at Trinity Laban, so we are only able to offer parking spaces for Blue Badge holders. For those playing large instruments, we are able to offer drop-off provision on arrival and departure days on request.

## Attendance

Attendance at the residential learning week is an essential part of your studies, as such, students should attend for the full period.

We recognize that some personal circumstances may prevent students from attending the residential learning week. Where this is the case, Trinity Laban will provide an Alternative Learning Experience (ALE). The ALE is a collection of practical and written tasks presented on Moodle, the virtual learning environment and covers the core learning you would have completed during the residential learning week. If you are unable to attend the residential learning week and need to take the ALE, please [contact us](#).

## Fees and Finance

### 1. How do I pay my *fees*?

Payment of fees can be made in full or in three equal instalments due on the dates set by Trinity Laban. Payment is made via Trinity Laban's online web payment system upon receipt of an invoice, which will be emailed to you.

### 2. Are fees refundable?

Our standard course terms and conditions apply, a copy of which is available on the Trinity Laban website. This does not affect your rights under the Consumer Rights Act 2015.



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3. Am I eligible for student concessions such as council tax exemption and Oyster card discounts?

These concessions are not available to you as a student on the Creative Music Making course.

4. Do you offer any fee bursaries or financial awards?

Unfortunately, we do not currently offer any financial support for students on Creative Music Making, however a 5% fee discount will be applied for military personnel. Please contact [admissions@trinitylaban.ac.uk](mailto:admissions@trinitylaban.ac.uk) for more information.

5. Am I liable for any fees if I withdraw from the course after enrolment?

We would encourage students to discuss any change in circumstance with the Programme Leader.

Fee liability will depend on the date at which you withdraw and whether you have accessed the course materials. By enrolling on a course of study you are entering into a contract with Trinity Laban and are bound by the published deadlines and financial expectations should you decide to change status, or terminate your studies.

In the event that you access the online course materials during any given period, you will be required to pay the fee for that period. For more information visit [How to Pay your Fees](#).

6. Tuition Fee Debt

A fully enrolled student who has opted to pay by instalments must make all payments by the agreed dates. If a student does not make the second or third payment by the due date, access to the course content will be suspended. They will be notified by email of any outstanding debt or sanctions applied. The student will not have access to the course content until such time that payment is received.

If tuition fees remain outstanding after the end of the academic year, the debt will be actively pursued by the Finance Office Credit Controllers, and the matter will also be passed on to a debt collection agency.

For more information visit [How to Pay your Fees](#).

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## Student Finance

This course is eligible for Student Finance England, Student Finance Wales and Student Finance N.I., providing you are not undertaking other concurrent Student Finance funded study. Please visit the website relevant to you for up-to-date information.

The Student Awards Agency for Scotland (SAAS) will not provide funding for this course as it does not meet their eligibility rules, so any student resident in Scotland will have to self-fund the full fee.

It is strongly recommended that you submit your application for Student Finance online, as hard copy/paper applications can take up to 5 working days to be scanned and added into the Student Finance system and may result in a subsequent delay to your application.

The Student Loans Company course code is 724934 (CTLU301/CMM is categorised as a 1 year full time equivalent, part-time course worth 60 credits.

Information for student finance applications:

- The 'University or College' details are: Trinity Laban Conservatoire of Music and Dance, King Charles Court, Old Royal Naval College, Greenwich, SE10 9JF.
- The 'course' is NOT franchised, so please leave this field blank if asked.
- The 'course' name is: Creative Music Making.
- Please ensure you are applying for the correct year of study.
- All students are expected to gain a Level 6 Certificate.
- You will need to enter the course start date / end date
- This will be your first (and only) year of study for the 'course'.
- The SLC course code is 724934

## Student Finance Information for Open University Applications

You can only apply for Student Finance for one institution per academic year. This means you cannot apply for finance for both Creative Music Making and an OU module in the same academic year. Please email [admissions@trinitylaban.ac.uk](mailto:admissions@trinitylaban.ac.uk) if you have questions about this.

You will need to apply as a part-time undergraduate Trinity Laban student. Please ensure you apply for finance for Trinity Laban, NOT The Open University. If asked whether you are an OU student, select no (as you are applying as a Trinity Laban student for this course).