

Admissions policy

This policy is of relevance to staff / applicants

Approved on	May 2009
Approved by	Teaching & Learning Board
Written by	Registry

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Revisions approved by	Academic Board

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The School values its diversity of cultures and welcomes applications from all over the world. Subject to meeting the minimum entry requirements set out in the regulations and relevant programme specification, the selection of students is based on talent following a rigorous selection process. The School is committed to pursuing equality of opportunity in its recruitment processes.

The selection process varies according to discipline and may involve audition (including first round audition by recording for overseas students in some instances), screening of applications and/or portfolios and/or interview. All methods are designed to assess both attainment and potential to complete successfully the programme of study. Full details about the application and selection process, including entrance requirements and specific repertoire requirements for both music and acting, will be published on the School's website.

Students without the minimum entry requirements will still be considered for audition and/or interview, and the School will also consider, on an exceptional basis, applicants whose qualifications do not conform to those prescribed in the relevant programme specification on the basis of their professional background and/or experience or general education, and/or training. However, confirmation of admission and continuing registration may be subject to a further examination or qualifying period of study, or special scheme of study. Non-standard entry is monitored by the Academic Board on an annual basis.

To maximise the number of applicants who can benefit from the School's open admissions policy and attend the School for audition/interview the School will have a fourteen-month admissions cycle starting in July. The admissions process is supported by the School's own on-line application system.

The School seeks to broaden the talent pool of potential applicants, both for the School specifically and for music and drama in higher education more generally, by working in partnership with its own junior departments within Guildhall Young Artists and by developing synergies with local communities through its Creative Learning Department run in conjunction with the Barbican Centre. Application fee waivers

are available to candidates from selected schools or youth organisations in target London boroughs as part of the School's Access commitments.

The School is not only committed to admitting students solely on the basis of talent but endeavours to do its best to ensure that no student who is offered a place is prevented from taking up that place on grounds of financial hardship. The School has a long and distinguished record of supporting students throughout their studies through scholarships and bursaries.

The School seeks to conduct its admissions processes in a fair and transparent way to a high level of professionalism and is mindful of the *UK Quality Code for Higher Education ~ Admissions, Recruitment and Widening Access*. All admissions decisions will be taken by at least two people. Applicants seeking feedback can contact the relevant department and will be provided with a summary of the audition/interview report.

An applicant may complain against an admissions decision if they feel that their application was not treated fairly or their audition/interview was conducted in a prejudicial manner. An applicant may not complain against the School's assessment of their ability or suitability for a programme. The complaint process is made available on the School's website.