

Section 2: Admission, enrolment & registration

1. Admission of students

1.1 Applicants who meet the general entrance requirements of the School and the specific requirements of an approved programme of study may be admitted to the School on behalf of the Principal by the Head of Administration for the relevant academic area, or their nominee, subject to the procedures for enrolment established by the School.

2. Entrance qualifications & requirements

2.1 In order to be admitted to the Guildhall School of Music & Drama a student must:

- i. meet the specific requirements for the programme of study detailed in the programme specification including, but not limited to, any of the following: a specified level of previous study; assessment at audition, interview, and group work; and assessment of folio submission, recording submission, medical self-assessment or references;
- ii. have demonstrated to the School's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
- iii. have satisfied the School about any arrangements which are considered necessary if the student is under 18 years of age;
- iv. demonstrate a satisfactory criminal records check where applicable;
- v. have an appropriate visa, where applicable;
- vi. comply with the enrolment procedure laid down by the School, including the payment of fees
- vii. be able to study (Regulation 5B).*

** If an incoming student has a disability or health condition they should consider whether they feel they can meet all requirements to progress in their studies, and manage their condition. Reasonable adjustments and support will be offered to any student who discloses a disability to enable them to meet course requirements and cope with the demands of their course. However, should a student still be unable to meet standards, this is likely to impact their progress in their studies. Deferrals and intermissions can be offered when it is reasonable and in the student's best interest to do so. If a student has any concerns about requirements or coping with the demands of their course, they should let their department or Student Services know as soon as possible. The reasonable adjustments and support that can be offered can be discussed, empowering students to make an informed decision about their studies. Students have the right to choose not to disclose and may find they can cope with the demands of the course without adjustments, using general support available within the School and from external services. The decision to disclose is a very personal one and students are encouraged to discuss the impact of choosing not to disclose with the Student Services team.*

2.2 Except by mutual agreement in one-to-one lessons, the language of instruction in the School is English and all students must have a good command of English and be able to apply this in an academic environment. All applicants for whom English is not their first language, except applicants for the BA Acting programme, will be required to provide certificated proof of their competence in English prior to registration or pass the School's own English language assessment.* The standard of proficiency required by the School will be published annually on its website. For the acting programme, English language fluency must be demonstrated at audition.

** Proficiency will need to be demonstrated in another form in reading, writing, speaking, and listening. A record of the assessment in each of the four components must be kept. For Student visa students, this record may be inspected by UKVI visiting officers.*

2.3 Offer holders are not normally permitted to defer their year of entry. This is because the audition/interview is a substantial component of the selection process, and applicants must undertake a successful audition/interview in the academic year immediately prior to entry.

2.4 However, at the discretion of the relevant Head of Department/Head of Programme, a deferral may be permitted:

- a) where there are significant extenuating circumstances – for example, a serious illness, death in the family, or other personal circumstances outside of the student's control, which prevent them from commencing study; or
- b) for exceptional offer holders whose aptitude is such that a longer period between audition/interview and admission is permissible on the grounds of their talent.
- c) where a longer period between application and enrolment is deemed reasonable in the circumstances.

2.5 Offer holders who wish to be considered for a deferral should contact their Admissions Coordinator in the first instance, who will review this request with the relevant Head of Department/Head of Programme.

2.6 Where an applicant wishes to make a complaint about an admissions decision they should refer to the Admissions Complaints Procedure*. Disagreement with the academic judgement of the audition/interview/selection panel in reaching its decision does not constitute grounds for a complaint.

** The full procedure is available to applicants from the website.*

3. Non-standard entry

3.1 All applications for non-standard entry will be considered on a case-by-case basis and co-ordinated in accordance with the procedures laid down by the School.

All non-standard admissions will be monitored by the relevant Programme Board on an annual basis.

3.2 Transfer from another higher education institution

3.2.1 Subject to meeting the School's general requirements, applicants may transfer directly to an appropriate point on an approved programme in a similar field of study.

- a) To be eligible for the award of an undergraduate degree a student must complete successfully a minimum of two years of consecutive study with the School, including the final year of the programme.
- b) To be eligible for the award of a taught postgraduate degree a student must complete a minimum of two terms of study for a programme of one calendar year full-time duration or a calendar year for a programme of two calendar years full-time duration. The period of study must include the final recital and/or any research component/folio submission where relevant.
- c) For postgraduate research students see Regulations 2.16 to 2.17 of *Section 4: Research degree regulations*.

3.2.2 Following successful completion of the programme of study, the award of honours or other classification will be based solely on the assessment undertaken under the direction of the School.

Recognition of prior experience

3.3 An applicant whose qualifications do not conform to those prescribed in the relevant programme specification may be considered for admission on the basis of their professional background and/or experience or general education, scholarship, and/or training. Confirmation of admission and continuing registration may be subject to a further examination or qualifying period of study, or special scheme of study, as specified by the relevant academic department.*

* See *Non-standard entry policy and procedure*.

4. Enrolment & registration of students

4.1 Students wishing to follow a programme of study or to undertake research are required to enrol annually according to the procedures laid down by the School. Registration on a programme of study must be confirmed within two weeks of the official start date of the programme.

4.2 The official start date of a programme will be the first day of the autumn term of the academic year.

4.3 An individual must be in good standing with the School to enrol. A student with an outstanding debt from a previous programme of study at the School, for any reason, will not be permitted to register on a new programme of study. Any continuing student indebted to the School for tuition fees may not be permitted to re-enrol at the beginning of an academic year.

4.4 A new or continuing student may not have their student status verified to third parties until they are fully enrolled. This includes council tax exemption certificates, student status letters, and student rail and Oyster card applications.

4.5a All new and continuing students are expected to meet the enrolment requirements outlined below by the deadlines given. There may be instances where it is possible to extend the enrolment period in certain exceptional circumstance which must be approved by the Registrar (or nominee). These include tuition fee payment delays beyond a student's control; illness; and/or delays with immigration permission beyond a student's control. Individual circumstances will be reviewed on a case-by-case basis.

4.5b A new or continuing student who has not engaged with the enrolment or the re-enrolment process by the end of week two of the autumn term will normally have their offer withdrawn or their student status terminated. Any deposit paid will normally be non-refundable in line with the Tuition fee & debt collection policy.

4.5c A new student who has not provided proof of ID to Registry by the end of week two of the autumn term will normally have their offer withdrawn or their student status terminated. Any deposit paid will normally be non-refundable in line with the Tuition fee & debt collection policy.

4.5d Any new or continuing student who is unable to fulfil all enrolment conditions outlined on eGo by the first day of term (including in-person enrolment for new students) will be temporarily enrolled for a period of three weeks provided they have engaged with enrolment on eGo and new students have provided proof of ID to Registry. Such students will be allowed to take this three-week period to fulfil all enrolment conditions and are liable for autumn term tuition fees in line with the Tuition fee & debt collection policy.

4.5e Full access to facilities will be permitted during this initial temporary enrolment period except for continuing students who are Library debtors, who will have their Library borrowing rights suspended until their Library debt is cleared in line with the Tuition fee & debt collection policy.

4.5f If after a three-week period a new or continuing student is still temporarily enrolled, a further three-week temporary enrolment period may be permitted where access to practice rooms will normally be stopped.

4.5g As the sanctions detailed in 4.5f are implemented, the student will receive notification from Registry that they must fulfil all enrolment conditions by the end of week 6 of autumn term or their registration with the School will be terminated. This notification will offer help to students who are experiencing issues completing enrolment.

4.5h If a new or continuing student has not fulfilled all enrolment conditions by the end of week 6 of autumn term and no response is received to attempts from staff to help students to complete enrolment the student's registration will be terminated by Registry with immediate effect. The student will receive notification from Registry that

their registration has been terminated. Fees will be due for the autumn term and any deposit paid will be non-refundable in line with the Tuition fee & debt collection policy.

4.5i A leave of absence at the beginning of a term must be requested and approved on eGo in advance and the student will be required to engage with all and any on-line enrolment activities. Additionally, Student visa students must discuss their request with the Admissions team in advance to explore the implications for their visa status.

4.6 The enrolment process will include the student agreeing, via online enrolment, to comply with any regulations, policies or directions which are from time to time made or given by the School, by the Principal, or by other members of staff acting with the authority of the Principal. Regulations and policies will be available to students via MyGuildhall and key documents will be summarised in the *Student Handbook*.

4.7 A student who has been awarded a qualification by the School, or has exhausted all available assessment attempts leading to that qualification, may not subsequently be registered on a programme of study leading to the same qualification.

4.8 Students may not normally transfer their registration to another programme of study within the School.*

4.9 No student studying towards a degree will be permitted to be registered concurrently within the School or at another higher education institution unless a special scheme of study has been approved by the relevant Programme Board and the Academic Board.

* *Standing provisions are in place for specific students on Masters programmes transferring from the vocal department to Opera.*

5. Programmes of study, transfer and intermission

5.1 All students will follow the approved programme of study as set out in the programme specification for that year except where variation, by way of a special scheme of study, has been approved for an individual student in advance of their annual enrolment. A special scheme of study will require the approval of the Programme Board and the Academic Board.

5.2 The programme specifications will state the duration of the programme in full-time and, where applicable, part-time mode. They shall also specify the minimum period of study for the award and the maximum period for which credit for the award may be counted. In no instance shall the maximum period of study including any periods of intermission be more than 7 years (full or part-time study) except for a postgraduate research programme where the maximum period of study shall be six years full-time or nine years part-time.

5.3 A student may transfer their registration to another mode of attendance (where offered) subject to the following conditions:

- i. that there are good academic reasons for the transfer;
- ii. it is permissible within their visa status;
- iii. that the transfer takes place by no later than end of week six of the autumn term; or prior to the spring or summer term for research degree students changing their mode of study for that term onwards;*
- iv. that the transfer has the approval of the relevant academic Vice-Principal and Director, or their nominee; and
- v. that, where relevant, scholarship money awarded for a more intensive mode of study is returned.

** Transfer may affect a student's eligibility for the UK government PG Loan.*

5.4 The period of study shall normally be continuous except in the following circumstances:

- i. Where a student has had, or is scheduled to have, an absence of 25 working days or more during term time due to illness, medical treatment, bereavement or other cause, intermission from studies will normally be required.* However, where a student does not keep the School informed about their reasons for absence, this may lead to withdrawal. (see paragraph 6.2.2 below.)
- ii. A Vice Principal or their nominee, may at their discretion, permit a student to intermit their studies for a period of up to two years on the grounds of illness or other adequate cause,** provided that the total duration of the student's programme of study, including any such intermission, does not exceed the maximum period specified in the programme documentation.
- iii. by order of the Student Disciplinary Panel, School-level meeting under the Support to Train and Study regulation, or under Principal's Emergency Powers, where a student is required to intermit their studies.

** For postgraduate research students this will be 30 days not covered by permitted annual leave.*

*** Where an intermission is granted for professional purposes and assessment is deferred, a fee will be payable for the deferred assessment.*

5.5 Once approved, any conditions for return will be communicated in writing by the Registry. Completion of outstanding assessments for progression will be specified in writing by the Department prior to intermission (a copy to be lodged with Registry for the student's file).

Any period of intermission, as a minimum, will be until the start of the next academic term. Re-entry from intermission will always be at the start of a specified academic term and additional fees may be due where this will result in the additional teaching provision.* Any remission of fees due to exceptional circumstances must be agreed with the Dean of Students (or nominee, usually the Academic Registrar) before the start of the intermission.

** For the avoidance of doubt, this regulation applies to postgraduate research students.*

For some programmes (e.g. Music) a student may be required to pass a re-entry diagnostic audition or interview.

Where a student has taken a period of intermission in their studies on the grounds of illness, the Vice-Principal or their nominee or Dean of Students (or nominee) may require confirmation from a recognised health practitioner* that the student is fit to return to study. Where there is a significant mental health issue, the Vice-Principal or their nominee or Dean of Students (or nominee) may require supporting evidence from a School appointed clinical psychiatrist before a student is permitted to return to their programme.

** A recognised health practitioners shall be one of the following (or their overseas equivalent) (i) a practitioner recognised by the GMC, GDC or HCPC, or (ii) a nurse practitioner recognised by the NMC. In some instances, where there has been a physical illness or injury affecting a student's ability to study, an occupational health therapist report may be specified. In the case of mental health, confirmation may be required of a recognised mental health practitioner; a mental health nurse, a psychiatrist or psychotherapist/counsellor registered with a recognised national body.*

A student returning from a period of intermission will normally follow the same programme of study and module choices as that undertaken prior to intermission except where this is no longer available. No student will be allowed more than their overall number of attempts under the programme regulations.

5.6 Except where the programme of study specifies otherwise, or where explicit permission has been granted by the relevant Vice-Principal or their nominee for an external engagement, a student is required to centre their academic activities on the School and to attend personally for studies and assessment at such times as the School might require. Students are required to participate fully in the procedures that the School has in place to monitor their progress, and absences without good cause may be investigated (see 6. below).

6. Academic engagement

6.1 Engagement expectations

6.1.1 Students are expected to engage regularly and consistently with their programme of study and attend all scheduled teaching, performance and assessment activities. Engagement is not just about attendance, it also includes preparation for, and participation in, all scheduled activities.

6.1.2 The engagement requirements specific to a module/programme will be made available at the start of each academic year to every student. Exceptions to the general requirements will also be specified in the published handbook for the programme or for an individual in a Special Scheme of Study. For taught students, at the first session of each module the tutor will communicate the participation requirements and check that all students understand these requirements.

6.1.3 It is a student's responsibility to ensure that the arrangements of their personal circumstances, including the payment of fees, enable them to engage in all aspects of their programme as required.

6.1.4 Monitoring of a student's attendance and engagement will be undertaken:

- To identify potential wellbeing issues
- To identify potential progression issues
- To meet statutory and regulatory reporting requirements including but not limited to Student Loans Company, US Federal Aid, Office for Students, UKVI.

6.1.5 Students are encouraged to inform their department and/or Student Services if they are experiencing personal issues that are affecting their engagement with their programme.

6.2 Attendance and absence

6.2.1 A student must enrol within the first two weeks of the academic year to demonstrate that they wish to participate in their programme. For a returning intermitting student this will be within the first two weeks of the first term on return from intermission. A student who has not temporarily enrolled by the end of week two will be deemed self-withdrawn with immediate effect and without review.

6.2.2 A student who is absent from their entire programme of study for three consecutive weeks or more during term time without informing the School of their reasons (such as an illness or an approved leave of absence) will normally be deemed to be self-withdrawn and will receive a letter to this effect from the Registry*. A student who wishes to challenge this decision may appeal by submitting a complaint using the Student complaints procedure (see paragraphs 6.5 and Section 5D: Student Complaints).

** Withdrawal of a student sponsored for a Student Visa will also be reported to the Home Office and the student's visa will be curtailed (cancelled).*

6.2.3 A student will be required to comply with any and all procedures established by the School and/or department to monitor their attendance. The primary method for recording attendance will be via registers completed by staff. Where an alternative form of attendance monitoring is in place, a student will be informed and will be required to fulfil their responsibilities to ensure their attendance is recorded (this may include signing in, submitting weekly reports or supervision reports, or another method).

6.2.4 Whilst full attendance is expected, it is acknowledged that on occasion students will be absent. When a student is unable to attend a scheduled session, they should inform their department as soon as possible and usually before a session is due to take place unless the nature of the absence means it can only be reported retrospectively. This includes reporting potential timetable clashes. Students should inform their department in accordance with departmental processes for reporting absence (found on departmental My Guildhall pages).

6.2.5 The School will make every effort to keep the number of timetable clashes to a minimum and, where notified of a clash that affects a student meeting the minimum requirements for a programme of study the School will make alternative study arrangements for the affected students.*

** There is no right to a replacement of a missed class; alternative arrangements if considered appropriate are designed to support a student in meeting the overall learning outcomes of the programme and may include, but will not be limited to, a short one to one tutorial, additional directed reading, or a recommendation to attend another scheduled class.*

6.2.6 Where a student is required to schedule their own teaching, supervision or coaching sessions directly with a teacher any difficulties should be reported to the relevant departmental administrator at the earliest opportunity. Where a student has failed to make adequate effort to arrange these sessions, or regularly reschedules, this may be viewed as non-engagement and will be considered under section 6.3 below.

6.3 Monitoring engagement

Taught Students

6.3.1 All attendance and leave of absence data will be collated and will be viewable to staff involved in monitoring engagement. Students will also be able to request their absence data from their departmental administrator.

6.3.2. Departments will monitor students' overall engagement with their programme, not just on days of absence. If patterns of engagement give cause for concern that a student may be experiencing difficulty in engaging with their studies, then the reasons for this will be explored directly with the student.

6.3.3. Examples of patterns of engagement that may be explored with students include:

- Patterns of non-engagement with on-campus events, particularly mandatory teaching events or sessions, where students are not known to have authorised absence from such events
- Patterns of non-engagement with online course materials related to a specific module, or specific event types such as tutorials
- Patterns of non-engagement with assessment
- Patterns of non-engagement with placements or other external activities

Postgraduate research students

6.3.4 The Research department will monitor students' overall engagement with their course. This could include: supervision meetings, presentations given at termly symposia, attendance at committee meetings, attendance at open days, and meetings with the programmes team and any evidence of other activities specific to your project and which demonstrates engagement on the course. In addition to the above, attendance at PGR training sessions will be monitored via Asimut. First year

students should typically attend core sessions and a minimum of three other sessions per term. Continuing students (i.e. after the first year) should typically attend a minimum of three sessions per term.

6.4 Engagement procedures

6.4.1 Where departmental monitoring indicates a student is demonstrating unsatisfactory levels of attendance and engagement, the department will contact the student to establish the cause. If appropriate, this may result in a referral to Student Services for additional support, and it is then the student's responsibility to engage with this support.

6.4.2 Where no response is received, or where the initial contact does not result in an improvement in the levels of attendance and engagement, the department will meet with the student to establish why they are not engaging with their studies or with the support available. All reasonable steps will be taken to establish contact with the student and help them get back on track.

6.4.3 If, following the two attempts above to resolve the situation there is no improvement in a student's attendance and engagement, this will be referred to the Registry and a formal written warning letter will be issued outlining the conditions under which the student can continue with their programme. If these conditions are not met and Registry, in consultation with the student's department, deem the student to not be actively engaging sufficiently with their programme then they will be withdrawn from the programme. This will be confirmed to the student in writing.

6.4.4 If at any time there are particular concerns about the wellbeing or behaviour of a student that is related to their attendance and engagement then these may be referred to the Support to Train and Study procedures (see Regulation 5B) or Fitness to Practise procedures (see Regulation 5E) rather than continue with these engagement procedures.

Student Visa compliance

6.4.5 The School holds a Sponsor Licence that permits it to sponsor international students who wish to undertake full-time study here under the UKVI Points-Based Immigration System. As a Sponsor, the School has specific responsibility to act in accordance with the Immigration Rules and Sponsor Guidance. The UKVI has clear expectations with respect to the engagement of students sponsored under PBS and requires the School to monitor engagement closely.

6.4.6 If a student is withdrawn from their programme, Registry will then be required to report the withdrawal to the Home Office and the student's visa will be curtailed (cancelled).

6.5 Appeals against decisions made under the School's attendance and engagement procedures

6.5.1. Where a student is notified of their withdrawal of registration under this procedure, they may appeal that decision through the Student Complaints Procedure directly at Stage 2 by submitting a Stage 2 Formal Complaint Form. (see Section 5D: Student Complaints for further information)

6.5.2. A student complaining about a decision made under this procedure, should only do so if there are, or were, circumstances materially affecting their ability to engage appropriately with their studies. There should be supporting evidence not known to the School at the time its decision was taken, and which it was not possible for the student to make known beforehand. A student will be expected to submit relevant evidence to support their statement.

6.5.3. Complaints will be considered by the Student Experience Team, unless there is a conflict of interest, which would mean a different officer will be appointed.

7. Withdrawal

7.1 A student who wishes to withdraw from their programme of study should notify their Vice-Principal or their nominee and Student Services and complete the relevant form on eGo.

7.2 See the Tuition Fee Payment, Enrolment & Debt Collection Policy for the tuition fees applicable following withdrawal.

8. Termination of studies or withdrawal of offer

8.1 Decisions on admission are taken in good faith by the School on the basis that the information given is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate the School may refuse admission (including withdrawal of offer) or terminate without notice a student's registration.*

** A student may appeal a decision to terminate without notice under the provisions of the Disciplinary procedure.*

8.2 Applicants are expected to conduct themselves in a courteous and respectful manner towards staff, students and other applicants and not bring the School into disrepute by association. Where applicants have been given access to School facilities (including online facilities), applicants are expected to abide by the terms of use of those facilities. An applicant found in breach of this conduct expectation may be refused admission (and where relevant, have their offer withdrawn), or may be issued with another suitable penalty which will be recorded against their student record. Any investigation will be conducted under the *Pre-enrolment code of conduct and disciplinary procedure*.

8.3 Any student required to demonstrate a satisfactory criminal records check prior to registration should inform the School of any breaches of the law during their programme of study which fall within the category of those required to be disclosed at admission. Where a specific breach of the law would render the student ineligible to continue on their programme of study, the student's registration will be terminated

without notice. Failure to disclose a breach of the law may result in disciplinary action under the School's *Code of Conduct*.

8.4 A student's registration may also be terminated for:

- i. failure to engage in enrolment process (see 4.4a and 4.4b above)*
- ii. lack of academic engagement (see Section 2); or
- iii. failure to meet the requirements of the programme including failure at examinations (see Section 3); or
- iv. as a misconduct penalty (see Section 5A and the academic misconduct regulations of the relevant validating body).

** A student/applicant can request an Administrative Review of their student status termination under the Tuition fee payment, enrolment and debt collection policy.*

8.5 The School reserves the right to terminate a student's registration for non-payment of fees or failure to meet any other debt to the School associated with their academic studies provided notice has been given in accordance with the *Tuition fee payment, enrolment and debt collection policy*.