

Non-standard entry and direct entry/transfer policy and procedure

This policy is of relevance to staff / applicants

Policy applicable to;

- Applicants applying for direct entry after the first year of a programme
- Applicants without the normal entrance qualification (including English Language)
- Applicants who will be under 18 at the time of enrolment.

Version No.	2
Approved by	Operations Board (March 2014) Teaching & Learning Board (May 2014)
Written by	Registry
Last Reviewed	October 2019
Date of last amendment	January 2020
Last Amendment	Clarify why the School does not allow advanced standing for Acting and Production Arts, and how the School facilitates transfers (internal and external), removal of NSE requirements for a closed programme

Relevant regulation & policy:

Section 2 of the *Academic Regulatory Framework*: Admissions, enrolment & registration, Regulation 3
Under 18s: Admission and support policy

- (1) All applications for non-standard entry and advanced standing/transfer will be considered via the standard application procedure to enable all candidates to be considered on an equitable basis alongside other applicants during the audition process. All transfers will be considered for the start of the next academic year to ensure all students receive appropriate induction to the School.
- (2) Non-standard entry and advanced standing/transfer will be monitored by the relevant Programme Board and the Academic Board on an annual basis.
- (3) All non-standard offers made under this policy must be formulated in consultation with the relevant Programme Director or designated deputy¹, and offer letters must clearly indicate any additional criteria to be met by the applicant.

Non-standard entry

- (4) Applicants who will be under the age of 18 at the time of enrolment, or without the minimum entry requirements or whose qualifications do not conform to those prescribed in the relevant programme specification may be considered for a place under the School's non-standard entry procedures.

¹ For Music the Undergraduate or Postgraduate Deputy Head of Academic Studies, for Acting the Head of Academic Studies (Drama)

- (5) Applicants considered under the non-standard entry procedures may be required to submit additional documentary evidence relating to previous study, qualifications and/or training, and/or a professional curriculum vitae. Applicants without relevant formal qualifications may be asked to undertake a qualifying assessment or qualifying period of study (in the event of the latter condition a special scheme of study will be required). Where a qualifying assessment has taken place, evidence of this must be placed on the applicant's file.
- (6) Applicants who will be under the age of 18 at the time of enrolment who otherwise meet the standard entry requirements may be sent a conditional offer but must satisfy the School about any practical arrangements prior to enrolment. Additionally, enrolment may not go ahead until all of the responsibilities of the academic department (see under 18s: Admission and Support Policy) have been put in place.

Advanced standing/transfer

- (7) Due to the nature of the School's training, advanced standing/transfer is only permitted for the following programmes: BMus, Guildhall Artist Masters, Artist Diploma (see 9 below) and doctoral programme (see 10 below)
- (8) (i) Advanced standing/transfer is not permitted for Acting programmes as the training is ensemble based and the first year of study is to build the ensemble.
(ii) Advanced standing/transfer is not permitted for Production Arts programmes as there are foundational health and safety requirements for working in the School's studios and production spaces.
(iii) Advanced standing/transfer is not permitted for Music Therapy as it is a regulated programme with clinical practice in year one and whilst music therapy programmes all need to meet HCPC requirements for registration they are also quite distinct.
(iv) All other programmes are of one year or less duration and are therefore unsuitable for advanced standing or transfer.
- (9) Music applicants may request to be considered for direct entry onto the BMus, Guildhall Artist Masters or Artist Diploma programmes through advanced standing. Direct entry means that an applicant can join a programme of study in year 2 (or in exceptional circumstances, year 3 of BMus), without having completed and passed the preceding year(s). To be considered for direct entry, applicants must be able to;
- i) meet the general programme entry requirements as advertised on the website, *and*
 - ii) demonstrate advanced standing through relevant prior study within a higher education institution and/or professional experience, demonstrating an equivalent Principal Study level at audition².
- (10) The School may register a student on a research programme with exemption from part of the programme of study, where the student has commenced a program of study for an equivalent degree of another higher education institution in the United Kingdom or overseas. In such a case, the

² Prior educational or experiential learning outside of the School, whether evidenced by credits, previous award, or curriculum vitae, are given general recognition by the School through advanced standing rather than explicit recognition in specific credits.

programme of study followed at the School may not be less than one calendar year or its part-time equivalent. Transfer of registration may not take place after a candidate has entered the examination for any one of the doctoral programmes.

- (11) Applicants wishing to be considered for advanced standing/transfer into a programme listed in (7) will need to submit an application and complete an audition/interview. It is recommended that applicants seek advice from the relevant department before submitting an application. Applications will be considered using the standard application procedure so that candidates are considered on an equitable basis alongside other applicants during the audition process. A successful applicant will enroll at the beginning of an academic year to ensure they have an appropriate induction to the School.

Internal transfer

- (12) An internal student who wishes to transfer internally from one programme to another will have to submit an application for the relevant programme for consideration by the programme leader, and complete the audition/interview process as necessary. If they are successful, the student should then submit a withdrawal form on eGo to withdraw from their present programme of study. They will need to complete all related admissions and enrolment tasks for their new programme of study as instructed by Registry. The School will support any current student who wishes to transfer internally in the following ways:

- (a) Options discussion prior to decision with Student Affairs and/or Head of Department.
- (b) Student funding advice from Registry in respect of potential impact on government loans and tuition fee liability.
- (c) Tier 4 visa advice from Registry in respect of potential impact on visa status.
- (d) Transcript of modules completed to date.

External transfer

- (13) The School will support any current student who wishes to transfer out of the School in the following ways:

- (a) Options discussion prior to decision with Student Affairs and/or Head of Department.
- (b) Student funding advice from Registry in respect of potential impact on government loans and tuition fee liability.
- (c) Tier 4 visa advice from Registry in respect of potential impact on visa status.
- (d) Transcript of modules completed to date.
- (e) Exit award consideration where applicable.
- (f) Status letters related to the student's study period.