

# Non Standard Entry Policy & 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.	1
Approved by	Operations Board (March 2014) Teaching & Learning Board (May 2014)
Written by	Registry
Last Reviewed	May 2019
Date of last amendment	May 2019
Last Amendment	amendment to allow the BA PACE programme to make non-standard entry offers.

## Relevant regulation & policy:

Section 2 of the *Academic Regulatory Framework*: Admissions, enrolment & registration, Regulation 3

Under 18s: Admission and support policy

- (1) 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.
- (2) 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.
- (3) Music applicants who meet the general programme entry requirements and additionally can demonstrate advanced standing through relevant prior study within a higher education institution and/or professional experience may be considered for direct entry into Year 2 of

the BMus, Guildhall Artist Masters, and Artist Diploma programmes. Exceptionally, direct entry into Year 3 of the BMus programme may be permitted.

(4) BA in Performance and Creative Enterprise Applicants

BA PACE applicants who meet the general programme entry requirements and additionally can demonstrate advanced standing through relevant prior study within a higher education institution and/or professional experience may be considered for direct entry into Year 2 of the BA PACE programme.

(5) Direct entry is not permitted for any other programme.

(6) All non-standard offers made under 3 or 4 must be formulated in consultation with the relevant Programme Director or designated deputy<sup>1</sup>, and offer letters must clearly indicate any additional criteria to be met by the applicant.

(7) 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.

(8) Non-standard entry will be monitored by the relevant Programme Board and the Academic Board on an annual basis.

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