



ABBEY ROAD INSTITUTE LONDON

Admissions Policy



ABBEY ROAD INSTITUTE LONDON (ARI)

Admissions Policy

Owner: Campus Manager

Effective from: February 2019

Date of last review: February 2019

Reviewed by: Marketing Manager

Related policies and procedures:

- Terms & Conditions
- Policy
- Equality & Diversity Policy
- Data Protection Policy

1. Key Principles:

This policy provides prospective students with a guide to our approach to the admission of students. Our priority is to ensure that our course of study meets applicants needs and individual circumstances. In achieving this, we make a commitment that our approach to the admission of students is:

- transparent
- fair
- honest
- consistent
- personalised
- timely



2. Confidentiality & Disclosure

All applications are created as an electronic record and filed for reference..

Subject to the provisions of GDPR, the information provided by applicants is only shared with those ARI staff directly involved with processing the application or undertaking related management activity such as the administration of surveys and market research, the compilation of statistics and the provision of further information about Abbey Road Institute.

It is implicit that where referees are named, we have the applicant's permission to approach these; however where we need to undertake further checks involving a third party (e.g. DBS checks), we will seek the applicant's permission beforehand, whilst noting that we may not be able to proceed with an application without such permission.

3. Sources of information

We understand that prospective students must have access to clear and accurate information about ARI so that they can be sure that our course matches their needs and expectations. Prospective students can obtain information about the Institute via our:

- Website
- Social Media Channels
- Prospectus (paper & pdf available)
- Open days/evenings
- Study taster workshops
- Facility Tours
- Pre-application consultation



A member of the team aims to meet with every prospective student to find out about more about their hopes, aspirations and what they are looking to achieve on the course. This is also an opportunity to present in-depth information about the course and talk about career opportunities in the industry.

4. The Selection Panel

ARI's Campus Manager & Programme Director sit on the selection panel. The selection panel will decide who is accepted to study on the course.

5. Making an Application

Prospective students should submit their applications online via an "Apply Now" button on the home page of ARI's website. Here, applicants can create an account and upload their application documents. The application team will receive notification once the application is submitted. If a paper-based or pdf document is required by an applicant they can contact london@abbeyroadinstitute.com and one will be sent to them.

6. Privacy

We are committed to applicants and students privacy and the protection of all personal information. By accessing and using this website, applicants agree and consent to the collection, use, and disclosure of their personal information, as outlined in [our Cookie and Privacy Policy](#).

7. Entry Requirements, as stated on our website:
- Minimum age 18 (at course start date)
 - A music portfolio. This should consist of a minimum of four 4 productions in which applicants demonstrate a variety of roles, such as performer, producer, engineer or writer. Files must be clearly named and submitted in MP3 format. The portfolio must be supported with a .pdf document outlining the applicant's role in each production. While we are not looking for high-quality productions however we do expect to see evidence that applicants have spent enough time attempting to producing music so as to be able to create a cohesive portfolio.
 - Copy of academic qualifications and/or transcripts. We do not require applicants to have attained a specific level of qualification however a level-3 music related qualification is desirable.
 - Copy of music qualifications. ARI's Music Theory Fundamentals weekend course or grade 1 Music Theory (ABRSM).
 - Curriculum Vitae (CV)
 - Cover Letter. This should include and applicants motivation to study, career goals and provide further explanation of am applicants production experience and music background (performance & theory)
 - A registration fee of £450. This is included in the total course fee.

8. Outcomes of the online submission:

1. Invalid – The application is incomplete i.e. a document is missing from the application file. We will request that the applicant forwards any missing information, so we can re-assess the application.
2. Unsuccessful – the selection panel feels that the candidate's application documents do not demonstrate that the applicant is at a suitable level to take our course. We advise the applicant in writing and in some cases recommend they re-apply at a later date once they are in a stronger position.
3. Successful – the candidate's application documents satisfy the selection panel that they have a suitable level of skills and experience to progress to the next stage of the application process.

9. The Interview

Successful applicants progress to the interview stage. The aim of the interview is to ensure that the applicant is a good match for the course and has the resources to complete the course. We also need to understand applicants aims, ambitions and expectations and ensure that they are comfortable that they understand what they will undertake as a student.



Interviews are held at Abbey Road Institute in London however Skype interviews can be arranged upon request. The interview is conducted by each member of the panel individually. Interviews are scheduled to last one hour, and an equal amount of time is allocated to each member of the selection panel. The interviewers ask specific questions that help build a picture of the applicant. Notes are taken at interview and kept in the applicant's online file.

10. The Musical Performance.

5 to 10 minutes of the interview is allocated for the applicant to give a music performance on the applicants chosen instrument. We view the voice as an instrument and also welcome live performances from DJ's and electronic music artists.

11. Turnaround timeframes

When an applicant submits their application they will receive confirmation of receipt within 24 hours unless it's outside typical working hours (e.g. over a weekend/bank holiday). If that is the case receipt will be communicated on the Monday or first working day after any closure.

The selection panel aims to review an application within 48 hours of receipt and the outcome of this stage of the application is communicated to the applicant within 24 hours of that outcome being decided.



We aim to interview applicants as soon as we can. This may be between 2-4 weeks of the offer of an interview and is subject both to staff and applicant availability.

After the interview, the selection panel will meet within 24 hours to discuss the interview, the performance, and cross-reference with the application documents.

A final decision will be made at this meeting and this will be communicated to the student within 48 hours of the interview.

12. Outcomes of the interview:

1. Unsuccessful – the selection panel feels that the applicant did not answer or provide adequate answers to questions and thus are not confident that they are ready to start the course. We will advise the applicant in writing and recommend they re-apply at a later date.

2. Conditional offer – the applicant has satisfied the selection panel that they have a suitable level of skills and experience to be offered a place on the course they applied for, however, will recommend they strengthen a particular aspect of their application before they commence the course. This decision along with the recommendation will be advised by the admissions team in writing.

3. Unconditional offer – the applicant has fully satisfied the selection panel that they have a suitable level of skills and experience to be offered a place on the course they applied for. This decision will be advised by the admissions team in writing.

13. Fees & Refunds

If an applicant is not selected for an interview they will be refunded the registration fee in full. If the applicant is unsuccessful at the interview we will refund the registration fee minus a £150 administration fee. If we receive notice within 14 days of our offer letter that the applicant does not wish to enrol, we will refund the registration fee minus a £150 administration. After fourteen days no refund will be provided. Please refer to our [terms and conditions](#) for more detailed information.

14. Appeals

If you feel that your application has been treated unfairly you can appeal by emailing london@abbeyroadinsitute.com. Please clearly state the reasons for your appeal along with a statement why you think your application should be reconsidered. The appeal will be reconsidered by the selection panel with the support of senior management. A final decision will be made within 7 working days.



15. Students with disabilities

Disabled students applying for a place on a course at the Institute will undergo the standard admissions procedure which is applied to all applicants.

When planning educational and other activities outside the school day, staff organising the events will carefully consider the types of activity and the adjustments that can be made so that disabled colleagues and students can take part fully. The staff will regularly review the provision it makes for disabled staff and students and strive to continuously improve the facilities available.

The Institute recognises its responsibilities to its staff, in respect of provisions covering disability discrimination, and actively encourages all students with learning difficulties and/or disabilities. Please refer to [ARI's Equality & Diversity Policy](#) for more information.