



ABBAY ROAD

INSTITUTE

Admissions Policy
v2.6

Owner: Campus and Admissions Manager

Effective from: February 2019

Date of last review: September 2026

Reviewed by: Campus and Admissions Manager

Next review date: September 2027

Related policies and procedures:

- Terms & Conditions
- 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 activities 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.

Abbey Road Institute

Angel Studios 311-312 Upper Street London +44 (0)20 7266 7397 [abbeyroadinstitute.com](mailto:london@abbeyroadinstitute.com) london@abbeyroadinstitute.com
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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 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 and Admissions Manager & Programme Director sit on the selection panel. The selection panel will decide who is accepted to study 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 a 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 produce music so as to be able to create a cohesive portfolio.

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- 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. Grade 1 Music Theory (ABRSM) or equivalent knowledge.
- Curriculum Vitae (CV)
- Cover Letter. This should include an applicant's motivation to study, career goals and provide further explanation of the applicant's production experience and music background (performance & theory). More specifically, the cover letter should include reference to the applicant's experience in the use of a recording software, the experience in recording live instruments with microphones and other means, the level of knowledge in music theory, the music instruments knowledge level and the live performing experience, if any.
- An Application Fee of £450. This is included in the total Course Fee.
- Proof that you have the right to study in the UK for the entire duration of the course (Pre-settled or settled status is required for EU citizens or any other relevant VISA documentation).
- Acceptable knowledge of English (see below)
- We require applicants to submit a copy of a valid Photo ID (Passport for non British applicants).

Knowledge of English

Applicants from countries where English is not the primary language are required to prove their knowledge of English by

- passing a Secure English Language Test (SELT) from an approved provider or having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher
- Advanced Higher in English, gained through study at a UK school that you began when you were under 18

Due to the technical nature of our course, we ask for students to obtain a qualification equivalent to CEFR level B2. The minimum required when applying for a student visa is CEFR B1. If you have achieved B1 we may still consider your application but will need to carry out additional testing to ensure that we feel comfortable that your level of English is of a satisfactory standard. We may also ask you to enrol on a part-time English course with the Islington Centre for English.

Applicants from 'majority English speaking countries' are exempt. Please refer to the UK government website for a list of these countries and more detailed guidance about obtaining a students visa.

<https://www.gov.uk/student-visa/knowledge-of-english>

8. Outcomes of the online application:

1. Incomplete – 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

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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 the applicants' aims, ambitions and expectations and ensure that they are comfortable that they understand what they will undertake as a student.

Interviews are held via Zoom. 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 set questions that help build a picture of the applicant, these questions are standardised to ensure consistency across all applications. Notes are taken at the interview and kept in the applicant's online file.

10. The Musical Performance (Advanced Diploma in Music Production and Sound Engineering only)

5 to 10 minutes of the interview is allocated for the applicant to give a music performance on the applicant's chosen instrument. We view the voice as an instrument and also welcome live performances from DJs 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 of the application will be communicated on Monday or the first working day after any closure. The selection panel aims to review an application within 72 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 7 working days 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 is not confident that they are ready to start

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the course. We will advise the applicant in writing and recommend development options and that 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, recommend they strengthen a particular aspect of their knowledge 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 the 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 Application Fee in full. If the applicant is unsuccessful at the interview we will refund the Application 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 Fee. 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 appeals@abbeyroadinsitute.com. Please clearly state the reasons for your appeal along with a statement of 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.

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