



ABBNEY ROAD INSTITUTE

Admissions Policy

Owner: Institute Director

Effective from: June 2025

Date of last review: June 2025

Reviewed by: Institute Director

Next review date: June 2026

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 electronic records and stored securely. In accordance with the Digital Personal Data Protection Act, 2023, the Information Technology Act, 2000 (including the SPDI Rules, 2011) and where applicable, EU General Data Protection Regulation (GDPR), the personal information you provide will be accessed only by ARI staff directly involved in processing your application or undertaking related activities (such as surveys, market research, statistical analysis or providing further information about Abbey Road Institute).

By naming referees, you consent to our contacting them. Should we need to carry out any additional third-party checks (for example, criminal-record or qualification verifications), we will obtain your explicit consent beforehand; without it, we may be unable to proceed with your application.

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 (pdf)
- 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 Mumbai's Director, Assistant Manager and Academic & Student Co-ordinator 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.

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 can be a basic portfolio, but should consist of a minimum of four 4 productions in which the applicant demonstrates 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.

- 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 INR 15,000. This will be counted towards the total Course Fee if selected.
- Proof that you have the right to study in India for the entire duration of the course (Indian passport, OCI 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 Indian applicants).

Knowledge of English & Hindi

All applicants must demonstrate proficiency in English and Hindi. You can satisfy this requirement in one of two ways:

1. Academic Evidence

- Senior Secondary Certificate (10+2) from a recognised board, showing English and Hindi as the mediums of instruction; or
- Board Examination Results in Class X or XII, with at least a “Pass” grade in both English and Hindi language papers.

2. Oral Interview

- A brief (approx. 5 minutes per language) conversational check in English and in Hindi, scored against our internal rubric for fluency, comprehension and pronunciation.

8. Outcomes of the online application:

- i. **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.
- ii. **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 to potentially take a supporting course to get up to speed, or in some cases recommend they re-apply at a later date once they are in a stronger position.
- iii. **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 or Google Meet. The interview is conducted by any two members 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:

- i. **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 the course. We will advise the applicant in writing and recommend development options and that they re-apply at a later date.

- ii. **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.
- iii. **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

- i. If an applicant is **not selected for an interview** they will be refunded the Application Fee in full.
- ii. If the applicant is **unsuccessful at the interview** we will refund the Application Fee minus an INR 5,000 Administration Fee.
- iii. If we receive **notice within 14 days of our offer letter** that the **applicant does not wish to enroll**, we will refund the registration fee minus an INR 5,000 Administration Fee.
- iv. **After fourteen days** of the offer letter 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 mumbai+admissions@abbeyroadinstitute.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 strives 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.