

London's  
International  
Drama School

**Rose  
Bruford  
College**

of Theatre  
& Performance

# Admissions

POLICIES and  
PROCEDURES

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## Section A: Admissions Policy

### 1.0 Introduction and purpose

Rose Bruford College has sole discretion to determine:

- The entry criteria for each course which may include criteria defined by any PSRB
- The admission of an individual applicant to a particular undergraduate or postgraduate course against the entry criteria for that course.

The following Policy and Procedures have been developed as part of the College's commitment to ensuring quality and standards and fairness across all our processes.

The College seeks to offer an impartial and clear admissions process which gives all applicants the chance to demonstrate their suitability for their chosen programme.

All applicants for a programme are assessed against the same entry criteria.

Applicants are admitted to the College based on an assessment that:

- They are able to benefit from the study involved;
- They have the capacity to complete the course on which they are registered and to achieve the prescribed standard for the award;
- They satisfy the specific entry requirements for the course

All decisions on applications are taken in the context of our Equal Opportunities Statement: "Rose Bruford College is committed to promoting equality of opportunity in all areas of employment and study. We work towards an environment where all employees and students can develop to their full potential regardless of gender, disability, race, colour, marital status, ethnic origin, sexual orientation, age and religious or political affiliation."

We are required to eliminate discrimination, harassment and victimisation and promote equality of opportunity by the following legislation:

- Race Relations (Amendment) Act 2000 (RR(A)A)
- Disability Discrimination Act (DDA) 2005
- Equality Act 2006.

In addition, the College's admission policies and procedures are informed by the QAA's *UK Quality Code for Higher Education: Part B Assuring and Enhancing Academic Quality. Chapter B2: Admissions* (2011).

## **2.0 Staff involved with the admissions processes**

Rose Bruford College ensures that all academic and administrative staff are competent to undertake their role and fulfil their responsibilities in the admissions process. Members of staff who are new to the admissions process are provided with training in the College's admissions policies and procedures.

The College encourages the sharing of good practice in among all staff involved in the admissions processes and all staff undertake on-line Equality and Diversity Training

## **3.0. Admissions Procedures and Criteria for Assessing Suitability**

All UK applicants to full time undergraduate degree programmes must apply through UCAS (the Universities and Colleges Admissions Service) using Route A or Route B (if applicable). Late applications through UCAS Extra and Clearing are considered.

Overseas applicants to full time undergraduate degree programmes may apply through UCAS or directly to the College.

Applications to all other Programmes are made directly to the College.

Each Programme assesses suitability by a combination of entry requirements and interview/audition. Each programme has specific interview/audition criteria. Selection criteria are published against course information in the prospectus and on the website. All decisions on applications are taken in the context of College policies. In particular, the College is mindful of its mission to further cultural expression by promoting engagement from under-represented groups, and welcomes applications that add to the diversity of the College community.

## **4.0 College Requirements for Qualifications on Entry**

The College's entry qualifications are set out in the *Academic Regulations*. The following summary should be read in conjunction with those regulations and the programme specifications for individual programmes of study. Applicants admitted to the College must provide evidence that they have satisfied the entry requirements and documentary evidence that they have obtained the prescribed educational qualifications including the College's English Language requirements if a student's first language is not English before registering at the College (see 4.5 below).

### **4.1 Full time undergraduate programmes**

An applicant entering a degree programme at Rose Bruford College should satisfy or expect to meet our general requirements for entry, as well as the specific requirements of their chosen programme. Offers are made using the UCAS tariff

system. Applicants should normally have a **minimum** 160 UCAS tariff points typically achieved in one of the following ways:

- Passes in two GCE 'A' levels/AVCE at grade C or above
- A Pass in a single AVCE Double Award at grade CC or above
- A BTEC National Diploma with a merit and two passes
- Or qualifications outside the tariff system deemed to be equivalent by the college.

## **4.2 Specific requirements for undergraduate programmes:**

### Programme requiring a minimum of 240 UCAS tariff points:

BA (Hons):  
Acting  
Actor Musicianship  
Costume Production  
Lighting Design  
Creative Lighting Control  
Performance Sound  
Scenic Arts  
Stage Management  
Theatre Design

### Programme requiring a minimum of 280 UCAS tariff points:

BA (Hons):  
American Theatre Arts  
European Theatre Arts

In exceptional circumstances the College may make a lower offer. These cases will be referred to the Programme Director and the appropriate Head of School.

Owing to the vocational nature of the programmes, the College attaches great importance to the audition and interview process. The College therefore welcomes applications from students who hold equivalent level qualifications (not currently in the UCAS tariff system), and applicants who are able to demonstrate their preparation and commitment in other ways. Such applicants will be referred to the Entry and Academic Progression Committee on a case-by-case basis.

## **4.3 Online Programmes**

### Opera Studies.

Open Access no prior academic requirements

### Theatre Studies

Applications are considered from students both with and without standard entry qualifications. All applications are judged on their own merits.

## **4.4 Postgraduate Programmes**

### Masters programmes

Applicants for Masters Programmes will be expected to have a good Honours Degree (usually a 2.1) in a related subject area. The College also encourages applications from those without formal qualifications who may be accepted on the basis of extensive professional experience.

### PGCLTHE: Theatre and Performing Arts

The PGCLTHE is a professional development qualification. Applications are only accepted from full and part-time teachers and those who support learning in higher education in the fields of theatre and performing arts.

## **4.5 Additional Requirements for International Students**

Since all teaching and examination is carried out in English, competence in written and spoken English, at an appropriate level (equivalent to 5.5 IELTS or CERF B2) is an additional admission requirement for undergraduate programmes.

Applicants for postgraduate programmes are required to hold an IELTS of 7.0 or equivalent.

International applicants must possess educational qualifications which are deemed by the College to be equivalent to those specified in 4.1 to 4.4 for admission to the appropriate course and level of study.

## **4.6 Non Credit-bearing Programmes**

### Acting Part Time

All applicants are invited to attend an interview and should demonstrate a good working knowledge of a specific monologue of their choice.

### Young People's Theatre Workshop

These programmes are designed for young people aged 8-17 years of age with a keen interest in drama. There are no specific entry requirements.

## **5.0 Admission with Academic Credit for Prior Learning or Prior Experience**

In certain circumstances students can be admitted to start part way through a programme. If an applicant has undertaken significant related previous study or has relevant professional experience, they may be considered for Recognition of Prior Learning which may be certificated (RPCL) or experiential RPEL).

Further information on the recognition of prior learning can be found in the relevant UG or PG **Academic Regulations** and the College's **Recognising Prior Learning Policy and Procedures**. Applications for RPCL and RPEL will be considered by an Academic Panel as outlined in the College's policy and application forms are available on **DoRIS** or from the Admissions Office.

## 6.0 Disabled Candidates

The College welcomes disabled applicants and aims to support disabled students from the point of application.

The Equality Act 2010 requires that the University make reasonable adjustments to ensure that disabled applicants or students are not placed at a disadvantage as a result of their disability. Under the legislation a disabled person is someone who has a physical or mental impairment that has a **substantial and long term effect** on his or her ability to carry out normal day-to-day activities. Physical or mental impairment includes sensory impairment such as hearing or visual impairment or being deaf. Hidden impairments are also covered (for example, mental illness or mental health conditions, learning disabilities, dyslexia, diabetes and epilepsy).

The College is informed by the advice of the Equality Challenge Unit<sup>1</sup> in supporting disabled candidates through the process of application, selection and admissions. Some adjustments can only be put in place if the College knows about an applicant's disability and are able to pass relevant information to the members of staff who will make the adjustment. In order to meet the legislative requirements, the College must take reasonable steps to find out if an applicant has a disability.

Disabled applicants and applicants with long term health conditions or impairments are strongly encouraged to disclose these on their UCAS form in order that discussions can take place about reasonable adjustments, if appropriate. Disabled applicants are also encouraged to make early contact with the Disability Adviser to discuss any issues connected with their application, interview, course requirements, demands or assessments.

All applicants are sent a letter with their interview correspondence asking them to make contact if they need any adjustments for interview because of their disability, for example, use of an interpreter for a Deaf student, paper in enlarged font for a visually impaired or dyslexic student. This ensures that applicants who have not disclosed a disability on their application form are aware of the procedure

The College makes reasonable adjustments to the interview process to ensure that disabled applicants are not discriminated against either directly or indirectly. However, it is the responsibility of the candidate to let the Admissions Department know as soon as possible beforehand what adjustments are needed. If a disability is only disclosed at interview, the College will make every effort to assist the candidate.

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<sup>1</sup> *Disability legislation: practical guidance for academic staff* (revised February 2010) Equality Challenge Unit and HEA (pages 15-18)

The College will ensure, where possible, that the interview will take place in an accessible and private room to ensure that the candidate feels comfortable talking about their disability.

The College aims to be clear with disabled applicants about the support and adjustments that are available. Decisions about whether an adjustment can reasonably be made will depend on individual circumstances and will be taken in the context of the resources of the college, the cost of the adjustment, the practicality of the changes and the potential benefit to other staff, students and visitors.

For the majority of disabled applicants the application will proceed as standard. However, if the tutor is not clear about how the College can support you, after the interview, this will be discussed with the Disability Adviser/ Dyslexia Adviser as appropriate and the Registrar before an offer is made. In exceptional circumstances, the level of support available will be identified in the offer letter made to the student. This is usually where the nature of support required by the student would have serious financial implications for the College.

## **6.0 Disclosure Policy**

The college has a ***Disclosure Policy*** which provides details of how information on your disability/medical condition will be dealt with.

## **7.0 Information for Prospective Applicants**

Information for prospective applicants is published on the College website, in the prospectus and can be obtained at Open Days. The College offers individual tours for those applicants unable to attend an Open Day.

Applicants can also contact admissions staff directly by email or telephone.

The College runs a series of road shows, designed to inform and support the widest range of candidates, and also attends career fairs at local, regional and national level. It participates in activities organized by Lifelong Learning Networks which are designed to promote access to arts Higher Education generally. These include: portfolio and audition advice workshops; progression agreements with colleges, and other awareness and information sessions.

Advice is published on the College website and information is subject to regular review.

## **8.0 Changes to a Programme of Study**

The College will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed. They will be advised of the options available in the circumstances.

## **9.0 Deferral of Entry**

The College considers all applicants making a deferred entry application through UCAS.

An applicant who wishes to defer their place after an offer has been made is required to make their request in writing. This request will then be considered by the Programme Director.

## **10.0 Complaints and Appeals**

We aim to consider all applications fairly and effectively in line with our procedures. In the event of a candidate wishing to make a complaint or lodge an appeal, the matter will be dealt with in accordance with the ***Applicant Appeals and Complaints*** procedure.

## Section B: Interview Procedures

### 11.0 Interview and Audition Procedures

A candidate's suitability is assessed by the relevant member of teaching staff using interviews and auditions. It is the College policy to invite all applicants, wherever possible, to interview or audition as appropriate. Special provision may be made for overseas candidates.

#### 11.1 Programme-specific Procedures

##### A. School of Performance

Our policy is to see all eligible candidates, to ensure your application is given equal consideration and so that we can make the decision to offer a place based on a full consideration of your suitability for the programme and its suitability for you. Arrangements are slightly different for each programme, and these are set out below. Occasionally, owing to circumstances beyond our control, we may have to vary these arrangements, but we will always explain to you the reason if this happens.

An audition fee will be charged for the Acting and Actor Musicianship programmes unless the candidate is:

- auditioned as part of a progression agreement/compact
- registered disabled
- can offer other evidence of financial hardship
- being auditioned overseas

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<b>BA (Hons) Acting</b>	The first round of auditions consists of a campus tour and an introductory talk from the programme director or a relevant staff member. You then present speeches to the panel (programme director/staff member/freelancer and a current student). You are invited into the Rose Cafe while awaiting your slot and are accompanied by a student ambassador.
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The recall audition consists of a voice, movement, text and singing workshop in the morning. These workshops are carried out in groups of 15 concurrently. If you are selected to a recall audition, you are requested to stay for an interview and intensive individual workshop with the programme director and the staff team.

There is also occasionally a third or fourth round for further work/interview with the programme director and staff member. This practice is common in those institutions with a high number of applicants (e.g. RADA has five rounds).

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**BA (Hons) Actor Musicianship** The Actor Musician first round takes the form of a 5-10 minute audition/interview. Usually this is witnessed by the programme director (or a full-time member of the Actor Musicianship staff team) and a current student from the programme.

Two student ambassadors are employed on the day - one to accompany you from the Rose Cafe to the audition space; and one to sit in on the audition panel. The session finishes with a group workshop, led by the programme director.

Recalls take all day. The first part of the event involves you going through a series of group workshops and a one-on-one music audition. At present one member of staff is involved with this.

If successful you are then called back for interview in front of a panel, comprising a minimum of two members of staff (including the programme director), but usually also including a student representative.

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**BA (Hons) American Theatre Arts:** On the day, you should expect to spend roughly two and half to three hours on campus.

This includes:

- i. A 30-40 minute introduction/question and answer session led by the programme director. The total group size is usually between 8-12 students.
- ii. Individual auditions (in front of the rest of the group).
- iii. Practical workshop with a member of the academic staff (groups of 3 x 20 minutes).
- iv. 'Mock' seminar with a tutor on an American text (groups of 3 x 25 minutes).
- v. Tour and consultation with final-year students.

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**BA (Hons) European Theatre Arts:** The audition and interview process will involve you in three key elements:  
i. 35-45 minute introduction and Q &A session  
ii.. 35- 45 minute Group workshop  
iii. 10-15 minute individual audition and interview

Where possible, the European Theatre Arts (ETA) team arranges a tour of the College and a question and answer session by final-year ETA student representatives.

For all sessions (i – iii) there is one staff member present (either the programme director or a member of the academic team).

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**BA (Hons) Opera Studies** You will be contacted by the Programme Director who will discuss your application. Interviews may be conducted face to face, by telephone or by other electronic means (e.g. Skype).

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**BA (Hons)  
Theatre Studies** You will be interviewed by a senior member of the tutorial team. Interviews may be conducted by telephone or via online conferencing. Prior to the interview you will be asked to prepare a short written response to a task which will form the basis for discussion. The interview will normally last between 15 and 30 minutes and you will have opportunity to discuss your reasons for applying, your suitability to study by distance learning and to ask any questions you have about the programme.

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**Auditions away  
from the Sidcup  
Campus** You may be offered an audition at a location away from the College's Sidcup campus, in a regional centre or outside the UK. In this case auditions for all School of Performance programmes are likely to be conducted by a single member of staff who may not be a tutor on the programme you are applying for. However, your interview will be followed up by email, phone or internet video link ('Skype') communication with a relevant programme tutor if necessary, to ensure you have the opportunity to ask detailed questions about the programme and that your application is considered fairly alongside other candidates for the same programme. Where possible, the College will seek to ensure that a student or graduate ambassador is available for candidates to talk to regarding student life at the College.

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## **B. School of Design, Management and Technical Arts**

Our policy is to interview all eligible candidates, to ensure your application is given equal consideration and so that we can make the decision to offer a place based on a full consideration of your suitability for the programme and its suitability for you. Arrangements are slightly different for each programme, and these are set out below. Occasionally, owing to circumstances beyond our control, we may have to vary these arrangements, but we will always explain to you the reason if this happens.

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<b>BA (Hons) Costume Production</b>	You will be interviewed by two members of staff, at least one of whom will be a programme tutor. Your interview will last between 15 and 30 minutes, and the interviewers will look at your portfolio and examples of practical work within that time. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.
<b>BA (Hons) Creative Lighting Control</b>	You will be interviewed by a single member of staff, who will be a tutor of the Creative Lighting Control programme or the Lighting Design programme. Your interview will last between 15 and 30 minutes, and the interviewer will look at your portfolio within that time. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.
<b>BA (Hons) Lighting Design</b>	You will be interviewed by a single member of staff, who will be a tutor of the Lighting Design programme or the Creative Lighting Control programme. Your interview will last between 15 and 30 minutes, and the interviewer will look at your portfolio within that time. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.
<b>BA (Hons) Performance Sound</b>	You will be interviewed by a single member of staff, who will be a tutor of the Performance Sound programme. Your interview will last between 15 and 30 minutes, and the interviewer will look at your portfolio within that time. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.
<b>BA (Hons) Scenic Arts</b>	You will be interviewed by two members of staff, at least one of whom will be a programme tutor. Your interview will last between 15 and 30 minutes, and the interviewers will look at your portfolio within that time. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.
<b>BA (Hons) Stage Management</b>	You will be interviewed by two members of staff, at least one of whom will be a programme tutor. Your interview will last between 15 and 30 minutes, and the interviewers will look at your portfolio within that time. During

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your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.

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**BA (Hons)  
Theatre Design**

You will be interviewed by two members of staff, at least one of whom will be a programme tutor. Your interview will last between 15 and 30 minutes, and the interviewers will look at your portfolio prior to the interview. During your time at the College, you will also have the opportunity for a tour of the facilities and to meet a current student on the programme if your interview falls within term time.

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**Interviews  
away from the  
Sidcup Campus**

You may be offered an interview at a location away from the College's Sidcup campus, in a regional centre or outside the UK. In this case interviews for all School of DMTA programmes are likely to be conducted by a single member of staff who may not be a tutor on the programme you are applying for. However, your interview will be followed up by email, phone or internet video link ('Skype') communication with a programme tutor, to ensure you have the opportunity to ask detailed questions about the programme and that your application is considered fairly alongside other candidates for the same programme

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## C. Taught Postgraduate Programmes

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<b>MA Ensemble Theatre</b>	<p>You will be auditioned/interviewed by two members of staff, at least one of whom will be a programme tutor.</p> <p>Performers will be required to prepare two pieces one of which must be by a contemporary playwright. You may be asked to present one or both pieces and tutors will work on the piece(s) in rehearsal conditions. Directors and technical students will be invited to make a presentation about an area of their practical specialism. This will be followed by a structured interview exploring your reasons for applying, your understanding of the field and expectations for postgraduate study.</p>
<b>MA Theatre for Young Audiences</b>	<p>You will be auditioned by two members of staff, at least one of whom will be a programme tutor. You will be required to prepare two pieces one of which must be a piece of theatre developed for the young audience. You may be asked to present one or both pieces and tutors will work on the piece(s) in rehearsal conditions. This will be followed by a structured interview exploring your reasons for applying, your understanding of the field and expectations for postgraduate study</p>
<b>PGCLTHE: Theatre and Performing Arts</b>	<p>There is no formal interview process for the PGCLTHE and candidates are considered on the basis of their application form.</p>
<b>Auditions away from the Sidcup Campus</b>	<p>You may be offered an audition at a location away from the College's Sidcup campus, in a regional centre or outside the UK. In this case auditions for all School of Performance programmes are likely to be conducted by a single member of staff who may not be a tutor on the programme you are applying for. However, your interview will be followed up by email, phone or internet video link ('Skype') communication with a relevant programme tutor if necessary, to ensure you have the opportunity to ask detailed questions about the programme and that your application is considered fairly alongside other candidates for the same programme. Where possible, the College will seek to ensure that a student or graduate ambassador is available for candidates to talk to regarding student life at the College.</p>

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## **12.0 Informing Applicant of Interview date and Decision**

### **12.1 Interviews and Auditions:**

The College will respond to initial applications within three weeks of receipt of the paper application (from UCAS for FT UG applications or the applicant in other cases). Applications from late UCAS applicants (received by UCAS after 15th January) will be considered and reviewed depending on the availability of places.

### **12.2 Outcome of Audition/Interview**

#### **12.2.1 All Undergraduate Programmes (except Acting/Actor Musicianship)**

The College will inform the applicant of the outcome of their application within two weeks of interview/audition.

#### **12.2.2 Acting and Actor Musicianship**

Candidates who have not been selected for a recall audition will be informed of this within two weeks of the original audition. Owing to the nature of the process, students who have been selected for recall will not receive an invitation until the recall dates have been set. However all candidates will hear the result of their initial interview within three weeks.

All successful candidates are sent an Offer Pack with information about becoming a student at Rose Bruford College. A Welcome Pack is sent to students prior to the start of the semester giving registration details, induction information and general information about starting the Programme.

Where an applicant is offered a place, conditional upon the outcome of future examinations or other matters, their place will only be confirmed upon receipt of official verification that these conditions have been met.

## **13.0 Feedback to Applicants**

Given the number of applicants, the College regrets that it is not possible to provide feedback automatically to all who apply. However, the College endeavours to provide feedback to candidates upon request and at its discretion.

## **14.0 Visa Requirements for non-UK/EU Applicants**

UK immigration legislation requires that non-UK/EU applicants are in receipt of a Tier 4 visa before commencing their studies. Under Tier 4, UK higher education providers are considered the “sponsor” of international students studying in the UK. Rose Bruford College is a Highly Trusted Sponsor. Once a student has accepted a place on

one of the College's programmes, they will be issued a CAS (confirmation of acceptance for studies) number which they will need in order to apply for their Tier 4 Visa.

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<b>Policy / Procedure title:</b>	Admissions Policy	
<b>Policy owner:</b>	Registry	
<b>Lead contact:</b>	Registrar	
<b>Audience:</b>	Prospective students/all students/staff	
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<b>Previous review dates:</b>		
<b>Next review date:</b>	July 2016	
<b>Related Statutes, Ordinances, General Regulations</b>	Academic Regulations	
<b>Related Policies, Procedures and Guidance:</b>	Applicant Appeals and Complaints	
<b>Further information:</b> Minor amendments to reflect online rather than distance learning and other updated policies (e.g. RPL) Reformatted 3 July 2014		