



## **POLICY 015 ADMISSIONS**

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**Policy 015: ADMISSIONS**

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# 1. Introduction

1.1 This policy outlines the admissions processes and criteria used by AC[M] to select and admit students for each academic cycle. It applies to AC[M]’s full range of programmes, including the Further Education Diploma, Undergraduate Degrees, and Postgraduate Master’s programmes. The document covers information for both Home and International Students, including those requiring a visa. By providing clear guidelines, this policy ensures that applicants understand the procedures and standards for admission, promoting a transparent, fair, and accessible process for all prospective students.

## 2. Access and Participation

2.1 AC[M] is committed to promoting inclusivity and equal access to education, encouraging applications from individuals of diverse backgrounds. AC[M] believes that talent and potential should never be limited by personal circumstances, and we actively seek to ensure that financial barriers do not hinder any qualified student from joining our programmes. To support this, we offer a variety of scholarships and bursaries designed to assist students in funding their education, enabling broader participation. Details about these opportunities, including eligibility and application procedures, can be found on our Scholarships, Awards and Bursaries Page on the AC[M] website.

2.2 AC[M] ensures that student admissions are facilitated by professional admissions staff, in liaison with senior academic staff, to ensure the fair and consistent assessment of applicants for entry to programmes of study. Due regard is given to the potential of the applicant to be successful in their chosen programme of study.

2.3 Entry requirements and selection criteria will not exclude or favour applicants on grounds relating to:

- Age
- Disability
- Gender
- Sex
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation

2.4 It is the responsibility of the applicant to be confident that they can cope with the practical and physical demands of the course, accepting such changes as would constitute reasonable adjustments in case of disability.

## 3. Additional Needs and Disabilities (AND)

3.1 AC[M] is committed to ensuring equal access and opportunity for all learners, including those with Additional Needs and Disabilities (AND). Our admissions process is designed to be inclusive and supportive, with specialised approaches tailored for both UK and International applicants across all programmes. We encourage applicants with AND to disclose their needs during the application process, assuring them that this will not prejudice the outcome of their application. Dedicated AND and SEN support teams are in place for both our Diploma and Degree/Master's students, ensuring a seamless experience tailored to each student's needs.

**3.2 For Master's and Bachelor's Degree Students:** Upon disclosing any additional needs or disabilities, applicants will receive contact details for our AND team via email ([anddegree@acm.ac.uk](mailto:anddegree@acm.ac.uk)) to schedule a meeting. Dependent on the nature of the disclosure, a meeting may either:

- Be arranged within 10 days of the initial disclosure
- Be booked as a mandatory part of the Admissions process prior to application progression.

3.3 In most cases, applicants must have their meeting with the AND team before booking their audition. However, there are certain circumstances where this may not apply, though a meeting is still required. These include cases where the applicant has a specific learning difficulty (e.g., dyslexia, dyspraxia, AD(H)D) or a long-standing health condition (e.g., cancer, HIV, diabetes, chronic heart disease, or epilepsy).

3.4 These meetings serve as an opportunity to discuss how AC[M] can best support the learner throughout their academic journey. A link to schedule this meeting can be found [here](#).

3.5 Please note that any learner over the age of 18 may reasonably request to opt out of the additional needs support process.

3.6 For Diploma Students: Upon disclosure, Diploma applicants will receive contact details for our SEN Tea via email ([anddiploma@acm.ac.uk](mailto:anddiploma@acm.ac.uk)). Relevant documents must be sent to the SEN Team so that they can be reviewed and reasonable adjustments for auditions can be planned where necessary. For students with Educational Health Care Plans (EHCP), an official consultation with the students Local Authority must take place prior to their audition and potential offer of study. To ensure that the consultation runs as smoothly as possible, it is vital that the information in the EHCP is up to date and reflects the current needs of the student. This process is to ensure that the college is able to meet the needs and provision

that is outlined in the EHCP. The suitability of the setting for the individual is determined by the Local Authority based on the consultation response.<sup>3.7</sup> By offering these tailored admissions pathways, AC[M] ensures that all students, regardless of their needs, have the support necessary to succeed and fully participate in their educational experience.

## 4. Equality and diversity

4.1 AC[M] is committed to fostering an inclusive and diverse community where everyone is valued and respected. We actively promote equality and ensure that no individual is discriminated against based on race, gender, sexual orientation, disability, religion, or socio-economic status. Our goal is to create a welcoming environment where all students and staff feel empowered to contribute and thrive. Through our policies and practices, AC[M] ensures equal access to opportunities, fostering a friendly and supportive atmosphere for everyone.

## 5. Delivery of Information

5.1 AC[M] offers prospective students clear, accurate, and detailed information about its programmes, services, and facilities. This information is readily accessible through multiple channels, including the AC[M] website ([www.acm.ac.uk](http://www.acm.ac.uk)) and UCAS ([www.ucas.com](http://www.ucas.com)), ensuring applicants have the resources required to make informed decisions about their education.

The Application form for all courses can be found here: <https://www.acm.ac.uk/apply-now/>

The expected fees and other costs of being a student can be located on the following page: <https://www.acm.ac.uk/course-fees/>

The financial support available (details of the Undergraduate & Postgraduate Scholarships and Bursaries that are available to applicants can be found here: <https://www.acm.ac.uk/scholarships-awards-and-bursaries/>

## 6. Course Discontinuation

6.1 AC[M] strives to deliver the programmes of study, research opportunities, and other services and facilities as outlined in its information for students. However, there may be instances where AC[M] needs to:

- Make reasonable adjustments to the content and/or syllabus of programmes of study.
- Modify the timetable, location, number of classes, or method of delivery, as well as the scheduling of assessments, as long as these changes are necessary and reasonable.
- Suspend, discontinue, or not offer specific programmes of study.

6.2 In the event of such changes, AC[M] will take appropriate measures to promptly inform affected applicants, aiming to minimise any disruption to the start of their studies.

## 7. UK / Online Grade Criteria

7.1 The entry requirements for degree programmes at AC[M] vary depending on the specific course but generally include a combination of academic qualifications and practical assessments.

7.2 All applicants to AC[M] must undergo an audition or interview as part of the admissions process. This audition provides a relaxed, 1-to-1 environment where applicants have the opportunity to perform a piece of their choosing or showcase a portfolio of work. During this time, applicants can receive feedback and constructive criticism from a Tutor, as well as ask any questions they may have about the music industry or AC[M] as an educational institution.

7.3 Audition requirements vary depending on the specific course being applied for. For detailed information on the audition criteria for each program, please refer to the relevant section on our website

- For Diploma: [here](#).
- For Degree: [here](#).

UK L2 Diploma Applicants (where applicable) Require:

- **Audition/Interview:** All candidates must participate in an audition or interview, which is crucial for assessing their suitability for the course. This process also provides an opportunity for applicants to experience ACM's facilities and culture.
- **GCSE Level Qualifications:** 3 GCSEs at a C/4 or above including Maths **or** English
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status

UK L3 Diploma Applicants Require:

- **Audition/Interview:** All candidates must participate in an audition or interview, which is crucial for assessing their suitability for the course. This process also provides an opportunity for applicants to experience ACM's facilities and culture.
- **GCSE Level Qualifications:** 4 GCSEs at a C/4 or above including Maths and English
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status

UK Foundation Year Applicants Require:

- **Audition/Interview:** All candidates must participate in an audition or interview, which is crucial for assessing their suitability for the course. This process also provides an opportunity for applicants to experience ACM's facilities and culture.

- **English GCSE or Equivalent:** English GCSE at 4/C or above is required.
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status
- **Submission of UCAS Application:** An application through UCAS at: [www.ucas.com](http://www.ucas.com)

UK 2-3yr Degree Applicants Require:

- **Audition/Interview:** All candidates must participate in an audition or interview, which is crucial for assessing their suitability for the course. This process also provides an opportunity for applicants to experience ACM's facilities and culture.
- **A Levels or Equivalent:** For undergraduate degrees, a minimum of 104 UCAS points at A Levels / BTEC Diploma / Equivalent Qualification is required.
- **English GCSE or Equivalent:** English GCSE at 4/C or above is required.
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status
- **Submission of UCAS Application:** An application through UCAS at: [www.ucas.com](http://www.ucas.com)

UK & Online Master's Applicants Require:

- **Successful Interview:** All candidates must participate in an audition or interview, which is crucial for assessing their suitability for the course.
- **Degree Qualification:** Degree qualification at a 2:2 or above in a relevant or creative subject field
- **English Language Proficiency:** English Language qualification equivalent to C/4 or above in GCSE
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status

#### Online Auditions / Interviews

7.4 Interviews/Auditions may be conducted via an Online Meeting if the applicant either is unable to or would prefer to attend an audition or interview due to location or personal circumstances. The applicant will be asked to prepare and perform a song of their choice, present a portfolio and/or answer a selection of questions relevant to their chosen course. Alternatively, they will be asked to provide digital submissions of some sample work that they have worked on.

## 8. International Process and Grade Criteria

8.1 AC[M] welcomes international students and provides a supportive environment for those seeking to pursue their studies in the UK. To gain admission to AC[M] and obtain a student visa, international applicants must meet specific criteria and follow outlined procedures.

#### HE Entry Requirements

International applicants are required to demonstrate proficiency in the English language and possess qualifications equivalent to UK A Levels or a relevant Level 3 qualification.

- **A Levels or Equivalent Level 3 Qualification(s) worth 104 UCAS Points or more**

*Acceptable L3 qualifications may include but are not limited to:*

*International Baccalaureate (IB), GCE A Levels, BTEC National Diploma or Extended Diploma, Other comparable international qualifications*

- **Proof of English language proficiency in line with University requirements:** English Language qualification equivalent to C/4 or above in GCSE
- **Valid Passport:** A copy of a valid passport or birth certificate (must be in date)
- **Submission of UCAS application:** An application through UCAS at: [www.ucas.com](http://www.ucas.com)
- **Meeting all student visa requirements in line with the Home Office regulations before requesting the CAS number:** Please see below for VISA requirements.

#### **Masters Entry Requirements:**

- **Degree Qualification:** Degree qualification at a 2:2 or above in a relevant or creative subject field
- **English Language Proficiency:** English Language qualification equivalent to C/4 or above in GCSE
- **Proof of UK Citizenship:** Proof of UK Citizenship by way of sending us a copy of your passport or birth certificate or proof of Settled Status / Pre Settled Status
- **Meeting all student visa requirements in line with the Home Office regulations before requesting the CAS number:** Please see below for VISA requirements.

**8.2 Confirmation of Acceptance for Studies (CAS):** International students should carefully read our CAS Issuing Policy, Student Visa Compliance Policy and Student Route Attendance and Engagement Policy at [www.acm.ac.uk/policies/](http://www.acm.ac.uk/policies/)

#### **Additional Information**

8.3 International students are advised to familiarise themselves with the specific grade criteria and application processes on the AC[M] website. For further details on tuition fees, scholarships, and additional support services for international students, please visit ACM's [International Students page](#).

By ensuring compliance with these requirements, international students can successfully navigate the admission process and embark on their academic journey at ACM.

#### **Deposits and Refunds:**

8.4 To secure a place at ACM, international students are required to pay a deposit upon acceptance of their offer. This deposit is essential for processing the Confirmation of Acceptance for Studies (CAS) statement, which is necessary for obtaining a student visa.

#### **Deposit Details**

- **Amount:** The standard deposit required is equivalent to 1 years worth of fees for international students. Please see **Section 14** for details on International fees.
- **Payment Deadline:** Prior to Requesting CAS

### Refund Policy

AC[M] has established a clear refund policy regarding deposits:

- **Withdrawal Before CAS Issuance:** If a student withdraws their application before the CAS statement is issued, the full deposit amount may be refunded.
- **Withdrawal After CAS Issuance:** If a student withdraws after receiving their CAS, the deposit is non-refundable.
- **Exceptional Circumstances:** Refunds may be considered in cases of exceptional circumstances, such as visa refusals, but supporting documentation will be required.

For more detailed information about the deposit and refund policy, students can refer to the official AC[M] [International Student Deposit and Refunds page](#).

### International Further Education (FE):

8.5 Currently, AC[M] does not accept international learners for its Further Education (FE) or Level 3 Diploma courses. These programmes are only available to Home students at this time. AC[M] is working towards expanding opportunities for international applicants in the future, and updates will be provided as these programmes develop.

## 9. Decision Making and Offers

9.1 The decision-making process for admissions at AC[M] is designed to ensure a fair and thorough evaluation of each application. The admissions team assesses candidates based on various criteria, including academic qualifications, performance ability, and overall fit for the program. The goal is to select individuals who demonstrate both potential and passion for their chosen field.

9.2 Applicants to Further Education (FE) and Master's programmes are required to successfully complete an audition and/or interview as part of the admissions process prior to any offer being made. Offers will only be issued to candidates who meet the required standard in both academic and performance-based assessments.

9.3 Applicants to Higher Education (HE) undergraduate programmes may receive a conditional offer prior to audition and/or interview. In such cases, the offer will be contingent upon the successful completion of the required audition and/or interview, in addition to any academic conditions.

9.4 Successful applicants will receive a formal offer outlining the next steps in the enrolment process. Offers may be conditional upon the completion of specific requirements, such as achieving specified grades in final examinations or submitting additional documentation.

9.5 Applicants who are not offered a place will be informed of the outcome and may be provided with feedback to support future applications.

9.6 AC[M] values transparency in its admissions decisions and strives to communicate outcomes as promptly as possible. This ensures that candidates can make informed decisions about their future educational paths.

## 10. Transfers at AC[M] (RPL Process)

10.1 AC[M] welcomes applications for its Degree programmes from those who might not have formal qualifications. This could relate to those who did not achieve Level 3 qualifications (such as 'A' levels) classed as our **APL** Process (Accreditation or Prior Learning), as well as those who may have completed non-traditional forms of education that do not result in a formal academic award classed within our **AP(E)L** Process (Accreditation of Prior Experiential Learning).

10.2 AC[M] also welcomes applications for its Diploma programmes to those who have completed a first year of study on UAL Level 3 Extended Diploma programme, at another institute, but wish to complete their second year of study at AC[M].

10.3 Consideration will be given to applicants who may not hold prescribed entry requirements but who can demonstrate their suitability and preparedness to undertake the programme of study for which they have applied.

10.4 Currently, the Recognition of Prior Learning (RPL) process is not available for International Learners at this time, although plans are in place to develop this option in the future.

10.5 To begin the transfer process, students are required to complete the designated transfer form, along with their current course handbooks and academic transcripts, to [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk). The subject line of the email should read "RPL Attached: Transferring to ACM."

10.6 Upon receiving the documentation, students will receive a confirmation email. All transfer applications are subjected to a comprehensive review by an admissions panel to ensure a thorough evaluation. Following this assessment, the final decision may be made in collaboration with ACM's validating partners:

Degree Courses: Middlesex University

Diploma Courses: East Surrey College

Key Information: RPL's cannot be undertaken during UCAS Clearing.

## 11. UCAS Clearing

11.1 UCAS Clearing occurs over early July to the end of September, this is a period of time that allows students to find available university places if they haven't secured an offer after receiving their A-level results or if they wish to change their original choice. This typically begins on A-level results day providing students with the opportunity to explore courses that still have vacancies.

11.2 AC[M] encourages students to research available courses and prepare any necessary documentation before contacting universities. Once a suitable course is found, prospective students can call the university to express their interest and receive an offer. It's important for students to accept any offers made within 24 hours to secure their place, these are formally accepted via a self referral through the UCAS Clearing webpage (by adding AC[M] as a Clearing Choice in a UCAS account).

11.3 Providing courses are available, the Clearing process may continue to run until late October, ensuring ample time for students to make informed decisions about their educational futures.

## 12. Alternative Entry Arrangements & Internal English Tests

12.1 For degree applicants at AC[M] who do not meet their A-Level or English GCSE requirements, AC[M] offers alternative pathways for each: the Alternative Entry Arrangement (AEA) and the Internal English Test.

### Internal English Test

12.2 Applicants who need to meet the English language requirement may be eligible to take the Internal English Test, which is divided into three sections:

**Grammar Test:** A 60-question multiple choice test benchmarked to the CEFR

**Writing Task:** A 500-word essay answering the prompt: *How can music and the arts contribute to people's lives?*

**Speaking Task:** A 20-minute session, beginning with a self-introduction and followed by a discussion based on the written essay.

To schedule the test, applicants must contact [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk) to arrange a time slot.

### Alternative Entry Arrangement (AEA)

12.3 For applicants who do not meet ACM's Level 3 academic entry requirements, AC[M] provides an Alternative Entry Arrangement (AEA). This alternative route involves submitting a 500-750 word personal statement, and a 1000-1500 word essay regarding the applicant's relevant experience in the music or creative industries. The personal statement should outline how the applicant's background, skills, and experience align with the degree program

they are applying for, and the essay should address the chosen question using the AEA Rubric and guidance provided accurately.

The AEA can be submitted and emailed to [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk). Submissions are reviewed monthly by a specialised panel who will evaluate the applicant's suitability. Applicants will receive an outcome after review.

Key deadlines for submission:

The AEA must be completed within 14 days of issue.

During Clearing, the AEA must be submitted within 2 days of issue.

These arrangements provide applicants with a flexible yet rigorous pathway to demonstrate their readiness for the degree program at ACM.

12.4 The above information is subject to change throughout the academic cycle. Please contact [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk) directly for accurate information on the AEA process at any given time.

## 13. UK & International Fees

13.1 ACM's fee structure varies depending on the level of study (Further Education or Higher Education) and whether a student is a Home or International learner.

### Home Further Education (FE) Fees

- For UK students enrolling in ACM's Further Education Diploma courses, the annual tuition fee is £6,000.
- Learners who are 16-18 years old and under 19 at the start of the second year of their FE education are eligible to receive government funding for their FE course, provided they have not already completed a further education course. This means that, in most cases, the tuition fee will be covered by the government, similar to other A Level or BTEC courses. For those not meeting these criteria, full fees will apply.

### Home Higher Education (HE) Fees

For UK students, the tuition fees for ACM's degree courses are as follows:

- **Standard 3-year degree course:** £9,790 per year
- **2-year accelerated degree:** £11,750 per year
- **Foundation Year & Accelerated Degree:** £9,790 for the Foundation Year, followed by £11,750 per year for the next two years of the accelerated degree.

13.2 If you are from the EU and have either Pre-Settled or Settled status, you can apply for a tuition fee loan. However, if you do not hold either of these statuses, you may not be eligible to apply for a student loan.

EU, EEA and Swiss Learners are eligible for a £1500 discount on any relevant course.

## International Higher Education (HE) Fees

For International students, the tuition fees for ACM's degree courses are as follows:

- **Standard 3-year degree course:** £15,350 per year
- **2-year accelerated degree:** £17,200 per year

## Home & International Masters Fees

13.3 AC[M] offers a range of fee options for the Master's programme, depending on the mode of study and student residency status.

- **1-Year Full-Time Master's Programme**
- **Home students:** £10,400 per year
- **International students:** £17,200 per year
- **Online (Home and International):** £10,400 per year

Note: All fees are prorated based on the point of entry.

EU, EEA and Swiss Learners are eligible for a £4000 discount on the Full Time Masters Course.

## Part-Time Master's Programme

- **Annual fee:** £6,760

These fees apply for the duration of the Master's programme at ACM. For more information on payment plans or financial assistance, please visit our website.

## How to Apply:

13.4 If you are a home student hoping to apply for a student loan, please visit the [Government's Student Finance Website](#) and check the eligibility criteria for various types of funding based on your residency status, course of study, and financial situation. If you require further assistance, please contact our internal student finance team at [studentfinance@acm.ac.uk](mailto:studentfinance@acm.ac.uk).

If you are a home or international learner requiring the process for self funding, please see the following page on our website: <https://www.acm.ac.uk/course-fees/>. If further assistance is required, please contact [studentfinance@acm.ac.uk](mailto:studentfinance@acm.ac.uk).

# 14. Deferrals

14.1 At AC[M], students may be eligible for formal deferrals of their degree courses, allowing them to secure their place without the need to re-audition. To qualify for a deferral, students must meet specific criteria: they must hold an unconditional offer from AC[M] and have selected AC[M] as their firm choice on their UCAS application.

14.2 Deferring allows students to take a break from their studies for a year while retaining their place for the following academic cycle. This option is ideal for those who wish to pursue personal projects, work opportunities, or further preparation before beginning their university education. However, it is important to note that students may only defer their studies once; deferring a second time is not permitted and a new application will be required.

## 15. HE Applicants: Under 18

15.1 For students who are under 18 years old at the time of registration in Higher Education (HE) programmes at ACM, specific protocols are in place to ensure a smooth transition into an adult learning environment.

**Consent Requirement:** Applicants who are 17 years old will need to have a consent form signed by their parent or guardian. This form confirms that the student understands they will be studying in an adult environment, and it states that AC[M] will not act in loco parentis (in place of a parent).

**Guardian Details:** The consent form will also require the submission of details regarding a guardian in the UK, ensuring that there is a point of contact for any necessary communications.

**Adult Learning Environment:** Given that Foundation course students, including those who are 17, have access to the same areas and modules as HE students - who may be over 18 - AC[M] recognizes that the Foundation course is considered an adult learning environment. Therefore, the same consent protocols will be extended to Foundation students as well.

15.2 These measures are implemented to promote safeguarding while providing a supportive educational atmosphere for younger learners. For more information on the application process and student support, please contact the admissions office.

## 16. Fraudulent Applications and Plagiarism

16.1 AC[M] is committed to maintaining the integrity of its admissions process. Any instance of fraudulent applications or plagiarism will be taken seriously and may result in immediate consequences, including the cancellation of an application or the withdrawal of an offer of admission.

16.2 The University will inform the UCAS Verification team if any aspect of the application is discovered to be fraudulent or misleading, ensuring that no individual gains an unfair advantage or secures a place through deceitful means.

16.3 Any international applicants who claim to be partnered with an agent, but are later found not to be represented by that agent, will be considered to have provided false information.

#### 16.4 Fraudulent Applications

Fraudulent applications include, but are not limited to:

- Providing false information or documents during the application process.
- Misrepresenting qualifications, achievements, or personal details.

AC[M] reserves the right to verify all submitted information and may request additional documentation related to any provided materials. If any discrepancies are found, appropriate action will be taken, which may include notifying relevant authorities.

#### 16.5 Plagiarism

Plagiarism is defined as the act of using someone else's work, ideas, or intellectual property without proper attribution. This includes, but is not limited to:

- Copying text from books, articles, websites, or other sources.
- Submitting work that is not your own as part of your application or coursework.

16.6 Any applicant found to have submitted plagiarised work will face serious consequences, including disqualification from the application process. This will involve rescinding a student's registration if they have already been admitted to a program and enrolled.

By applying to ACM, students agree to uphold the principles of honesty and integrity in all aspects of their education.

## 17. Criminal Conviction Declaration

17.1 At ACM, we prioritise the safety and well-being of our community. Therefore, it is essential for all applicants to declare any **relevant** prior criminal convictions or ongoing investigations when applying to the university. Transparency in this matter helps us maintain a secure environment for all students and staff. Information on relevant convictions can be found in our Criminal Conviction Policy.

#### 17.2 Declaration Process

- Applicants will be required to complete a declaration form, detailing their conviction or the nature of any ongoing investigation.
- In addition to the form, applicants must provide references that can verify and provide information on their statement.
- Once submitted, the information will be reviewed by ACM's safeguarding panel on a case-by-case basis. The panel will assess the circumstances surrounding the declaration and determine the appropriate outcome for the applicant.

17.3 Please note that until this process has been completed, applicants will not be permitted to book an audition or progress further in their application. This ensures that all matters are resolved before a student enters the university environment.

For more information regarding the declaration process, please contact the [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk).

**Cooling Period / Fee Liability:**

18.4 All learners at AC[M] have a 2-week *cooling period* starting from the date they sign their contracts. Additionally, home students may withdraw prior to fee liability applying if they give written notice within 14 days of their course start date, or, for late enrollers, from the date of their enrolment. During this period, learners can choose to withdraw from their course without any financial liability for tuition fees. If a learner decides to deregister after the fee liability period commences, they may become liable for the first term's fees. Any deregistration requests after this time must be directed to [registry@acm.ac.uk](mailto:registry@acm.ac.uk).

**Late Enrolments:**

18.5 AC[M] allows for late enrolments under certain circumstances, although it is not recommended as missing initial lessons may require significant catch-up work. Learners who wish to enrol late must provide valid reasons for their delayed enrolment, and each case will be assessed individually.

18.6 Applications will remain open until two weeks prior to the census date. This deadline is generally aligned with the final UCAS application window, typically in the second week of October. This timeline ensures a two-week period for processing final applications and completing all required enrolment documentation ahead of the census date at the end of October.

18.7 It is important for learners to be aware that catching up on missed content is their responsibility, and AC[M] will provide support where possible to help students stay on track. For late enrolment enquiries, learners are encouraged to contact the admissions team directly at [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk), and their request will be reviewed on a case-by-case basis.

## 19. Feedback

19.1 For any learner whose application is not successful, the admissions team will provide detailed feedback outlining the reasons for the rejection. This feedback aims to guide applicants on how they can improve and better prepare for future opportunities.

19.2 All rejected learners will be given a second chance to audition, regardless of the reason for their initial rejection. AC[M] believes in upskilling and growth, so no learner is fully rejected in the first instance. Alongside the feedback, applicants may be provided with guidance on areas they can work on to improve their performance in the next audition.

19.3 If additional feedback is required, applicants can contact [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk) for further clarification. Should an applicant wish to lodge a complaint about the admissions

process, they can follow the procedures outlined in the Appeals & Complaints section of this policy.

## 20. Appeals & Complaints against admissions decisions

20.1 Prospective students and applicants may utilise ACM's Complaints and Grievances Policy and Procedure during the admission and auditions process, up to and including point of an offer being made. Students may utilise ACM's Complaints procedure to request a review of the admissions decision and the process followed and completed in issuing an offer of study.

20.2 In the first instance, applicants should reach out via [complaints@acm.ac.uk](mailto:complaints@acm.ac.uk). This allows the relevant team to address concerns directly and work towards resolving issues.

20.3 Through utilising the Complaints and Grievances Procedure, applicants may request a review of ACM's admission and offer decision, but may not appeal a decision. This is because ACM's Appeal Policy is used alongside a request to review an academic decision.

## 21. Data protection

21.1 Successful applicants' records will be kept and maintained for the duration of their course of study and for one further year after programme/course completion or withdrawal. After this date only a transcription of achievements ratified by a Final Exam Board (or UALab Student Report Form process will be maintained electronically and/or manually.

21.2 The records of applicants who are unsuccessful will be kept for one month to allow applicant requests for review against the decision in line with the student complaint procedures set out by the ACM Student Complaint and Grievance Policy, if they wish to exercise this policy. If no complaint is lodged and received by ACM within this timeframe the records will be destroyed.

21.3 The application form includes a declaration for applicants to sign which provides information on the ACM's compliance with the General Data Protection Regulations (GDPR), Data Protection Employment Practices Code, the Public Interest Disclosure Act 1998, the Crime and Disorder Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Freedom of Information Act 2000, the United Kingdom Data Protection (Processing of Sensitive Personal Data) Order 2006 and the Protection of Freedom Act 2012.

## 22. Monitoring the Academic Cycle

22.1 AC[M] is committed to monitoring and reviewing all aspects of the admissions process annually, following the end of each academic cycle. This regular review allows us to identify areas for improvement, any necessary changes to procedures or policies are implemented as part of this continuous improvement process, ensuring that ACM's admissions practices evolve to meet the needs of prospective students and the institution.

## 23. How to contact us

Email queries:

Queries on Courses & Applications - [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk)

For Registration and Enrolment - [admissions@acm.ac.uk](mailto:admissions@acm.ac.uk)

For Scholarships or Bursary queries- [scholarships@acm.ac.uk](mailto:scholarships@acm.ac.uk)

For Graduation Queries - [graduation@acm.ac.uk](mailto:graduation@acm.ac.uk)

For Clearing queries (from July) - [clearing@acm.ac.uk](mailto:clearing@acm.ac.uk)

For queries on opportunities and events - [industrylink@acm.ac.uk](mailto:industrylink@acm.ac.uk)

For Changes to & Withdrawals from your course after enrolment - [registry@acm.ac.uk](mailto:registry@acm.ac.uk)

Telephone Queries: 01483 500841

Whatsapp Queries: 01483 500800

## 24. Responsible Parties

24.1 The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance and Enhancement Manager. The Admissions Policy lead is:

- Admissions Manager

24.2 Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Admissions Manager

- Admissions Officers

- Registrar

- Executive Dean of Education

- Head of International Student Affairs

### 24.3 Reference Points

- 1. Internal:

- Admissions Guidance
- Student Grievance Policy
- Data Access and Protection Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Disclosure of Convictions Procedures
- Special Educational Needs Policy
- Fitness to Study Policy

- 2. External:

- ACM University Regulations, B. General Regulations for Admissions
- Middlesex University Regulations, B: General Regulations for Admissions
- UALab Admissions Policy
- OfS Conditions B1 – B6
- QAA Quality Code Chapter B2: Recruitment, Selection and Admission to Higher Education
- Data Protection Act 1998
- General Data Protection Regulation (GDPR)
- Public Interest Disclosure Act 1998
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000
- Privacy and Electronic Communications (EC Directive) Regulations 2003
- The Freedom of Information Act 2000
- The United Kingdom Data Protection (Processing of Sensitive Personal Data) Order 2006

■ Protection of Freedom Act 2012

## 25. Approval and Next Review

|                 |                            |
|-----------------|----------------------------|
| Version         | 3.0                        |
| Approved by     | Academic Board for AY25/26 |
| Next review due | Jan 2027                   |