

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

The Liverpool Institute for Performing Arts

Admissions Policy

2018 Entry

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Introduction

Our purpose

Our purpose is to provide learning for people who want sustained work in the arts and entertainment economy. We admit applicants fairly and transparently with a range of qualifications and experiences.

Widening access

We select suitable, applicants from all backgrounds, who demonstrate potential to benefit from vocational learning at an HE level.

No discrimination

There is no discrimination against applicants meeting the minimum standards for entry on the grounds of gender, race, ethnic or national origin, marital or civil partnership status, family responsibility, disability, religion or beliefs, sexual orientation, social background or age. We will make reasonable adjustments for people with access needs. Practices and procedures will be modified and evaluated to ensure that we are up to date with current admissions legislation and recommendations, including the Equality Act 2010.

Application evidence needed

Since an applicant's suitability for a course may be demonstrated in many ways, we are flexible in our admissions assessment. In addition to educational qualifications, we assess applicants against six attributes, described in our prospectus. These are knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness and spirit of enterprise. We would like to interview or audition everyone who applies, but, due to the volume of applications, this isn't possible. Applicants are selected for audition/ interview using the publicised entry attributes to ensure fairness and consistency.

Application forms

Applications for our undergraduate degree courses should be submitted to the Universities and Colleges Admissions Service (UCAS). Some undergraduate courses require our additional application form. The requirements are in our prospectus and on our website at www.lipa.ac.uk

Applications for our Foundation Certificate courses require direct application to us using our application form.

Recruitment

We want our recruitment promotional material and activity to provide information that enables applicants to make informed decisions about their choice of institution, and programme of study that is easily accessible to the wide range of students that we attract.

Course information

All course information in the prospectus and online is reviewed annually by the relevant Head of Discipline. In addition, Entry Profiles are available on the UCAS website at www.ucas.com

Our prospectus is available in different formats on request. In addition to course information, it also provides information about how to apply, information on the cost of living, fees and funding, bursaries, student accommodation and student support. We want course information to be available at least 12 months before the start of the course. However, given the lead time for printed material, our website should always be referred to for the most up to date information about programmes and entry requirements.

Enquiries and requests for course information from potential applicants are usually responded to within three working days. Liverpool John Moore's University's Academic Planning Panel approves our new programmes, title changes and programme closures. Validation and review of programmes are approved by the LJMU Standing Panel and changes to programmes outside of validation and review cycle are approved by Faculty Quality Enhancement Committees.

Outreach activity

We undertake an extensive outreach programme offering a range of inbound and outbound events. These include open days, guided tours, taster events, summer schools, community events, attendance at higher education fairs and career conventions. We also offer a school and college outreach programme covering activity for most year groups.

1. ENTRY REQUIREMENTS

1.1 Age

As all of our undergraduate courses are delivered within an adult environment, we would normally expect candidates to have reached 18 years of age on the first day of the first academic year of entry (unless given special dispensation by the CEO and Director of Higher Education). In cases of special dispensation, any student who will be under the age of 18 when starting their course must provide parental consent through the completion of a consent form. Students, who will be under the age of 18 when they enrol, and whose parents live outside the UK, will be required to provide details of a guardian based in the UK. This is in addition to providing the details of the parent or guardian who normally looks after the student.

We will not act ‘in loco parentis’ for students – this means we will not take the role expected of a parent. Parents are also responsible for all contractual obligations a student enters into prior to their 18th birthday.

Students, who will be living away from the family home, should be adequately prepared for independent living. To help, a checklist can be provided. In addition, a meeting with the Student Support Manager, Admissions Manager/International Manager and Director of HE can be arranged, before entry.

There is no upper age limit on entry. We apply broader criteria such as ability and experience as an alternative to the minimum entry requirements to assess the suitability of mature applicants.

1.2 Predisposition, Experience and Qualifications

Our Institute Quality Committee sets the minimum entry requirements for all undergraduate programmes and these are subject to an annual review. We take a holistic approach to assessing applicants. Fundamentally, we have to be convinced a candidate has a predisposition for the subject they are applying for, allied with an eagerness to learn and a commitment to growth. We take seven factors into account which are: education; knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness; a spirit of enterprise. Details of the specific entry requirements for each course are contained in our recruitment material (found on our website www.lipa.ac.uk, in our prospectus and on the UCAS website www.ucas.com).

Applicants to our performance courses will need to demonstrate through audition that they have the ability and potential to complete the course. Applicants to our making performance possible courses will need to demonstrate through interview that they have the ability and potential to complete the course.

All applicants are expected to have successfully completed Level 3 study (such as A-levels or BTEC National Diplomas) or overseas equivalent qualifications prior to entry to the programme of study. Applicants should also be able to provide evidence of a broad general education, including acceptable levels of literacy and numeracy (such as GCSE English and Maths or other equivalent qualifications). We consider a wide range of qualifications from the UK and from overseas to meet our educational entry requirements. With the broadening of the post-16 curriculum, we will aim to

expand the range of these qualifications to reflect the changing patterns within the pre-university sector.

1.3 Additional Support

We welcome applications from people who could successfully participate in our programmes, irrespective of any declared disability, including specific learning difficulties.

Disabled applicants will be considered according to the same standards and criteria, and will be required to meet the same entry criteria as other applicants. We will make reasonable adjustments for applicants with specific needs.

We are committed to ensuring that no suitable applicant should be refused admission on the grounds of disability without compelling, justifiable reasons, such as unavoidable risk management. We offer a supportive and welcoming environment to any applicant, who declares that they have a disability or additional need. We will discuss how we can or cannot support an applicant's needs and will strive to support all needs where reasonable adjustments can be made. We will seek advice from appropriate external organisations where necessary. Information about a person's disability, whilst needing to be shared appropriately (with permission) here, will be handled both sensitively and within the guidelines of the Data Protection Act. Information on the support available to disabled students is available from the Student Support Manager who can be contacted via our switchboard on 0151 330 3000 or by emailing Penny Byrne at: p.byrne@lipa.ac.uk

1.4 English Language

Teaching, assessment and student support takes place in English, therefore, successful EU and Home candidates must be proficient English language users. The minimum acceptable level of proficiency for admission is GCSE English grade 'C' (4 and above from 2017 onwards) or equivalent.

All International applicants, whose first language is not English, must have achieved an appropriate level of competence. If an international applicant is entering the UK on a student visa (tier 4), their language test scores must meet those of the UK Visas and Immigration department (UKVI). Test scores must be achieved from one sitting of the relevant qualification. We will not accept individual component scores from multiple tests.

1.5 Recognition of Prior Learning and Recognition of Prior Experiential Learning

Students, who wish to have prior learning taken into account as part of their application process, should contact the Admissions Department in the first instance who will be able to advise them depending on whether it is 'credit transfer' or RP(E)L.

For 'Credit Transfers' (i.e. where a student has obtained credits from a UK institution), students are normally referred to the appropriate Admissions Tutor. Provided the student/applicant is able to supply verifiable evidence of the credits and the credits are deemed appropriate for our programme, then the credits would be transferred on admission to the relevant programme of study and recorded on the

student's record and the decision will be noted by the respective LJMU Faculty Recognition Group (FRG).

For RPL/RP(E)L, students will be put in contact with the relevant Faculty RP(E)L coordinator, based in LJMU. The RP(E)L coordinator will be able to advise the student on the process to be followed. Where an RPL or RP(E)L request is able to be considered, applicants will be expected to provide written evidence (e.g. official transcripts for RPL or a report/portfolio for RPEL) of learning. The Faculty Recognition Groups (FRG) at LJMU determine whether credit is to be awarded in respect of prior learning and whether the credit is mark bearing.

For further information on RPL/RP(E)L please see link below:

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/191.pdf?la=en>

2. DEFERRALS

We do not normally consider deferred applications. Any applications received from applicants wishing to gain entry, beyond the current application cycle, will be marked as unsuccessful and advised to re-apply for the appropriate academic year.

3. CRIMINAL CONVICTIONS see also the Criminal Convictions Policy (CCP1)

Our Criminal Conviction Policy and Confidential Disclosure form is available on request from the Admissions Manager (admissions@lipa.ac.uk). We have a duty to ensure the safety of our students and staff. Where an applicant indicates a **relevant*** criminal conviction, a confidential disclosure form (CCIND1) will be sent to the applicant requesting further information about the conviction. The admissions staff directly responsible for considering the application will only request this disclosure if all of the other entry criteria have been met. An internal criminal convictions panel will then assess the application and conviction in order to ensure that neither the applicant nor our community will be at risk. This information will only be shared with those who the criminal convictions panel decide are necessary to progress the application. The applicant will be kept informed throughout the process as decisions are made. The final decision, on acceptance or rejection, will be determined and then communicated to the applicant.

If an applicant is convicted of a relevant criminal offence after having applied, the applicant must inform the Admissions Department during the application cycle. If this doesn't happen, the application may be deemed fraudulent – see section 4, below.

The Criminal Convictions Panel **may** include the following staff:

- The Director of Higher Education
- The Admissions Manager
- The Admissions Tutor (relating to the course applied for)
- The Student Support Manager
- The Access and Schools/Colleges Liaison Manager
- Other colleagues/employers with expertise in related areas

Applied Theatre and Community Drama Students

Due to the nature of the programme, all Applied Theatre and Community Drama students are expected to undertake a Disclosure and Barring Service check as part of the admissions process. Further information about this is provided after an offer of a place is made. Where a **relevant*** undeclared criminal conviction appears on a DBS check, we will follow the criminal convictions procedure referenced above.

***Relevant** criminal convictions are currently defined by UCAS as:

‘...offences against the person, whether of a violent or sexual nature, and convictions involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking...’

4. FRAUDULENT INFORMATION

Applicants have to disclose all relevant information having a bearing on their application. If, during the application process, an applicant is discovered to have omitted any information requested in the instructions or the application form, or has made any misrepresentation or given false information, we reserve the right to withdraw an offer of a place and/or dismiss the application.

5. ADMISSIONS PROCESS

5.1 Application

We receive many applications for a small number of places each year. Applications are considered on the basis of qualifications taken/to be taken and the other entry attributes listed in 1.2. For some courses, examples of work may also be required before short-listing (e.g. a Music recording) and for some courses, sections on our application form provide scope for demonstrating specific evidence against the entry attributes. For some courses, some of the entry attributes may be demonstrated at the interview/audition stage.

Equal consideration is given to all UK/EU applications submitted by the UCAS deadline of 15th January each year. We cannot guarantee that applications for courses received after this date will be considered. However, we will consider them on a daily basis, if we are still holding auditions/interviews and we still have places available. International applications will be considered after the 15th January deadline has passed, but applicants are urged to apply as early as possible to ensure that there are still places available. The deadline to submit applications to UCAS for Theatre and Performance Design is 24th March. This is to enable students studying on an Art Foundation course to be clear in the direction they wish to follow and to build up a substantial portfolio before attending an interview.

For BA Acting; Applied Theatre and Community Drama; Dance; Music; Theatre and Performance Design; Theatre and Performance Technology, plus Foundation Certificate in Dance

Preliminary consideration is done to determine that standard entry requirements are met. If they do, applicants will be invited to attend an interview for a making performance possible course or an audition for a performing arts course.

Applications assessed by the Admissions Team as incapable of meeting the entry requirements are referred to the Admissions Tutor for the course applied for, in order to get a second opinion.

Examples of applications which may be referred could be:

- those from mature students who do not have the basic entry qualifications
- those from non-mature applicants, who have not followed a traditional education system
- those from non-mature applicants who have not achieved a specific GCSE grade, but provide compelling evidence to be considered. This evidence might include: having gained another similar level two qualification or being in the process of studying another similar level two qualification or achieving good grades at level three in combination with significant experience in the area that they wish to study.

It is the same Admissions Tutor in any given teaching year, who makes all the decisions on the referred applications in terms of whether or not to reject at this stage or invite to the audition/interview.

For BA Management of Music, Entertainment, Theatre and Events; Sound Technology and FC Popular Music and Music Technology

The Admissions Team log the applicant details and ensure they have met the educational entry requirements. If they have not been met this is flagged on the form for the attention of the Admissions Tutor. Then all applications are referred to the Admissions Tutor. They look at a range of factors when assessing applications including academic and experiential learning. Whilst we would expect applicants to be on target to achieve 96 UCAS points for the Management course, 112 UCAS points for the Sound Technology course or 48 UCAS points for the Foundation Certificate course, the entry attributes of knowledge, ability and experience; commitment; ability to work effectively with others; broad interest and engagement; self-awareness and spirit of enterprise will also be considered when selecting for interview and/or offer.

5.2 UCAS Extra and UCAS Clearing

UCAS Extra and UCAS Clearing only applies to UCAS applications.

We give equal consideration to all applicants, who apply by 15th January UCAS application deadline. If there are places available, we may still accept applications after the closing date, for example during UCAS Extra and Clearing. Applications during these periods will be considered individually in chronological order until the programme is full. Details of vacancies will be published on the UCAS and LIPA websites.

Extra

From 25th February to 4th July, applicants, who are unsuccessful in securing an offer or decline all offers made to them in the main scheme, may be eligible to apply through Extra, where they can apply to one further choice at a time. If we still have

places on any of our courses at this point, we will update UCAS 'Course Collect' stating which courses have vacancies.

Following appropriate consultation, any variances to the standard entry requirements during this period are approved by the Director of Higher Education.

Clearing

Applications submitted to UCAS between 1st July and 20th September are automatically processed by UCAS as Clearing applications. Applicants, who are not holding any offers after consideration of initial applications (including any through Extra), or who made their application after 30th June or who are not holding a place after Confirmation decisions have been made and have paid the full application fee, will be eligible to apply through Clearing, if we still have places on any of our courses during this period. We will update UCAS 'Course Collect' stating which courses have 'Clearing vacancies.

Again, following appropriate consultation, any variances to the standard entry requirements during this period are approved by the Director of Higher Education.

5.3 Auditions/interviews

All applicants invited to audition/interview are asked whether they have any specific needs or disabilities requiring any adaptation to the process.

Applicants, who apply to more than one course, may have to attend more than one audition/interview.

For most of our courses, we operate a dual application process. This means that we make an assessment based upon the information provided on both the UCAS and our Application forms, before short-listing candidates for interview or audition. Some applicants for our BA Music programmes may be asked to submit three tracks, which will also be assessed prior to audition short-listing.

Detailed audition/interview guidelines are sent out between four and six weeks in advance of audition/interview dates to give applicants plenty of time to prepare fully. In some cases, where applications are submitted late or where audition/interview dates have been rearranged at the request of the applicant, it may not be possible to send guidelines out this far in advance. Applicants affected by this will be informed about it at the time that the audition/interview is being rescheduled. The audition/interview guidelines for each degree programme are also posted on our website.

5.4 Audition Fee Waivers and Travel Grants

As part of our Access agreement for 2018-19, we have an audition fee waiver and travel grant scheme which applies to UK students intending to join us in September 2018. This is intended to encourage more UK applicants, who come from areas where participation in Higher Education is traditionally low, to attend our auditions and interviews. We are able to identify eligible applicants, based on postcode data. Therefore, all eligible applicants who we wish to invite to an audition or interview event here are automatically offered the audition fee waiver and/or travel grant.

To find out more about the scheme please read our document entitled: Frequently Asked Questions: LIPA's audition fee waivers and travel grants for 2018 entry.

<http://lipa.ac.uk/applying/finance/student-finance-and-bursaries>

5.5 Subject Specific Audition/Interview Guidelines for 2018 Entry

Detailed, subject specific audition guidelines are updated each year to reflect any changes in practice. These guidelines are available on our website and by request from the Admissions Team.

5.5.1 BA (Hons) Acting

- Each candidate has an individual audition (where they present a two-minute devised piece, a classical monologue from a list provided and a contemporary naturalistic speech from a play written after 1960). Candidates also take part in a workshop led by LIPA staff.
- Some candidates may be invited to stay for an additional afternoon session. Promising candidates from the first audition day are invited to a recall audition. At the recall audition, we ask candidates to present a third speech that they have prepared, and to take part in a brief interview and in a recorded media piece. They also take part in workshops and diagnostic sessions led by our staff

Decision making process (what we look for at audition to assess knowledge, ability and experience in Acting)

- Evidence of vocal flexibility
- Evidence of the ability to believe in an imagined world
- Evidence of the ability to understand and give life to a text
- Evidence of an analytical, enquiring and imaginative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (singing, movement and voice that is adaptable to TV and large stage work)

Correspondence after a decision has been made

Decisions are usually made within 5 working days of auditions held in Liverpool and processed through UCAS.

5.5.2 BA (Hons) Applied Theatre and Community Drama

- Each candidate has to take part in a practical workshop involving a series of drama exercises, games and improvisations
- Each candidate will have an individual interview lasting approximately 10 minutes which will include a pre-prepared devised piece relating to a recent news story.

Decision making process (what we look for at audition to assess knowledge, ability and experience in Applied Theatre and Community Drama)

- Evidence of a demonstrable interest in Applied Theatre and Community Drama and its potential application in a community setting

- Evidence of a basic practical and theoretical understanding of Applied Theatre and Community Drama
- Evidence of an analytical, enquiring and imaginative mind

Correspondence after a decision has been made

Decisions are usually made within 5 working days of auditions held in Liverpool and processed through UCAS.

Successful applicants will have to complete a Disclosure and Barring Service check

5.5.3 BA (Hons) Dance

- Each candidate has to attend an audition, where they take part in various dance technique classes, sing a musical theatre song of their choice and learn and perform combinations from a variety of dance styles. Improvisation/freestyle will be incorporated into these combinations. A short informal interview will also take place with each candidate.
- Promising candidates are invited to a recall audition later in the year where they will take part in various dance technique classes, sing a musical theatre song (solo) of their choice, learn and perform taught combinations from a variety of dance styles. Improvisation/freestyle will be incorporated into these combinations. An examination with our physiotherapist will also take place. Candidates will also be interviewed by a member of the dance staff.
- Recall candidates have to complete a short written task at the recall audition.

Decision making process (what we look for at audition to assess knowledge, ability and experience in Dance)

- Evidence of physical potential in terms of Ballet, Jazz and Street and Contemporary
- Evidence of good technique in at least one or more of Ballet, Jazz and Street and Contemporary Dance
- Evidence of choreographic abilities in terms of Ballet, Jazz and Street and Contemporary Dance
- Evidence of an analytical, enquiring and creative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (singing)

Correspondence after a decision has been made

Decisions are usually made within 5 working days of the final recall audition held in Liverpool and communicated to each applicant by us directly and via UCAS.

5.5.4 BA (Hons) Music, BA (Hons) Music (Song writing & Performance), BA (Hons) Music (Song writing & Production)

Some candidates may be invited straight to audition, depending upon the type of instrument that they play. Singers, guitarists and applicants who have not made it clear what their instrument is, will be asked to submit a recording for initial assessment. Producers would be expected to submit tracks that they have composed themselves, involving no co-production.

The Track submission/CD recording acts as a first stage audition and candidates are assessed for their musical ability, potential and fit with the course
Applicants who are short-listed are invited to attend an audition in person which includes a practical workshop and an individual audition/ interview

Decision making process (what we look for at audition to assess knowledge, ability and experience in Music)

- Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise their creative decisions
- Evidence of musicality for both vocalists and instrumentalists
- Evidence of ability appropriate to the musical style presented
- Evidence of the ability to understand and give life to a text

Correspondence after a decision has been made

The strongest candidates will be processed and offered places within 5 working days of the audition day held in Liverpool, whilst the majority of the applicants may have to wait until the final round of Liverpool auditions before a final decision is made and communicated by us directly and via UCAS.

5.5.5 BA (Hons) Management of Music, Entertainment, Theatre and Events

Each candidate attends a group interview during which they have to make a short, informal, unaided presentation to the rest of the group

Decision making process (what we look for at interview to assess knowledge, ability and experience in Music, Theatre and Entertainment Management)

- Evidence of the ability to self-manage
- Evidence of the use of initiative and the ability to generate and realise activities and ideas for themselves
- Evidence of a basic understanding of project planning, implementation and evaluation including costing and budgeting

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of interviews held in Liverpool and communicated to each applicant by us directly and via UCAS.

5.5.6 BA (Hons) Sound Technology

- Each candidate has to take a short written test
- Each candidate takes part in a group interview (which includes a review of their own recording)

Decision making process (what we look for at interview to assess knowledge, ability and experience in Sound Technology)

- Evidence of technical competence and problem solving abilities
- Evidence of the ability to self-manage
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong interpersonal skills

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of auditions held in Liverpool and communicated to each applicant by us directly and via UCAS.

5.5.7 BA (Hons) Theatre and Performance Design

- Each candidate attends a group presentation from the programme leaders and a question and answer session
- Each candidate has an individual interview lasting approximately 25 minutes where they get the opportunity to discuss their portfolio

Decision making process (what we look for at interview to assess knowledge, ability and experience in Theatre and Performance Design)

- Evidence of ability to work with different materials and potential to develop ideas
- Evidence of an understanding of the production process in live performance, backed up by some level of practical experience of one or more aspects of back stage work
- Evidence of a willingness to try new techniques and to develop a wide range of skills
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong organisational skills, including evidence of ability to co-ordinate elements of projects

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of interviews held in Liverpool and communicated to each applicant by us directly and via UCAS.

5.5.8 BA (Hons) Theatre and Performance Technology

- Each candidate attends a group presentation from the programme leaders and a question and answer session
- Each candidate has an individual interview lasting approximately 20 minutes where they get the opportunity to discuss their portfolio

Decision making process (what we look for at interview to assess knowledge, ability and experience in Theatre and Performance Technology)

- Evidence of technical competence and problem solving abilities
- Evidence of an understanding of the production process in live performance, backed up by some level of practical experience of one or more aspects of back stage work
- Evidence of a willingness to try new techniques and to develop a wide range of skills
- Evidence of an analytical, enquiring and creative mind
- Evidence of strong organisational skills, including evidence of ability to co-ordinate elements of projects

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of interviews held in Liverpool and communicated to each applicant by us directly and via UCAS.

5.5.9 *Foundation Certificate in Dance*

- Each candidate has to attend an audition, where they take part in various dance technique classes, sing a musical theatre song (solo) of their choice and learn and perform combinations from a variety of dance styles. Improvisation/freestyle will be incorporated into these combinations. A short informal interview will also take place with each candidate.

Decision making process (what we look for at audition to assess knowledge, ability and experience in Dance)

- Evidence of physical potential in terms of Ballet, Jazz and Street and Contemporary
- Evidence of good technique in at least one or more of Ballet, Jazz and Street and Contemporary Dance
- Evidence of an analytical, enquiring and creative mind
- Evidence of the ability to develop skills in a range of performing arts related areas (singing, acting)

Correspondence after a decision has been made

Decisions are usually made within 5 working days of the audition held in Liverpool; however, some decisions may not be made until all candidates have been seen. Candidates will be contacted directly by the Admissions Team.

5.5.10 *Foundation Certificate in Popular Music and Music Technology*

- Candidates submit a video recording or video link which is assessed for musical ability, potential, and fit with the course
- Successful candidates are not required to attend an audition in person

Decision making process (what we look for)

- Evidence of production and/or song writing skills
- Evidence of instrumental and/or vocal ability
- Evidence of ability appropriate to the musical style presented
- Evidence of experience as any of the following:
 - i musician
 - ii songwriter
 - iii producer
- Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise your creative decisions
- Evidence of enthusiasm for and commitment to a structured programme of learning

Correspondence after a decision has been made

Completed applications (including a video recording) will be processed and most decisions communicated within 4 weeks of receipt. Candidates will be contacted directly by the Admissions Team.

5.6 International Auditions/Interviews

We hold a number of audition and interview events overseas. Candidates should note that whilst every attempt is made to replicate the audition/interview process used for UK auditions, due to logistical restraints the audition process may on occasions differ when held overseas. The entry criteria will remain the same. All candidates invited to audition/interview will be briefed or sent detailed audition guidelines prior to the event taking place.

International applicants who are unable to attend an audition/interview in the UK and are unable to attend one of our audition/interview events overseas may be asked to submit a postal audition/interview in support of their application.

5.7 Responding to an Invitation to Audition/Interview

Applicants invited to audition/interview will usually be invited 4-6 weeks in advance and must reply by the date stated in the invitation letter, returning any information and documents requested (including any online audition fee payable). We will attempt to reschedule audition dates for candidates, who have given prior notice of their unavailability, although this may not always be possible. Candidates who fail to give notice of their non-attendance will only be rescheduled in exceptional circumstances at our discretion and only if there are more audition/interview dates available.

For acting and dance auditions in the UK, candidates confirm their attendance by making the online audition fee payment through our website. Audition fee payments are non-refundable. For further information, please see the 'Online Payments - Terms and Conditions' on our website.

6. CORRESPONDENCE

Acknowledgement

All UCAS applications will be acknowledged initially by UCAS. Our application forms will be acknowledged by email if an email address has been provided or by post within 10 working days of receipt. We will notify students with defined disabilities by other methods such as telephone, braille or by offering large print or specific fonts for letters. Once we receive a UCAS form from an applicant, we aim to acknowledge receipt within 10 working days, however, during the busiest times of the year, this may not be possible due to the volume of applications received (particularly in January).

Confirmation

All offers of a place will be confirmed in writing by the Admissions Department in accordance with the above guidelines. The Admissions Department will monitor applications and aim to process decisions within the time constraints set by UCAS. Further information is sent to all applicants to whom an offer has been made in April. This information is known as a 'Spring Pack' and contains information about tuition fees, student loans, financial support, accommodation, Student Support services, term dates and some local information.

Applicants who have firmly accepted an offer of a place will be sent enrolment information in August, which confirms the date and time of enrolment and how to prepare for joining us. All offers of a place will be confirmed in writing by the Admissions Department in accordance with the above guidelines. The Admissions Department will monitor applications and aim to process decisions within the time constraints set by UCAS.

6.3 Withdrawals

UCAS applicants wishing to withdraw their application should contact UCAS in order to do so. Applicants who have only submitted a LIPA application form should email their withdrawal request to the Admissions Team at admissions@lipa.ac.uk or put their request to the Admissions Team in writing.

6.4 Unsuccessful applications

Candidates whose UCAS applications have not been short-listed for interview or audition will be informed by UCAS that their application has been unsuccessful. The Admissions Team will write to unsuccessful candidates, who have only submitted our application forms and to all unsuccessful applicants who have attended an audition/interview, to indicate that their applications have been unsuccessful. Unsuccessful application forms will be retained for a period of six months after the completion of the application process.

6.5 Feedback

We currently receive nearly 4,000 applications per year and are not resourced to enter into an individual dialogue with unsuccessful applicants. We aim to send a letter to unsuccessful applicants to explain the outcome in general terms by providing contextual data about competition levels and the admissions procedures followed.

We provide clear minimum entry requirements for all of our courses. These can be found in our prospectus, on our website and within the UCAS website. Applicants are expected to have read the available information on entry requirements. In many cases this will help to explain why their application has been unsuccessful.

There is a charge of £10 for requesting individual audition/interview notes by making a 'subject access request' under the Freedom of Information Act. These requests will be addressed as soon as workload allows, but may not be addressed until after the peak admissions processing time has passed (April). Applicants will also be advised that the notes written at an audition/interview do not usually provide enough information to be able to strengthen any future applications.

In most cases, lack of success is due to the level of competition for places, rather than any specific weakness in an application, consequently, we will not be able to advise applicants on how to strengthen any future applications. In all cases, it will be made clear to the applicant that, even if an application is submitted the following year, there is no guarantee that an offer of a place will ensue. Subsequent applications are considered equally alongside all of the other applications for the same year.

Third parties, requesting feedback on an application, will receive a response indicating general levels of competition and admissions criteria for the course applied for, but information about the individual will not be divulged without the written (by email or letter) consent of the applicant.

Further correspondence will not be entered into, and the decision will not be reviewed.

6.6 Complaints (see also the Admissions Appeals and Complaints Procedure for 2018 entry) <http://lipa.ac.uk/more-about-us/about-lipa/policies>
Most complaints can be resolved informally.

If an applicant feels that the admissions process has not been followed correctly, they may raise the complaint informally with the Admissions Manager, in the first instance, outlining the nature and details of the complaint. A written complaint may also be requested at this point.

If the complaint is about non-selection, the relevant staff member must be satisfied that the application was considered fairly and that the decision complied with the admissions processes within the Admissions Policy. An appropriate response can then be provided explaining the context of the decision (e.g. demand for places) and the admissions criteria applied at this stage. In the event that a concern is raised that an applicant has been unfairly treated, the matter will be taken up with the relevant Admissions Tutor and/or Head of Discipline. A full copy of our 'Admissions Appeals and Complaints Procedure' is available from the Admissions Manager.

6.7 Communications with a third party

All communications regarding an application will be conducted directly with the applicant or their nominated UCAS person and therefore will not be with a third party, including relatives, unless we receive specific written instructions (by email or letter) to allow such correspondence. This includes applicants who are away from home, working during normal office hours or who are unable to make contact with us in any other way.

7. FURTHER INFORMATION

Much of the information contained within this document can be found on our website. Our prospectus contains detailed information about the entry requirements for each of our courses and is reviewed annually to reflect changes and developments within the Higher Education sector.

This document can be made available in alternative formats. Please let us know about any specific needs you may have.

In certain exceptional cases, we reserve the right to vary these procedures. When we do so, the circumstances will be recorded and monitored through quality assurance measures.

Relevant documents:

QAA UK Quality Code for Higher Education, Chapter B2, Chapter B10 and Chapter B11

UCAS Admissions Guide for entry to university or college in 2018

Liverpool John Moores University Admissions Policy

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/8.pdf>

LJMU Code of Practice for Admissions