

Section 2: Admission, enrolment & registration

1. Admission of students

1.1 Applicants who meet the general entrance requirements of the School and the specific requirements of an approved programme of study may be admitted to the School on behalf of the Principal by the Head of Administration for the relevant academic area, or their nominee, subject to the procedures for enrolment established by the School.

2. Entrance qualifications & requirements

2.1 In order to be admitted to the Guildhall School of Music & Drama a student must:

- i. meet the specific requirements for the programme of study detailed in the programme specification including, but not limited to, any of the following: a specified level of previous study; assessment at audition, interview, and group work; and assessment of folio submission, recording submission, medical self-assessment or references;
- ii. have demonstrated to the School's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
- iii. have satisfied the School about any arrangements which are considered necessary if the student is under 18 years of age;
- iv. demonstrate a satisfactory criminal records check where applicable;
- v. have an appropriate visa, where applicable;
- vi. comply with the enrolment procedure laid down by the School, including the payment of fees
- vii. be fit to study (Regulation 6 of Section 5B: Course participation policy refers).*

** An incoming student should assess their own health and fitness and should not enrol if they knowingly have a health problem that is likely to have an adverse impact on their own studies or the studies of others or result in unreasonable demands being placed on staff or other students. This regulation does not apply in respect of a disability where reasonable adjustments will always be made to accommodate a student's needs. Nor does it apply to short-lived minor illnesses. Options for deferring study should be discussed with the programme leader.*

2.2 Except by mutual agreement in one-to-one lessons, the language of instruction in the School is English and all students must have a good command of English and be able to apply this in an academic environment. All applicants for whom English is not their first language, except applicants for the BA& MA in Acting programme, will be required to provide certificated proof of their competence in English prior to registration or pass the School's own English language assessment.* The standard of proficiency required by the School will be published annually on its website. For the acting programme, English language fluency must be demonstrated at audition.

** Proficiency will need to be demonstrated in another form in reading, writing, speaking and listening. A record of the assessment in each of the four components must be kept. For Student visa students, this record may be inspected by UKVI visiting officers.*

2.3 Where an applicant considers that the School has not adhered to its own policy and procedure or has experienced poor customer service, the Admissions Complaints Procedure may be invoked. * Disagreement with the academic judgement of the audition/interview/selection panel in reaching its decision does not constitute grounds for a complaint.

** The full procedure is available to applicants from the website.*

3. Non-standard entry

3.1 All applications for non-standard entry will be considered on a case-by-case basis and co-ordinated in accordance with the procedures laid down by the School. All non-standard admissions will be monitored by the relevant Programme Board and the Academic Board on an annual basis.

3.2 Transfer from another higher education institution

3.2.1 Subject to meeting the School's general requirements, applicants may transfer directly to an appropriate point on an approved programme in a similar field of study.

- a) To be eligible for the award of an undergraduate degree a student must complete successfully a minimum of two years of consecutive study with the School, including the final year of the programme.
- b) To be eligible for the award of a taught postgraduate degree a student must complete a minimum of two terms of study for a programme of one calendar-year full-time duration or a calendar year for a programme of two calendar-years full-time duration. The period of study must include the final recital and/or any research component/folio submission where relevant.
- c) For research students see Regulations 2.16 to 2.17 of *Section 4: Research degree regulations*.

3.2.2 Following successful completion of the programme of study, the award of honours or other classification will be based solely on the assessment undertaken under the direction of the School.

Recognition of prior experience

3.3 An applicant whose qualifications do not conform to those prescribed in the relevant programme specification may be considered for admission on the basis of their professional background and/or experience or general education, scholarship, and/or training. Confirmation of admission and continuing registration may be subject to a further examination or qualifying period of study, or special scheme of study, as specified by the relevant academic department.*

* See *Non-standard entry policy and procedure*.

4. Enrolment & registration of students

4.1 Students wishing to follow a programme of study or to undertake research are required to enrol annually according to the procedures laid down by the School. Registration on a programme of study must be confirmed within two weeks of the official start date of the programme.

4.2 The official start date of a programme will be the first day of the autumn term of the academic year.

4.3 An individual must be in good standing with the School to enrol. A student with an outstanding debt from a previous programme of study at the School, for any reason, will not be permitted to register on a new programme of study. Any continuing student indebted to the School for tuition fees may not be permitted to re-enrol at the beginning of an academic year.

4.4a A new or continuing student who has not engaged with the enrolment or the re-enrolment process by the end of week two of the autumn term will have their offer withdrawn or their student status terminated. Any deposit paid will be non-refundable in line with the Tuition fee & debt collection policy.

4.4b A new or continuing student who has not completed enrolment in full by the end of week six of the autumn term will have their student status terminated. Fees will still be due for the autumn term and any deposit paid will be non-refundable in line with the Tuition fee & debt collection policy.

4.4c A leave of absence at the beginning of a term must be requested and approved on eGo in advance and the student will be required to engage with all and any on-line enrolment activities. Additionally, Student visa students must discuss their request with the Assistant Registrar (Admissions & Enrolment) in advance to explore the implications for their visa status.

4.5 The enrolment process will include the student signing an agreement* to comply with any regulations, policies or directions which are from time to time made or given by the School, by the Principal, or by other members of staff acting with the authority of the Principal. Regulations and policies will be available to students via the School intranet and key documents will be summarised in the *Student Handbook*.

* *This will include electronic sign-off for on-line registration.*

4.6 A student who has been awarded a qualification by the School, or has exhausted all available assessment attempts leading to that qualification, may not subsequently be registered on a programme of study leading to the same qualification.

4.7 Students may not normally transfer their registration to another programme of study within the School.

4.8 No student studying towards a degree will be permitted to be registered concurrently within the School or at another higher education institution unless a special scheme of study has been approved by the relevant Programme Board and the Academic Board.*

** Standing provisions are in place for specific students on the Guildhall Artist Masters programme transferring from the vocal department to Opera.*

5. Attendance

5.1 All students will follow the approved programme of study as set out in the programme specification for that year except where variation, by way of a special scheme of study, has been approved for an individual student in advance of their annual enrolment. A special scheme of study will require the approval of the Programme Board and the Academic Board.

5.2 The programme specifications will state the duration of the programme in full-time and, where applicable, part-time mode. They shall also specify the minimum period of study for the award and the maximum period for which credit for the award may be counted. In no instance shall the maximum period of study including any periods of intermission be more than 7 years (full or part-time study) except for a doctoral programme where the maximum period of study shall be six years full-time or nine years part-time.

5.3 A student may transfer their registration to another mode of attendance (where offered) subject to the following conditions:

- i. that there are good academic reasons for the transfer;
- ii. it is permissible within their visa status;
- iii. that the transfer takes place by no later than end of week six of the autumn term;*
- iv. that the transfer has the approval of the relevant academic Vice-Principal and Director, or their nominee; and
- v. that, where relevant, scholarship money awarded for a more intensive mode of study is returned.

** Transfer may affect a student's eligibility for the UK government PG Loan.*

5.4 The period of study shall normally be continuous except in the following circumstances:

- i. Where a student has had, or is scheduled to have, an absence of 25 working days or more during term time due to illness, medical treatment, bereavement or other cause, intermission from studies will be required.*
- ii. A Vice Principal or their nominee, may at their discretion, permit a student to interrupt their studies for a period of up to one year on the grounds of illness or other adequate cause,** provided that the total duration of the student's programme of study, including any such intermission, does not exceed the maximum period specified in the programme documentation. Except for

- maternity leave, a second year of intermission will be considered exceptional and will require the approval of the Academic Board.
- iii. by order of the Student Disciplinary Committee, Progress Review Committee, or under Principal's Emergency Powers, a student is required to interrupt their studies.

** For doctoral students this will be 30 days not covered by permitted annual leave.*

*** Where an intermission is granted for professional purposes and assessment is deferred, a fee will be payable for the deferred assessment.*

5.5 Once approved, any conditions for return will be communicated in writing by Registry. Completion of outstanding assessments for progression, will be specified in writing by the Department prior to intermission (copy to be lodged with Registry for student's file).

Any period of intermission, as a minimum, will be until the start of the next academic term. Re-entry from intermission will always be at the start of a specified academic term and additional fees may be due where this will result in the additional teaching provision.* Any remission of fees due to exceptional circumstances must be agreed with the Dean of Students (or nominee, usually the Head of Registry Services) before the start of intermission.

** For the avoidance of doubt, this regulation applies to doctoral students.*

For some programmes, e.g. Music, a student may be required to pass a re-entry diagnostic audition or interview.

Where a student has interrupted their studies on the grounds of illness, the Vice-Principal or their nominee or Dean of Students (or nominee) may require confirmation from a recognised health practitioner* that the student is fit to return to study. Where there is a significant mental health issue, the Vice-Principal or their nominee or Dean of Students (or nominee) may require confirmation of fitness to return to study from a School appointed clinical psychiatrist.

** A recognised health practitioners shall be one of the following (or their overseas equivalent) (i) a practitioner recognised by the GMC, GDC or HCPC, or (ii) a nurse practitioner recognised by the NMC. In some instances, where there has been a physical illness or injury affecting a student's ability to study, an occupational health therapist report may be specified. In the case of mental health, confirmation may be required of a recognised mental health practitioner; a mental health nurse, a psychiatrist or psychotherapist/counsellor registered with a recognised national body.*

A student returning from a period of intermission will normally follow the same programme of study and module choices as that undertaken prior to intermission except where this is no longer available. No student will be allowed more than their overall number of attempts under the programme regulations.

5.6 Except where the programme of study specifies otherwise, or where explicit permission has been granted by the relevant Vice-Principal or their nominee for an external engagement, a student is required to centre their academic activities on the

School and to attend personally for studies and assessment at such times as the School might require. Students are required to participate fully in the procedures that the School has in place to monitor their progress, and absences without good cause may be investigated under the *Course participation policy* and may result in action under the Student code of conduct.

5.7 Systematic poor participation leading to a meeting of the Progress Review Committee may result in a student's registration being terminated and/or, for overseas students, a report being submitted to the UK Visas and Immigration.

6. Withdrawal

6.1 A student who wishes to withdraw from their programme of study should notify their Vice-Principal or their nominee and Student Affairs and complete the relevant form on eGo.

6.2 At least one term's notice is required for withdrawal otherwise a penalty fee will be payable.

7. Termination of studies or withdrawal of offer

7.1 Decisions on admission are taken in good faith by the School on the basis that the information given is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate the School may refuse admission (including withdrawal of offer) or terminate without notice a student's registration.*

** A student may appeal a decision to terminate without notice under the provisions of Regulation 10 of the Disciplinary procedure.*

7.2 Applicants are expected to conduct themselves in a courteous and respectful manner towards staff, students and other applicants and not bring the School into disrepute by association. Where applicants have been given access to School facilities (including online facilities), applicants are expected to abide by the terms of use of those facilities. An applicant found in breach of this conduct expectation may be refused admission (and where relevant, have their offer withdrawn), or may be issued with another suitable penalty which will be recorded against their student record. Any investigation will be conducted under the *Pre-enrolment code of conduct and disciplinary procedure*.

7.3 Any student required to demonstrate a satisfactory criminal records check prior to registration should inform the School of any breaches of the law during their programme of study which fall within the category of those required to be disclosed at admission. Where a specific breach of the law would render the student ineligible to continue on their programme of study, the student's registration will be terminated without notice. Failure to disclose a breach of the law may result in disciplinary action under the School's *Code of Conduct*.

7.4 A student's registration may also be terminated for:

- i. failure to engage in enrolment process (see 4.4a and 4.4b above)*
- ii. lack of academic progress (see *Course participation policy*); or
- iii. failure to meet the requirements of the programme including failure at examinations (see Regulation 10.6, Section 3); or
- iv. as a misconduct penalty (see Regulation 8.2, Section 5A and the academic misconduct regulations of the relevant validating body).

** A student/applicant can request as Administrative Review of their student status termination under the Tuition fee payment, enrolment and debt collection policy.*

7.5 The School reserves the right to terminate a student's registration for non-payment of fees or failure to meet any other debt to the School associated with their academic studies provided notice has been given in accordance with the *Tuition fee payment, enrolment and debt collection policy*.