

## CHAPTER G - STUDENT RECRUITMENT, ADMISSIONS AND PROGRESSION

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## **G.1 UK Quality Code for Higher Education - Chapter B2: Admissions**

### **Appendix 1: The Expectation and Indicators**

#### **The Expectation**

The Quality Code sets out the following Expectation about recruitment, selection and admission which higher education providers are required to meet. Recruitment, selection and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.

#### **The Indicators of sound practice**

##### **Indicator 1**

Recruitment, selection and admission policies are informed by the strategic priorities of the higher education provider. Higher education providers promote a shared understanding of their approach among all those involved in Recruitment, selection and admission.

##### **Indicator 2**

Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of the higher education provider.

##### **Indicator 3**

Higher education providers have procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.

##### **Indicator 4**

Higher education providers monitor, review and update their recruitment, selection and admission policies and procedures, in order to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. Higher education providers determine the frequency with which monitoring and review are undertaken.

##### **Indicator 5**

Recruitment activities undertaken by higher education providers assist prospective students in making informed decisions about higher education.

##### **Indicator 6**

Higher education providers make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.

##### **Indicator 7**

Selection processes for entry into higher education are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.

##### **Indicator 8**

Higher education providers determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.

##### **Indicator 9**

Higher education providers inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.

#### **Indicator 10**

Higher education providers give successful applicants sufficient information to enable them to make the transition from prospective student to current student.

### **G.2. Purpose of Policy**

The purpose of this document is to act as a point of reference in order to support transparent, fair, reliable, professional and consistent admissions, in line with principles of equality and diversity, and taking account of good practice recognized through the national 'Supporting Professionalism in Admissions' programme and the UK Quality Code. The document is intended to provide information to applicants and other interested parties about Trinity Laban's admissions principles, processes and requirements. The policy is applicable for all home and overseas admissions to HE taught programmes at undergraduate and postgraduate level and research degrees. The policy is subject to annual review by the Academic Board.

### **G.3. Institutional Context**

Trinity Laban was established as the United Kingdom's first dedicated conservatoire for music and dance in August 2005. Through the two faculties, Trinity Laban provides specialist HE performance training to students aspiring to careers as performers, choreographers and composers across the broad range of professional opportunities in music, musical theatre and contemporary dance.

Trinity Laban seeks to promote principles of social justice and to widen participation in professional performance training. Trinity Laban aims to:

- promote and enable access to HE music and dance training for those with the potential to achieve successful careers as performing musicians, dancers, composers and choreographers, paying attention to the ambitions and aptitudes of individual students
- facilitate progression, particularly from groups under-represented in HE performance training and employment. Trinity Laban provides pre-HE training for young people; structured links with FECs; local authorities, arts and education services; and extensive school outreach and curricular support activity. The provision of training for school-age dancers and young musicians is a central function of the Institution, facilitating the early development of skills as part of the Institutional strategy for widening participation

### **Mission**

Trinity Laban Conservatoire of Music and Dance is an international artistic community whose overriding purpose is to advance the art forms of dance and music. We achieve this by bringing together artists to train, perform, collaborate and research in an inspiring creative, intellectual and physical space. Performance and artistic practice are at the heart of all our activities.

We seek out and embrace new means of artistic education and expression: we are experimental, creatively ambitious and forward-thinking.

As a leading and progressive arts educator, we identify, support and develop talented and innovative performers and practitioners wherever they may be found and throughout their creative lives.

We deploy our expertise and resources to enrich the cultural life of our local, national and international communities.

## **G.4. Principles**

Trinity Laban admits students to programmes on the basis of the following principles:

- 4.1. That there is a reasonable expectation that the applicant will be able to meet the objectives of the programme and achieve the standard required for the award;
- 4.2. Commitments to equality of opportunity and the promotion of diversity in the recruitment of students, which is recognized as beneficial to the entire learning community.
- 4.3. The selection of students is based on assessment of an applicant's suitability for specialist training, taking account of both current achievement and assessed potential;
- 4.4. The admissions policy and any supporting documents will comply with the prevailing legal framework, including the Equality Act 2010, as well as the Data Protection Act and the Freedom of Information Act.
- 4.5. Trinity Laban will not impose any restrictions on the basis of an applicant's age, physical, mental, hidden or learning disabilities. The Institution will make anticipatory and reasonable adjustments to promote the participation of disabled students, consistent with the maintenance of academic standards;
- 4.6. through admissions, Trinity Laban will provide opportunities for progression, personal and professional development and lifelong learning for applicants who have the potential to benefit from HE study at a designated level and subject area;
- 4.7. Selection and admissions processes will be transparent, implemented fairly, courteously, consistently and expeditiously.

## **G.5. Links to Related Institutional Policies and to Legislation**

5.1 The recruitment and admissions policies and processes for taught programmes are informed by the national legal framework, including legislation relating to equality and diversity. The admissions policy complies with the UK HE Quality Code; as recognized by the reports from the QAA Institutional Review report of 2012, as well as the earlier Institutional Audit report of 2008.

5.2 This policy supports the implementation of the current Access Agreements with the Office for Fair Access, which can be viewed at: <http://www.offa.org.uk/agreements/Trinity%20Laban.pdf>

The [2016-17 Access Agreement](#) sets targets for increasing representation among applicant and student populations from the following under-represented groups:

- low income households and lower socio-economic groups
- the UK state-maintained school/FE sector
- UK resident Black, Asian and Minority Ethnic groups
- low participation neighbourhoods
- male applicants and students for dance and musical theatre programmes

5.3 Audition fee waivers may be available for applicants on low incomes who meet specific criteria. Information regarding fee waivers can be obtained from the Deputy Registrar (Admissions and Systems). Applicants will be required to provide documentary evidence of their circumstances and evidence from the following areas would be considered:

- Age
- Living circumstances
- Is the applicant independent?
- Any dependents
- Job Seekers? If so, how long?

- Evidence provided of status

Audition fees are also waived for **income-related bursary holders** applying from **Junior Trinity or the Trinity Laban Dance CAT**

5.4 Trinity Laban has a long established and significant investment in outreach and community work, including the provision of training for school-age dancers and musicians, through Junior Trinity, the Youth Dance programme and the Centre for Advanced Training; and a number of partnerships to promote access and progression including Access HE.

5.5 Our Equality Information and Equality and Diversity Policy can be viewed at:

<http://www.trinitylaban.ac.uk/about-us/policies/freedom-of-information-publication-scheme/human-resources#equal-opportunities>

## **G.6. Enquiries about the Admissions Policy**

Further information about the admissions policy is available from:

Claire Jones, Deputy Registrar (Admissions & Systems)

[c.jones@trinitylaban.ac.uk](mailto:c.jones@trinitylaban.ac.uk)

## **G.7. Responsibilities for Admissions**

### **7.1 Admissions & Scholarships Committee**

The Admissions & Scholarships Committee is responsible to the Academic Board for overseeing the operation of admissions and scholarships, in accordance with the Institutional strategy and the Admissions Policy. The committee offers the Board assurance of the appropriateness and efficacy of admissions policies and practices. The committee will annually review the Admissions Policy and prepare recommendations for amendments for approval by the Academic Board. Additionally, the City University Course Board has oversight of admissions arrangements for research degree programmes.

7.2 Each faculty operates admissions/RPL scholarships and awards processes, overseen by the Admissions & Scholarships Committee. In the case of later applications, deputies nominated by the Registrar may take action to approve offers. The Institutional approach to the recognition of prior learning is subject to review following updated guidance from the Quality Assurance Agency.

7.3 The Academic Standards and Quality Board (ASQB) ensures the monitoring of policies and procedures across programmes, supported by programme committees. The programme committees consider recruitment and progression statistics and address issues through annual programme monitoring, with reports submitted through ASQB to the Academic Board and, for the Research Degree Programme, to the City University Course Board.

7.4 Responsibility for the establishment of target student numbers for each programme lies with the Principal, advised by the Principal's Management Group, with an annual planning meeting convened by the Head of Planning.

### **7.5 Administrative functions**

The Deputy Registrar (Admissions & Systems) is responsible for the general management of admission procedures, reporting to the Registrar.

## **G.8. Staff Development and Training**

8.1 Trinity Laban ensures that members of staff receive appropriate training, with briefings on the Trinity Laban Equality Policy and codes of practice, delivered through induction programmes, an online equality and diversity training package, and periodic workshops and seminars.

- 8.2 Faculty Directors are responsible for admissions induction for new Heads of Studies. The Heads of Studies are, in turn responsible for the induction to admissions processes of new Programme Leaders and members of departments.(with induction involving a member of staff observing audition classes/interviews, before taking full responsibility on the audition panel). The Directors and the Heads of Studies advise staff on any matters relating to pre-higher education and access to degree/diploma study and they refer any matters for discussion or decision to the management groups.

## **G.9. Consideration of Applications**

### **9.1 Admissions requirements and selection for particular programmes**

The admissions regulations define standard minimum entry requirements for awards based on the nationally recognised formal minimum level of attainment. These requirements are only benchmarks, since a wide variety of other qualifications and learning may provide appropriate evidence of suitability for admission: Trinity Laban uses discretion to interpret the formal minimum attainment levels in terms of equivalence.

- 9.2 Arrangements are made to acknowledge the involvement of members of staff deemed to have a personal interest in the candidacy of any individual or group of applicants in the admissions processes in that case.

- 9.3 Should an applicant not be able to attend a scheduled audition because of an extenuating, mitigating or medical circumstance, we shall endeavour to reschedule at the next audition session although this cannot be guaranteed. In such cases audition fees may be retained.

- 9.3.1 Applicants can only audition once per admissions cycle for the same programme and audition fees are not normally refundable.

- 9.3.2 Applications are submitted through UCAS Conservatoires, which is operated by UCAS except for Research degree applications and most Continuing Professional Development programmes, which are normally made via a form or an online application.

### **9.3.3 Re-sitting qualifications for entry requirements**

Students awaiting the outcome of an examination which is conditional of their offer will not be able to register until evidence of the result of the assessment has been received.

- 9.3.4 A student may not normally study for an award at another Institution concurrently with study at Trinity Laban. Failure to disclose any information relevant to this regulation may lead to the termination of an application or an enrolment.

- 9.3.5 Entry to the programmes is subject to fulfilment of the Minimum Entry Requirements and selection by audition, except for some postgraduate dance programmes. Details of the specific entry requirements for each of the programmes are set out on-line and in the validation documents.

- 9.3.6 All audition/interview panels are issued with written guidance relating to the conduct of the audition process, the application of criteria, and the completion of the reports, noting the confidentiality of the process. Panels are reminded to make clear in the written reports the reasons for their recommendations.

- 9.3.7 Trinity Laban aims to ensure that entrance procedures are not only rigorous and demanding, but sensitive to the needs of the applicants. Applicants are referred to web-based guidance on audition requirements and arrangements, where necessary. Applicants who attend auditions are given the opportunity for informal discussions with the panel, as well as with other staff and students, for their own information, rather than as part of the selection process. Applicants are also offered tours of the facilities. Music applicants are allocated to a warm-up room, and provided with professional accompanists where required.

## **9.4 Entry to the Faculty of Music**

- 9.4.1 The audition panels normally consist of the relevant Head of Department or deputy and a specialist teacher of the applicant's principal study. Auditions vary in content according to the requirements of the discipline and the level of the programme, but typically, an audition will include the performance of two contrasting pieces or presentation of a portfolio of compositions), tests (sight reading, improvisation), and an interview. There is normally also a short written paper for undergraduate (excluding Jazz) and M-level applicants. Applicants may also be asked to work with a member of the panel on technical or interpretative issues. The audition of applicants for Musical Theatre usually comprises of two contrasting songs of their own choice, lasting no longer than ten minutes, plus one short monologue and a dance piece lasting no longer than two minutes. There is also a group workshop.
- 9.4.2 The interview component of the audition is important as a means of determining whether a student's aims and aspirations are best served by the programme and whether they are consistent with the educational ethos of the Institution. The panel should also consider whether the applicant is likely to be able to meet all the demands of the proposed programme, through complementary as well as principal study. Interviews, as well as the other components of the audition, are graded according to criteria, which are made available to applicants. For; some instruments, there is a preliminary round and successful applicants are required to attend an afternoon audition and to complete the written paper.

## **9.5 Entry to the Faculty of Dance**

9.5.1 **BA, Study Abroad Programme, Postgraduate Diploma Community Dance, MA Performance:** selection is by written application, audition (when requested, and via recording if necessary) and interview.

9.5.2 **M level and GDip:** selection is by scrutiny of the applicant's written application, and portfolio/video/other evidence.

9.5.3 **ISP:** selection is by scrutiny of the applicant's application.

**9.6 Research degrees: MPhil/PhD in Creative Practice: [Dance / Music / Collaborative Arts]; MPhil/PhD in [Dance and/or Music] Science; and MPhil/PhD in [Dance and/or Music] Pedagogy.**

9.6.1 Selection depends on the suitability of the applicant's proposal in relation to the research interests of the Institution and meet the application requirements. The application requirements include the submission of an outline research proposals, together with a CV, a portfolio of creative practice where relevant, the details of two referees, and degree and (where relevant) English Language certificates. The process usually involves an interview.

9.6.2 The two points of admission within the academic year are September and January with application deadlines of 1 June and 1 October respectively.

9.6.3 The Head of Research and one other approved reader will consider each initial application and judge whether the proposal is viable and whether the applicant meets the eligibility criteria. The applicant may then be invited to submit a full application, which will be considered by the Trinity Laban Research Degree Committee, with guidance from the Head of Research and the other reader. The Institution will nominate two supervisors for each applicant admitted to the programme.

9.6.4 Details of the RDP application and selection criteria are available at:

<http://www.trinitylaban.ac.uk/research/research-degree-programme>

## **G.10. Overseas Applications**

### **10.1 The Faculty of Music**

10.1.1 Overseas applicants who cannot attend auditions in person may arrange to submit recordings of performances and speeches (in English) with their applications, providing verification of the

authenticity of the recordings. The recordings are auditioned in the same way as live performances but will be conducted by two members of staff. Recorded auditions should be submitted using Decision Desk, and guidelines are available on the website

- 10.1.2 Overseas applicants for postgraduate-level programmes may be invited to participate in telephone interviews and may also be required to submit a piece of written work.
- 10.1.3 Auditions may be conducted overseas by a single member of the staff. The audition is recorded and passed onto the relevant Head of Department for confirmation that the level of performance is satisfactory.
- 10.1.4 The offer of a place is authorised by the Selection Panels, on the basis of all the reports received, and an assessment of the overall standard of competing applications.

## **10.2 The Faculty of Dance**

- 10.2.1 When an applicant for BA or Postgraduate Diploma in Community Dance applies from overseas or otherwise cannot attend for audition/interview on campus, the Selection Panel may make arrangements to ensure that the applicant's suitability for the programme is properly assessed.
- 10.2.2 Normally, the applicant will be auditioned and interviewed on behalf of the Selection Panel by the Dance Faculty overseas auditions team in the applicant's own country; or, in exceptional circumstances by a specialist adviser known to the Faculty in the applicant's own country. In these cases, the Admissions Panel makes decisions on the basis of reports on the auditions and interviews. When no overseas audition is possible, applicants for the BA or Postgraduate Diploma in Community Dance or MA Performance may be invited to submit a recording of their work for consideration by the Selection Panel, in addition to the written application and supporting material.

## **G.11. English Language Requirements**

- 11.1 Entrants whose first language is not English are required to provide evidence of a sufficient grasp of the English language to cope with the academic demands of the proposed level of study, as well as meeting the external requirements of the UK Visas and Immigration. The Trinity Laban web site provides guidance on the standard expected by reference to acceptable English Language qualifications.
- 11.2 The offer of a place may be conditional on an applicant undertaking additional English language support or achieving an English Language qualification prior to and/or during the programme. Failure to meet these conditions may result in the withdrawal of offer of a place on the applicant's chosen programme
- 11.3 Applicants for non-degree programmes (including but not limited to Independent Study Programmes of Study and the Graduate Diploma in Dance Studies) whose first language is not English must satisfy the Institution that they have sufficient grasp of English to engage with the programme and to meet UK Visa and Immigration requirements where applicable.

## **G.12. Accuracy of Information**

- 12.1 The accuracy of promotional material relating to programmes is the responsibility of Trinity Laban's Marketing and Communications Department, liaising with the Programme Leaders and Heads of Studies and the Registry, with the Registrar having editorial authority for regulatory information.
- 12.2 The Deputy Registrar (Admissions & Systems) is responsible for ensuring that information sent to prospective applicants is updated annually, including the web-based information.
- 12.3 Trinity Laban will acknowledge the University as the validating body in a prominent position for all promotional material for the Research Degree Programme

### **G.13. Recognition of Prior Learning (Subject To Review)**

The criteria and procedures for granting entry, advanced standing or exemption from credit on the basis of RPL is outlined in chapter [E.18](#).

### **G.14 Feedback**

All applicants for the current admissions cycle can request feedback on the outcome of the audition/interview/selection process up to three months after the audition date. The feedback for applicants is normally issued by Registry in the form of score sheets or report forms.

### **G.15. Criminal Convictions**

- 15.1 Trinity Laban has arrangements for applicants for all HE and non-validated programmes to declare whether they have any criminal convictions. In the case of Research Degree Programmes, it is consistent with the policies of the City University as the validating partner (as articulated in the [City University Validation and Institutional Partnerships Handbook](#)). Criminal convictions, for these purposes, exclude motoring offences that received a fine/three penalty points or a spent sentence as defined by the Rehabilitation of Offenders Act 1974.
- 15.2 The offer of a place on a programme will not be made until the nature of any conviction has been investigated to ensure that the applicant's criminal conviction will not:
- present a threat to the safety of other staff and students
  - constitute a direct or unacceptable abuse of the subject concerned
  - contravene the government regulations relating to programmes which involve working with children or vulnerable adults; all convictions any investigated as part of the application process for entry to such a programme, including spent sentences and cautions
- 15.3 City University will be consulted where an offer is under consideration for any applicant to the validated programmes holding criminal convictions. An offer will be subject to an investigation of the nature of the conviction and to the approval of the University.

### **G.16. Fraudulent Statements/Omissions**

Trinity Laban will initiate an investigation if it has reason to believe that an applicant or his or her representative or agent has provided false information, omitted relevant information, made any misrepresentation and/or provided forged or counterfeit documents. The application may be cancelled and any relating offer of a place on a programme/programme rescinded. The Institution follows standard UCAS Conservatoires procedures on the handling of fraudulent statements and omissions.

### **G.17. Data Protection**

- 17.1 Information about applicants will be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained
- 17.2 Data relating to applications, offers on programmes, acceptances, enrolments and progression, will be collected to facilitate analysis and ensure the integrity of data included in statutory reports, including monitoring reports relating to the [Access Agreement](#) with the Office for Fair Access, strategic assessments of widening participation for HEFCE, and statutory returns to bodies such as the Higher Education Statistics Agency (HESA).
- 17.3 By submitting an application, applicants give permission for the processing of their personal data for the purposes of managing selection and admissions procedures, for the maintenance of students' records and for statutory returns.

- 17.4 Applications for applicants who do not subsequently enrol will be held for 6 months after the completion of the admissions cycle. The admissions cycle ends once registration onto a programme is complete, unless the applicant has applied for deferred entry (in the case of the Dance Faculty).

### **G.18. Deferred Admissions**

The Dance Faculty is prepared to consider applications for deferred entry to programmes, except for the BA Contemporary Dance and the MA Dance Performance programmes; deferral will only be granted for one academic year. The Faculty of Music does not offer deferrals.

### **G.19. Disability**

Applicants are encouraged to disclose disabilities through the application process. Trinity Laban will make reasonable adjustments to support disabled applicants through the selection process and to enable their full participation in programmes, subject to the maintenance of academic standards.

### **G.20. Admission of Minors**

Applicants complete the standard application process through UCAS Conservatoires and the Deputy Registrar (Admissions & Systems) will oversee the management of the application.

### **G.21. Complaints and Appeals**

- 21.1 The UKHE Quality Code defines a 'complaint' about recruitment and admission as 'the expression of a particular concern about a procedure or administrative process which can be lodged at any point of the recruitment and admission cycle.' and an appeal as 'a request for a review of a decision concerning selection.'
- 21.2. Applicants may raise any complaints or appeals about admissions through the Institutional complaints procedure, for up to three calendar months after the issue arises. Requests for details of the complaints and appeals procedures in relation to admissions can be addressed to the Deputy Registrar, Admissions and Systems: [c.jones@trinitylaban.ac.uk](mailto:c.jones@trinitylaban.ac.uk).

A complaint will relate to the administration of an application or a suggestion that an Institutional policy or a relevant legal requirement has not been adhered to with regard to an application. An appeal is a request for a review of a decision about the selection of an applicant. Appeals may not be made on the grounds of academic judgement but only on the grounds of a material error in the process leading to a decision or a case that there was significant relevant information that, for good reason, was not available to the panel at the time of the decision. An applicant wishing to make an appeal should contact the Deputy Registrar for guidance about arranging an independent review of the decision, in line with the Institution's academic appeals process.

The Institution will only consider complaints or appeals from the applicant and not from a third party.

### **G.22 UK Visas and Immigration**

Trinity Laban is licensed to sponsor Tier 4 student visas. Confirmations of acceptance for studies (CAS) are issued for unconditional acceptances. Those enrolled on a programme of study of six months or less will be expected to obtain a short-term study visa and abide by the associated conditions.

As part of the process for issuing a Confirmation of Acceptance for Studies, Trinity Laban will request to see financial documentation and supporting materials. Failure to present these

documents within the time requested may result in Trinity Laban not issuing a Confirmation of Acceptance for Studies (CAS) and your acceptance of a place being withdrawn.

If an applicant has their visa application refused, Trinity Laban reserves the right to refuse to issue any further Confirmation of Acceptance for Studies (CAS).

### **G.23 Financial Information and Tuition Fee Assessment**

Applicants who accept a place at Trinity Laban will be sent details of our financial guidelines via email as part of the pre-enrolment information. This includes fees and relevant scholarship/bursary information.

The level of tuition fees you are liable for is based on your fee status, which we assess based on UK Government legislation. Guidelines for fee assessment are set out by the UK Council for International Student Affairs (UKCISA). In some cases we may require additional information from you, and will contact you via email if necessary.

### **G.24 Progression Agreements for Current Students**

Enrolled postgraduate music students wishing to continue their studies with a new programme the following year, there is a form to complete. This replaces the requirement to apply via UCAS Conservatoires, and this information is made available to all current postgraduate students.

Enrolled MA students in the Dance Faculty may apply to transfer onto the MFA Creative Practice programme after one year. Application via UCAS Conservatoires is not required.

### **G.25 Erasmus**

Trinity Laban has been awarded the Erasmus Charter for Higher Education (ECHE) for the Erasmus+ programme from 2014.

Applicants enrolled on the Erasmus exchange programme will be required to abide by the specific Erasmus policy, which will be provided upon arrival.

### **G.26 Contract with Applicants/Students**

A contract is formed when an applicant accepts the offer of a place at Trinity Laban. Following acceptance of the offer, the applicant is required to abide by Trinity Laban's Memorandum and Articles, regulations, rules, procedures and codes of conduct, as amended, from time to time, by the authority of the Governors and/or the Academic Board.

Offers on programmes are made in good faith and Trinity Laban will take all reasonable endeavours to deliver the programmes of study and other educational services as set out in its promotional material. Circumstances may change and Trinity Laban reserves the right to vary the content and delivery of programmes, to change the location of programmes and modules, to discontinue or combine programmes, or to discontinue services, if it considers such action necessary.