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## **1. UK Quality Code – Admissions, Recruitment and Widening Access**

### **Core Practices (Standards)**

The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.

### **Core Practices (Quality)**

The provider has a reliable, fair, inclusive and accessible admissions system.

The provider actively engages students, individually and collectively, in the quality of their education experience.

The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.

### **Guiding Principles**

- Policies and procedures for application, selection and admission to higher education courses are transparent and accessible.
- Higher education providers use fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully.
- Higher education providers reduce or remove unnecessary barriers for prospective students.
- Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.
- Providers continually develop widening access strategies and policies in line with local and national guidance.

## **2. Purpose**

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 diversity and inclusion, and taking account of good practice outlined in the advice and guidance section of the UK Quality Code. It is linked to the aims outlined in RADA's Access and Participation Plan 2020-2025. The document is intended to provide information to applicants and other interested parties about RADA's admissions principles, processes and requirements. The policy is applicable for all home and overseas admissions to our full-time HE taught programmes at undergraduate and postgraduate level. The policy is subject to annual review by the Learning, Teaching and Student Experience (LTSE) Committee.

## **3. Definitions**

In this document, "you" and "your" means the student; "we", "us" and "our" mean RADA. We use both 'prospective students' and 'applicants' in this document to refer to individuals who may or do apply to become students on RADA's HE programmes. You will also find that we use both 'programmes' and 'courses' within this document and other information to denote our higher education provision, such as the BA (Hons) Acting.

## **4. Principles**

We admit 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. Commitment to inclusive practices and the promotion of diversity in the recruitment of students, in support of our strategic aim to diversify our student population
- 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, regardless of background
- 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 2018 and the Freedom of Information Act 2000.
- 4.5. We will not discriminate on the grounds of age, disability, sex, sexual orientation, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, class or other such unjustifiable cause
- 4.6. We will make reasonable adjustments to accommodate individuals with disabilities or access needs in order to facilitate their engagement with the application and selection processes
- 4.7. Through admissions, we 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 within a particular subject area
- 4.8. Selection and admissions processes will be transparent, fair and supportive.

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

- 5.1. The recruitment and admissions processes for taught programmes are informed by the national legal framework, including legislation relating to equality and diversity and consumer protection. The admissions policy complies with the UK Quality Code and the registration conditions of the Office for Students (OfS).
- 5.2. This policy supports the implementation of the current [Access and Participation Plan](#) which sets targets for increasing representation among applicant and student populations from the following under-represented groups:
  - Entrants with a disability
  - Entrants with an ethnic origin from an underrepresented group
  - Entrants from low participation neighbourhoods and areas of high deprivation
  - Care experienced status
- 5.3. Application fees are payable for some programmes. Where application fees are payable, waivers will be available for applicants on low incomes who meet specific criteria, which are documented on our website.
- 5.4. Our Equality and Diversity statement can be read [here](#).

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

Further information about the admissions policy is available from the admissions team:

admissions@rada.ac.uk

## **7. Responsibilities**

A number of departments work together in support of the recruitment process.

- 7.1. The Admissions Committee oversees the planning of admissions processes in accordance with the institutional strategy. Responsibility for the establishment of student numbers for each programme lies with the Principal and the Senior Leadership Team.
- 7.2. The Learning, Teaching and Student Experience Committee is responsible to Academic Board for monitoring the operation of admissions policies and procedures and for providing assurance of the efficacy of admissions policies and practices.
- 7.3. The Admissions Committee comprises of representatives from each Programme Committee. The Programme Committees consider recruitment and progression statistics and address issues through annual programme monitoring, with reports submitted through the Academic Standards and Quality Committee to the Academic Board.
- 7.4. Each faculty operates admissions processes in accordance with the principles outlined in this policy.

### **7.5. Administrative Functions**

The Deputy Registrar (Admissions & Student Services) is responsible for the general management of admissions procedures, reporting to the Registrar

King's College, London is responsible for the academic standards and quality of the qualifications it awards as our validating body.

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

- 8.1. We ensure that members of staff, and external panel, receive appropriate training on inclusive admissions practices delivered through induction programmes which include equality and diversity training.
- 8.2. The admissions team, alongside panel chairs, are responsible for the induction of new admissions panel members.

## **9. Entry requirements – General**

- 9.1. Minimum entry requirements for each programme are published on the website.
- 9.2. General entry requirements are set out in our Academic Regulations, and are as follows:
  - a. You must satisfy programme specific entrance requirements for the level and programme of study;
  - b. You must have demonstrated to our satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
  - c. You must be proficient in spoken and written English to the levels set out in paragraph 16.3
  - d. Due to the curriculum containing adult content, students must be 18 years of age on the first day of the induction week in the year that they start their programme of study. It is not possible to make adjustments for individuals that would exclude all such content. Term dates are published on our website [www.rada.ac.uk/contact-us-home/term-dates/](http://www.rada.ac.uk/contact-us-home/term-dates/)

- e. You must have an appropriate student visa, where applicable;
- f. You must comply with the registration procedure laid down by the Academy.

## 10. Entry requirements – International students

- 10.1. We are licensed to sponsor student visas. Entrants who are not from the UK may be required to obtain a [student visa](#) to study on one of our full-time programmes.
- 10.2. Successful applicants will be sent a conditional offer alongside a 'CAS form'. The CAS form is used to collect information required by UK Visas and Immigration to issue a CAS.

We will require copies of the following documents before we can issue the CAS:

- a. Passport details
  - b. Current or previous UK visas
  - c. English Language Requirements - to show that your English language is at a level which allows you to complete your course successfully as outlined in each programme entry requirements. These can be found on the relevant course pages of our website (see paragraph 17.3)
  - d. Tuberculosis Test, if applicable
  - e. Financial information (sponsorship and/or proof of available funds)
- 10.3. International students are required to pay a £3000 deposit on acceptance of their place which is held against the first years' tuition fee.
  - 10.4. On receipt of a fully completed CAS Form, supporting documents, and receipt of a deposit we are then able to issue a Confirmation of Acceptance for Studies number and unconditional offer letter to enable you to start the visa process. Failure to present these documents within the time requested may result in us not issuing a CAS and your acceptance of a place being withdrawn.
  - 10.5. Students completing the FdA in Technical Theatre and Stage Management programme will be required to apply for a new CAS if they have accepted a place on the BA in Technical Theatre and Stage Management programme.
  - 10.6. If an applicant has their visa application refused, we reserve the right to refuse to issue any further CAS.

## 11. Application Process

- 11.1. Applications for our full-time HE programmes are submitted via our online admissions system. We are not a member of UCAS.
- 11.2. We are committed to providing accurate information for prospective students about our courses, which gives them a realistic perspective about the nature and demands of conservatoire-level training. Applicants are referred to web-based guidance on application requirements and selection arrangements.
- 11.3. Applicants who attend workshop 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 may also be offered tours of the facilities.

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

## 12. Application fees

- 12.1. We charge an application fee for the BA in Acting and our MA courses. The admissions process is not automated, and may involve considerable individual contact with an applicant, especially where there are multiple processes or workshop auditions/interviews. Application fees are not refundable.
- 12.2. There is no application fee for our Technical Theatre Arts programmes.
- 12.3. In support of our Access and Participation work, we offer free applications to applicants from underrepresented groups applying to our BA in Acting programme. The eligibility criteria can be found on our website.

## 13. Audition and Interview

- 13.1. Admission to RADA is by audition and/or interview. For undergraduate programmes, we audition/interview everyone who applies. For postgraduate programmes, see paragraph 14
- 13.2. Audition panels comprise at least two members of staff with specialist knowledge of the relevant art form or discipline. Auditions vary in content according to the stage of the admissions process, the requirements of the discipline and the level of the programme. The audition requirements for each programme are detailed on [our website](#).
- 13.3. Interviews form part of the selection process for some programmes, where they are used to determine whether an applicant's aims and aspirations are best served by the programme and whether they are consistent with our core values. Interview panels will also consider whether the applicant is likely to be able to meet all the demands of the proposed programme.
- 13.4. All audition/interview panels are issued with guidance relating to the conduct of the audition process. Panels are required to provide scores in line with the relevant admissions criteria and written feedback in support of their recommendations.
- 13.5. Arrangements are made to acknowledge the involvement of members of staff deemed to have a personal knowledge or interest in an applicant. This is disclosed to the [Admissions Team](#) in advance of any audition/interview.
- 13.6. Should an applicant not be able to attend a scheduled audition because of a mitigating circumstance, an alternative date or online equivalent will be offered wherever possible, although this cannot be guaranteed. In such cases audition fees may be retained.
- 13.7. Applicants can only audition once per admissions cycle for the same programme and application fees are not normally refundable.

## 14. MA Programmes

- 14.1. Selection depends on the suitability of the application in relation to the requirements of the programme. The application process requires the completion of an application form through our online admissions system, a degree, the submission of a CV, a written

statement and (where relevant) English Language certificates. Any other specific course requirements and application fees will be outlined at the time of application.

- 14.2. The Course Leader (or their nominee) will review each application to determine whether there is sufficient prior professional/practical experience to meet the entry requirements for the programme. All applicants meeting that requirement will then be offered an audition and/or interview.

## **15. Disabled Applicants**

- 15.1. We welcome disabled students onto our courses. Prospective students with a disability or impairment (for example a specific learning difference, a physical or sensory disability or mental health condition) are encouraged to disclose information which will help us in making reasonable adjustments in advance of any interview or audition. There is space on the application form to disclose any relevant information which will help us make adjustments, but applicants are welcome to disclose at any point in the admissions process.
- 15.2. When an offer is accepted, part of our registration process is to invite offer holders to complete a Student Support Questionnaire. We use the responses from the questionnaire to ascertain more information about a condition to help us assess reasonable adjustments for the chosen course of study.

## **16. Contextual Admissions**

- 16.1. We are committed to increasing access to our programmes from underrepresented groups. Where available, the following contextual data is considered as part of the undergraduate admissions process:
- a. Entrants with a Disability
  - b. Ethnic origin from an underrepresented group
  - c. Entrants from low participation neighbourhoods and areas of high deprivation
  - d. Care experienced status
- 16.2. Where the decision on whether to offer a place to a student is borderline, favourable consideration will be given to applicants with one or more of these indicators.

## **17. Application Outcomes**

- 17.1. The application process will result in one of three outcomes: offer, waiting list or unsuccessful. An offer may be made to an applicant on the waiting list if a place becomes available before the start of the programme.
- 17.2. Successful candidates will receive an offer usually by email from the Admissions team. The offer may be subject to one or more conditions. When an offer is made, the applicant will be asked to read and agree to our Terms and Conditions. Terms and Conditions can be found at <https://www.rada.ac.uk/regulations-and-policies/>
- 17.3. English Language Proficiency**  
Entrants whose first language is not English are required to provide evidence of a sufficient level of the English language to be able to cope with the academic demands of the proposed level of study, as well as meeting the external requirements of UK Visas and Immigration. Our website provides guidance on the requirements set <https://www.rada.ac.uk/student-life/international-students/>. The offer of a place may be conditional on an applicant obtaining a recognised English Language test at the relevant level.

#### **17.4. Feedback**

Owing to the volume of applicants, and the nature of the process, we do not automatically provide feedback to all applicants. If requested, we may provide feedback to those applicants who were unsuccessful at the final stage of the admissions process (for example, those not offered a place after the fourth round of the BA (Hons) in Acting) at the discretion of the panel Chair.

### **18. Non-standard entry, direct entry and transfer**

- 18.1. Entry to each of our programmes is set out in the respective admissions requirements.
- 18.2. We accept direct entry to the BA Technical Theatre and Stage Management (equivalent to Year 3 of a degree programme) if the entry requirements are met.
- 18.3. We do not normally offer direct entry into subsequent years or progression stages of our BA in Acting, FdA in Technical Theatre and Stage Management or our postgraduate programmes due to the specific nature of the training.

### **19. Deferred applications**

We do not usually permit applicants to defer a place once an offer has been made but will consider requests for deferral where there are exceptional circumstances (such as serious health or financial reasons), on a case by case basis. In such cases deferral will be granted for a maximum of one calendar year for undergraduate programmes and two for postgraduate programmes.

### **20. Contract with Applicants/ Students**

- 20.1. A contract is formed when an applicant accepts the offer of a place with us and agrees to the Terms and Conditions of the offer which includes the Fees Policy. Applicants should note that tuition fees become payment on the first day of the first term.
- 20.2. Terms and Conditions are provided to applicants in durable form. Along with the relevant programme specification, this document forms part of a contractual agreement between us and the applicant.

### **21. Financial Information and Tuition Fee Assessment**

- 21.1. Applicants who accept a place will be sent details of their tuition fee obligations in the offer letter alongside our Fees Policy (via email) as part of the pre-enrolment information
- 21.2. The level of tuition fees that an applicant is liable to pay is based on their fees 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 applicants, and will contact them via email if necessary.

### **22. Accuracy of Information**

- 22.1. The accuracy of promotional material relating to programmes is the responsibility of our Marketing and Communications Department, liaising with Programme Leaders, Heads of Departments and Student and Academic Services, with the Registrar having editorial responsibility for regulatory information. The Deputy Registrar (Admissions and Student Services) is responsible for ensuring that information sent to applicants and prospective students is updated annually, including the web-based information.



- 22.2. Every effort will be made to avoid making significant changes to programmes between the point of offer and the point of enrolment. Where a change is necessary, due to unforeseen circumstances, full details will be sent to applicants who will be asked to consent to the changes at the point of enrolment.

### **23. Criminal convictions**

- 23.1. Having a criminal record is not a bar to applicants training with us. It will depend upon the circumstances and type of offence. Disclosure is not a requirement of the application process but we do encourage applicants to disclose information pre-enrolment so that they can be fully supported throughout their studies. However, applicants requiring a student visa are required to disclose this to us as part of the visa application process as it may impact on their ability to study in the UK.
- 23.2. Some programmes require work within a setting where a DBS check is needed and therefore some criminal convictions may prevent a students' enrolment on the programme or engagement with elements of the curriculum.
- 23.3. When dealing with existing students and selecting applicants for admission, criminal convictions which are deemed spent under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as 'exceptions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not be taken into account. We will process any information in line with our Disclosure of Criminal Convictions Policy for Applicants and Students <https://www.rada.ac.uk/regulations-and-policies/>

### **24. Fraudulent statements and omitted details**

- 24.1. We will initiate an investigation if we have reason to believe that an applicant 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 rescinded.
- 24.2. If any enrolled student is subsequently found to have been admitted on the basis of fraudulent information may be subject to our non-academic misconduct process which could result in them having their studies terminated.

### **25. Data Protection**

- 25.1. Information about applicants will be treated as personal and sensitive data and stored in a secure records system to ensure that confidentiality can be maintained. Information about personal data collection can be found in RADA's Privacy Notice <https://www.rada.ac.uk/privacy/>
- 25.2. Data relating to applications, offers on programmes, acceptances, enrolments and progressions will be collected to facilitate analysis and ensure the integrity of data included in statutory reports, including monitoring reports relating to the Access and Participation Plan with the Office for Students and statutory returns to bodies such as the Higher Education Statistics Agency (HESA).
- 25.3. 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 student records and for statutory returns.

## 26. Appeals and complaints

26.1. If an applicant feels that they have grounds for an appeal or complaint on an application decision, they should follow the process published on our website:

<https://www.rada.ac.uk/regulations-and-policies/>

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