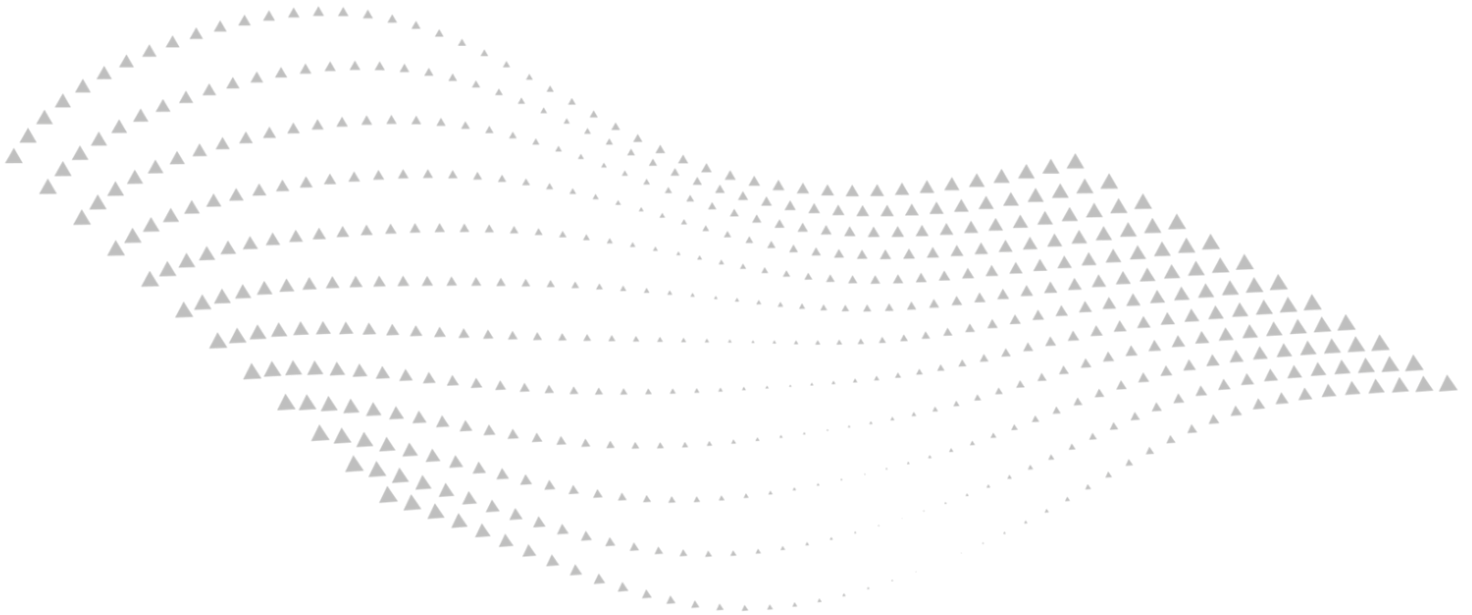




# Admissions Policy (Dublin)



Last approved: March 2020

Approved by: Academic Board

Next review due: March 2024

## Contents

Introduction.....	3
Aims .....	3
Our Promise.....	3
Pre-Application .....	3
Selection of Students.....	4
Application Process.....	4
Audition/Interview (Performance, Songwriting, Music & Audio Production only).....	5
Interview for All Other Non-Performance Courses.....	6
Interview for Postgraduate Provision .....	6
Entry Criteria .....	6
Alternative Qualifications .....	7
Offers .....	8
Deferral Requests.....	8
Unsuccessful Applications .....	8
Communication of Feedback .....	8
Re-application.....	9
Disabled Students and those with Long Term Health Conditions .....	9
Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP).....	10
Documentation.....	10
Extenuating Circumstances.....	10
Applicant Complaints & Appeals Procedures .....	11
Diversity.....	12
Widening Participation.....	13
Data Protection .....	13
Open Days.....	13
Terms & Conditions.....	13

## Introduction

BIMM Institute ("**The Institute**") is committed to promoting equal opportunities for all applicants to each College. BIMM Institute Dublin will comply with this Dublin Admissions Policy ("**Policy**"). We actively seek to recruit a diverse student body that is reflective of the wider community, including students from Ireland, EU the UK, overseas and mature applicants. We believe that a diverse student body provides for a more creative and dynamic music community and this is in line with the ethos and mission of the Institute. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. The Institute will operate within the guidelines of the Equality Act 2010. The admissions team is led by the Recruitment & Admissions Manager, who supervises, and is responsible for, the admissions procedure.

This Policy is intended to inform the actions of staff when carrying out the admissions functions of the Institute ensuring that fairness and consistency are embedded within the admissions process. It is also intended to inform prospective students, applicants/agents of the details of the admissions process to help them through the process and manage their expectations of the Institute.

## Aims

This Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to the Institute are treated fairly, in a transparent and consistent fashion;
- All applications are responded to promptly and efficiently;
- All applications are dealt with and admissions decisions are made by appropriate staff;
- Clear and impartial advice is given to applicants and that they are placed on the most appropriate course;
- The Institute complies with Technological University Dublin's procedures for Academic Quality Enhancement, recognises the responsibilities of the Institute in relation to the Qualifications (Education & Training) Act, 1999 and the National Qualifications Authority of Ireland (NQAI) and with the UK Quality Code and all applicable laws, including the Equality Act 2010.

The Institute is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. The Institute aims to recruit students who have the potential to meet the demands of and benefit from their course and is committed to the widening participation agenda. BIMM Institute will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

## Our Promise

BIMM Institute undertakes to:

- Conduct regular reviews of all admissions procedures;
- Treat all applicants fairly in line with the terms of this Policy;
- Provide prospective students with information about our courses and what students can expect to experience, through our website and our prospectus materials, and through any promotional events and College exhibitions we may attend;
- Encourage all prospective students to seek further advice and guidance at a BIMM Institute Open Day;
- Regularly review all prospectus and website materials to ensure they are accurate and up to date.

## Pre-Application

- The Institute commits to dispatching a physical prospectus pack to all potential applicants within 48hours of their initial enquiry. Prospectuses are also available from the website as an immediate download.

- Pre-application information is available from the website, in the prospectus, and leaflets or brochures covering the following areas:
  - Course specifications and details including indicative curriculum information;
  - Accreditation/approval of courses by professional bodies or Partner Colleges and Universities;
  - Course structures, duration, mode of attendance and qualification title;
  - The general and subject specific entry requirements for each course;
  - The range of resources available at the College, including information on the virtual learning environment and other on-line learning resources;
  - The details of tutors in each specialist department;
  - The details of all senior staff at the College;
  - Details of academic policies and processes through the Academic Development & Quality Manual;
  - Information on BIMM Institute Open Days and College tours;
  - How to apply to the Institute (including CAO application details);
  - Recent BIMM Institute masterclasses and other events;
  - Course fees and payment arrangements, and sources of financial advice;
  - Sources of financial assistance (internal and external), including scholarships and bursaries.

The Institute is committed to providing all stakeholders with all material information required to make an informed decision about their choice of HE provider and course. However, as printed materials may have been published well in advance of any start date, the Institute reserves the right to make amendments to the published contents, methods of delivery or specific entry requirements of courses if such action is reasonable and considered to be necessary. We endeavour to ensure that all information available on our website is up-to-date and encourage stakeholders to see this as the authoritative source of course information.

The Institute endeavours to inform applicants at the earliest opportunity of any significant changes to the content or format of a course that are made between application and enrolment. The Institute aims to provide all the courses that are advertised in the prospectus, on the website and, where applicable, on the CAO website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, the Institute will inform applicants to the course at the earliest opportunity and will give applicants the chance to be considered for an alternative course where possible (see Student Terms & Conditions for further details).

### **Selection of Students**

Students are selected on the basis of evidence of: (i) academic achievement; (ii) musical / personal experience (as appropriate); and (iii) performance at interview or audition (as appropriate), in each case as against the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at the Institute and to make a positive contribution to the College. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course. We ensure that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards the achievement of their own goals.

### **Application Process**

Application to the Institute must be made through one of the following routes:

- Foundation Diploma courses - Direct application to the Institute.
- BA (Hons) in Commercial Modern Music - Applications must be submitted through CAO (Central Application Office).
- BA (Hons) Music Business - Direct application to the Institute.
- Postgraduate courses - Direct application to the Institute.

## **Audition/Interview (Performance, Songwriting, Music & Audio Production only)**

The audition/interview is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded in the audition/interview form comprises of academic qualifications, musical preferences and experiences, and discipline ability. All Assessors (as defined below) are trained in supportive audition methods and equality of opportunity issues.

The auditions and interviews will be conducted by a BIMM Institute tutor, Academic Staff Member or Approved Entrance Assessor (each an "**Assessor**"). They will more often be referred to as the "Assessor". All Assessors are trained specifically to conduct auditions and interviews and approved by senior management. They are reviewed and observed throughout regular points of the year and attend annual training events to ensure they are delivering the best service to our applicants and Colleges.

**Audition:** The applicant will be required to prepare a live performance piece which will be assessed by an Assessor. Guidelines on what to prepare will be sent to the applicant by the Institute's Admissions department in advance of their audition date – the applicant will be advised of what the Institute considers to be the appropriate time needed for preparation.

**Interview:** The applicant will also be asked a series of questions by the Assessor based on the course, previous experience/s relevant to course, portfolio submission where applicable and career or course related goals.

- The audition/interview typically lasts around 30-45 minutes and is conducted on a one-to-one basis by an Assessor.
- As part of the interview, applicants may be asked to answer questions based on their interest, goals and experience as well as on aspects of their chosen discipline.
- Applicants for Performance Courses will be expected to demonstrate an appropriate level of performance skills.
- Applicants for Songwriting Courses will be expected to demonstrate an appropriate level of songwriting skills.
- Applicants for the Foundation Diploma in Music & Audio Production will be expected to provide evidence to demonstrate an appropriate level of knowledge and experience. Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- Upon request by the applicant or where deemed reasonably necessary by the Institute, applicants will receive an explanation of the academic and other support services available.
- All applicants will be given the opportunity to declare any additional learning support needs at audition / interview and should these be identified they will be followed up by appropriate specialist staff once an offer has been made.

Whilst it is our preference that auditions/interviews be undertaken in person, we provide an alternative to in-person auditions/interviews for applicants that are not able to travel to one of our College locations (e.g. international students). Such applicants' suitability can be assessed through the submission of a remote demo or digital portfolio. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.

- Applicants will be issued with guidelines for the submission upon receipt of their application.
- Applicants will be asked to submit within 10-28 working days of receipt of these guidelines.
- Submissions are reviewed by an Assessor, who will complete a pro forma and make a recommendation regarding the applicant's submission.
- Applicants assessed may be invited to attend a remote interview with the course leader or admissions tutor if further evidence of their suitability is required.

## **Interview for All Other Non-Performance Courses BA (Hons) Music Business, Foundation Diploma Music Business**

Applicants will be invited to attend an interview face to face or by phone.

- The interview typically lasts 30 minutes and is conducted on a one-to-one basis by a member of the BIMM Institute specialist teaching team and hosted by a member of the Admissions team who provides information about the College and the admissions processes.
- As part of the interview, applicants will be asked to answer questions based on their personal statement, as well as on aspects of their chosen discipline.
- Applicants will also be asked to explain what they hope to gain from the course and their future aspirations.
- Upon request by the applicant or where deemed reasonably necessary by BIMM Institute, applicants will receive an explanation of the academic and other support services available.
- All students will be given the opportunity to declare any additional learning support needs at audition / interview and should these be identified these will be followed up by appropriate specialist staff once an offer has been made.

### **Interview for Postgraduate Provision**

Applications for the MA Popular Music Practice are made directly to the Institute. All applicants are invited to attend an interview with an Assessor. International applicants who are unable to attend an interview in person will be offered a phone or Skype interview.

### **Entry Criteria**

The Institute has clearly documented minimum standard entry requirements for all of its courses. These minimum entry requirements are set out below:

Additional entry requirements and typical offers for each course are published annually in hard copy prospectuses, on the BIMM Institute website and where applicable on the TU Dublin website.

Entry requirements are reviewed on an annual basis and are updated if necessary. The Institute ensures that the most up to date information is clearly displayed on its website.

### **Academic entry requirements**

- **Foundation Diploma:** For all courses at this level, a minimum of one module at Leaving Cert (O6) or one module at QQI Level 5.
- **Undergraduate:** Please refer to each course overview on the Institute's website for specific entry requirements.
- **Postgraduate:** Applicants will be required to have achieved an undergraduate degree at 2:2 or above in a creative industry related subject or significant professional experience in the creative arts/industries.

### **Age on Entry**

The Institute welcomes applications from people of all ages, subject to meeting our course entry requirements and the below

### **English Language**

All courses at the Institute are taught and assessed in English. All applicants should have achieved at the point of entry a 6.0 in IELTS with a minimum of 5.5 in each band, or other accepted equivalents.

Applicants whose first language is not English and for whom the majority of their education has not been in English will also need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard 6.0 in IELTS with a minimum of 5.5 in each band. Where applicable, specific requirements are outlined in the course overviews or within an offer.

**Postgraduate:**

**MA applicants** whose first language is not English and for whom the majority of their education has not been in English will also need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard 6.5 in IELTS with a minimum of 6.0 in each band.

**Alternative Qualifications**

Applicants with qualifications equivalent to those required (and detailed above) or with equivalent evidence of experiential learning will also be considered. Further information about Recognition of Prior Learning and Recognition of Prior Practice can be found below.

Applicants are normally expected to achieve, or already have, the published course entry requirements. Exceptionally, applicants who do not meet course entry requirements may still be considered if the course team judges the application demonstrates additional strengths and alternative evidence. This might, for example, be demonstrated by:

- related academic or work experience;
- the quality of the personal statement;
- a strong academic or other professional reference;
- evidence of motivation, potential, knowledge and ability to study the course of their choice; or
- a combination of these factors.

The Institute is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. The Institute will only offer a place where there is evidence that an applicant is capable of completing their chosen course with a good final classification, and as such, The Institute reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

**Applicants who have Non-Irish Qualifications**

Admissions staff have experience in considering a wide range of international qualifications against the Institute's entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the entry criteria should contact the Admissions Team by email: [dublin@bimm.ie](mailto:dublin@bimm.ie) or by phone: +353 1 5133666

Students applying for courses directly to BIMM Institute Dublin are required to investigate their individual visa requirements directly at <http://www.inis.gov.ie/>. It is not possible to procure a full-time student visa for the BA (Hons) Music Business, MA Popular Music Practice or part-time Foundation Diploma courses at BIMM Institute Dublin.

Students applying for the TU Dublin accredited BA (Hons) Commercial Modern Music can apply for a student visa where required. Further support and information can be found at <https://tudublin.ie/study/international-students/entry-requirements/visa-and-immigration-requirements/>.

Prospective students can check their individual visa requirements directly at <http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa>. Non-EU/EEA and non-Swiss nationals that do not require an entry visa must ensure they register with the Garda International Immigration Bureau within 30 days of arriving in Ireland as indicated by the Irish Naturalisation & Immigration Service.

All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. Once the selection process has been concluded, an offer or an unsuccessful decision will be conveyed.



## Offers

All offers will provide details of the Institute's Student Terms & Conditions, which can be found [here](#).

The Institute is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements.

If the course team who are considering the application deem the application to be more appropriate to an alternative course of study an alternative course offer may be made. Applicants will be informed of this offer to an alternative course either at interview or by telephone. Applicants do not have to be considered for an alternative course and can opt out from this process at any point during the admissions cycle.

Applications for the BA (Hons) Commercial Modern Music course are made through CAO Offers and will be issued in line with CAO procedures once the applicant has completed the required application processes. For further information regarding CAO application deadlines, visit [www.cao.com](http://www.cao.com)

Enrolment and Induction packs are sent out to all prospective students following the CAO acceptance deadline and before the commencement of the course.

After a successful audition/interview, all applicants for the MA Popular Music Practice, BA (Hons) Music Business and Foundation Diplomas will be sent an offer by email. These offers may be unconditional or conditional. If unconditional, the applicant has met all the entry requirements for the course. If conditional, some criteria still must be met. As an example, this may be dependent on results of qualifications currently being studied for.

The offer will outline details of the course offered, any conditions of entry, information about fees and funding and any deposit required. A contract will also be enclosed which must be signed and returned with the deposit (if applicable) within 28 days. Once this is received by the Admissions Team, the applicant will have secured a place and further contact will be in respect of their enrolment and induction.

Enrolment and Induction packs are sent out to all prospective students before the commencement of the course.

## Deferral Requests

Applicants holding offers may request to defer their place for a maximum of one calendar year only.

BA (Hons) Commercial Modern Music applicants wishing to defer should use the TU Dublin deferred entry application procedure. Further information can be found at <https://www.dit.ie/studyatdit/undergraduate/howtoapply/deferredentry/>

## Unsuccessful Applications

The Institute reserves the right to refuse admission to applicants who have not met academic or non-academic entry requirements; where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course or where the course is full.

When advising an applicant that their application to a course of study has been unsuccessful where possible they will be advised of alternative courses within the Institute for which there are vacancies or to offer guidance if feedback is requested by the applicant.

## Communication of Feedback

Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions Team dealing with the application in the first instance.



The Institute endeavours to respond to all requests for feedback within 20 working days. If a school advisor writes to request feedback on the way in which they are preparing applicants to a College, the request should be referred to the Admissions team dealing with the application.

Any subsequent correspondence related to a request for feedback must be referred to the Admissions Team dealing with the application.

### **Re-application**

There may be cases where applicants wish to re-apply to the Institute. The communication of a decision by the Institute will give clear guidance to the applicant in cases of re-application, as follows:

- Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application;
- Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.

### **Disabled Students and those with Long Term Health Conditions**

The Institute is committed to inclusion and equality. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We make adjustments and provide support, so that disabled and dyslexic students can succeed on their courses. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the admissions process.

It is the Institute's policy that any potential needs of students with disabilities are, to the extent possible, identified and addressed within the detailed admissions process and efforts are made to take account of an individual applicant's situation. This can be organised on the phone or via email with the Admissions team prior to arrival, and any specific needs can be accommodated during the admissions process.

Any student with a disability can discuss any aids, adaptations or special requirements needed to enable them to fully participate in the course with their Admissions Advisor. If necessary, an Accessibility Study will then be commissioned. This is first addressed in the admissions process where students are asked to provide details of any special needs or requirements. Induction, registration and enrolment activities are also fully accessible to disabled students, and the needs of any student are accommodated in the design of such activities.

Applicants are invited to disclose their access needs at all stages of the application process (initial application/interview/audition, offer etc), but are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before they arrive at the Institute.

The Institute is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not disclose this information at the point of application. In some instances, students may be advised that they are unable to participate on their course if they have not disclosed this information and if the Institute is at the point at which consideration for adjustment is not practicable.

Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard entry criteria for the applicant's chosen course and decisions are made purely on these criteria.

The reasons for enquiring about disability access needs are:

- To allow early discussion of any access arrangements the applicant might require, e.g. an interpreter at interview, or level-/lift access rooms;
- To ensure that the applicant can access further specialist advice and information if necessary, from BIMM Institute.

### **Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP)**

In order to fulfil the Institute's commitment to offer access to its courses to the maximum range of applicants it is possible for prior learning to be considered as an alternative to the minimum qualifications detailed above.

If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements, then an **RPL (Recognition of Prior Learning)** application route can be considered.

Where an applicant wishes to transfer onto a BIMM course from another institution, with or without advanced standing, BIMM Institute will undertake a review of their attainment in order to confirm that they are suitably prepared to enter the course, and that the credit achieved elsewhere can contribute to their qualification.

For further information relating to RPL, please see BIMM Institute's RPL Policy & Procedure which can be viewed [here](#).

In the case of first year entry to the BA(Hons) in Commercial Modern Music at BIMM Institute Dublin, all academic requirements are reviewed directly by TU Dublin. Further information can be found at <https://www.dit.ie/academicaffairsandregistrar/recognitionofpriorlearning/>.

An example of where an applicant may be eligible to benefit from an RPP application is where they may have worked for some time prior to application. Mature students are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements. The Institute will take in to account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.

Details of all qualifications currently held and to be taken should be included on the applicant's application form for consideration alongside information on skills and knowledge obtained. In order to provide confirmation of relevant experience applicants may be asked to provide further evidence for example a written statement, CV or additional references. The Admissions team dealing with the application will contact the applicant if further information is required.

For further information relating to RPP, please see BIMM Institute's RPP Policy & Procedure which can be viewed [here](#).

### **Documentation**

All students will be required to present original academic and personal documentation at enrolment prior to the start of their course to the extent that qualifications have not already been verified via the admissions and confirmation processes.

### **Extenuating Circumstances**

The Institute recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by the Institute. These extenuating circumstances may include (but shall not be limited to) the absence of a subject teacher for a significant period of time, medical issues or serious personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete

particular assessments/qualifications.

The Institute will assess all applications on an individual basis.

In assessing whether it is appropriate to consider an applicant's extenuating circumstances, the Institute has a duty to ensure that an examination board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

In seeking adjustment for the impact of extenuating circumstances on academic attainment, the Institute will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.

It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and BIMM Institute's decision in these cases remains final.

### **Applicant Complaints & Appeals Procedures**

#### **Appeals (defined as a formal request to review the selection decision)**

Applicants do not have a right of appeal against the academic judgment of the College regarding the decisions made about admission to a BIMM course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

1. Pertinent information was missing from the original application;
2. There has been a misinterpretation of information or data contained within the original application; and/or
3. There was a procedural anomaly in the handling of the application.

This review can only be requested after an applicant has received feedback on the reason for their original rejection. The request for a review must then be placed (in writing) within 28 calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made. This request should be sent by email to [helenshyne@bimm.ie](mailto:helenshyne@bimm.ie).

The request for a review must be made by the applicant, or their parent/guardian if they are under 18, and not a third party. The Institute will not respond to requests from anyone other than the applicant or, in the case of an under 18 applicant, their parent or guardian.

Once received, the Recruitment & Admissions Manager will review the record of the application (normally in consultation with the relevant Admissions Advisor) and will respond in writing within 14 working days of receipt of the Appeal. If the original decision is upheld, this correspondence will include the reason for the decision.

If the applicant remains dissatisfied with the outcome of the appeal from the Head of Admissions, the appeal can be passed to the College Principal for a final review. This escalation of the Appeal must be submitted in writing within 28 calendar days of receiving the response from the Recruitment & Admissions Manager. The appeal should be sent to the College Principal by email to [alancullivan@bimm.ie](mailto:alancullivan@bimm.ie).

The College Principal will review the case on the following grounds:

1. Whether there were procedural irregularities in the investigation of the complaint; or

2. Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Recruitment & Admissions Manager; or
3. Whether the finding of the previous investigation was against the weight of the evidence.

The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

**Complaints (defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision)**

Complaints are different to appeals as they do not necessarily have to be in connection with a decision to turn down an applicant. A complaint is a concern about a particular procedure, an irregularity in the administration of an application, or a belief that a policy has not been correctly implemented. Complaints may cover any aspect of the admissions process and will normally focus on a specific issue or situation (which could include the feedback request). A complaint does not necessarily question the decision of the Institute but raises a concern about how the selection process operated.

The complaint must come from the applicant or, in the case of an under 18 applicant, their parent or guardian. The complaint must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. Complaints must initially be sent by email to [helenshyne@bimm.ie](mailto:helenshyne@bimm.ie)

The Recruitment & Admissions Manager will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.

If the applicant remains dissatisfied with the outcome of the complaint from the Head of Admissions the complaint can be passed to the College Principal for a final review. This escalation of the complaint must be submitted in writing within twenty-eight calendar days of receiving the response from the Recruitment & Admissions Manager. The complaint should be sent to the College Principal by email to [alancullivan@bimm.ie](mailto:alancullivan@bimm.ie).

The College Principal will review the case on the following grounds:

1. Whether there were procedural irregularities in the investigation of the complaint; or
2. Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
3. Whether the finding of the previous investigation was against the weight of the evidence.

The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

### **Diversity**

The Institute's Equal Opportunities & Diversity Policy sets out what steps we will take to promote equality in relation to the protected characteristics covered under the Equality Act 2010.

- The Equality Act 2010 requires us to have due regard to the need to: eliminate discrimination, harassment, victimisation;
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

In line with the provisions of the Act, the Institute will:

Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;

- Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
- Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including considering the needs of people with protected characteristics;
- Make efforts to encourage participation from under-represented group.

**Widening Participation**

The Institute believes that widening participation to music and performing arts courses is essential to realising its vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality.

**Data Protection**

Data protection legislation places a responsibility on the Institute to control the processing of personal data, including sensitive personal data and applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in the Institute's Privacy Policy, which can be found [here](#).

We will use the applicant's/student's personal data in accordance with our Privacy Policy and we will not enter discussions with anyone about an application other than the applicant, unless the applicant has nominated a named person to act on their behalf.

**Open Days**

The Institute provides a range of opportunities for applicants before and post application to visit the College in order to understand the courses and facilities available. Please visit the website for more information on open days.

**Terms & Conditions**

It is important that applicants and advisers are aware of BIMM Institute Student Terms & Conditions that will be legally binding on an applicant once they accept an offer of a place at the Institute. These can be found [here](#).