

Admissions Policy (2023 Entry)

Policy owner:	Northern School of Contemporary Dance – Leadership Team
Lead contact:	Admissions Manager, Head of Academic Registry & Quality Assurance
Audience:	Applicants for Northern School of Contemporary Dance Courses of higher education
Approving body:	Northern School of Contemporary Dance: Academic Board
Date approved:	
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Supersedes:	
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Review cycle:	Annually
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Related Statutes, Ordinances, General Regulations	Validating Universities’ Academic Regulations
Related Policies, Procedures and Guidance:	Student Protection Plan, Student Complaints Procedure
UK Quality Code reference:	Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals
OfS Conditions reference:	Conditions C
Equality and Diversity Considerations:	Policy should be available in accessible format for all students.
Date Equality and Diversity Assessment Completed:	
Further information:	

Important Information about Northern School of Contemporary Dance

Northern School of Contemporary Dance is a registered Higher Education Provider with the Office for Students

By accepting the offer of a place on a higher education Course, you (and your parent / guardian / named responsible adult if you are under 18) accept the terms and conditions in full, which along with your offer, include:

- the School's rules, regulations, policies and procedures; and
- the academic regulations of the University of Kent, as applicable.

All of the above form the contract between you (and your parent / guardian / named responsible adult if you are under 18) and the School in relation to your studies at the School.

The rules, regulations, policies and procedures of Northern School of Contemporary Dance and as applicable, the academic regulations of the University of Kent (the validating university that awards our degrees) will apply in relation to your studies at the School.

The higher education courses offered by Northern School of Contemporary Dance are validated by the University of Kent (the 'validating university').

Enquiries regarding admissions for a course of higher education delivered by the School should be sent to: admissions@nscd.ac.uk

1. Admissions Policy Statement

1.1 Admissions Policy Statement

Northern School of Contemporary Dance (NSCD) exists to train artists who will match the world's best and, on entering their professions, shape the future of dance.

NSCD is a publicly-funded institution. Its policies and procedures are closely aligned with the Office for Students Conditions of Registration, the Quality Assurance Agency (QAA) expectations for standards and quality, as set out in the revised [Quality Code](#) (March 2018), and the Office of the Independent Adjudicator for Higher Education (OIAHE or OIA) Good Practice Frameworks.

1.2 General expectations

NSCD select students with the greatest talent and aptitude for training, underpinned by a commitment to widening participation and to promoting courses to young people who are less likely to participate in higher education.

This policy relates to all undergraduate and postgraduate courses offered Northern School of Contemporary Dance.

1.3 Details of Conservatoire higher education courses

Details of courses currently on offer at Northern School of Contemporary Dance can be viewed on the school website in the course summary documents which can be accessed from the following link:

<https://www.nscd.ac.uk/study/courses/>

1.4 Equality and Diversity

Celebrating diversity and working to achieve the creative potential in all our students is at the heart of the work of Northern School of Contemporary Dance. We are committed to selecting, training and supporting students, regardless of ethnicity, gender, disability, age, sexual orientation or religion.

Applicants to Northern School of Contemporary Dance are chosen solely on the basis of their talent and potential to develop the skills required for their chosen profession. We do, however, judge applicants on their suitability for a course and their potential to successfully complete the training, as the work is rigorous and requires high levels of energy and commitment.

In our admissions processes, we are committed to supporting students with disabilities. Disabled students are encouraged to disclose their support requirements so that we can endeavour to meet these during the audition or interview process and subsequent training.

We recognise that everyone is an individual and we will work with students to identify potential barriers to training and do what we can to remove those barriers. We will also make any necessary reasonable adjustments, in accordance with the Equality Act (2010), to ensure that disabled students can train at the School.

As part of its statutory monitoring, NSCD collects Equality and Diversity information from applicants. This information is considered as confidential and is used for statistical purposes only.

1.5 Applicants and Students under 18 years of age

Northern School of Contemporary Dance is committed to ensuring the safety of all students, including supporting

health and well-being. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the while they are under 18.

2 Entry Requirements

2.1 Where to find entry requirements and criteria for Conservatoire courses of study

Entry requirements and criteria for all courses are available in the course summary documents which can be accessed from the following link: <https://www.nscd.ac.uk/study/courses/>

2.2 General Requirements for admission to a Northern School of Contemporary Dance course of higher education

Applicants must demonstrate:

- the ability and capacity to study at a higher education level within a conservatoire setting;
- the facility to receive and potential to benefit from vocational training;
- evidence of suitable preparatory training and/or experience;
- an awareness of the rigours of the training and its vocational nature;
- an understanding of the nature of the industry; and
- an understanding of the aims and objectives of the course.

In addition to the above general requirements, specific entry criteria and requirements for each course of study can be found in the course summary documents (see 2.1 above)

2.3 Northern School of Contemporary Dance Admissions Commitment

NSCD will:

- **Audition or interview all applicants that meet the basic criteria for the discipline and course as outlined in the course summary documents (see 2.1 above);**
- **accept individuals based on talent and potential for training alone (i.e. not discriminating on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and**
- **consider each particular applicant's suitability for the course.**

3 Recruitment

3.1 Target recruitment numbers

Target recruitment numbers are agreed annually by NSCD and the Board of Governors and vary across courses of study.

3.2 Marketing

Marketing and promotional activities are conducted by NSCD, and may include:

- information available on the school website
- open days and guided tours
- open evening and weekend classes (at child, youth and adult level)
- printed courses guides
- summer schools
- social media, including Facebook, Instagram, Tumblr, Twitter

- student performances

3.3 Participation and outreach

Northern School of Contemporary Dance has a strong commitment to widening participation, underpinned by Northern School of Contemporary Dance's [Access and Participation Plan](#). We engage in various widening participation and outreach activities to widen access to conservatoire training in dance and production arts.

4 Application and Selection

4.1 General information on application and selection

NSCD will seek to ensure that selection policies and procedures are transparent, effective, consistent and fair, and in accordance with the public sector equality duty. Information concerning applicants is subject to the School's data protection policies and processes.

4.2 How applicants are selected

Selection for all courses will normally be through audition or interview. Auditions and interviews are designed to ensure that places are offered to those candidates who have the greatest talent and potential to develop and succeed in their chosen careers regardless of previous experience, cultural or socio/economic background.

To ensure equality of opportunity Northern School of Contemporary Dance will:

- audition or interview all applicants who meet the basic entry criteria (see Section 2 of this Admissions Policy for where to find further information on entry requirements). Applicants may be contacted to discuss their application prior to audition or interview.
- ensure that all applicants are informed of the audition or interview procedures
- ensure that staff involved in the audition or interview process clearly understand the entry requirements and selection criteria
- ensure that staff are suitably trained to make fair and sound judgements (having regard to the specified selection criteria)
- monitor selection procedures with particular regard to equal opportunities
- ensure reasonable adjustments are made wherever necessary to improve accessibility and support disabled applicants

Northern School of Contemporary Dance is committed to removing unnecessary barriers and increasing accessibility. Applicants are encouraged to disclose any impairment or condition (for example dyslexia or a physical, sensory or mental health condition) so that the schools can endeavour to make any reasonable adjustments at audition or interview and during the course to enable participation. Northern School of Contemporary Dance encourages disclosure in advance wherever possible, but applicants can also disclose a disability or condition at any stage of the audition or interview process.

Northern School of Contemporary Dance also encourages applicants to disclose any previous or current injuries to ensure that they can be supported during the audition or interview process and potential further training.

4.3 Application fees

There is an application fee of £20 to apply to all courses of higher education with the School, however exemptions are available. For applicants applying for entry to a course in September 2023, NSCD application fee waivers are available. Details of how to apply for this will be listed on the *How To Apply* Page for the respective courses.

4.4 NSCD Application fee waiver scheme

In line with the School's commitment to widening participation, applicants who meet all the following criteria can apply for an Application fee waiver:

- 4.4.1 Being a current UK Resident
- 4.4.2 Applying to an undergraduate course (Foundation and BA Hons Degrees)

- 4.4.3 Being new to higher education (no previous degree-level qualification, including Foundation Degrees)
- 4.4.4 Having an annual household income of £25,000 or less before tax

In addition to the essential criteria, applications will be prioritised for individuals matching one or more of the following criteria:

- 4.4.5 State school or college educated
- 4.4.6 Black and Minority Ethnic Background
- 4.4.7 Declared Disability
- 4.4.8 Care leaver
- 4.4.9 Estranged student

4.5 Additional support for Care Leavers and Estranged Students

Northern School of Contemporary Dance is committed to helping all students fulfil their potential whilst studying with us, regardless of background. We welcome all applications and judge prospective students solely on their talent and potential to develop the skills required for their chosen profession.

If you're in care, have left recently, or are estranged from your parents, we understand that you may have some extra practical considerations to consider when making the progression to Higher Education, and may have concerns about accommodation, financing your studies, and pastoral support. NSCD has a strong tradition of providing student care and support services and commit considerable resources to this purpose.

4.5.1 Bursary for care leavers and estranged students

If you choose to let us know that you are a care leaver or estranged from your parents (which we encourage you to do), we will be able to offer you additional support, and **you may be eligible to receive a non-repayable bursary per year of study**. You will have a chance to disclose at application stage, and again on your enrolment form. You can also talk to a member of staff at the school at any point during the academic year.

Further information can be found on Northern School of Contemporary Dance website at the following link: <https://www.nscd.ac.uk/bursaries-scholarships/>

4.6 Applicants with a criminal record

In line with Northern School of Contemporary Dance's commitment to removing unnecessary barriers and increasing accessibility, we do not require any disclosure of a criminal record. All criminal records data will be processed in accordance with Northern School of Contemporary Dance's Criminal Records Policy and Data Processing Statement.

Some courses of study may offer placements or other professional course-related experiences that involve 'regulated activity'¹ which require students to undergo a criminal records check ('enhanced DBS check') before they can be authorised to participate in such activities. Where a course of study involves 'regulated activity' either as a requirement, or as an optional part of a course, this will be listed in the relevant Course Summary document.

Where such activities are a **requirement** of the course, the School will require an enhanced DBS check for

disclosure of a criminal record at the point of receipt of an offer of a place to study, before the School can confirm the offer of a place. Where such activities are an **optional** part of the course, an applicant will not be required to disclose a criminal record/undertake an enhanced DBS check at any point during the application and admissions process. Once enrolled on the course, students may elect not to undertake an enhanced DBS check and not participate in the optional activities.

¹ Please see UK government guidance for further details and definitions of regulated activity:

<https://www.gov.uk/government/publications/dbs-guidance-leaflets>

4.7 Application Procedures

Northern School of Contemporary Dance arranges its own application procedures (e.g. the dates of auditions both online and in-person). Deadlines for making an application to study on a course of higher education are on the School website www.nscd.ac.uk.

4.8 Late applications

Applications submitted after the application deadline may not be considered and will only be considered at the discretion of NSCD. Northern School of Contemporary Dance reserves the right to extend an application deadline where deemed appropriate by the relevant School.

4.9 Withdrawals prior to audition or interview

Applicants must inform the school to which they are applying if they decide to withdraw their application and do not intend to attend audition or interview. If an application is withdrawn, any application fees will not be refunded. A refund of the application fee will only be considered if the applicant is not eligible for their chosen course. Any applicant who wishes to be considered for the next round of admissions must reapply the following year.

4.10 Audition/Interview and Selection procedure

A fundamental part of the application process to a NSCD course of higher education is via audition and/or interview, along with other requirements specific to individual courses. Details of audition and interview procedures, together with entry requirements to relevant courses, can be found on: www.nscd.ac.uk

Applicants should check the School websites for details of audition dates and locations.

Where circumstances occur that prevent the School from holding an audition in-person where it has been previously advertised as such, the School will make alternative arrangements (which may include, but not be limited to, holding an audition online and/or interview, or other admissions process that will assist the School Admissions team in reaching a decision on an application).

4.11 Unsuccessful applications

Applicants who are not offered a place can request feedback from their audition or interview by contacting the relevant School, however due to the large numbers of applicants it may not be possible to provide detailed feedback from an audition or interview.

Confirmation of offer

Where an applicant is made an offer of a place to study at NSCD, conclusion of the application process follows the 3-step process below:

4.12.1 Offer of a place to study is made by School to applicant, including the following pre-contract information:

- a. **Offer letter**
- b. **Terms and Conditions**
- c. **Fees policy**

d. Relevant Course Summary Document

4.12.2 Applicant must confirm acceptance of the offer in writing to the School;

4.12.3 School confirms offer in writing.

Please note that an offer of a place to study on remains provisional until the School has confirmed the offer in writing (step 3, above).

4.12 Right to cancel a confirmed offer

In accordance with the Terms and Conditions issued as part of the pre-contract information when the School makes a formal offer to an applicant of a place to study, applicants have the right to cancel within fourteen days of formally accepting an offer of a place (please see Northern School of Contemporary Dance [Terms and Conditions](#) for more detailed information).

4.13 Deferred admissions

An offer of a place to study on a NSCD course of higher education will normally only be applicable for the next available course start date. Places will not normally be deferred to a subsequent course start date, however it is at the discretion of Northern School of Contemporary Dance as to whether an offer of a place may be deferred, and the length of such deferral.

4.14 Communications with a third party

All communications regarding an application and audition or interview outcome will normally be conducted directly with the applicant and not with a third party, including relatives.

An exception to this will be where an applicant is under 18 years of age at the time of commencing the course. Where an applicant is under 18 years of age at the time they commence the course of higher education and the contract with Northern School of Contemporary Dance, communication regarding an application and audition or interview outcome will, where necessary and appropriate, be communicated to the applicant's parent, guardian, or a named responsible adult, in line with the applicant's circumstances.

4.15 Complaints and Appeals

For information about submitting a complaint or an appeal regarding the admissions process, please refer to Northern School of Contemporary Dance's [Admissions Appeals and Complaints Policy](#). Please note that there are deadlines within which an admissions appeal or complaint can be made, as set out in the policy. For any questions regarding this policy and its procedures, please contact admissions@nscd.ac.uk

4.16 False, fraudulent or misleading information provided by applicants

Northern School of Contemporary Dance reserves the right to refuse admission to a course or, if already registered, terminate registration if information provided by an applicant is fraudulent, inaccurate or incomplete.

Northern School of Contemporary Dance expects that all information provided to it by applicants will be complete, true and accurate, with no misleading omissions or inaccuracies. Any submission of fraudulent, inaccurate or misleading information on the application, or the omission of relevant information, will result in the immediate cancellation of the application and (where applicable) the withdrawal of any offer made.

Where information comes to light that an application may contain false, fraudulent or misleading information from a successful applicant who has already registered as a student on a course of study with Northern School of Contemporary Dance, the student's registration may be terminated and student

status withdrawn, or the student may be subject to disciplinary action under the Non-Academic Misconduct policy and procedures

5 Registration and Enrolment

5.1 General information

'Enrolment' is the annual process by which you formally confirm you are beginning each year of your course. Enrolment must normally be fully completed in order to receive full access to School and course facilities. Enrolment is carried out by NSCD, and takes place annually (i.e. each student must re-enrol at the start of each academic year in order to continue their studies).

'Registration' is the final part of the admissions process, where you confirm and update as necessary the personal details we hold for you which you provided in your application; confirm the School course you are intending to study, and agree to abide by, comply and engage with our Terms and Conditions and all related regulations and policies. Registration confirms that you are a student of Northern School of Contemporary Dance.

A place on a course at NSCD will be conditional upon an applicant complying with registration and enrolment conditions including any conditions relating to fees and enrolling at the start of the course and at the start of each subsequent academic year.

5.2 Pre-enrolment information

Prior to enrolment applicants holding an offer of a place will be contacted by the School, with pre-enrolment information. Applicants are advised to refer to the relevant course summary document for the course to which they have applied for more detailed information. The CourseSummary documents for each course of study can be accessed from here: <https://www.nscd.ac.uk/study/courses/>

5.3 Enrolment

Applicants must enrol online at the start of their course, as informed by NSCD, unless agreed otherwise. If an applicant cannot or does not enrol at the designated session, they must provide the School with a reason for the non-enrolment that is acceptable to the School in order to be permitted to enrol on another occasion, otherwise they will not be entitled to enrol for that year of study (or any future year of study unless agreed with the School) and the relationship with Northern School of Contemporary Dance and contract shall be terminated. Please see Northern School of Contemporary Dance [Terms and Conditions](#) for further information about obligations and contracts.

5.4 Registration and Enrolment information

As part of the registration and enrolment processes, students will be asked to provide some or all of the following details:

- 5.4.1 A working and current email address;
- 5.4.2 A working landline and/or mobile telephone number
- 5.4.3 A term-time address
- 5.4.4 'Next of Kin'/emergency contact details
- 5.4.5 A current passport, a copy of which will be taken and retained (overseas students only)
- 5.4.6 Confirmation of loan payment from Student Finance England (or other funding body), if applicable
- 5.4.7 Any other relevant information, if deemed necessary

All scanned documents are kept in secure files, in accordance with Northern School of Contemporary Dance's Data Policy.

5.5 Withdrawals

Applicants who hold an offer of a place and wish to withdraw prior to the start of their course of study must inform the School Admissions team as soon as possible via email. Any applicant who wishes to be considered for the next cycle of admissions must reapply the following year. Students who withdraw after the start of the course will be subject to pay tuition fees in line with Northern School of Contemporary Dance's Fees Policy.

5.6 Intermission/Interruption of Studies

Where an applicant has accepted an offer of a place and commenced as a student on the course, circumstances may occur that necessitate the student to 'intermit' (also known as 'interrupt') their studies for a period of time whilst remaining registered as a student on the course. Information about intermission/interruption of studies can be found on the school website: <https://www.nscd.ac.uk/policies-and-procedures/>

6 Allocation of Scholarships and Bursaries

Northern School of Contemporary Dance offers income-based bursaries dependent on household income.

To be considered for a bursary, students will need to indicate as appropriate on their application form to their school/s. They will then need to complete an application to Student Finance England (or its equivalent) as early as possible in order to be income assessed and complete the Financial Assistance application form. This will allow Northern School of Contemporary Dance to assess what level of support you may be entitled to.

Northern School of Contemporary Dance also operates a Care Leaver and Estranged Students Bursary, which is allocated in addition to any other financial support. To access this, students should indicate their status on their application or registration forms. Alternatively, they may also contact support staff in their schools.

Applicants are asked to visit the NSCD website for further information: <https://www.nscd.ac.uk/study/fees-finance/>

7 Monitoring and Review of Policies and Procedures

7.1 General information

This policy is subject to periodic review by Northern School of Contemporary Dance's Academic Board as required. Via its governing committees, Northern School of Contemporary Dance also monitors the following, all of which are relevant to admissions:

- recruitment, marketing and the prospectus/information on the School website
- data related to admissions and the methods used to collect that data
- support for students and applicants with disabilities
- external requirements of Northern School of Contemporary Dance and the validating university, the University of Kent.

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

8 General Information

Enquiries regarding admissions for a course of higher education delivered by the School should be sent to: admissions@nscd.ac.uk