

The London Film School Admissions Policy and Procedures

Implementation Stage 1

1. Introduction

The London Film School aims to provide a creative space and educational opportunities for students from a wide and diverse background and to teach students to make films at the highest possible level. The School believes that diversity amongst its student body enriches learning and teaching and seeks students that understand and contribute to its philosophy (<http://lfs.org.uk/who-we-are/philosophy>).

At The London Film School, we are committed to creating and maintaining an inclusive environment, and helping everyone achieve their potential.

This policy sets out The London Film School's aims for the recruitment and admission of students to the MA Filmmaking and the MA Screenwriting programme. It takes into consideration good practice in higher education as defined in the QAA's Quality Code for Higher Education, the Schwartz report on 'Fair admission to higher education: recommendations for good practice', and guidance by SPA (Supporting Professionalism in Admissions). It also ensures compliance with legislation affecting the admission of students.

2. Scope

This policy applies to all programmes of study validated by London Metropolitan University, namely MA Filmmaking and MA Screenwriting.

3. Recruitment and Admissions Aims

The London Film School aims to attract the most talented students and welcomes applications from prospective students offering a wide range of qualifications and experience. We recognise that deciding to further one's studies is an important decision and are committed to providing prospective students and applicants with accurate, clear and timely information.

In liaison with the academic departments, the Leadership Team agrees the number of students it can recruit from the UK, the EU and outside the EU for each Academic Year. Whilst The London Film School will apply the same threshold of academic standards to all applicants, it should be noted that student numbers may be regulated by the UK government.

3.1. Widening Participation

The London Film School firmly believes that everyone who has the ability to benefit from higher education should be encouraged to access it with ease and flexibility. We aim to select applicants who understand and are likely to contribute to our philosophy and ethos, and will benefit from joining The London Film School. These will include those from under-represented groups, those looking for second opportunities, those already in work, and those looking to develop themselves later in life.

3.2. Equality and Diversity

We are committed to fair, transparent and consistent practices that enable us to recruit a diverse student body, and promote equal opportunities for all applicants regardless of gender, including gender re-assignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, sexual orientation and age.

4. Disability

We welcome disabled applicants and encourage them to disclose the nature of their disability in their application. This enables Student Services to be pro-active and discuss the provision of reasonable adjustments, enhancing their student experience and ensuring compliance with legislation.

Information about disabilities disclosed in the application are not made available to reviewers and interviewers and are not considered as part of the selection process.

5. Applicants with Criminal Convictions

The London Film School recognises the role of education in the rehabilitative process and will consider applications from applicants who have declared criminal convictions as part of the application process. However, in order for us to meet our duty of care obligations to students and staff, we will ask for information about any relevant criminal convictions that are not subject to filtering.

Information provided by the applicant will be treated confidentially and only reviewed by a Criminal Convictions Panel. The panel normally consists of the Director, the Head of Studies and the Academic Registrar.

6. Responsibility for Recruitment and Admissions

Responsibility for the Admissions Policy and its annual review lie with the Leadership Group of The London Film School.

Responsibility for recruitment and admissions in line with the policy lies with Academic Registry. It manages the Admissions Policy and procedures, provides advice and support to recruitment staff, academic staff, enquirers and applicants. It also works closely with the External Relations department in the area of student recruitment and provision of information.

Together with the Head of Studies, the Academic Registry also provides training for all staff involved in admissions activities.

The Admissions Manager is responsible for the administration of the admissions processes, including the provision of advice and guidance, initial assessments of applications and the making of offers.

Members of academic staff as selected by the Head of Studies are responsible for second and third stage assessments of applications (including interviews) and making recommendations (offer, conditional offer, rejection) to the Admissions Manager.

7. Provision of Information

The London Film School is committed to providing high quality, up-to-date and accurate information, advice and guidance to prospective students and applicants.

The School's Academic Marketing and Recruitment Committee is responsible for ensuring that any information, advice and guidance that is provided to prospective students and applicants is:

- Accurate;
- Current;
- Clear; *and*
- Accessible.

The London Film School reserves the right to make changes to the Admissions Policy and related processes, however, such changes will only be made where they are considered unavoidable and reasonable. Significant changes will be communicated to enquirers, prospective students and applicants via email.

8. Enquiries

We seek to respond to all enquiries within 48 hours, providing accurate and clear information. This includes providing information via email, phone, post and social media channels.

Admissions can be contacted directly at admissions@lfs.org.uk.

9. Applications

9.1. Admissions Criteria

All applications are considered individually on their merits, taking into consideration the information provided by the applicant, including the personal statement, references and creative work.

Academic qualifications are a main criterion in the selection process and entry to postgraduate programmes normally requires applicants to hold a first degree. However, relevant professional experience in film or related areas can substitute for this requirement. Entry to programmes without a first degree is at the School's discretion.

Applicant's creative experience also plays an important role in the School's selection process and applicants will be given the opportunity to submit examples of their creative work in the application process.

All students must have a satisfactory knowledge of the English language, due to the need to understand the intensive course of lectures and the demands of group work. Students whose first language is not English will therefore need to provide proof of proficiency in English.

Entry criteria and details about the application process for each programme are agreed with London Metropolitan University and published on relevant course page on The London Film School website. This includes any requirements set by 'UK Visas and Immigration' for applicants who require a Tier 4 Student Visa.

9.2. Deadlines and Late Applications

The London Film School accepts applications up to, and including the three deadlines via its online application system. Deadlines are available on The London Film School website and are also communicated to enquirers via email. Applications deadlines are normally in July for September intakes, November for January intakes and March for May intakes. Final deadlines will be proposed by the Admissions Manager, agreed by the Leadership Group and published on The London Film School website.

Applications submitted by the stipulated deadlines will normally be processed within eight weeks.

Applicants are invited to apply beyond the stipulated deadlines; late applications are accepted until eight weeks before course commencement¹. Applicants wishing to apply late, however, should note that the quota for the courses is often reached early in the recruitment cycle.

9.3. Selection

The selection process has been designed to enable us to select students who have a reasonable chance at successfully completing their course. This is normally judged by their achievements and their potential.

The London Film School operates a three-stage selection process:

1. Review I
2. Review II
3. Interview

A chart outlining the selection process can be found in [Appendix A](#).

9.3.1. Review I

During this stage, staff from Academic Registry review an application to check that:

- All relevant documents² have been submitted, including education certificates, references and personal statement; *please refer to section 9.7 for more information;*
- All relevant documents are available in English and that certified translations have been made available where required; *please refer to section 9.7 for more information;*
- An appropriate portfolio³ of work (if applicable) has been submitted;
- The English language requirements have been met.

¹ Please note that separate deadlines may apply to international students. Please contact Admissions at admissions@lfs.org.uk for more information.

² Document requirements may vary from UK/EU applicants to international applicants. Please refer to the website for the latest requirements.

³ Please note that Registry staff will not check the quality of the portfolio of work; this will be handled by academic staff at the next stage (Review II).

Applications that satisfy all these requirements will pass through to stage 2 (Review II). No feedback is provided to applicants who successfully pass through to stage 2 other than an email confirmation about the progression of their application.

Applications that do not satisfy these requirements may either be rejected, referred back to the applicant or passed through to the next stage with one or more conditions.

Where an application is rejected at this stage, the applicant will be informed of the decision in writing. Reasons for the rejection are available upon request.

Where an application is referred back, the applicant will be informed of the reasons why the application was referred back and the requirements that need to be met before the application can be reconsidered.

Where an application is passed through to the next stage with conditions, the Admissions Manager will inform the both applicant and the stage 2 reviewer(s) of the conditions and deadlines for meeting the conditions.

Progression of an application to the next stage is at the discretion of Registry staff.

9.3.2. Review II

During this stage, a member of the academic staff reviews an application to decide whether or not the applicant should be put forward for an interview.

The focus of this stage is to decide whether the applicant has the potential to have a reasonable chance at successfully completing the course. This is normally based on previous academic achievements and evidence that supports an aptitude for the chosen subject. In some cases, relevant professional experience in film or related areas can substitute the requirement for proof of academic achievements.

The application will be reviewed with a focus on the following criteria:

MA Filmmaking

- A high degree of commitment to studying at The London Film School and to its educational approach
- A high degree of commitment to a career in filmmaking
- Relevant artistic talent or originality and/or a grasp of the relevant skills
- Knowledge of film, film culture and the film industry
- Ability to initiate and complete complex projects
- Capacity for critical analysis
- Ability to work in a team
- Language skills (spoken, written, listening, communication skills)⁴

⁴ Applicants should note that this is not a substitute for an approved English language test.

MA Screenwriting

- A high degree of commitment to studying at The London Film School and to its educational approach
- A high degree of commitment to a career in screenwriting
- Relevant artistic talent or originality and/or a grasp of the relevant skills
- Range of background interests and subject matter
- Experience of screenwriting and critical feedback
- Knowledge of film, film culture and the film industry
- Ability to initiate and complete complex projects
- Capacity for critical analysis
- Ability to work in a team
- Language skills (spoken, written, listening, communication skills)⁵

Where a reviewer is satisfied that the applicant has the potential to have a reasonable chance at successfully completing the course, the application will pass through to stage 3.

No feedback is provided to applicants who successfully pass through to stage 3 other than an email confirmation about the progression of their application.

Where a reviewer is not satisfied that the applicant has the potential to have a reasonable chance at successfully completing the course, the application shall be rejected. Where an application is rejected at this stage, the applicant will be informed of the decision in writing. The reasons why and if feasible, suggestions on how to improve future applications are available upon request. Reviewers may also consult with other academic staff about such applications.

Progression of an application to the next stage is at the discretion of academic staff.

9.3.3. Interview

Applicants who have successfully progressed to this stage shall be invited to an online interview where they will be interviewed by a single member of staff. The School will keep an audio recording of the interview. Recordings are stored securely and only available to Admissions staff and interviewers.

In some cases, applicants may be invited to attend an interview in person. Those applicants will be interviewed at the School by an interview panel.

The interview panel shall consist of at least two members of academic staff including:

- The Head of Studies, a Head of Department or Term Tutor; *and*
- A member of teaching staff (including longstanding visiting lecturers).

During the interview, the interviewer or interview panel shall further explore the criteria listed in section 9.3.2 with the applicant.

⁵ Applicants should note that this is not a substitute for an approved English language test.

Where the panel is satisfied that the applicant has a reasonable chance at successfully completing the course, it will make the recommendation to the Admissions Manager to offer a place to the applicant (subject to any conditions set by the Admissions Manager in stage 2).

No feedback is provided to applicants who successfully complete the interview. Within ten working days of the interview having taken place, the Admissions Manager shall write to the applicant with the formal offer.

Where the panel is not satisfied that the applicant has a reasonable chance at successfully completing the course, the application shall be rejected. Where an application is rejected at this stage, the applicant will be informed of the decision in writing. The reasons why and if feasible, suggestions on how to improve future applications are available upon request.

Recommendations with regard to the outcome of the interview are at the discretion of academic staff.

9.4. Decisions and Offers

Final decisions are taken by the Admissions Manager (or another suitable person nominated by the Academic Registrar) of The London Film School who will normally make decisions based on recommendations from the reviewer or interview panel as recorded on the online application system.

The Admissions Manager shall choose from one of three possible outcomes:

1. Unconditional Offer
2. Conditional Offer
3. Rejection

Where further input is required, the Admissions Manager shall consult with the Head of Studies.

9.4.1. Unconditional Offer

Unconditional offers are normally made to applicants who have satisfied all entry criteria and have demonstrated that they have the potential to succeed in their studies at The London Film School.

Offer letters or emails will outline the next steps the applicant should take.

9.4.2. Conditional Offer

Conditional Offers are normally made to applicants who have satisfied most of the entry criteria and have demonstrated that they have the potential to succeed in their studies at The London Film School. Conditional offers may also be made to applicants who have satisfied all entry criteria, but have not fully demonstrated that they have the potential to succeed in their studies at The London Film School.

Conditions normally include the provision of one or more of the following:

- Proof of proficiency in English

- Satisfactory reference(s) as requested by the interview panel
- Examples of the (creative) work

Offer letters or emails will outline the next steps the applicant should take.

Conditions must normally be met prior to course start.

The London Film School will not issue a Confirmation of Acceptance for Studies for international students who only hold conditional offers.

9.4.3. Rejection

Applicants who were not able to satisfy the entry criteria and could not demonstrate that they have sufficient potential to succeed in their studies at The London Film School will be rejected. In such cases, applicants would normally be provided with a brief statement outlining the reasons why their application was rejected.

Applicants who have previously been rejected at either one of the three stages are welcome to re-apply for a place at The London Film School, provided they are able to demonstrate that they have significantly improved their application following the feedback from the School.

9.5. Accepting Offers

The Admissions Manager shall include information on transitioning from an applicant to a student in the offer letter. This includes, but is not limited to information on:

- Accepting offers;
- Payment of fees;
- Obtaining a Tier 4 (General) Student Visa;

We ask all applicants to accept their offer within six weeks of receiving it. International students will not be sent a Confirmation of Acceptance for Studies (CAS) which is necessary to apply for a visa, until they have accepted their unconditional offer and paid their deposit.

Where an offer letter is sent out within less than four weeks of course start, we ask applicants to accept their offer within ten working days of receiving the offer letter or the date stated in the offer letter.

More information on deposits and the payment of fees for UK, EU/EEA and international students can be found in our fees policy.

Details on Orientation and Induction shall be sent out to applicants by Student Services closer to course commencement.

9.6. Fraudulent Statements and Omissions

Offers made by The London Film School are based on information provided by the application as well as the interview and are made in good faith by the School. We reserve the right to withdraw any offer made if it is found that an applicant have made false statements or omitted relevant information.

9.7. Document Verification

9.7.1. Applicants from the UK/EU/EEA

Applicants from the UK/EU/EEA are required to produce original certificates relating to their qualifications during registration where they will be verified by School staff. Alternatively, applicants may submit certified copies together with their application.

Certified copies should be stamped, signed and dated, confirming that they are true copies of the original. The London Film School accepts copies that have been certified by:

- The Institution which issued the original document;
- A lawyer, solicitor or attorney;
- The British Council;
- A British Consulate;
- A British Embassy.

The London Film School requires all transcripts to be officially translated (if they are not issued in English) which can be done either by an official translation company, a British Council office or by your school/college/university.

Any programme offers that are made will be conditional on receipt of academic documentation.

The London Film School reserves the right to request additional information to verify an application.

9.7.2. International Applicants

In accordance with Home Office guidance for Tier 4, The London Film School may be required to verify an applicant's documents. This is to ensure that we can be confident that the documents an applicant has submitted are genuine.

Applicants who require a Confirmation of Acceptance for Studies (CAS) for a Tier 4 Student Visa application are required to submit certified copies with their application. The London Film School is unable to issue a CAS until certified copies have been received.

Certified copies should be stamped, signed and dated, confirming that they are true copies of the original. The London Film School accepts copies that have been certified by:

- The Institution which issued the original document;
- A lawyer, solicitor or attorney,
- The British Council;
- A British Consulate;
- A British Embassy.

The London Film School requires all transcripts to be officially translated (if they are not issued in English) which can be done either by an official translation company, a British Council office or by your school/college/university.

Any programme offers that are made will be conditional on receipt of academic documentation.

The London Film School reserves the right to request additional information to verify an application.

For additional information on requirements for international students who wish to apply for a Tier 4 Student Visa, please refer to our website.

9.8. Accreditation of Prior (Experiential) Learning

The London Film School operates a separate policy for Accreditation of Prior (Experiential) Learning (AP(E)L). Applicants wishing to apply for AP(E)L should read the relevant policy and contact the Admissions Office (admissions@lfs.org.uk) to discuss their options.

9.9. Deferred Entry

Whilst The London Film School accepts deferred applications, it cannot guarantee that a course will definitely run, or that a place will be available at the requested points of entry. Applicants wishing to defer after submitting an application should contact the Admissions Office (admissions@lfs.org.uk) in the first instance.

Unless there are mitigating circumstances or other valid reasons, applicants may only defer their place on a course for up to one year before having to re-apply.

9.10. Changes to the Provision

We regularly review and update our courses to ensure that they remain up-to-date and relevant and continue to meet the changing needs of the industry so that our students are prepared for successful careers. Changes to any of the School's courses will be communicated to all affected applicants, in writing, at the earliest opportunity.

9.11. Appeals and Complaints

9.11.1. Appeals Against Admissions Decisions

The London Film School will only accept appeals against a decision when an applicant is able to provide evidence that prejudice or bias, in relation to equality and diversity issues, has influenced an outcome, or where evidence can be provided that procedural irregularities have occurred. Appeals will not be accepted against an academic judgement, except in cases where an administrative error has been made.

Requests for appeals should be made, in writing, to the Admissions Manager within ten working days of receiving the decision. Evidence to support the appeal should be provided by the applicant in order for the decision to be reviewed. The review of a decision does not guarantee its amendment and The London Film School reserves the right to uphold an original admission decision.

The Admissions Manager will normally communicate the outcome of the review to the applicant within ten working days.

9.11.2. Complaints Against the Admissions Service

Applicants who wish to make a complaint in relation to the level of service received by the Admissions Service should submit their complaint, in writing, to the Admissions Manager within ten working days of receiving the decision.

Complaints may be made in the following areas:

- The behaviour of an employee of The London Film School during the application process;
- The level of feedback provided, upon request from the applicant;
- The way in which an application has been handled.

Evidence to support the appeal should be provided by the applicant in order for the decisions to be reviewed. The review of a decision does not guarantee its amendment and The London Film School reserves the right to uphold an original admission decision.

The Admissions Manager will normally communicate the outcome of the review to the applicant within ten working days.

10. Data Protection

Any information provided by applicants will be treated confidentially and in accordance with the Data Protection Act 1988.

Information will be used by The London Film School to register students and, where required, for reporting purposes to government bodies, validating bodies and other third parties such as Creative Skillset. All information supplied to third parties is subject to strict confidentiality safeguards and only to ensure compliance with government legislation and requirements from awarding bodies. Information report to other third parties, such as Creative Skillset, is only provided as statistical data⁶.

Applicants have a right to access personal data held about them by The London Film School by making a 'Subject Access Request' and the School will respond in 30 days.

Further information on data protection can be found on the government website below:
http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

⁶ Separate requirements may apply who have been awarded a bursary by Creative Skillset. Please refer to the bursary information for more details.

11. Bibliography

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12. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Ramge, Academic Registrar	20/04/2015
0.2	Comments from Jane Storie, Director of External Relations and Kate Hughes, Head of Marketing added	Philip Ramge, Academic Registrar	29/04/2015
0.3	Comments from Alan Bernstein, Head of Studies added	Philip Ramge, Academic Registrar	26/05/2015
0.4	Comments from Alan Bernstein, Head of Studies and Brian Dunnigan, Course Leader, MA Screenwriting added; Amendments by the Author after further review of the Quality Code, including sections 9.1, 9.2, 9.4 and 9.5.	Philip Ramge, Academic Registrar	09/06/2015
0.5	Comments from Dawn Taylor, Financial Controller added; added Quality Code Expectation to list of indicators in Appendix B.	Philip Ramge, Academic Registrar	23/06/2015
1.0	Approved by Leadership Group	Philip Ramge, Academic Registrar	30/06/2015

Appendix A: Selection Process Chart

