



**RAMBERT SCHOOL ADMISSIONS POLICY
MA DANCE RESEARCH FOR PROFESSIONAL PRACTITIONERS**

(Valid from October 2023 entry onwards)

Contents

1. Important Information about Rambert School	2
2. Overview of the Course	2
3. Scope of this policy	2
4. Admissions Policy Statement	2
Equality, Diversity and Inclusion	3
5. Applications	3
Applications and disclosure of criminal records	3
6. Application Form information	4
7. Application process	4
Making an application	4
8. Entry to the Course	4
9. Entry Criteria and Eligibility	5
Overview	5
10. Equality of opportunity	8
11. Offer of a place	8
12. Enrolment	9
13. Unsuccessful applicants	9
14. False, fraudulent or misleading information provided by applicants	9
15. Criminal Records	10
16. Complaints and Appeals	11
17. Values and commitments: our expectations of all students	11
18. General information	12
19. Monitoring	12
10.2	12
20. Variation of Procedures	12

This Course aims to offer a professional/scholarly opportunity bespoke to the learners' individual practice in dance. It is designed to embrace a wide range of research interests within the dance profession (e.g. dancer, rehearsal director, lecturer/teacher, community practitioner, dance makers). The Course is offered on a part-time basis in order to accommodate professional working schedules and allow for the gradual deepening of dance related practices.

1. Important Information about Rambert School

Rambert School of Ballet & Contemporary Dance is a legally autonomous institution, independent training organisation, and charity (registered charity number 1098900), holding independent registration with the Office for Students (OfS) from 1 August 2022. Prior to this, between 2005-2022 Rambert School was first an affiliate, then a Member School of the Conservatoire for Dance & Drama, and we maintain close links with other former affiliates and Member Schools.

Rambert School's 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 [UK Quality Code](#) (March 2018), and the Office of the Independent Adjudicator for Higher Education (OIAHE or OIA) Good Practice Frameworks.

On enrolling upon a course of higher education with Rambert School you will be a registered student of Rambert School, with curriculum delivery and assessment being delivered by the School. The postgraduate higher education courses offered by Rambert School are validated by the University of Kent (the 'validating university'). There are no changes to any of our courses as a result of becoming independently registered with the Office for Students.

Rambert School offers places based on suitability of candidates' professional practice and potential for successful completion of the course alone (i.e. not discriminating on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and considers each particular applicant's suitability for the Course of study.

2. Overview of the Course

Students on the MA Dance Research for Professional Practitioners gain a postgraduate qualification whilst developing their individual approaches to their professional practice and context in the dance sector within an academic framework. The Course is delivered by Rambert School and is validated by the University of Kent.

3. Scope of this policy

This policy relates to the postgraduate Course MA Dance Research for Professional Practitioners offered at Rambert School only, unless otherwise specified.

4. Admissions Policy Statement

Rambert School of Ballet & Contemporary Dance exists to train and develop artists who will match the world's best and, on entering and working in their professions, shape the future of dance. Established in 1920, the School is a small, specialist institution with an international reputation for high quality delivery in our artistic disciplines. The central objective of the MA Dance Research for Professional Practitioners degrees is to enhance each individual practitioner's professional practice and contribute to the development of practice and scholarly research skills.

Equality, Diversity and Inclusion

At Rambert School we pride ourselves on our inclusive and nurturing environment. Celebrating diversity and working to achieve the creative potential in all our students is at the heart of our School.

We are committed to selecting, training and supporting students regardless of ethnicity, gender, disability, age, sexual orientation, or religion. Applicants to Rambert School are chosen solely on the basis of the suitability of their professional practice and potential to succeed on the Course.

The School does, however, judge applicants on their suitability for a course and their potential to successfully complete the course, 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 admissions process and subsequent education. Disability support during studies is managed under the School's Support Through Studies processes.

We recognise that everyone is an individual and we will work with students to identify potential barriers to postgraduate education and do what we can to remove those barriers. As part of our approach to supporting equality, diversity, and inclusivity, the School has a [Framework for Contextual Admissions](#). The Framework sets out the values and principles that the School applies during the admissions process to identify, acknowledge, and mitigate barriers and disadvantages that applicants may face not only at the time they apply to us but also subsequently, to ensure that when studying with Rambert School students can have the appropriate support to reach their fullest potential. We will also make any necessary reasonable adjustments, in accordance with the Equality Act (2010), to ensure that disabled students can train with appropriate support at the School.

As part of our statutory monitoring, the School collects Equality and Diversity information from applicants. This information is considered as confidential and is used for statistical purposes only. Any queries regarding this can be raised by contacting admissions@rambertschool.org.uk.

5. Applications

Information regarding the period when the School will accept applications for the Course for entry the following academic year (October start) will be displayed on the school website, along with information about the deadline for submitting an application and how to submit it. Further information about making an application and entry requirements can be found below in this policy.

Applications and disclosure of criminal records

The MA in Dance Research for Professional Practitioners does not require students to disclose whether they have a criminal record. Students identify and choose their own research activities and methods.

[Cont...]

However, where students choose to undertake activities in pursuit of their research/enquiry that require a criminal records check (eg Regulated Activity – see Section 15 of this Policy for more information on this), Rambert School will require students to fulfil any necessary requirements such as undertaking an enhanced DBS check.

Please see also Section 15 of this Policy for more information on Rambert School's approach to criminal records.

6. Application Form information

Applicants are also required to complete a questionnaire in line with our equal opportunities policy. The data from this questionnaire is used to provide statistical information only for monitoring purposes and does not form part of the application process or consideration of an application to the Course.

7. Application process

The number of places available on this Course will normally be limited to around 10 places per cohort. As this Course is tailored to the individual student, the School will determine during the application process whether the Course is suitable for the candidate.

Making an application

To make an application for this Course, applicants should submit the following:

- Completed Application Form;
- Personal statement;

Plus either

- An undergraduate essay at Level 6, or their thesis (at Level 6). The subject matter is not restricted to a dance context, as this is an entry criterion to assess academic writing proficiency and suitability for study at Master's level

Or

- A 1000-word essay or reflective report (in accordance with guidance provided by the School) on an area of interest or curiosity within their current dance (or related) practice

Applicants may, should they wish, also submit a Curriculum Vitae (optional). The information (as outlined above) submitted with each candidate's application will be scored according to the entry criteria set out earlier in this policy.

PLEASE NOTE: Applications that are incomplete may not be accepted for consideration.

8. Entry to the Course

Entry to the Course is via a two-stage application process. All applicants who meet the Stage 1 entry criteria will progress to Stage 2 of the application process, the 'Interview Stage'. Unsuccessful applicants at this stage may contact the School for feedback on their application should they wish.

9. Entry Criteria and Eligibility

Overview

Candidates must normally be engaged or have been engaged as a practitioner within a professional context, in dance or cognate disciplines (i.e. Company, Theatre, Conservatoire, School) and normally hold an undergraduate degree in a relevant discipline with a minimum 2:1 classification. Professional experience is a prerequisite for this Course. Applicants must successfully demonstrate a satisfactory level of linguistic written proficiency.

For the purposes of this Course, 'practitioner' includes, but is not limited to, dance industry professionals such as dancer, rehearsal director, education practitioner, community practitioner, dance maker. Other professionals working within the dance or a cognate industry are welcome to apply; the suitability of this Course for candidates not specifically working within a dance industry context will be assessed during the admissions process.

Applicants who have formerly studied at and/or gained a qualification from Rambert School or any other school of the Conservatoire for Dance and Drama are not automatically entitled to a place on the MA Dance Research for Professional Practitioners, or for any priority consideration for the Course.

Candidates who embark upon this Course but who do not complete the full Course and accept an exit award of a PG Cert (60 credits) or PG Dip (120 credits) are not eligible to subsequently complete any outstanding credits on the Course.

The specific entry criteria that applicants for this Course need to meet are set out below. Applicants who meet all the Stage 1 criteria will progress to Stage 2 of the application process.

- **STAGE 1 PROCESS**

Applications will be reviewed by the Course Admissions Team to determine whether the Stage 1 Entry Criteria set out below are satisfactorily met:

- **STAGE 1 ENTRY CRITERIA**

Age requirement

The minimum age to study this Course is normally 22 – there is no upper age limit for this Course.

Educational requirement

Candidates should normally hold an undergraduate bachelor's (BA) degree with a 2.1 minimum classification.

In exceptional circumstances, where applicants do not meet this academic requirement, comparable vocational training and/or experience, supported by satisfactory testimonials, may be considered in lieu of an undergraduate bachelor's degree, or alongside a degree with a classification below 2:1. In these instances, the candidate's whole academic and professional profile will be taken into consideration in reviewing the application against this entry criterion.

Language requirement

Candidates whose first language is not English need to demonstrate English language proficiency by submitting results from a recognised testing service, such as the International English Language Testing System (IELTS) Academic Test. The minimum

score required for is IELTS 6.5 (no less than 6.0 in any element). Further information about this language requirement can be obtained from the validating university, the University of Kent, at the following link: <https://www.kent.ac.uk/courses/postgraduate/apply/english-language-requirements#uk-eu-non-visa>

Students may be admitted to the Course with advanced standing in line with the University of Kent's standard APECL requirements. Such cases are subject to prior approval by the University of Kent according to its APL process, as set out in the regulations found at the following link:

<https://www.kent.ac.uk/teaching/qa/codes/taught/annexr.html>

Applicants are welcome from anywhere in the UK/EU/EEA economic area; this Course is also open to international students. As this Course is delivered remotely, students do not need to meet the [Tier 4 visa requirements](#). Residence requirements for students from the EU/EEA may be subject to change in the event of any new UK government legislation arising from the United Kingdom leaving the EU.

Professional experience requirement

Normally, candidates should have a minimum of at least 3 years' professional experience in a practitioner capacity in any field of dance and/or within a professional dance context (e.g. Company, Theatre, Conservatoire, School).

- ***STAGE 2 PROCESS***

The Stage 2 process will involve an interview with the candidate, followed by a final assessment of the application using the information obtained during interview and in the documentary application submission to score against criteria (as set out below in this policy in section 'Selection Process').

STAGE 2 ENTRY CRITERIA

Suitability for the Course

Subject to meeting all the Stage 1 entry criteria, candidates will progress to Stage 2. The Stage 2 process involves an interview with the candidate. The purpose of the interview is to fully explore and understand the suitability of the Course for the candidate.

All interviews will normally be held either at Rambert School of Ballet & Contemporary Dance, or online. Applicants will be notified during the application proceedings as to the location of interview. Applicants should raise any queries about this with the Head of Admissions, Registry, and Student Support at admissions@rambertschool.org.uk.

Selection process

The two-stage selection process is designed to identify whether candidates meet the Stage 1 entry requirements and, if so, the suitability of the Course for candidates. The outcomes of the selection process will be determined as follows:

[Cont...]

At Stage 1:

- The application will be reviewed to determine whether the candidate meets the Stage 1 entry criteria, and:
- Applications that demonstrate all Stage 1 criteria have been met will progress to Stage 2 of the application process; **all of the Stage 1 entry criteria must be satisfactorily met in order to progress to Stage 2.** Applications that demonstrate one or more of the Stage 1 entry criteria have not been met will be deemed unsuccessful and the application process will be concluded for the candidate.

At Stage 2:

- An interview will be held to explore the application in greater depth with the candidate. Typically, the interview will be used to explore the following areas to help the Course Admissions Team fully understand the compatibility of the candidate with the Course:
 - The candidate's personal, educational and professional experience
 - The candidate's career experience
 - The candidate's contextual experience and circumstances relating to the dance industry
 - The candidate's understanding of the aims and purpose of the Course
 - The candidate's areas of interest for practice-led enquiry and their desired aims if they were to embark upon the Course
- After the interview, the following components of the application process will be used to determine the Course's suitability for the individual candidate:
 - Information gathered at interview
 - Information submitted in the candidate's Personal Statement
 - Written submission (submitted by candidates as part of the application)
- Using the information outlined above, candidates will be 'scored' according to the criteria below in order to determine the Course's suitability for the individual:
 - **Suitability for study at postgraduate level**
 - Academic competence and potential (writing skills, depth of understanding, awareness of applied theory and theoretical concepts)
 - Level of academic support that would be needed (excluding any reasonable adjustments)
 - **Candidate's professional career experience:**
 - Currency of experience
 - Breadth of experience
 - How strongly this relates to a dance context

[Cont...]

- **Candidate's contextual experience and circumstances**
 - How strongly this experience links with dance industry
 - **Ability to engage with the Course effectively in terms of time and commitment**
 - ability to balance the Course study and contact hours with work schedule
 - Candidate's understanding of the demands of the Course
 - **Suitability of identified area(a) of interest for further enquiry for the Course**
 - Appropriateness of identified area(s) of interest for practice-led enquiry
 - Candidate's understanding of the aims of the Course
- Priority for places on the Course will be allocated to candidates with the higher scores.
 - Unsuccessful applicants are welcome to apply for a future place on the Course, and they may request feedback from the School on their application.

10. Equality of opportunity

To ensure equality of opportunity the School will:

- interview all applicants who meet the basic entry criteria ([see Section 8 of this Admissions Policy for further information on entry requirements](#)). Applicants may be contacted to discuss their application prior to interview.
- ensure that all applicants are informed of the admissions and interview procedures.
- ensure that staff involved in the admissions and 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.

Rambert School 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 School can endeavour to make any reasonable adjustments during the admissions process including at interview, as well as during the course to enable participation. The School encourages disclosure in advance wherever possible, but applicants can also disclose a disability or condition at any stage of the audition or interview process.

11. Offer of a place

Applicants should expect to hear whether they will be offered a place on the Course normally within 2 weeks of the date of the interview.

[Cont...]

The candidate will need to accept that place within two weeks of the offer by returning an acceptance email to the School. Information and instructions regarding this will be provided with the formal offer letter, together with the relevant Course Terms and Conditions, Fees Policy and course summary document.

12. Enrolment

Students who are admitted to the MA Dance Research for Professional Practitioners become registered students of the School and enrolment is required at the start of each academic year or registration on the Course will lapse. Students of the MA Dance Research for Professional Practitioners are therefore bound by the policies and procedures of Rambert School as well as the academic regulations and policies of the University of Kent. Please see the MA Dance Research for Professional Practitioners Terms and Conditions for further information.

It is a registration requirement that all students of the MA Dance Research for Professional Practitioners complete and submit a fully completed Rambert School Registration Form to the School before or at the point of enrolment on the Course.

13. Unsuccessful applicants

A candidate who is not offered a place should normally expect to hear either within two weeks of receipt of their application if they have been successful in meeting the Stage 1 criteria.

If a candidate progresses to Stage 2 and is offered an interview, they will normally receive at least two weeks' notice of the interview date and location (either in person at the School, or online). The final outcome of their application confirming whether a place on the Course is being offered will normally be communicated via email to the candidate within two weeks of the date of the interview.

Candidates who are not offered a place are allowed to apply again for the following academic year's entry. Feedback can be obtained upon request from final stage candidates only.

14. False, fraudulent or misleading information provided by applicants

Rambert School of Ballet & 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.

Rambert School 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.

[Cont...]

From time-to-time information may come to light about a successful applicant holding an offer, or a registered student, where the School would have made a decision not to offer a place had the information come to light before an offer had been made. In this instance, an applicant holding an offer may have this offer subsequently withdrawn. In the event that the matter concerns a registered student, the case will normally be referred to the Principal of the School who will determine what action may need to be taken.

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 the School, the student's registration may be immediately terminated and student status withdrawn, or the student may be subject to disciplinary action under the Non-Academic Misconduct Policy and Procedures.

Please see also Terms and Conditions regarding the 'Contractual Cooling Period' for further information, and 'Values and Commitments: our expectations of all students' in Section 16 of this Policy.

15. Criminal Records

Having a criminal record is not a bar to studying on a Course of higher education with Rambert School, and the School welcomes applications from all individuals.

In line with the School's commitment to removing unnecessary barriers and increasing accessibility, the majority of applications to a course of higher education with Rambert School do not require any disclosure of a criminal record. All criminal records data will be processed in accordance with the School's [Criminal Records Policy](#), [Data Processing Statement](#) and [Data Protection Policy](#).

Applicants to the MA Dance Research for Professional Practitioners are not required to disclose any specific details regarding a criminal record until and unless requested to do so by the School.

Some Rambert School courses 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.

If students on the MA course choose, as part of their work towards the award, to undertake regulated activity, they will be required to undertake an enhanced DBS check before they can be authorised to proceed with that activity.

Rambert School will not request any specific details about an applicant's criminal record; no such information will be requested until the point where it is necessary in order for the student to be able to undertake regulated activity¹ as part of the Course (which will not normally be the case for students on the MA Dance Research for Professional Practitioners).

[Cont...]

¹ Please see UK government guidance for further details and definitions of regulated activity: <https://www.gov.uk/government/publications/dbs-guidance-leaflets>

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.

However, where an applicant has voluntarily indicated they may have a relevant criminal conviction they wish to disclose, in accordance with the School's [Criminal Records Policy](#) at the point of making an offer to an applicant Rambert School may request further information about the conviction, in order to establish whether any additional support may be required by the individual.

Convictions which are deemed spent under the terms of the Rehabilitation of Offenders Act 1974, should not be disclosed by applicants under any circumstances. However, where successful applicants become registered students of Rambert School, if they wish to undertake modules and/or placements which involve the need for an enhanced DBS check (i.e. teaching modules or modules where you are likely to be working in unsupervised environments with minors or vulnerable adults), applicants should be aware that spent convictions deemed as 'exceptions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 may be disclosed.

For independent advice and support regarding criminal convictions, applicants may wish to contact the charity [UNLOCK](#) who also have the following tools and guidance:

[The Disclosure Calculator](#) (for calculating when convictions become spent)

['Is it spent?' poster](#) (with information about when convictions become spent)

16. Complaints and Appeals

For information about submitting a complaint or an appeal regarding the admissions process, please refer to the [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@rambertschool.org.uk.

17. Values and commitments: our expectations of all students

All students who join Rambert School sign up to our Student Code of Conduct and School Code of Behaviour. Our School Code of Behaviour covers every member of our community, both students and staff. Our values are enshrined in this Code of Behaviour, which sets out our expectations for how we will treat each other, with kindness, understanding and empathy, and that by joining Rambert School students are committing to being in ways that are inclusive and respectful, and do not engage in attitudes or behaviour that are incompatible with our values.

In the event that the School determines that a student is in breach of either the Student Code of Conduct or the School Code of Behaviour, or any other School policy that applies to the student contract (the ‘terms and conditions that applicants sign when accepting their offer of a place’), this will be a breach of contract. If such a breach occurs within the contractual cooling period (or, in the event that the student begins the course late, within the first 14 days of the student’s enrolment on the course) that in the reasonable view of the School makes it inappropriate for the student to remain on their course, the contract may be immediately terminated.

Examples of policy/contractual breaches that would, in the reasonable view of the School, make it inappropriate for the student to remain on their course include but are not limited to:

- Harmful attitudes (for example but not limited to, transphobia, misogyny, antisemitism) that are incompatible with our values and harmful to our community
- Racist behaviour
- Sexual Misconduct (as defined in the Policy on Sexual Misconduct, Harassment and Related Behaviours)
- Harassment (as defined in the Policy on Sexual Misconduct, Harassment and Related Behaviours)
- Violence
- Bullying

18. General information

This policy is subject to periodic review by the Rambert School Academic Quality & Standards Board as required; such work may be delegated to the Executive Action Group or any of its sub-Committees by the Board.

19. Monitoring

Via its governing committees, the School also monitors the following, all of which are relevant to admissions:

- recruitment, marketing and the prospectus/information on the Schools’ website
- processes and methods for determining admission to the School
- data related to admissions and the methods used to collect that data
- support for students and applicants with disabilities
- external requirements of the School and the validating university (the University of Kent).

20. Variation of Procedures

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 the Academic Quality & Standards Board and/or other quality assurance measures.