

Royal Scottish Academy
of Music and Drama

School of Drama

Guide for Applicants: 2011/12

MA Arts in Social Contexts*
MA Musical Theatre (Performance or Musical Directing)
MA Classical and Contemporary Text (Acting or Directing)

** subject to institutional revalidation*

This guide is available in alternative formats upon request. If you would prefer to receive this document in an alternative format please contact Academic Administration & Support - Admissions.

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Introduction

Thank you for your interest in the Academy. If you require any further information regarding the application and selection process generally or, more specifically, about your own application please do not hesitate to contact Academic Administration and Support - Admissions in the first instance. The contact details are:

Tel: 0141 332 4101
email: dramaadmissions@rsamd.ac.uk
website: <http://www.rsamd.ac.uk>

Please read this guide carefully before submitting your application and retain it for reference throughout the selection process.

Closing date

Closing date for postgraduate applications to the School of Drama: **31 May 2011.**

Audition/Interview period

The Audition/Interview Period normally begins in December and may run through to June each year. Auditions are scheduled chronically to when your application is received.

Application fee and submission of application form

Applications are made directly to the Academy. The application fee is £45 per programme. The application fee, which is non-refundable, must accompany your application form.

We accept the following methods of payment –

- Cash which can be paid directly at the Academy at the Academic Administration and Support office. We do not advise sending cash by postal mail.
- Cheques should be made payable to The Royal Scottish Academy of Music and Drama (RSAMD).
- Bank Transfer to the directly to the Academy. You will require the following details –

Branch Sort Code 83-07-06 Account No. 00684832

Swift/BIC Code RBOS GB2L
IBAN GB53 RBOS 830706 00684832
(International Bank Account Number)

Please clearly state that this is for an application fee along with your name that will be on your application form.

If you choose to pay by bank transfer, the Academy must receive your application fee 10 days after you submit your application or your application will not be processed and returned to you.

The application form, together with the Application Fee and a passport photograph fixed to the cover must be sent to:

Academic Administration & Support - Admissions
RSAMD
100 Renfrew Street
Glasgow
G2 3DB

no later than 31 May 2011.

Candidates should submit their application, together with their photograph and application fee, to an appropriate person who is acquainted with their general character, academic background and/or professional experience. The referee should be requested to return the completed form and enclosures to address above.

Should your referee wish to submit your reference at a later date, this must be stated on your application and the reference must be on headed paper with your referee's full contact details.

NOTE: The submission of an application does not carry with it any right of admission.

Tuition Fees and Funding

For up to date information on tuition fees please see <http://www.rsamd.ac.uk/studyhere/fees/>. Please contact Student Finance (studentfinance@rsamd.ac.uk) if you require further information on fees or funding.

Scholarships

The Academy is able to offer a number of entrance scholarships which are awarded as part of the audition/selection process on the basis of merit.

Students with Disabilities

The Academy welcomes applications from all applicants and has substantial experience in supporting disabled students. Currently, over 15% of students at the Academy have declared a disability or medical condition. Applicants who have a disability or special need and would like further information about facilities and support are invited to contact Jane Balmforth, the Academy Counsellor and Disability Adviser. Jane contacts all applicants who declare a disability or medical condition on their application form, and will provide information about studying at the Academy. If support is required for audition or interview, we would encourage you to help us to make the necessary arrangements by contacting by telephone, in writing or by email either Jane Balmforth (email: j.balmforth@rsamd.ac.uk phone: 0141 270 8282) or Registry (email: registry@rsamd.ac.uk). The Academy Counsellor and Disability Adviser is also available to meet you when you come for audition/interview to discuss your particular requirements, sources of further information and any special funding e.g Disabled Students' Allowance. For more information, you can require a copy of the Academy's booklet 'Information for Disabled Students and Applicants', or download this from the following website – <http://www.rsamd.ac.uk/academy/study>.

Equal Opportunities Policy and Statement

The RSAMD operates an Equal Opportunities Policy. Within the constraints of available resources and in accordance with current legislation the Academy endeavours to grant equality of opportunity to all applicants, staff and students, regardless of gender, marital status, race, colour, national or ethnic origin, nationality, disability, actual or perceived sexual orientation, actual or perceived religion, religious and similar belief, age and not to discriminate against them through the application of any unjustifiable factor. In order to monitor its Equal Opportunities Policy, the Academy has included an Equal Opportunities Questionnaire with your application form.

The information you give in response to the questions contained in the Equal Opportunities Questionnaire is required only for statistical purposes, eg for monitoring application and admission rates to programmes and will not be available to programme selectors and will have no bearing on the admission decision. Your assistance in completing the questionnaire is appreciated greatly.

Dignity at Work and Study

The Academy believes the professional relationship between a student and a member of staff is a central part of the student's educational development. Staff have a professional duty to develop their students' abilities and a responsibility to safeguard a student's welfare, therefore the Academy takes a zero-tolerance approach to sexual relationships between staff and students.

MA Arts in Social Contexts * - Programme information

** subject to institutional revalidation*

The 21st century demands new ways of thinking about the arts, culture and creativity. This new thinking, whether in formal or informal learning, must help the people of Scotland become active and reflective participants in society and in their own learning.

(Scottish Arts Council, 2006)

This programme is a response to these concerns which foreground issues of access, participation and partnership towards demystifying the role of the artist as privileged creator and the blurring of distinctions between the roles of artist and spectator.

Rooted in practical project work where the student is expected to operate as a creative artist, the aims of the MA Arts in Social Contexts Programme are to develop a student's skills in critical analysis and academic research, and to provide opportunities for them to apply these skills in the practical application and study of aesthetic practice as a social act.

The programme seeks to create a multi-disciplinary learning community in which the student is supported towards developing an informed and socially-engaged working practice coupled with an understanding of new ways of analysing and critiquing their on-going involvement in the arts. Students will develop advanced and systematic understandings of their field of study supported with practical skills in research methods while at the same time maintaining and enhancing their own professional arts practices.

One of the most distinctive features of the Programme structure is a flexibility of choice that encourages students to study a wide range of cultural institutions, forms and practices, but also enables them to specialise in specific areas of their own choice. The structure of the Programme therefore encourages students to develop broad-based, systematic and advanced understandings of the theories and historical underpinnings of the field, and to acquire practical skills in research methods, coupled with significant opportunities to extend and consolidate personal practice in a variety of contexts.

In detail, the Programme aims can be divided into two parts. The first represents the specific aims of the compulsory introductory core modules comprising the first 60 Programme credits (Post-graduate Certificate level) which are to give students, with diverse practical and intellectual backgrounds and skills, a firm grounding in the different approaches to the analysis, making and evaluation of aesthetic practice, and its relationship to the specifics of context and audience. These practical and theoretical explorations are complemented by structured activities to help students develop essential library research skills in the gathering, organisation and deployment of evidence, data and information derived from a variety of primary and secondary sources.

The second reflects the level of choice open to students via the structure comprising the next 120 Programme credits (Post-graduate Diploma/MA levels). The student's choice of elective module and the content and direction of the work undertaken during the last 120 Programme credits is intended to produce a named award which reflects the individual student's intended outcomes and chosen career specialism in the field.

The choice of Elective modules is designed to enable students to deepen their knowledge in a focused exploration of particular aspects of a chosen field of study and at present students can select from the following:

- Arts in Education
- Theatre for Youth
- Arts in Criminal Justice Settings

From this point in the Programme onwards a student can link their pattern of study with the themes and content of the Elective modules and thereby progress towards a named degree in these areas, ie MA Arts in Social Contexts/Theatre for Youth etc.*

The final modules of the Programme are therefore centred on student choice and give opportunities for a student to demonstrate a broad understanding of artistic phenomena, and of a particular sub-field of the discipline at advanced level; and to produce a substantial piece of practice-research on a topic of their choice.

* Should the student wish to graduate without linking their qualification to the Elective module then they would be free to pursue other suitable project possibilities.

Taught, distance learning, full-time/part-time etc.

Independent study and reflective practice is at the heart of our learning community and this programme is structured around intensive periods of study comprising vacation schools, self-directed study and a flexible response to a student's needs so that it can therefore be undertaken in either full-time or part-time modes alongside and/or utilising existing professional work.

MA Arts in Social Contexts

Entrance Requirements

- Candidates for the MA are normally expected to hold a good honours (at least 2:2) degree, or its overseas equivalent, in a subject area relevant to the demands of the programme.
- Non Standard Entry: In exceptional cases, applicants may be admitted to the Programme whose qualifications do not match (in terms of equivalence) or fall short of the normal entrance requirements described above, but who clearly satisfy the selection procedures and indicate that they have the capacity to pursue the Programme. Procedures for admitting applicants to the Programme through non standard entry are outlined in the Academy's Quality Assurance Handbook (QAH 9). Due consideration will be given to any applicant with formal, certificated qualifications in areas of study related to the specifics of the Programme content. Procedures for the consideration of APL are outlined in the Academy's Quality Assurance Handbook (QAH 9).
- The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. **Level 7.5** of the International English Language Testing System (IELTS) or equivalent will be required.

Selection Process

- a) All applicants will be required to provide an expanded curriculum vitae (max. 3 pages) describing former studies, working experience to include brief information as a list in chronological order of their performance / design / artistic / technical / pedagogical / research etc. experience and including in particular details of any scholarships or grant aid which they have achieved. Additionally candidates should detail any familiarity they might have with appropriate ICT software/hardware, and any other relevant achievements. This initial submission should be supported, as appropriate, with a DVD overview of illustrative and representative examples taken from the candidate's practice.
- b) Finally all applicants should provide a freely composed, clear statement of intent and motivation in which they describe their interests in the field, including any special areas of interest, as these relate to the specifics of programme content and structure.
- c) Selected candidates from those making application will then be called for interview, at which time, they will be required to provide for the purposes of discussion a portfolio of further expository material related to the detail of a) above.
- d) Candidates who may be unable to attend an interview in person (for example those resident abroad) may, at the discretion of staff, be offered the opportunity of a Distance Interview. Applicants selected for interview in this manner will be subject to the conditions detailed above and notified (normally by email) in order to arrange a suitable time for an interview. The interview will be conducted either by telephone, by Skype phone or by 'live' email exchange, at the discretion of the relevant member of staff.

Master of Arts in Musical Theatre (Performance/Musical Directing)

The MA Musical Theatre is a 1-year intensive, multi-disciplinary Masters degree designed to train and nurture the next generation of creative artists for the Musical Theatre and related industries. Performance and Musical Directing students will work with key industry practitioners in order to be prepared for the increasing challenges and demands of the profession. During the selection process we will look for:

- clear evidence of the abilities required for the Programme;
- the practical and intellectual skills necessary to succeed on a postgraduate degree level programme; and
- the personal qualities necessary to complete the Programme.

Entrance Requirements

- Candidates for MA Musical Theatre are normally expected to hold a good honours (at least 2:2) degree, or its overseas equivalent, in a subject area relevant to the demands of the programme.
- Non Standard Entry: In exceptional cases, applicants may be admitted to the Programme whose qualifications do not match (in terms of equivalence) or fall short of the normal entrance requirements described above, but who clearly satisfy the selection procedures and indicate that they have the capacity to pursue the Programme. Procedures for admitting applicants to the Programme through non standard entry are outlined in the Academy's Quality Assurance Handbook (QAH 9). Due consideration will be given to any applicant with formal, certificated qualifications in areas of study related to the specifics of the Programme content. Procedures for the consideration of APL are outlined in the Academy's Quality Assurance Handbook (QAH 9).
- The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. **Level 7.5** of the International English Language Testing System (IELTS) or equivalent will be required.

Performance Pathway – Selection Process

Please attach a CV to your form if appropriate. If you are short-listed, we will be in touch with an audition date. We will shortlist applicants on the basis of what you tell us in your application – so it's important that you provide us with a complete picture of your experience. We will score applications on the following criteria:

- **Intellectual / Imaginative strength**

At the application stage we look at experience and educational attainment as a first indication of ability. At the audition we will be looking at these areas as they apply to your prepared pieces. We will also be using your devised piece as a way to test your skills in this area.

- **Acting Skills**

At the application stage we will look for experience in acting classes or productions. We will look particularly at experience in substantial roles. At the interview stage we will be testing your skills in this area through the classical monologue, contemporary monologue, chosen songs and also in your performance of the devised piece.

- **Singing Skills**

At the application stage we will look for singing experience / tuition. At the audition stage we will test your skills in the prepared songs that you bring, and we may also test your range.

- **Dance / Movement Skills**

At the application stage we will look for experience/ability in dance and movement. At the audition stage we will be testing your skills in this area, both technically and creatively in a workshop environment.

- **Experience**

At the application stage we will be looking for experience in the areas outlined above. We are not expecting that candidates will exhibit experience in each of the areas, but that there is substantial performing experience in two or more, and trainable potential in all.

We will consider a sixth area as the 'plus factor' in areas where candidates are equally skilled and experienced:

- **Enterprise**

We will only be testing this on the basis of your application and any information you can give us about projects that you have initiated or have taken the lead role in will be most helpful in deliberations.

The Audition

Please note that there will be a first round on the audition day after which we will ask successful auditionees to stay and complete remaining sections of the process

Dance / Movement

The first element of the audition process is a dance call. No preparation is required for this section – you will be lead through a group class/workshop on the day. Please wear suitable clothing for this part of the audition.

Singing

For this section you should prepare four songs - **2 up-tempo and 2 ballads**

- music should be prepared clearly for the pianist and should be in the correct key.
- no recorded backing will be permitted and you may not accompany yourself for this element of the audition
- three songs should be musical theatre and 1 should be from another genre (eg pop, rock, blues, jazz)
- it is unlikely that the panel will listen to all four complete songs. We will hear what we need to get an over all impression of range, technique and potential

Acting

For this section you should prepare:

- **1 Shakespeare monologue** and
- **1 contemporary monologue** to contrast.

Both should be between 1-3 mins in length. Please prepare and learn these carefully and have an understanding of the entire play, not just your monologue, as the panel may ask you to talk about your choices.

Devised Piece

- you will be given 2 minutes to present a piece of your own devising.
- you can find sections of text that you like and combine them somehow, or you can write an entirely original piece
- you can do away with the words altogether and do a movement piece – *but make sure that this is relevant to you*
- you can create a character and give us two minutes of their lives
- you can write a song

The most important thing is to make sure that this piece expresses something about you that you think is significant. Make sure the piece is coming from the heart and that you practice it well – we'll be looking at both the composition and the performance of the piece. Be creative and (unless you can do it really well!) try to stay away from pieces *about* devising pieces. Watch your time carefully as the audition days are demanding and panel members may stop you if you go over 2 minutes.

Overseas Applicants - DVD Audition

If you are applying by DVD please clearly chapter it for each section and include a personal statement at the beginning (straight to camera). This should include a brief overview of your background and why you are interested in studying at the RSAMD.

Dance / Movement

Please film yourself performing a short dance piece (1-3mins) which may be jazz, ballet or contemporary based. This can be self-choreographed or by a teacher. This should demonstrate turns, jumps and floor work.

Singing

Please film yourself singing four songs accompanied by a pianist - **2 up-tempo and 2 ballads** - three songs should be Musical Theatre and 1 should be from another genre (eg pop, rock, blues, jazz)

Acting

For this section you should film yourself performing:

- **1 Shakespeare monologue** and
- **1 contemporary monologue** to contrast.

Both should be between 1-3 mins in length

Devised Piece

Please film yourself performing a piece of your own devising lasting no longer than 2 minutes

- you can find sections of text that you like and combine them somehow, or you can write an entirely original piece
- you can do away with the words altogether and do a movement piece – *but make sure that this is relevant to you*
- you can create a character and give us two minutes of their lives
- you can write a song

The most important thing is to make sure that this piece expresses something about you that you think is significant. Make sure the piece is coming from the heart

Musical Directing Pathway – Selection Process

Please attach a CV to your form if appropriate. If you are short-listed, we will be in touch with an interview / audition date. We will shortlist applicants on the basis of what you tell us in your application – so it's important that you provide us with a complete picture of your experience. We will score applications on the following criteria:

- **Intellectual / Imaginative Strength**

In a one-year, multi-disciplinary degree format, we believe creative problem solving to be key. As part of the applicants' audition preparation, the programme team will set a specific creative problem to be solved. This may be developed at interview stage.

- **Technical Skills**

We will be looking for strong keyboard and sight-reading skills in a variety of styles relevant to Musical Theatre. This element will be tested during the practical workshop at interview stage

- **Experience**

At the application stage we will be looking for experience in the areas outlined above and would expect applicants to have had significant experience in a Musical Directing environment.

We will consider a fourth area as the 'plus factor' in areas where candidates are equally skilled and experienced:

- **Enterprise**

We will only be testing this on the basis of your application and any information you can give us about projects that you have initiated or have taken the lead role in will be most helpful in deliberations.

The Interview

For the interview process, candidates should prepare -

Portfolio of Work

Indicative content would be a CV, production reviews, past arrangements by the candidate, letters of support, CD of recorded work etc. This material should be provided **at least 1 week prior to interview**

Set Arrangement

This will be issued to the candidate with the letter confirming interview date. Clear instructions will be given as to what is required and this arrangement will be discussed during interview.

Workshop (Condensed Rehearsal)

Candidates will be asked to lead a 30 min workshop to a group of Musical Theatre students which should include:-

- a short warm-up
- elements of vocal technique
- the start point of teaching a short piece of the candidate's choosing

The following sections need no formal preparation -

Sight Reading

Candidates will be asked to accompany 1 or 2 solo singers. Sheet music will only be seen at point of interview.

Formal Interview

We will be looking for clear communicators who have a strong sense of purpose and show drive to succeed in a highly competitive industry.

Overseas Applicants who are unable to attend in person should prepare a written and DVD submission which equates to the process above. Please contact the programme team for further guidance.

MA Classical and Contemporary Text (Acting/Directing)

The MA Classical and Contemporary Text (Acting) or (Directing) wishes to secure the most able and best-qualified students available. Its primary concern is to discern each candidate's potential to meet the demands of the Programme and to achieve the necessary standard upon completion of the Programme. In consequence, the criteria used during the selection process are designed to satisfy the School of Drama that the candidate:

- shows clear evidence of the abilities required for the Programme;
- displays the practical and intellectual skills necessary to succeed on a postgraduate degree level programme; and
- demonstrates the personal qualities necessary to complete the Programme.

General Entrance Requirements

- Candidates for MA Classical and Contemporary Text are normally expected to hold a good honours (at least 2:2) degree, or its overseas equivalent, in a subject area relevant to the demands of the programme.
- Non Standard Entry: In exceptional cases, applicants may be admitted to the Programme whose qualifications do not match (in terms of equivalence) or fall short of the normal entrance requirements described above, but who clearly satisfy the selection procedures and indicate that they have the capacity to pursue the Programme. Procedures for admitting applicants to the Programme through non standard entry are outlined in the Academy's Quality Assurance Handbook (QAH 9). Due consideration will be given to any applicant with formal, certificated qualifications in areas of study related to the specifics of the Programme content. Procedures for the consideration of APL are outlined in the Academy's Quality Assurance Handbook (QAH 9).
- The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. **Level 7.5** of the International English Language Testing System (IELTS) or equivalent will be required.

Selection Process

- At audition, candidates for the Acting pathway will be required to perform two monologues, one classical, preferably by Shakespeare and in verse, and one contemporary. This will be followed by an interview.
- Candidates for the Directing pathway will be required to provide a range of portfolio evidence of previous directing experience. They will be interviewed and lead a workshop rehearsal session on a short scene of their choice. The session should constitute the first thirty minutes of a first rehearsal of the text in question.
- Candidates who may be unable to attend an interview in person (for example those resident abroad) may submit a DVD and at the discretion of staff, be offered the opportunity of a distance interview. The tasks that would be carried out in the live audition must be included in the content of the DVD.
- Applicants selected for interview in this manner will be subject to the conditions detailed above and notified (normally by email) in order to arrange a suitable time for an interview. The interview will be conducted either by telephone or by 'live' email exchange, at the discretion of the relevant member of staff.

Following Your Audition

All applicants will be informed of decisions in writing following your audition.

Please see below for an explanation of decisions –

Guaranteed Unconditional

The RSAMD is satisfied from the information you have given, that you have already met the conditions for entry. Unless your application and/or qualification are subsequently shown to be fraudulent, a guaranteed unconditional offer is binding.

Guaranteed Conditional

The RSAMD has made the offer subject to you meeting certain conditions such as examination results. Unless your application and/or qualifications are subsequently shown to be fraudulent, the offer is binding if you accept the offer and meet the conditions. You must meet the conditions of the offer by 31 August 2010, unless an earlier date is specified.

Reserve Offer

A reserve offer does not mean a place has been 'reserved' for you. Until such time as you receive a guaranteed offer from the RSAMD, you have not been accepted to study at the RSAMD.

If you have received a reserve offer, it means that the RSAMD is not able to offer you a guaranteed place at the time it makes the offer. A reserve offer merely indicates that the RSAMD would like the opportunity to review its offer to you in the light of acceptances/declines to its guaranteed offers. You will become part of a 'pool' of reserve candidates and the RSAMD may choose to make you a guaranteed offer if a suitable place becomes available. If the RSAMD chooses not to make you a guaranteed offer, you will not be eligible to start at the Academy.

If you are holding a reserve offer, the RSAMD can elect to make you a guaranteed offer at any time during the application cycle. Reserve offers remain active until after the A level results have been issued in August so you could have a reserve offer until the end of August. The decision to wait and see whether a guaranteed place becomes available, or to accept an offer at another institution is entirely at your discretion.

Unsuccessful

The RSAMD does not wish to offer you any type of a place.

Replying to offers

If you have an offer, you will be required to inform the Academy whether you wish to accept this offer by completing the acceptance form and qualification form and returning this by the reply deadline which will be stated on your offer letter.

Feedback to Applicants

Subject to the provisions of the Academy's Data Protection Policy, feedback will not be provided to applicants regarding the reasons for non-admittance.

Appeals Procedure

If an applicant considers that the Academy has failed to meet its high standards in the consideration of her/his application s/he should write to the Academy's Director of Finance and Administration who will investigate the matter and respond to the applicant in writing. Disagreement with the academic judgement of programme selectors in reaching their decision based on the aspects of the applicant's profile does not constitute grounds for a complaint by an applicant. Complaints will only be considered in relation to non-adherence to approved policy and procedure. If it is found that the outcome of an application was affected by either non-adherence to a policy or defective procedure, the applicant concerned will be offered a re-audition.

Notes for Completing the Application Form

The Academy is notified under the terms of the Data Protection Act. The data collected from the application form will be used and processed by the Academy in accordance with the Data Protection Principles.

Please complete **all sections** in the application form in BLOCK CAPITALS and in black ink.

Section 1: Title, name and address

- 1.1 Enter **the title** by which you wish to be addressed, eg Mr, Mrs, Miss, Ms, followed by your **surname/family name** and then **first/given name(s)**.
- 1.2 Enter the **correspondence address** to which you wish the Academy to send all correspondence.
- 1.3 Enter your **main contact number/email address** where you are most likely to be contacted by telephone and email over the next year. International applicants should include international dialing codes for their country. If you do not have email you need not be concerned.
- 1.4 If your correspondence address is different from your **home address**, eg boarding school applicants, please enter your home address.
- 1.5 If you wish to be contacted at home by telephone, fax or email, enter your **home contact number/email address**. International applicants should include international dialing codes for their country. An email address should only be given if it is accessed on a regular basis. Please also ensure that, if you enter fax and email details, you have permission to use these facilities.

Section 2: Further details

- 2.1 **Your age on 30 September:** this will show the Academy how old you will be at the start of the next academic year.
- 2.2 **Date of birth:** enter day, month, year, eg 20 04 81.
- 2.3 **Disability/special needs/medical conditions:** The Academy needs to know if you have a disability, special need or medical conditions which may disrupt your ability to follow your programme or which may require additional support or specific facilities. In order to allow us to provide the best available support for you we need additional information about any difficulty you might have and how it might affect your studies.
The information you provide does not affect decisions concerning your academic suitability for a programme and is treated confidentially by the Academy. However, in the case of disabled students, it enables data to be collected from which the progress of equal opportunities for disabled students in higher education can be monitored.
- 2.4 If you have a disability, special need or medical condition that may require extra support, please enter in the box on the application form the code from the list below that is most appropriate to you. **Applicants with no disabilities, special needs or medical conditions should use code 0.** If more than one

applies to you, please use code 8. If you have no needs arising from your disability, special need or medical condition, eg you are short-sighted but your vision is corrected by spectacles, you should also use code 0. **If you have used any code other than 0, use section 5 of the form to state your disability or disabilities or condition(s) and indicate clearly what support or specific facilities you need.**

Disability, special need or medical condition codes	
0	You do not have a disability or special need or are not aware of any additional support requirements in study or accommodation.
1	You have dyslexia.
2	You are blind/partially sighted.
3	You are deaf/hearing impairment.
4	You are a wheelchair user/other mobility difficulties.
5	You need personal care or assistance.
6	You have mental health difficulties (e.g depression).
7	You have a long standing illness eg diabetes, epilepsy, heart condition.
8	You have multiple disabilities.
9	You have a disability, special need or medical condition not listed above.

2.5 Student Registration Number for vocational qualifications or Scottish Candidate Number: Applicants applying from Scotland should enter their Scottish Candidate Number. If you have completed or are completing a vocational qualification such as a BTEC diploma or certificate, a GNVQ qualification with BTEC, RSA or City and Guilds, enter the appropriate Student Registration Number in the box provided. Ask your school/college if you do not know your number.

2.6 Source of Finance: Applicants are advised to obtain current funding information and to make an application to the appropriate funding authority as soon as possible. Please enter the most likely source of finance for your particular circumstances, e.g:

- The Student Awards Agency for Scotland (SAAS) (for students domiciled in Scotland and elsewhere in the EU).
- Student Finance England/Wales/Northern Ireland (for students domiciled in England, Wales and Northern Ireland).
- Self: for self-funded UK and EU students.
- Overseas: for students outwith the EU.

2.7 Date of first entry to live in the UK: If you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.

2.8 Residential category:

Residential category and fee status

The Academy is required to make a decision as to your fee status - whether you pay Home/EU or Overseas fees. You are therefore required to identify your residential category to help us correctly classify your fee status.

Using the following information please find the category that you think applies to you and enter the appropriate number in the box on the application form. Notes at the

end of the questionnaire are there to assist you. Please note that this self-coding is provisional. The Academy will make the final decision regarding your residential category once we have assessed the information supplied on the application form and any other information we may subsequently request via a Tuition Fee Assessment Questionnaire. The fee status regulations are complex and the Academy is required to make its own decisions on an applicant's status.

Please note that *ordinary residence* is defined in case law as *a regular, habitual mode of life in a particular place, the continuity of which has persisted despite temporary absences*. You might find the guidance note by UK Council for International Student Affairs useful to obtain further information on fee regulations: http://www.ukcisa.org.uk/student/info_sheets/tuition_fees_scotland.php

Category summaries to select for the application form

- 1** You are a UK national or have Indefinite Leave to Enter/Remain in the UK or have a Certificate of Entitlement to the Right of Abode in the UK or have the Right of Permanent Residence (arising under EC directive 2004/38) and have been ordinarily resident in the UK and Islands for the 3 year period prior to 1st August in the year in which the course of study begins. The main reason for you being in the UK and Islands must not have been to receive full-time education. Where the main purpose of residence during the 3 year period was for full-time education AND you have the Right of Permanent Residence (arising under EC directive 2004/38), you must have been ordinarily resident in EEA/Switzerland immediately prior to the 5 year period of residence which led to Right of Permanent Residence.
- 2** You or your spouse/civil partner or parent/adoptive parent/step-parent/guardian or anyone with parental responsibility have been recognised as a refugee by the UK government and has remained ordinarily resident in the UK and Islands since then.
- 3** You or your spouse/civil partner or parent/adoptive parent/step-parent/guardian or anyone with parental responsibility applied for asylum in the UK and that person has been granted leave to enter/remain in the UK in the form of Exceptional Leave, Humanitarian Protection, Discretionary Leave (or in some cases Indefinite Leave) and that person has remained ordinarily resident in the UK since that status was granted.
- 4** You are a non-UK EEA national or a Swiss national in the UK as a migrant worker (or are the spouse or civil partner, child of worker or child of worker's spouse or civil partner OR dependent direct ascendants of the EEA worker or of the EEA worker's spouse/civil partner, for example parents, grandparents etc) AND you have been ordinarily resident in the EEA and/or Switzerland for the 3 year period prior to 1st August in the year in which the course of study begins.
- 5** You are a non-UK EU national/EU Overseas territory national (or are such a person's spouse/civil partner, dependent direct descendent or dependent direct relative in the ascending line) and have been ordinarily resident in the EEA and/or Switzerland and/or EU Overseas territories for the 3 year period prior to 1st August in the year in which the course of study begins. The main purpose of residence during the 3 year period must not have been for full time education.

- 6 You are a UK national/person with Indefinite Leave to Enter/Remain in the UK or with a Certificate of Entitlement to the Right of Abode in the UK or with the Right of Permanent Residence (arising under EC directive 2004/38) and have utilised a right of residence after being settled in the UK. You have been ordinarily resident in EEA and/or Switzerland in the 3 year period prior to 1st August in the year in which the course of study begins. Where the main purpose of residence is to receive full-time education, you must have been ordinarily resident in EEA/Switzerland immediately prior to the 3 year period.
- 7 You are a non-UK EU national or the child of a non-UK EU national who is ordinarily resident in Scotland on 1st August in the year in which the course of study begins and have been ordinarily resident in UK and Islands for 3 year period prior to 1st August in the year in which the course of study begins. The main purpose of residence during this 3 year period must not have been for full-time education. Where the main purpose of residence is to receive full-time education, you must have been ordinarily resident in EEA/Switzerland immediately prior to the 3 year period.
- 8 You are a child of a Swiss national and you have been ordinarily resident in the EEA and/or Switzerland for the 3 year period prior to 1st August in the year in which the course of study begins. The main purpose of residence during this 3 year period must not have been for full-time education. Where the main purpose of residence during this 3 year period was for full-time education, the student must also have been ordinarily resident in EEA/Switzerland immediately prior to the 3 year period.
- 9 You are a British overseas territory national or the spouse/civil partner, dependent direct relative or dependent direct descendant of the British overseas territory national. You have been ordinarily resident in the UK OR any of the British overseas territories for the 3 year period prior to 1st August in the year in which the course of study begins.
- 10 You are a child of a Turkish national who is or has been lawfully employed in the UK and who is ordinarily resident in Scotland AND you will be ordinarily resident in Scotland on the first day of the course. You must have been ordinarily resident in the EEA and/or Switzerland and/or Turkey for the 3 year period prior to the first day of the course.
- 11 You are the child of an asylum seeker or you are a young asylum seeker. You are ordinarily resident in Scotland on 1st August in the year in which the course of study begins and you have been ordinarily resident in Scotland for the 3 year period prior to 1st August in the year in which the course of study begins. You were under 18 years old on the date when the application for asylum was made and the application was made prior to 1st December 2006. You will be under 25 years old on 1st August in the year in which the course of study begins and the course is at an institution in Scotland.
- 12 You would otherwise meet the criteria of one of the above categories but you have been temporarily living outside the relevant area. If you choose this category, supporting evidence must be provided.
- 13 Other

Notes

European Union (EU) countries:

Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France (including the French Overseas Departments of Guadeloupe,

Martinique, French Guyana, Reunion, Saint-Pierre et Miquelon), Germany (including Helgoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including the Azores and Madeira but excluding Macao), Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden, United Kingdom (with Gibraltar).

European Economic Area (EEA countries):

EU countries (see above) plus Iceland, Liechtenstein and Norway. For the purposes of residence, this includes the whole of the island of Cyprus.

EU Overseas Territories:

Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherland Antilles (Bonaire, Curaçao, Saba, Sint Eustatius, and Sint Maaten), St Pierre et Miquelon, the Territory of New Caledonia and Dependencies, Wallis and Futuna.

British Overseas Territories:

Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Ducie & Oeno Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), Turks and Caicos Islands

Persons recognised by the UK authorities as refugees, or persons who have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave, as a result of an asylum application will have been issued with an official letter confirming their status by the Home Office.

2.9 Country of permanent residence

2.10 Country of birth: state the current name of the country in which you were born.

2.11 Nationality: state your nationality (as given on your passport, if you have one). If you have dual nationality, you may include both.

Sections 3 – 16 as detailed

Section 17: Criminal Convictions

1.1 You should not be deterred from applying to the Academy if you have criminal convictions – you will not necessarily be excluded from the selection process and you will certainly not be automatically excluded. We will though want to ask you about the nature of any conviction. Because all of the Academy's programmes will, at some stage, bring students into contact with children, you are required to state on your application form whether or not you have a criminal conviction. As that request relates to the possibility of working with children, the provisions of the Rehabilitation of Offenders Act (1974) do not apply so all convictions must be declared, irrespective of whether or not they are 'spent' under the provisions of that Act.

1.2 The Assistant Registrar (Admissions) will write to any applicant who has declared a criminal conviction seeking details of that conviction. The applicant will be asked to complete an Enhanced Disclosure Scotland application form at that point.

1.3 Following receipt of the applicant's Enhanced Disclosure, and the further information received from the applicant, a panel will risk assess the criminal conviction. The panel will normally consist of the Registrar, the Dean of Drama, the Dean of Music and the Assistant Registrar (Admissions). The Vice Principal or the Academy Secretary may appoint alternative members to such a panel in the event of one or other of the members being unavailable or otherwise unable to participate.

1.4 The panel will decide whether or not the application should be considered further in the light of information received regarding the criminal conviction. Each case will be looked at individually and the circumstances of each case will be considered. It is not therefore possible to give an answer as to whether any particular type of offence would result in a decision to reject an application – the panel will be guided by general criteria which will be provided to any applicant involved in this process. In arriving at its decision, the panel may take legal or other professional advice.

1.5 If the panel decides that the applicant poses an unacceptable risk to the Academy and is unable to approve further consideration of the application, the Registrar will write to the applicant accordingly, giving the reasons for that decision. The paperwork should be kept for one year in the event of an appeal or re-application.

1.6 The applicant will have the right of appeal against the panel's decision to the Director of Finance and Administration within 28 days of its receipt. Appeals will only be considered if the applicant provides additional/relevant information or if the Academy has failed to comply with the procedures set down in this document.

1.7 If the panel decides that the application should be considered further, it will be dealt with in accordance with the established admissions process. The criminal conviction will not be referred to again in that process (i.e. the audition/interviewing panel will not be made aware of it) and therefore it will not influence the outcome of the application.

1.8 Should an applicant with a declared conviction be offered a place at the Academy, the panel will be so notified and the panel will consider the implications of that decision in the context of the Academy's duty of care to staff and students. The panel has the right to determine whether the Accommodation office (Liberty House), the Head of Department/Programme Leader, the Academy Counsellor or any other relevant member of staff should be made aware of the applicant's criminal conviction. The number of people who would be informed about the conviction will be limited to those required to ensure the safety of others. The panel may also attach specific conditions to the offer of place to study at the Academy, which may involve special arrangements being put in place for the duration of the student's studies.

1.9 Should an applicant fail to disclose a criminal conviction and that omission comes to light in the course of the admissions process, the applicant will be asked to explain the failure to disclose by the Registrar or Assistant Registrar (Admissions) and the outcome of the application may be affected. The matter will be referred to the panel noted above, which may decide that the application should not be considered further or it may decide to withdraw any offer made. Should an undisclosed criminal conviction come to light after the applicant has become a student of the Academy, the matter will be considered through the Academy's student disciplinary procedure. The outcome of that disciplinary procedure may include exclusion from the Academy.