



Met Film School Admissions Policy

1. Scope

- 1.1 The Admissions policy applies to the admission of all students to Met Film School (MFS).

2. Underlying Philosophy

- 2.1 Met Film School aims to recruit students from a diverse community who have the potential to succeed and to benefit from the experience offered by MFS. MFS seeks to recruit students who can demonstrate a passion and commitment to filmmaking, TV and the Creative Media Industries.
- 2.2 MFS aims to comply with UK Quality Code for Higher Education and all appropriate equality legislation and seeks to implement policies and practices that are fair, consistent and transparent.

3. Responsibilities

- 3.1 Responsibility for the admission of students to MFS, and for enacting all relevant policies and procedures relating to admission, resides with the Head of Admissions and the Admissions Team.
- 3.2 MFS' Admissions Team serves a centralised function, which handles Admissions for all accredited and non-accredited Programmes. The Admissions Team is responsible for:
 - Ensuring that Admissions processes and policies are clear and transparent and subject to regular review.
 - Maintaining clarity and transparency in student recruitment practices.
 - Maintaining appropriate professional standards in their duties.
- 3.3 The Admissions process and the effectiveness of the Admissions policy will be reviewed annually by the Leadership Team and any proposed changes by the Academic Board.
- 3.4 The Admissions Team for accredited Programmes meets quarterly with the Director of Education, Chief Operating Officer, Director of Undergraduate Programmes, the Director of Student Affairs and Postgraduate Programmes and relevant Programme Leaders to review applications from accepted students and pending applications to ensure that the selection criteria and process are being adhered to.
- 3.5 The Admissions Review Group meets quarterly to ensure that the School adheres to the policies and principles of fair admission as set out in Chapter B2: Recruitment, Selection and Admission to Higher Education of the UK Quality Code for HE.

4. The Admissions Process - Overview

- 4.1 The team is divided into staff who only recruit for accredited Programmes and who are as such trained appropriately, with up to date knowledge, in terms of student selection criteria, and relevant regulations and school policy.

- 4.2 The MFS prospectus and website outline the entry requirements for each Programme. The most up to date information can be found online since the prospectus is printed annually and therefore cannot be continuously updated.
- 4.3 The Admissions process for each Programme, as outlined in the approved Programme specification, is determined by the Leadership Team, reviewed by the Academic Board and in line with the policies of and approved by the validating University.
- 4.4 Applications for accredited Programmes are all subject to selection procedures, whereby a decision will be taken by the Admissions Team as to whether the application can be supported against agreed criteria. The Head of Admissions will provide a report to Academic Board on student applications on an annual basis.
- 4.5 The MFS uses interviews as a selection method for all accredited Programmes once the application and its contents are deemed of a sufficiently high standard.
- 4.6 Applicants for non-accredited courses that are not subject to selection procedures are open enrolment given that the prospective student is of the requisite age and has a sufficiently high standard of English such that they can usefully participate in the course. It may occasionally be necessary for Admissions staff to request supplementary material to support the application.
- 4.7 MFS takes into account tariff points emanating from A level grades or equivalent as a prerequisite for all non-mature students (18, 19 or 20 years old) applying to all accredited Programmes.
- 4.8 Admissions staff will identify whether applicants are appropriately placed for their chosen Programme of study, taking into account non-academic as well as academic experience, ensuring that no applicants are disadvantaged.
- 4.9 Alternative courses or routes will be considered for the candidate if they are not suited to the course for which they have applied and the candidate will be informed of this both verbally and in writing prior to any alternative course offer being made.
- 4.10 Applicants to all MFS accredited Programmes are not subject to the 15th January UCAS deadline.
- 4.11 All Admissions decisions are communicated directly to the applicant and via UCAS for all non-mature domestic students. Offer e-mails are issued to all applicants who are successful in their application to accredited Programmes.

5. Admissions Process – Undergraduate Programmes

- 5.1 For undergraduate Programmes, students who are 18, 19 or 20 years old must apply both via UCAS and via a direct application to MFS. Mature students aged 21 or over need only make the direct application.
- 5.2 Students who apply via UCAS will be required to show that they have achieved a minimum of 160 points at A Level or an equivalent academic qualification.
- 5.3 Once the UCAS application has been received the Met Film School Admissions Team will approve any applications and successful candidates will be invited to submit a secondary application directly to Met Film School, which includes a written personal statement in response to questions articulated on the application form.
- 5.4 Direct applications require the applicant to submit a personal statement that is at least

1,500 in length in response to three questions outlined in the application form. These questions seek to explore the following: (i) an applicant's passion and commitment to filmmaking and TV to garner an idea of what kind of 'voice' as a filmmaker they might wish to develop, (ii) to ascertain if the applicant has any relevant experience or knowledge of the collaborative nature of filmmaking and TV, (iii) to ascertain how realistic an applicant is in terms of their career expectations upon completion of the Programme and (iv) to demonstrate the aptitude for studying at BA level.

- 5.5 Based on the personal statement a determination will be made as to whether to interview the applicant. The application will be judged against the following criteria; (i) quality of writing (ii) academic achievements (iii) a demonstrated passion of film and TV (iv) an ability to demonstrate why they want to attend the course. (See Appendix 1: Undergraduate Application Form.)
- 5.6 Applicants for accredited Programmes will be told whether their submission has been successful and if they are progressing to interview within two weeks of application. Successful applicants will be informed by phone and within five working days by e-mail. Unsuccessful applicants will be informed by telephone and receive an e-mail within a week that details reasons why. The School will record the reasons for rejection.
- 5.7 An interview is a prerequisite to being accepted onto the Programme and can be conducted face-to-face or over the telephone. Interviews generally last an hour and consist of questioning the applicant about their application and going through the Programme syllabus with the applicant such that they are clear about the structure and expectations of the Programme. Applicants will be encouraged to submit electronically a creative project they have worked on to supplement their application material, though this is not obligatory.
- 5.8 An interview form is completed by the interviewer to ensure that due process has been observed and to note any information, which could be considered useful by the School for the purposes of completing the student profile.
- 5.9 Applicants who have been interviewed will be informed of a decision within five working days of the interview by phone. An e-mail confirming the decision will be forwarded to the applicant within a week. All rejected candidates will be informed of the reason why they have been unsuccessful.
- 5.10 If an interview is borderline, the Admissions Team will inform the student of the status of their application by e-mail within five working days. They will then escalate the application to the Head of Admissions, Director of Education, and relevant Programme Director or Leader who will consider the application within three working days and a final decision will be made. If deemed necessary, a secondary interview will be arranged or a request for further supporting documentation will be made. Where there is no clear agreement, the final decision will be made by the Chief Operating Officer. The final decision will be communicated to the applicant by phone call within five working days. An e-mail confirming the decision will then be forwarded to the applicant within a week of the decision. All rejected candidates will be informed of the reason why they have been unsuccessful.
- 5.11 International students who require a UK Tier 4 student visa need to meet our English language requirements by taking the 'IELTS Academic for UKVI' test. The test must be taken at a centre which has been specifically authorised by UK Visas and Immigration (UKVI). Students need to achieve at least an IELTS overall score of 6.5 with at least 5.5 in listening, reading, writing and speaking. We no longer accept language tests offered by other awarding bodies.

6. Admissions Process – Postgraduate Programmes

- 6.1 The MA Programme is open to all candidates (20+ years of age) who possess a BA (Hons) degree (2.1 minimum) from a UK university or overseas equivalent. Applicants without this qualification, but possessing relevant work experience, are also invited to apply.
- 6.2 All candidates must complete a personal statement. The statement must demonstrate a passion for films, TV and filmmaking, demonstrating strong communication skills. They must be persuasive in their reasons for studying film and TV and demonstrate the skills, talent, knowledge and aptitude for studying at MA level. The application will be judged against the associated criteria. (see Appendix 2: MA Application Form).
- 6.3 All candidates must submit a creative portfolio. This can include creative work of any form. For instance a short film, script, short story, comic book, art work, interactive web site, or music composition. Anything they have worked on that can be watched, read, looked at or listened to. We are more interested in compelling ideas and execution than production value.
- 6.4 All candidates must submit either an academic essay, or provide an example of previous academic work.
- 6.5 If a 2.1 student has no or little practical filmmaking experience they will be required to take a preparatory course to help them transition to post graduate study.
- 6.6 For students without a 2:1 minimum degree, we also require the following:
 - Academic essay (750 words) in response to a film related question to enable us to assess their level of critical and analytical skills such that they are able to study at level 7;
 - Personal statement demonstrating how their experience to date would enable them to undertake study at Level 7;
 - Supporting work – portfolio/show reel.
- 6.7 In the case of students without a BA (Hons) degree, we look for significant and relevant work experience, and the ability to complete and benefit from the Programme by requiring the following:
 - Academic essay (as above);
 - Portfolio of work demonstrating experience in the specialist area they are applying for (films, storyboards, business plans, scripts, photography, VFX work, etc.);
 - 500 word narrative describing their filmic experience and why it would justify a place on the Programme;
 - A professional industry reference.
- 6.8 Applicants for accredited Programmes will be told whether their submission has been successful and if they are progressing to interview within two weeks of application. Successful applicants will be informed by phone and within five working days by e-mail. Unsuccessful applicants will be informed by telephone and receive an e-mail within a week that details reasons why. The School will record the reasons for rejection.
- 6.9 An interview is a prerequisite to being accepted onto the Programme and can be conducted face-to-face or over the telephone. Interviews generally last an hour and consist of questioning the applicant about their application and going through the Programme syllabus with the applicant such that they are clear about the aspirations and content of the Programme.

- 6.10 An interview form is completed by the interviewer to ensure that due process has been observed and to note any information, which could be considered useful by the School for the purposes of completing the student profile.
- 6.11 If an application is borderline, the Admissions Team will escalate the application to the Head of Admissions and relevant Director or Programme Leader who will consider the application within five working days of receipt and a final decision will be made. If successful the applicant will be required to undertake an interview.
- 6.12 Applicants who have been interviewed will be informed of a decision within five working days by phone. An e-mail confirming the decision will be forwarded to the applicant within a week. All rejected candidates will be informed of the reason why they have been unsuccessful.
- 6.13 If an interview is borderline, the Admissions Team will inform the student of the status of their application by e-mail within five working days. They will then escalate the application to the Head of Admissions Director of Education, and relevant Programme Director or Leader who will consider the application within three working days and a final decision will be made. If deemed necessary, a secondary interview will be arranged or a request for further supporting documentation will be made. Where there is no clear agreement, the final decision will be made by the Chief Operating Officer. The final decision will be communicated to the applicant by phone call within five working days. An e-mail confirming the decision will then be forwarded to the applicant within a week of the decision. All rejected candidates will be informed of the reason why they have been unsuccessful.
- 6.14 International students who require a UK Tier 4 student visa need to meet our English language requirements by taking the 'IELTS Academic for UKVI' test. The test must be taken at a centre which has been specifically authorised by UK Visas and Immigration (UKVI). Students need to achieve at least an IELTS overall score of 6.5 with at least 6.5 in writing and 5.5 in listening, reading and speaking. We no longer accept language tests offered by other awarding bodies.

7. Accreditation of Prior Certificated/Experiential Learning (APCL/APEL)

- 7.1 Under certain circumstances a candidate for our undergraduate programmes may be able to join the Programme at a later stage than the actual start date of the Programme if they have demonstrable relevant previous learning and/or work experience, thereby reducing the amount of time needed to complete the Programme and also reducing the cost of tuition. Accreditation of Prior Certificated/Experiential Learning (APCL/APEL) applications are reviewed by the Director of Undergraduate Programmes and the Head of Admissions in accordance with the validating University within 5 working days.
- 7.2 In the case of Prior Certificated Learning, the evidence that we require is as follows:
- Certificates from UK and/or other learning institution(s);
 - References and recommendations from previous institution(s);
 - Analysis of learning experience (including learning outcomes and assessment criteria);
 - Transcripts of assessments and/or recommendations from previous tutors;
 - Completed films or exercises.
- 7.3 In the case of Experiential Learning only, the evidence that we require is as follows:
- A copy of the candidate's current CV;
 - Academic essay (750 words) in response to a film related question to enable us to

- assess their level of critical and analytical skills such that they are able to study at required academic level;
- Certificates from any relevant professional bodies.

8. Diversity

- 8.1 MFS is committed to policies of diversity and equality of opportunity and will monitor and review its Admissions policies and practices to ensure that they do not conflict with this commitment and comply with all relevant legislation.
- 8.2 The Admission Team will refer applications from students with disabilities to Director of Student Affairs and Postgraduate Programmes and the Director of Undergraduate Programmes prior to an offer being made to ensure that the school is able to fully meet all requirements for support and adjustment.
- 8.3 Applicants with special information or mitigating circumstances should put this in writing, with endorsement from their place of study, to the Admissions Registrar in the first instance and cases will be considered individually.

9. Applicants with Criminal Convictions

- 9.1 MFS will seek information from any applicant that has declared a criminal conviction to satisfy itself that an offer can be made to that applicant. In the majority of cases, a criminal conviction will not prevent an offer being made. However, the school reserves the right to assess all such applications to ensure that admitting the applicant would not place staff, students or visitors to the school at risk.
- 9.2 Decisions on the admission of applicants with criminal convictions will normally be made by the Head of Admissions. However, in the case of serious convictions, the Head of Admissions may refer the decision to the Leadership Team.

10. Requests for late entry

- 10.1 MFS will only consider applications for Programmes that have already begun in exceptional circumstances and in any case not after four weeks of teaching have passed. Consideration will only be given if a Programme still has places at that point.
- 10.2 No applicant will be allowed to joining a Programme later than four weeks after it has commenced.
- 10.3 Requests for late enrolment onto the MA Programme will be considered on a case-by-case basis by the Admissions team and relevant Programme Leader and in any case not after two weeks of teaching have passed. Where there is no clear agreement, the final decision will be made by the Chief Operating Officer.

11. Applications for deferred entry

- 11.1 Applications for deferred entry are considered in the Admissions cycle in which the candidate applies and must fulfill the conditions of any offer made within that Admissions cycle. If they do not do so, a further application would be required in the following Admissions cycle. The year of entry is not taken into account in the decision making process.
- 11.2 MFS will not normally allow an applicant to defer for more than one year.

12. Applicants without standard entry requirements (APEL)

- 12.1 Applications from applicants who do not possess, nor are working towards, qualifications necessary to satisfy entry requirements can still be considered under the validating university's Accreditation of Prior Experiential Learning (APEL) procedures if it is deemed by the Director of Undergraduate Programmes that the applicant is eligible.

13. Applicants with prior accreditation/certification (APCL)

- 13.1 Applicants who possess prior accreditation may claim appropriate exemption from part of their Programme.
- 13.2 Applicants for undergraduate Programmes will be considered for entry onto Level 5 or Year 2 of an undergraduate Programme on the basis of prior accreditation in accordance with the regulations of the validating university. Candidates should apply through UCAS and will be expected to have the standard entry requirements for the Programme, as well as the requisite number of higher education credits in the relevant subject area as well as any other relevant qualifications. Eligible applications will be viewed by the Director of Undergraduate Programmes and, if successful, approved by the Head of Admissions prior to an offer being made. Decisions will be communicated via UCAS.

14. International applicants

- 14.1 MFS welcomes applications from overseas candidates.
- 14.2 Applications should be made (via UCAS for non-mature students in the case of undergraduate applications) with actual, not British equivalent, qualifications clearly stated.
- 14.3 An offer for a non-native English speaker would include a requirement for IELTS 6.5 or equivalent.

15. Fraudulent, inaccurate or plagiarised applications

- 15.1 MFS regards the provision of false information as a serious matter and any such cases will be referred to UCAS if appropriate.
- 15.2 Applications identified by UCAS as containing plagiarised material as part of their similarity detection scheme will be contacted by the Admissions team for an explanation, together with a request for replacement statement. The candidate's updated file is then referred first to the Director of Undergraduate Programmes and to the Head of Admissions before a decision is taken.
- 15.3 MFS reserves the right to reject an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information.

16. Changes to Programmes

- 16.1 MFS regrets that from time to time it may be necessary to change the specification or location of a Programme, or discontinue a Programme, sometimes at short notice. Any such significant changes to Programmes will be communicated to applicants immediately by the Admissions team and through any associated induction course.

17. Feedback

- 17.1 All non-successful applicants will be contacted together with the reason for the decision.

18. Complaints

- 18.1 Any queries regarding this policy should be addressed, in the first instance, to Met Film School Head of Admissions: info@metfilmschool.co.uk
- 18.2 MFS's aim is to consider all applications fairly and equitably. If an applicant is dissatisfied with the way their application has been handled, they may submit a complaint to the Head of Admissions, who will seek to reply to their complaint within 14 days.

19. Appeals Procedure

- 19.1 In selecting students, admissions staff aim to reach decisions which are fair and consistent in relation to the published entry criteria, the evidence the applicant presents of their academic and/or professional qualifications and which take into account any specific skills or experiences which are essential or desirable for the Programme in question. Applicants who may wish to appeal against an admissions decision should follow the below procedure:
- 19.2 An applicant must seek formal feedback from the admissions team before deciding whether or not he/she has grounds to appeal the admissions decision.
- 19.3 Appeals must be received within 10 working days following the provision of feedback from the admissions team member supervising the application.
- 19.4 An appeal should be submitted in writing to the Head of Admissions, Met Film School, Ealing Studios, Ealing Green, London W5 5EP, or by e-mail to info@metfilmschool.co.uk, stating clearly the grounds for appeal.
- 19.5 A member of the Admissions team will screen each submission in the first instance to determine if there are sufficient grounds for appeal. If it is judged that there may be grounds for appeal, they will escalate the appeal to the relevant Programme Director or Leader.
- 19.6 If an appeal is to be heard and additional information is required, the applicant will be informed in writing and provided with an appropriate deadline by which to submit the information.
- 19.7 An Appeals Panel convened at Met Film School will consider appeals as appropriate. The Director of Education will make a decision based on the evidence submitted.
- 19.8 The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Appeals Panel is final and there is no further right of appeal.

20. Monitoring of Admissions Policy

- 20.1 This policy will be monitored by the School's Admissions Review Group.

21. Review of Admissions Policy

- 21.1 This policy and all agreed amendments will be reviewed and approved by Academic Board on an annual basis.