

**Central
Film
School**



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**MA Selection Criteria & Admissions Policy &
Procedure**

August 2021

MA Selection Criteria and
Admissions Policy & Procedure

The School seeks to recruit students who possess the talent, determination and attributes to become a successful film professional in the area of the MA for which they have applied. .

The School's MA Programmes are open to candidates who possess a relevant honours degree from a UK university or overseas equivalent. Preference is given to students who have achieved a minimum 2:2 in a relevant undergraduate degree, but the school will consider applications from students with lower than 2:2 or a qualification in a different field, provided they meet the criteria listed below. Mature candidates without conventional academic qualifications but with a minimum of 3 years' experience in a related field are encouraged to apply for the programme.

Successful candidates will demonstrate an informed energy for films and filmmaking, and will have strong communication skills. They will be persuasive in their reasons for studying the MA for which they have applied and demonstrate the skills, talent, knowledge and aptitude for studying at MA level.

Applicants who have achieved a 2:2 or above in a relevant undergraduate degree must meet the following criteria:

- Personal statement demonstrating academic aptitude which enables them to undertake the chosen MA ;
- Portfolio or show-reel demonstrating suitable experience in visual media;
- Successful face-to-face or online interview

Applicants who have achieved below 2:2 in a relevant undergraduate degree must meet the following criteria:

- Personal statement demonstrating academic aptitude which enables them to undertake the chosen MA
- Reference from either an industry professional or course tutor of their undergraduate course
- Portfolio or show-reel demonstrating suitable experience in visual media;
- Successful face-to-face or online interview

Applicants with a degree in an unrelated field must meet the following criteria:

- Reference from an industry professional
- Suitable previous experience in visual media;
- Successful face to face or online interview
- Demonstrable academic aptitude which enables them to undertake the MA through their Personal Statement
- Applicants who do not hold a degree may also be required to attend an appropriate short course as a condition of any offer made*

Mature applicants without a degree must meet the following criteria:

- Minimum 3 years' previous relevant industry experience and CV
- Strong writing and research ability in order to meet the academic aspects of the course with successful education up to a minimum of A-Level or equivalent
- Demonstrable academic aptitude which enables them to undertake the MA through their Personal Statement
- Successful face to face or online interview
- Applicants who do not hold a degree may also be required to attend an appropriate short course as a condition of any offer made*

Selection Process Online Application

All students applying to one of our MA courses should apply directly through the application portal on our website.

A member of our Admissions Team will assess the application against the criteria listed below.

Invitation to interview

A strong emphasis is placed on the quality of the personal statement and show-reel at the initial filter stage for applicants to be invited to interview.

At this stage we look for the following:

Essential

- As relevant to the MA sought, a clear understanding of what the role of a fiction or non-fiction filmmaker is through their personal statement
- As relevant to the MA sought, the desire and determination to forge a career as a fiction or non-fiction filmmaker and the talent to do so
- Certified English-language ability at a level for postgraduate study if required- equivalent to IELTS 6.5.

Desirable

- High quality short films or documentaries specifically directed and/or written by the applicant
- High quality short films or documentaries in which the student has played one of the key roles throughout production

The Admissions Team will select suitable applicants for an interview if they meet most of the above criteria.

Interview procedure

Before interview, the interviewer views the visual portfolio and reads the application and personal statement of the candidate. The School has a basic set of questions it will ask each

interviewed candidate, but the interview can thereafter take on a variety of paths as the interviewer seeks to gauge the candidate's suitability for the MA.

It is essential for successful candidates to demonstrate the following at interview:

- Clear reasons as to why they have chosen to apply for this course and the focus and determination to successfully complete an MA programme
- A strong desire to expand their knowledge of the skills of an industry professional in the area to which the MA relates
- The dedication and punctuality to meet minimum attendance and performance requirements

It is desirable that successful candidates are able to demonstrate the following at interview:

- A unique film story to offer and/or perspective as a director / producer / creative professional (in line with the area to which the MA relates)
- A strong appreciation of their chosen discipline
- Previous experience of directing professional actors and/or documentary collaborators (in line with the area to which the MA relates)
- The drive to be a success in the film industry
- Relevant technical knowledge and/or expertise in their chosen MA
- The ability to work in a team and manage workload

The interviewer makes admissions decisions in conjunction with relevant senior staff and programme leaders. Occasionally, where more information is required, candidates may be asked to attend a second interview with a different member of staff.

Offer Made: Conditional

The School may decide to make a conditional offer to a prospective MA student if the candidate has yet to complete an undergraduate degree. This conditional offer may specify:

- Required final award,
- Further show-reel material
- Successfully meeting the English Language requirement as per UKVI Tier 4 guidance
- Attendance of an appropriate short course* offered by Central Film School.

Candidates will be sent a conditional offer letter, which clearly sets out any further requirements and the timeframe in which they need to be completed.

If a student is asked to attend a short course as part of the admissions conditions, the process is detailed in the section titled 'Pre-admissions Support Courses'

Offer Made: Unconditional

Students meeting the essential criteria will be sent an unconditional offer letter, which clearly sets out the terms under which the offer of admission is made.

Acceptance of a Place on the Course

Unconditional offers are made subject to successful candidates paying a deposit of 20% to secure their place on their course.

Conditional Offers are made with specific conditions attached, and candidates should fulfil those conditions before paying the deposit of 20%.

Once a deposit has been received and candidates have agreed to the terms and conditions of their admission, they move into the Enrolment Stage of the admissions process.

Pre-admissions Support Courses

The School acknowledges that some applicants who wish to study an MA may not yet have the core technical skills required to successfully complete the course without further tuition. However, by successfully completing a short course, they may be able to demonstrate that they meet the majority of the essential criteria, and have the 'creative spark' to forge a career in the industry.

After interview, if a candidate is deemed to meet all of the essential criteria except in the technical skills (such as camera operating, lighting) the school may ask the applicant to attend a one month course (which may be subject-specific but will likely be our general filmmaking course) before the start of their main course to ensure that all students begin with some level of technical expertise. These courses teach the basics of filmmaking and may include students that are not attending any other courses at the School.

The school will charge a fee for the short course, which will act as the deposit for the MA and will be deducted from the overall fee for the main MA course when the one-month course finishes. At any time throughout the one-month course, if a candidate has decided not to study further at the School the candidate will not be entitled to a refund of the fee they paid.

It is important to note that Non-EEA/non-EU/Swiss candidates will not be able to receive a Tier 4 visa to cover both the short course and MA. If asked to attend a short course, they will need to apply for a separate short-term visa and return home to apply for their full Tier 4 visa once an Unconditional Offer is made.

Accreditation and Recognition of Prior Learning (APL)

If an applicant holds a relevant academic or professional qualification, the candidate may be eligible for exemption from certain modules of the programme on which they wish to study. Exemption depends on proof of having met the intended learning outcomes of the module(s). The applicant is responsible for assembling and presenting this proof.

Potential applicants for APL should contact the School for advice. There is a formal School policy and procedure for APL

English Language Requirements

International students are required to meet our English language requirement of IELTS 6.0 or above, with a minimum score of 5.5 in any component, or they must have completed a degree in a majority English Speaking Country as defined by the UKVI Student Visa rules.

If a student falls outside of the two categories above, or there is doubt, we shall assess their circumstances and advise them how to proceed with their application.

Converting a Conditional Offer to an Unconditional Offer

Once the School is satisfied that all conditions are met, for example if a candidate successfully achieves the minimum English Language requirement, their Conditional Offer will be converted to an Unconditional Offer.

Enrolment at CFS

Registration at the School takes place in two parts.

Part 1 - Online Registration: Unconditional Offer Holders that have accepted their place on the programme are sent login details to complete the registration from prior to the first day of term.

Part 2 - In Person Registration: During the first week of term, Unconditional Offer Holders will be invited to the campus to enrol, they are required to bring originals of all relevant documentation along with them, such as:

- Qualifications
- Passport or identity document
- Visa if applicable
- Proof of address

Offer Holders are deemed to be students of the school once registration is completed in full and payment of at least 1 terms fees are made directly to the school or the payment of fees has been arranged through the Student Loans Company.

Overall Procedures

The above procedures are complemented by overall School procedures, especially the procedure for APL, representation against admission decisions, publication policy, and student induction arrangements.

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