



# STUDENT HANDBOOK

## FEBRUARY 2020

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Availability of Student Handbook:

This Handbook is available on the LFA website and updated on a regular basis.

A paper copy of the Student Handbook is kept in Office 2, 4 and at Front of House. For BA students, there is a link to this Handbook on the University of Derby Blackboard platform.



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## SECTION 1. WELCOME TO LONDON FILM ACADEMY

LFA staff and tutors welcome you to the start of your course. LFA is a non-profit-making trust, providing comprehensive practical training in filmmaking. LFA has been established to meet the demand for industry-relevant, high-quality, affordable film training at foundation level. LFA aims to train and prepare multi-skilled, adaptable and innovative filmmakers for a successful career in the film & TV industry, who will have an appreciation of all roles in the filmmaking process and ultimately understand the importance of collaboration.

LFA Student Handbook (Handbook) and the Terms & Conditions on your course application form (which can be found on [www.londonfilmacademy.com/termsandconditions](http://www.londonfilmacademy.com/termsandconditions)) form a legally binding agreement between you and LFA. The Handbook includes the specifications for attending and passing your chosen course, student disciplinary rules & procedures, as well as general advice on LFA administration and internal procedures.

We want your time here to be constructive and worthwhile in a creative and safe environment. Often the demands of an intensive course can be challenging, and we hope this Handbook will show you some of the ways to address these demands effectively and efficiently.

We believe that if you are passionate, committed and dedicated during your time at LFA, on successful completion of your chosen course your career prospects will be enhanced significantly. Graduating with a diploma, certificate or BA (Hons) from LFA will give you a much greater advantage in finding and securing work at entry level over those applicants with no formal vocational film training.

Given that the film & TV industry is notoriously competitive and difficult to break into, LFA has established a solid track record among its alumni. As an LFA student, you are entitled to complementary membership to our Filmmaker's Club.

The Club's roots lie in the production centre set up by Michael Palin, Terry Gilliam and Julian Doyle after they had finished 'Monty Python and the Holy Grail' in 1985. The Club supports our students in developing their own productions and finding work in the industry. We have a reputation among production companies, who contact us for recommendations for professional crew or trainees.

We look forward to helping you develop your talents and launch your career in the film & TV industry.

Daisy Gili & Anna MacDonald  
Joint Principals



## SECTION 2. MISSION STATEMENT

London Film Academy is a respected film & TV training establishment that delivers professional-standard quality, innovation and continued student and graduate career development in a collaborative and personable way.

LFA aims to guide and prepare multi-skilled, adaptable and creative filmmakers for employment in the film & TV industry by encouraging an appreciation of all roles in the filmmaking process and an understanding of teamwork.

### LFA VALUES

Professional film and TV training establishment that delivers on quality, innovation and continued student and graduate development in a collaborative and personable way.

### LFA LOGLINE

*“Do you have a head for film?”*



## SECTION 3. GENERAL REGULATIONS

### INTRODUCTION & COURSES

LFA was founded in 2002 as an innovative venture in professional film training for a new generation of filmmakers. LFA is a non-profit-making trust occupying one main site at The Old Church, 52a Walham Grove, London SW6 1QR. In addition, students undertake film shoots and visits to film and TV Industry professionals outside of the main site, subject to relevant permissions.

LFA is open weekdays and some weekends 09.00 – 18.00.

LFA's purpose converted building, the old Victorian church, provides its students with flexible access and a wide range of filmmaking facilities, including: lecture rooms, cinema, studios, edit suites, computer library and student production office, as well as a green room, kitchen and locker/storage areas.

LFA offers industry-relevant, high-quality film training by way of:

- **Filmmaking Diploma (FD)** – one-year, full-time
- **Screenwriting Diploma (SD)** – one year, full-time
- **BA Filmmaking (BA)** – two years, full time
- **Documentary Filmmaking Certificate (DC)** – six weeks, full-time
- **Filmmaking Certificate (FC)** - four weeks, full-time
- **Directing and Cinematography Certificates (DC & CC)** – five days, full-time
- **Screenwriting Certificate (SC)** – ten days, full-time
- **Intro to Documentary Certificate (DC)** – five days, full-time
- **Producing Certificate (PC)** – five days, full-time
- **Young Filmmakers Academy (YFA)** – two courses: five days, full-time and ten days full-time
- **Short Courses** – one to two days, weekend or evening, such as: Shooting and Lighting for Film & TV, Acting for Directors, Editing – full list is available on our website at [www.londonfilmacademy.com](http://www.londonfilmacademy.com)
- **LFA Filmmakers Club**, a networking club for LFA students and graduates with industry events held in collaboration with Shorts On Tap and Actors Tweetup. The Club aims to bring talented new filmmakers together to network and develop their skills, as well as give them support in making films and help them find work in the UK film & TV industry.
- **LFA Presents...** public events, such as master classes and panel discussions, held in collaboration with various film festivals and like-minded organisations.



MANAGEMENT STRUCTURE

LFA has a clearly defined management structure, which is to be adhered to at all times by all staff and tutors for the most efficient and organised running of LFA. Students hold the highest expectations and LFA strives continually to meet these.

All courses have a designated Leader and/or Co-ordinator and operate by a formal, timetabled tutoring system which adds a further tier of management.

**It is vital for students and staff to make themselves aware of their own responsibilities and those of all other LFA staff and tutors.**

# LONDON FILM ACADEMY STAFF STRUCTURE





## OFFICE FOR STUDENTS

The **Office for Students (OfS)** is the regulator of English higher education. LFA is listed as a registered provider on the [OfS Register](#).

Being registered means LFA has demonstrated to the OfS that it:

- Provides well-designed courses that meet recognised standards
- Offers a high-quality academic experience for all students
- Supports students from admission through to completion
- Ensures students' achievements are valued by employers or enable further study
- Awards qualifications that hold their value over time, in line with recognised standards
- Pays regard to guidance about how to comply with consumer protection law
- Has a published student protection plan setting out the risks of course, campus or institution closure and how it will protect students' interests in such an event
- Has the financial resources to provide and deliver the courses advertised.

Registration with the OfS has a series of ongoing general conditions, these include:

- Publication of our 'Access and Participation Statement'.
- Publication of our 'Student Protection Plan'.
- Supplying of 'transparency information' as designated under the High Education and Research Act 2017 (HERA) to the OfS.
- Participation in the National Student Survey.

Further information about all these items can be found in the sections below.

## QUALITY ASSURANCE AGENCY

LFA is reviewed by the Quality Assurance Agency for Higher ([QAA](#)). The QAA carry out quality and standards assessment functions, on behalf of the OfS.

[QAA's judgements](#) about London Film Academy:

- The setting and maintenance of the academic standards of awards meets UK expectations.
- The quality of student learning opportunities meets UK expectations.
- The quality of the information about learning opportunities meets UK expectations.
- The enhancement of student learning opportunities meets UK expectations.

### Good practice

The QAA review team identified the following features of good practice at London Film Academy:

- An inclusive and detailed admissions process, which ensures that students are well suited for the course and enables them to succeed (Expectation B2)
- A nurturing, embedded and career-focused support that enables students to reach their full personal, academic and professional potential (Expectation B4).



## ACCESS AND PARTICIPATION STATEMENT

LFA takes steps towards fostering participation and encouraging access for under-represented and disadvantaged students in order to boost diversity in the film & TV industry. This can be seen in its [Access and Participation Statement](#) found on LFA website under [Admission Policies and Statements](#).

## STUDENT PROTECTION PLAN

Student Protection Plans (SPPs) are intended to provide assurance to current and future students that higher education providers have in place appropriate arrangements to protect the quality and continuation of study for their students. The production and publication of a SPP is a requirement of registration with the Office for Students (OfS).

This Student Protection Plan looks at the strategies in place to mitigate the risks to students following higher education courses at the Academy. It also considers the wider context of institutional change/closure for the Academy as a whole. The plan lays out measures the Academy will take in order to protect the students' interests and ensure their continuity of study. Note: These are in addition to statutory rights, which remain unaffected.

[LFA Student Protection plan](#) has been approved by Office for Students as part of our general ongoing conditions of registration ([Protecting the interests of all students: C3](#)).

## HIGHER EDUCATION STATISTICS AUTHORITY

A general ongoing condition of registration with the OfS is the supplying of 'transparency information' as designated under High Education and Research Act 2017 (HERA). The Higher Education Statistics Agency ([HESA](#)) are the designated data body for England and collect the data on behalf of the OfS.

## UK VISAS AND IMMIGRATION

London Film Academy is registered as a UKVI Tier 4 Sponsor with track record.

## STUDENT LOANS COMPANY – BA STUDENTS ONLY

As a student on an eligible course with a registered provider on the [OfS Register](#), you can apply for a loan to help pay your living and study expense while you are at LFA.

The Student Loan Company is a non-profit making government-owned organisation that administers loans and grants to students in universities and colleges in the UK. For more information go to the [Student Loan Company](#) website.

## NATIONAL STUDENT SURVEY – BA STUDENTS ONLY

The [National Student Survey](#) gives you the opportunity to say what you think about your course at LFA, both what you liked and what you think could be improved. Your feedback will be used to

- Help future students make informed decisions about where to study.
- Help LFA to make real changes to the student experience.

All your responses will remain strictly anonymous – at no point will you be identified to LFA.



## POINTS OF CONTACT

### COURSE

The first point of contact for all course-related matters is the Course Leader or Coordinator. They are generally available to talk to students on weekdays. They will be happy to help with all matters relating to the running of the course, including: overall curriculum, timetables and scheduling, role allocations for workshops, tutors, screenings and events relating to productions. They will also assist students with student cards, letters and change of contact details. If the matter is urgent and the appropriate Course Leader/Coordinator is not available, please contact Front of House Coordinator or Joint Principal(s) who will pass a message on to them. Given certain time constraints, such as scheduled classes, we advise students to schedule meetings where possible.

Any formal requests or queries, such as student letters or requests for time off, must be emailed to your Course Leader/Coordinator with the relevant form attached (see FORMS Section of this Student Handbook).

### EQUIPMENT & CONSUMABLES

A student's first point of contact for all matters regarding equipment and consumables is the Technical Coordinator (camera equipment, etc) or the Post Production Coordinator (editing equipment, etc) and if he/she is not available, please contact Front of House who will pass a message on. If it is urgent, seek advice from Operations Leader or your Course Leader/Coordinator.

The Technical Team are available for consultation on weekdays 14.00–17.30 on all matters relating to LFA camera and sound equipment. The Post Production Coordinator is available for consultation on weekdays 09.30–17.30 on all technical Avid/Adobe Premiere/Final Cut editing/grading queries or problems.

Any formal requests or queries, such as reserving equipment for course-related student shoots, must be emailed to the Technical Team at least one week in advance.

Please notify the Technical Team immediately if you notice any faulty or damaged equipment or consumables that need replacing. If necessary, please complete a Damage and Malfunction Equipment Report (see Equipment Office for a copy of this form).

### Equipment or Edit Suites for Non-Course-Related Productions

Only the Joint Principals or in their absence Head of HR and Operations Leader can grant permission for LFA equipment to be used on non-course-related films. The following procedure applies:

1. Check availability of equipment/edit suites with Technical Team/Post Production
2. Fill in the External Productions Form (see Equipment Office for a copy of the form)) and submit to the Head of HR and Operations Leader.
  - Please refer to Technical Team for External Productions Booking-out/in Form.
  - Please refer to Post Production Office for External Productions Edit Project Form.



- Kit can be hired in exchange for specific sum of money or a service in kind
3. Take signed-off form to Post Production/Technical Team who will release the equipment after the usual booking-out forms are completed

The Joint Principals may request a treatment or a script along with a budget and a schedule at least one week before the shooting dates. The lending of lighting, sound and editing equipment by arrangement is solely at the discretion of the Joint Principals. LFA never loans out the Super 16mm camera or Arri Alexa without charging a commercial fee.

#### LFA FILMMAKER'S CLUB

Your point of contact is the Technical Coordinator, who is available for student consultation weekdays 09.30-17.30.

Unless otherwise agreed all equipment borrowed will need to be insured through Filmmaker's Club and the production needs to be registered with Filmmaker's Club.

#### FRONT OF HOUSE, EVENTS, FESTIVALS, DVD & BOOK LIBRARY & GENERAL ENQUIRIES

The first point of contact is the Front of House Coordinator, who is available for student consultation 09.00-17.00 daily (no appointments required).

The Front of House Coordinator is the first point of contact for any queries or problems relating to the following: building management, stationery, photocopier faults, room schedules, attendance and lateness records, internal LFA administration, student forms and post, internal post, booking out Library books & DVDs, building maintenance and cleaning, LFA computers in the Library or Production Office, DVD players and any screening facilities in the building.

Any formal requests or queries, such as requests for information on events, borrowing a book or DVD from the Library, travel forms, requests for a room booking, etc., must be emailed to Front of House Coordinator.

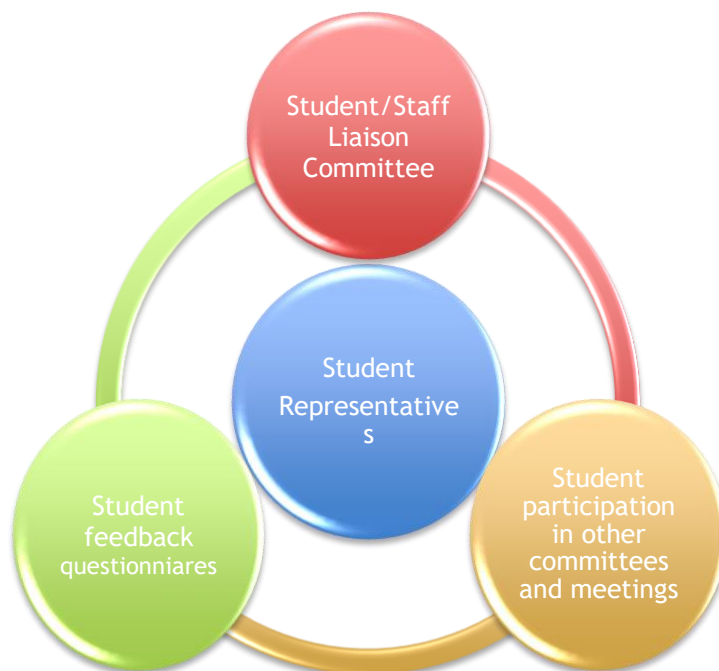
#### INTERNET/COMPUTERS/PRINTERS/GENERAL BUILDING

If you experience any issues with the Internet connection, computer functionality and printer functionality please go to Operations Leader in person to enable a speedy resolution.

Please report any issues or problems with the building to Operations Leader, for example: spillages, leaking roofs and smoking under the awning, unattended bags or luggage.



## STUDENT REPRESENTATION AT LFA



The outcomes and action points from the student engagement process informs the Executive Committee which looks after LFA's Quality Assurance and Staff/Tutor Development and Appraisal Systems.

## STUDENT REPRESENTATIVE

Student Representatives are students who are chosen by their peers to act as the representative for their particular BA or Diploma Course. They act as a formal channel of communication between the students they represent and the Academy staff. Representatives should be provided for all BA or Diploma Courses and should be appointed as soon as possible after the start of a new academic year, ideally no later than the fourth week of the term or by the time of the first Student/Staff Liaison meeting.

**Election Process**

Each term BA or Diploma students are asked to elect a Student Representative from the class. Elections take place at the start of each term through an anonymous vote, and are in collaboration with the Joint Principals and BA or Diploma Team. Each Student Representative serves for a maximum of two terms. We encourage students to discuss issues, concerns and ideas as a group and then the Student Representative brings it to the attention of the Course Leader/Coordinator. Where a Student Representative is unavailable we ask students to take the concern or complaints directly to the Course Leader or Coordinator who will raise it with the Joint Principals.

**Equal Opportunities**

All students must have an equal opportunity to put themselves forward to become representatives. This requires effective communication in all appropriate media, fair timing and placement of the election, provision of appropriate facilities for public speaking and conveyance of information, and absolutely no discrimination on any grounds by those overseeing the election. The entire process must also be effectively and accurately communicated from the outset. For LFA's Policy on Equal Opportunities, see [here](#).



## EXTERNAL CONTACTS

**London Transport Unit for Disabled Travellers Unit**

172 Buckingham Palace Road, London, SW1W 9TN  
Telephone: 020 7918 3312, Textphone: 020 7918 3312  
Email: lt.udp@ltbuses.co.uk Web:  
Website: [tfl.gov.uk/transport-accessibility/](http://tfl.gov.uk/transport-accessibility/)

**Blue Badge Scheme**

Mobility Unit, Zone 1/18 Great Minster House, 76 Marsham Street, London, SW1P 4DR  
Telephone: 020 7944 2914  
Website: [www.gov.uk/government/collections/blue-badge-scheme#consultations](http://www.gov.uk/government/collections/blue-badge-scheme#consultations)

**SKILL: National Bureau for Students with Disabilities**

Chapter House, 18-20 Crucifix Lane, London, SE1 3JW  
Telephone: 020 7450 0620  
Website: [www.skill.org.uk](http://www.skill.org.uk)

**Royal National Institute for the Blind (RNIB)**

Head office 105 Judd Street, London WC1H 9NE  
Telephone: 0303 123 9999  
Website: [www.rnib.org.uk](http://www.rnib.org.uk)

**Royal National Institute for the Deaf (RNID)**

Action on Hearing Loss, 19-23 Featherstone Street, London EC1Y 8SL  
Telephone: 0207 359 4442  
Textphone: 020 7296 8001  
Website: [www.actiononhearingloss.org.uk/](http://www.actiononhearingloss.org.uk/)

**Royal Association for Disability and Rehabilitation**

12 City Forum, 250 City Road, London, EC1V 8AF  
Telephone: 020 7250 3222  
Textphone: 020 7250 4119  
Website: <https://www.ribaproductselector.com/royal-association-for-disability-and-rehabilitation-radar/6155/overview.aspx>

**British Dyslexia Association (BDA)**

98 London Road, Reading, RG1 5AU  
Helpline 0333 405 4567  
<http://www.bdadyslexia.org.uk/>

**Adult Dyslexia Organisation**

336 Brixton Road, London, SW9 7AA  
Telephone: 020 7924 9559  
Email: [dyslexia.hq@dial.pipex.com](mailto:dyslexia.hq@dial.pipex.com)  
Website <http://www.dyslexia.uk.net/adults-with-dyslexia/>



**MIND (The National Association for Mental Health)**

15-19 Broadway, Stratford, London E15 4BQ

Telephone: 020 8519 2122

Email: supporterrelations@mind.org.uk

**Website: [www.mind.org.uk](http://www.mind.org.uk)****Equality & Human Rights Commission**

FREEPOST Equality Advisory Support Service FPN4431

Phone: 0808 800 0082

Textphone: 0808 800 0084

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)Website: <http://www.equalityadvisoryservice.com/>**Stonewall**

192 St John Street, London, EC1V 4JY

Phone: 020 7593 1850

Email: [info@stonewall.org.uk](mailto:info@stonewall.org.uk)Website: [www.stonewall.org.uk](http://www.stonewall.org.uk)**Scope**

Phone: 0800 800 3333

Website: [www.scope.org.uk](http://www.scope.org.uk)**The National Autistic Society**

393 City Road, London, EC1V 1NG

Telephone: +44(0)20 7833 2299

Email: [supportcare@nas.org.uk](mailto:supportcare@nas.org.uk)Website: [www.nas.org.uk](http://www.nas.org.uk)**Disability Rights UK**

12 City Forum, 250 City Road, London, EC1V 8AF

Telephone: 0800 328 5050 (Disabled Students Helpline)

Telephone: 0808 800 0082 (Equality Advisory Support Service)

Email: [enquiries@disabilityrightsuk.org](mailto:enquiries@disabilityrightsuk.org)Website: <https://www.disabilityrightsuk.org/>**STUDENT REPRESENTATIVE JOB DESCRIPTION****Purpose**

To voice student views to Academy staff

To provide student involvement in development and planning

To represent students at the level closest to students

**Main Responsibilities**

To attend Student/Staff Liaison Committee or other relevant committee meetings

To be available to listen to fellow students' views, concerns and academic issues

To feedback results of representations to fellow students

To liaise with other student representatives both around the Academy



### Skills Development

Student Representatives will need, and will develop, the following skills:

- Active listening
- Clear presentation
- Diplomacy
- Assertiveness

### Main Contacts

- Course Leaders and Coordinators
- Academic Director/Principal
- Academy Administration
- Other Student Representatives
- Students on your course

### Resources

Student Representatives will have the following resources available to them:

- Notice board with contact details and photographs of students in their Academy
- A pigeon hole in their Academy
- Timetabled time during seminars to meet students face-to-face
- Representative for additional support and assurance of provision of the above resources

### Benefits

- CV enhancement
- Chance to improve academic standards and teaching that you experience
- Training and skills development
- Networking
- Potential references from Academy

## STUDENTS CONCERNS AND COMPLAINTS PROCEDURE

The purpose of the complaint procedure is to provide an opportunity to resolve any complaint as quickly and fairly as possible. To see the full Complaints Policy please click [here](#), and to access the Application for Consideration of a Complaint, click [here](#).

## METHODS OF COMMUNICATION

If students do not wish their contact details to be passed to other students and tutors, please inform the Course Leader or Coordinator as soon as possible at the beginning of the course.

### EMAILS

Email is LFA's preferred method of communication to Students, Staff and Tutors. We follow an electronic paper trail at LFA. Non-attendance of classes due to your lack of attention to LFA emails and other general communication about administration may affect your attendance record and therefore your passing of the course.

**Please ensure we have your up-to-date email address in the LFA database. Any change of email address must be made in writing on the relevant form (see links to Forms at the end of the Student Handbook) to your Course Leader or Coordinator as soon as possible.**





**The LFA advises** all students to adopt a professional email address while they are studying with us, which they can carry forward into the industry after graduation.

**The University of Derby will also generate an email address for you upon enrolment.** Please let the LFA Course Leader know if you would like us to use this as your primary contact email address.

## UDO

The BA in Filmmaking is validated by the University of Derby. This means that all LFA students are also University of Derby students, and will have access to a range of the University's resources. This includes **University of Derby Online (Udo)**, the University's bespoke online platform. Via Udo, you will be able to access to the University's Library resources, the Virtual Learning Environment Blackboard, and more. A welcome letter from the University of Derby containing your Udo logins will be provided at Enrolment. More information on Udo will be provided during the University of Derby Induction session.

## HARD COPY

Students receive and send a variety of hard copy correspondence while studying at LFA. This includes, but is not limited to, letters, assessments, course material, email and completed forms.

The Academy keeps electronic copies and some hard copies of all correspondence both to and from students. This is attached to the appropriate student record.

## VERBAL

The majority of verbal communication will be ad hoc and may take place in person or by phone. Verbal communication should be followed up with an email request if they require an action as a result of the verbal meeting.

Your Course Leader or Coordinator is generally available on weekdays to answer any queries you might have regarding your course, Lead Tutors are available on their mobiles depending on the schedule.

## LFA NOTICE BOARDS

LFA notice boards are located on the ground floor and lower ground floor. They provide general information as well as course-specific information. The notice boards are an important method of communication and you are expected to check them regularly. Paper copies of timetables and any changes to timetables are put up on the notice board on a regular basis.

On the noticeboard outside the Green Room you may leave general messages, confirm information previously emailed to students and post notices using the notice board. Any posting must include a "display until" date and will be removed on the expiry date by the Front of House Coordinator. The notice board is also used to inform students of film & TV industry events, networking and employment opportunities.

## POST

Students may only use the LFA postal address for letters etc received in connection with student films. **Students MAY NOT give the LFA address for official**



**correspondence such as banks or mobile telephones.** If post does arrive for you from such companies or organisations, it may be opened and returned to the sender.

LFA reserves the right to open and/or return all unauthorised student mail.

LFA cannot accept responsibility for any missing post.

If personal post or post in connection with your films is not collected by you within four weeks of delivery, it will be returned to sender by the Front of House Coordinator.

## CONFIRMATION OF STUDENT STATUS

LFA will provide confirmation of student status for purposes such as bank, Council Tax, renewal of visa, exemption from military service, etc. Please complete the relevant form (found in FORMS Section of this Student Handbook) and return to your Course Leader or Coordinator. Most letters will be available for collection after two to five working days, provided correct course fees have been paid. If you are unable to collect a letter in person, please provide a stamped addressed envelope.

**If your contact details change you are required to update your Course Leader or Coordinator in writing within 2 working days and fill out the relevant form at the end of this handbook.**

## LONDON TRANSPORT

London has a network of buses, underground (TUBE) & over ground trains. London Transport offers a pre-pay card system called Oyster which can be used across the train and bus network. Student oyster cards give a 30% discount on all travel. Apply online at <http://www.tfl.gov.uk/fares-and-payments/>

Chose the 18+ student option and then click “Apply Online”. Follow the guidelines to do so. You will all have to provide £10 fee and a digital passport photo. Once you have applied we verify that you are a student and then the system sends the card directly to you so we suggest you apply as soon as you can. However if you intend to be in London for some time prior to registration you should probably buy a normal oyster card as it will work out cheaper until you get your student Oyster card.

## STUDENT CARDS

LFA does not issue you with a student card. If you are a full-time student, studying at least 15 hours a week, for a minimum of 12 weeks per year, we highly recommend you apply for an **International Student Identity Card (ISIC)** at cost of around £9. This card gives students a number of discounts. More details can be found on their **website [www.isic.org](http://www.isic.org)**

To apply students must first request a letter from LFA confirming student status (see the links to Forms at the end of this Student Handbook).

## COUNCIL TAX

Council Tax is a tax set by local government to pay for local services including refuse, libraries, police and fire brigade. It is based on the value of the property in which you live. People over 18 who live in a house, flat or bedsit are liable to pay Council Tax. If all people who live at that address are students, you may not have to pay it. If some of



the residents are students and some are not students, everyone who lives there will be liable for Council Tax. For more information log on to [www.direct.gov.uk](http://www.direct.gov.uk)

College accommodation is exempt from Council Tax, therefore people who live in a DGC Residence do not have to pay it.

Ask your Course Leader or Coordinator for a Council Tax letter, then contact your local authority for information on how to apply for exemption.

## BANK ACCOUNTS

There are many high-street banks in the UK. When opening a bank account, you will need to think about the services the bank can offer you and how much these services will cost.

To open a standard student account (with a cash card) you will need to go to a bank with the following:

- Your passport
- A letter from LFA confirming student status issued by the Course Leader or Coordinator
- A document that confirms your address in the UK, ideally a utility bill with your name on. If you do not live in David Game College Group accommodation (see below), you need a letter from your landlord confirming your current address
- Your address in your home country
- A bank statement from your home country

If you need to transfer funds from your home country to the UK, you will need your UK bank address, your account name, your bank sort code number and your bank account number. Ask your bank how long it will take to transfer the money and how much it will cost.

## TRANSCRIPTS & REFERENCES

If students require a reference or transcript of the course for application to another educational establishment they are required to email the request, including details of any deadlines, to the Course Leader, Lead Tutor or Coordinator.

LFA aims to provide all transcripts/references within one to two weeks of receiving the request.

## WHAT STUDENTS NEED TO NOTIFY LFA ABOUT

### CHANGE OF CONTACT DETAILS

Students must inform the Course Leader or Coordinator within 2 working days of all changes to their postal address, email address or telephone number from that stated on your application form. All information must be received in writing. Students must complete a change of 'Change of Contact Details' form (see the Forms section at the end of this Student Handbook).

### LEAVE OF ABSENCE

**Students must notify the Course Leader or Coordinator with a valid reason in writing for lateness and absence in advance or at latest within 24 hours of the**



**start time of the missed class.** Please see LFA’s policy on [Leave of Absence](#). Please also click [here](#) for the Prior Engagement/Leave of Absence form.

## STUDENT WITHDRAWAL

Students who decide to withdraw from their course are required to submit a letter outlining the reasons for the withdrawal. Further information about student withdrawal can be found at this [link](#).

## INTERNATIONAL STUDENTS

LFA provides a welcoming environment for international students. The multicultural environment of the academy provides a sometimes challenging but always rewarding situation for its students to study and work in. London is an amazing place to be a student and living here will open up lots of new experiences.

UK Immigration control affects everyone who is not a British national. Exceptions exist for those individuals who already have no limit or restriction on your stay in the UK; for example EU, EEA and Swiss nationals can live, work and study in the UK with very few restrictions.

**All other nationals who want to come and study in the UK must first obtain a relevant Visa.**

### COMPLIANCE WITH UK VISA AND IMMIGRATION REGULATIONS

Under UK Visa and Immigration rules if a student does not come to or complete enrolment, fails to attend satisfactorily, or subsequently withdraws from the programme of study, LFA is obliged to inform the Home Office.

Failure to attend classes as required will result in LFA notifying the UK Visa and Immigration that it has withdrawn sponsorship for such students.

UK Visa and Immigration regulations are subject to change. This information is correct at the time of issue. The UK Visa and Immigration website at [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration) offers up-to-date information.

### POLICE REGISTRATION

Some international students may be required to **register with the police within seven working days** of their arrival in the UK. If the endorsement “**Register with the Police**” is stamped into your passport by immigration officers on entering the UK you will be required to do so. If you fail to register, the police may prosecute you. If you are not sure whether you should register or not, bring your passport to your Course Leader or Coordinator and ask for their advice.

To register with the police, please go to: Overseas Visitors’ Records Office, Brandon House, 180 Borough High Street, London SE1 1LH, and Tel: 020 7230 1208.  
[www.gov.uk/register-with-the-police](http://www.gov.uk/register-with-the-police)

The registration office is only open from Monday to Friday, 09.00-16.00. Please inform your Course Leader or Coordinator in advance if you need to miss a class in order to register.



In order to register you will need to take your passport or travel document, the registration fee is currently £34. Please contact them beforehand to find out if you need to take any additional documents with you.

A full list of embassy contact details, including address, telephone numbers and email, is available here, <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>, or from the Yellow Pages, [www.yell.co.uk](http://www.yell.co.uk).

## INSURANCE

If you are coming from a Non-EU country, which does not have a reciprocal agreement with the UK then you may be liable for Hospital & Doctor fees. Please ensure that you have an adequate medical insurance to cover your needs and stay in the country. EU members are eligible for a European Health Insurance Card (EHIC).

## PERSONAL RELATIONSHIPS AT WORK

LFA encourage staff, tutors and students to act without impropriety, bias, abuse of authority or conflict of interest and not to lay themselves open to allegations of such conduct.

LFA values and relies upon the professional integrity of relationships between members of staff, tutors and students. In order that the Academy operates, and is perceived to operate, in a professional and proper manner it is necessary to recognise, and take account of, personal relationships, which overlap with professional relationships.

## RELATIONSHIPS BETWEEN STAFF, TUTORS & STUDENTS

LFA believes that the professional relationship between a student and members of staff/tutor is vital to a student's educational development and affirms that the teaching relationship is based on trust. Although students join the LFA as mature adults, any staff/student professional relationship embodies an imbalance of power. It is important that staff do not abuse this position, either intentionally or unintentionally. In this context a professional relationship is defined as one where there is an assessing, supervising, tutoring, teaching or pastoral role or a role providing administrative or technical support. Students are entitled to equality of treatment and it is important that a personal relationship between a member of staff and a student does not prejudice that equality of treatment. In this context, a personal relationship is defined as a family relationship, a business/commercial/financial relationship or a sexual/romantic relationship.

LFA requires that its staff and tutors should not enter into a sexual/romantic relationship with a student for whom they have a responsibility for assessing, supervising, tutoring, teaching, for pastoral care or for whom they are required to provide administrative or technical support. Staff should not enter into a business, commercial or financial relationship with a student, which could compromise, or could be perceived to compromise, the objectivity and professional standing of the tutorial relationship.

LFA recognises, however, that such relationships may pre-exist when a member of staff is appointed or when a student registers.



## DECLARATION OF PERSONAL RELATIONSHIPS

Where a member of staff or tutor has a professional role in relation to a student with whom he or she has a personal, business, commercial or financial relationship, he or she must inform both Joint Principals.

Where a personal relationship is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship (be they a member of staff, tutor or a student), this will lead to disciplinary action.

## CAREERS GUIDANCE & PROFESSIONAL DEVELOPMENT

LFA aims to support its students' professional development both while studying at the Academy and once they have graduated. Courses vary in length and intensity, and naturally the students who attend Diploma Courses receive more tailored, structured feedback whilst on the course.

### IN-COURSE SUPPORT AND GUIDANCE

For those students attending a specialised short course the Academy encourages students to take a proactive, student led approach in seeking advice from Course Leaders, Coordinators and on occasion tutors.

For those students attending Foundation or Certificate courses, classes on film/TV industry professional development, and where appropriate pitching, will be delivered. Any tailored advice is student-led.

For those students attending Diploma courses several one-to-one sessions take place. These analyse a students' progress on the course and assist the student in preparing a career strategy. Once they have decided which filmmaking role or area they would like to specialise in, BA students will also be allocated a Career Tutor (usually a Module Leader) with particular expertise in this role. Additionally, intensive pitching sessions, both written and verbal, enable students to understand the level of professionalism that the industry requires, and tailored sessions with guest speakers increase awareness of the industry as a whole.

### GRADUATE SUPPORT AND GUIDANCE

LFA runs their Filmmaker's Club, which is a club for emerging filmmakers and is part of the academy's aftercare service for graduates. It is financially subsidised by LFA and supports graduates as they strive to find work, expands their industry contacts and assists with their independent productions.

Finding work in the film and TV industry can be notoriously difficult. When it comes to working in this competitive industry students and graduates need practical, hands-on experience and professional contacts. Film work is rarely advertised, jobs are filled by word of mouth, and it pays to build up a network of contacts.

The courses delivered by the LFA give its students a solid foundation of practical skills, knowledge and experience. The Filmmaker's Club encourages graduates to continue in their professional development while working and making films. For more information visit the LFA website [here](#)



## WORK PLACEMENTS

Over the years the Academy has earned a good reputation with production companies, tutors, and working professionals, many of whom contact us directly knowing we can recommend professional crew and trainees.

Recent examples of placements we have facilitated include:

- Danielle Bennett, Diploma graduate - Set Runner on ITV Drama “Foyle’s War”.
- Penelope Fisher, Diploma graduate, Office Runner at Icon.
- Sean Conway, Foundation Course graduate, Screenwriting internship with US Screenwriter Paul S Myers (“Southern Belle”).
- Charmaine Jacobs, Certificate Course graduate, Assistant Producer placement with LFA producing tutor Bruce Webb at Whatever Pictures.
- Fraser Duncan, Diploma graduate, Trainee Director’s placement with LFA directing tutor Danny Hiller on “Silent Witness” for BBC.
- Rob Hall, Diploma graduate, 1st Assistant Editor to Editor Eddie Hamilton on “Resident Evil: Apocalypse”.



## SECTION 4. FACILITIES, BUILDING & EQUIPMENT

### FACILITIES & EQUIPMENT

LFA recently invested in two high-end digital cameras – Arri Alexa and 4K Sony FS7 – and a new O'Connor tripod head. LFA has three Super 16mm film camera kits, one Arri 416 and two Arri SR3, with a good selection of filters and a variety lenses. We also have a range of Digital Cameras from the full HD Sony EX3 to the Sony Z1, Sony A1E and JVC GYHM150E. Our studio houses a Chameleon dolly and a location dolly complete with 50 feet of varying track.

Lighting kits include a range of LED panels, Kinoflos, Arri Fresnel Lights from 300 watts to 2.5kw, standard red head and blond kits, Kino Flo, mizers, studio soft lights, a good selection of flags, stands and grip accessories such as magic arms, pelican clamps and polyboard holders.

Our sound equipment includes a 664 Sound Devices recorder/mixer, Fostex, portable stereo audio recorder, a SQN Portable Mixer and microphone kits including Sennheiser MKH8050, Sennheiser EW112PG3 Wireless, AKG300, 416T and 416 Phantom from boom to radio.

The LFA Screening Room offers 7.2 surround sound audio and high resolution projector, up to 130 inch, full HD projection from Blu Ray, DVD, laptop and other sources for screenings and classes. All classrooms are equipped with video, DVD and computer playback through plasma TVs and/or projectors.

Two rehearsal and filming Studios with stage sets and a selection of props are situated at the top and basement levels of the premises for all workshops and exercises.

LFA's Edit Suites host a fleet of non-linear Apple editing machines. These run industry-standard Avid Media Composer, Adobe Premiere and Final Cut editing software and are equipped with Sony HDV decks, portable hard drives, and CD/DVD decks. All showreel or completed work can be exported to DVD or DV to broadcast-quality standard. We also have a comprehensive sound special-effects library. LFA is also one of the few training facilities in London that houses a 16mm Steenbeck, cutting benches, rubber numbering machines and competitors.

The Library houses a DVD/Blueray/VHS film collection and a book collection, always under expansion. This room is also equipped with a bank of Apple computers with internet access and professional film & TV industry software, such as: Movie Magic Budgeting & Scheduling and Final Draft. The student Production Office is also equipped with Apple computers with internet access, Movie Magic Budgeting & Scheduling and Final Draft and a telephone.

All essential equipment, such as: Super 16mm and digital cameras, lighting, editing equipment and stock, is provided for all workshops, exercises and student films and is included in course fee.

For the comfort of all students a vending machine, offering a variety of hot beverages, is available. It is located in the basement opposite the student noticeboard. This is in addition to the water fountain which is available in reception.





## THE ENVIRONMENT

The LFA strives to be efficient and environmentally friendly. It encourages all students to cooperate with the LFA's environment policies to ensure that neither energy nor resources are wasted.

We ask that all students switch off all unnecessary lights and equipment, that material and equipment is recycled and the paper recycling bins are used at all times, and when on set that all equipment is switched off when not in use.

## CONDUCT IN & AROUND THE BUILDING

There is a strict **NO SMOKING policy in the LFA building** (including front steps). LFA has provided students and staff with a designated smoking area at the rear of the building, in particular do not smoke under the awning between the building and green room. We ask that cigarettes are disposed of in the appropriate bins provided.

As a matter of safety please do not use fire extinguishers as doorstops or to prop open fire doors.

Please show courtesy to tutors and fellow students by cleaning whiteboards after use and ask other students to do the same. Please do not use permanent markers on whiteboards.

Please ensure that you leave rooms in a tidy state at the end of the class.

There is a strict **NO FOOD policy in the cinema** and **NO FOOD or DRINK policy in the edit suites, library and production office**. Students are requested to avoid eating and drinking other than in the designated areas, currently the green room.

## INTERNET

Students are provided with internet access in the LFA Library and are permitted to browse the internet during attendance at LFA in the performance of their studies and for knowledge-gathering. LFA has a wireless network available throughout the building and asks that all students use this resource in a professional and ethical manner. While students may make reasonable use of internet access provided by LFA for their own purposes, this should be restricted to lunch hours or after studies.

You must not access illegal or pornographic websites, chat rooms, make bulk emails or incur any expense on behalf of LFA. Do not open attachments that may contain viruses.

All software licences and permissions must be complied with. Students are not allowed to install any software.

Do not give unauthorised access to personal computers or laptops belonging to LFA to any third party.

LFA reserves the right to monitor students' use of the internet at any time, including the use of chat rooms and downloaded and uploaded material.

No liability will be accepted by LFA for any loss to students caused by use of internet access provided by LFA.



Students must ensure that they have access to the internet when not at LFA. Many LFA assignments need to be done from home and deadlines are often set for evening and weekends. If this is not possible it is the responsibility of students to plan appropriately.

## EMAILS

Students will send and receive emails in the course of their studies at LFA, but should note that emails are permanent and should not contain anything in breach of LFA's policies including but not limited to the [Equal Opportunities Policy](#).

Emails can be used as evidence in court and should not include defamatory material or any infringement of third-party intellectual property rights.

**Contracts can be concluded in emails unless the contrary is specified – take particular care in relation to emails about equipment or when placing an order.**

Abusive or aggressive emails should not be sent, even in response to emails students may regard as being abusive or aggressive themselves. Any emails of this nature should be forwarded to your Course Leader or Coordinator immediately.

Information sent by email cannot be regarded as confidential or secure. Always check that permission has been granted by the owner of the confidential or private information (such as information relating to LFA or third parties) prior to sending any email.

## TELEPHONE

LFA requires all students to have access to a UK mobile phone and the internet when not at LFA. It is the responsibility of the student to share this information and to keep it up to date. LFA must be able to contact all students at all times.

Students should not use a mobile telephone whilst in class or while driving a car on business related to LFA and any such use shall be at your own risk and liability.

Personal telephone calls in the Production Office are forbidden: the telephones are strictly for the use of making films and if there is consistent abuse of this system, the telephones will be removed.

Calls made on LFA telephone systems are subject to monitoring and nothing contained in conversations made on such equipment should be regarded as private.

LFA reserves the right to make a charge to students for personal calls made from academy phones, particularly those made to overseas.

## PHOTOCOPIER

There is a universal code for copying any documents, we do not currently charge for making copies so please do not abuse the system by photocopying non-course related items. Please consider the environment before printing or photocopying.

## ACCOMMODATION

LFA offers assistance to students by providing them with access to David Game College (DGC) Group College Residences, or other alternatives in the neighbourhood. DGC accommodation policy is very flexible, as students can book a room for a short space of time, for example one week.



At present, DGC Residences in London are in Fulham (a short walk from LFA), Shepherds Bush and Notting Hill Gate. If you wish to find out more information about accommodation, please telephone Susanna Dereani at David Game College Group on: 020 7221 6665, email: [sdereani@davidgame-group.com](mailto:sdereani@davidgame-group.com) or visit [www.davidgamecollege.com/student-support/accommodation.html](http://www.davidgamecollege.com/student-support/accommodation.html).

### LFA LIBRARY

LFA Library is equipped with eleven computers with free internet access, books and DVDs. To borrow a book or DVD please see the Front of House Coordinator, from Monday to Friday, 09.00-17.00. Requests may take one day to process. A deposit is required for all DVD and book lending.

### PUBLIC LIBRARIES/BOOK STORES

London has a significant number of public lending libraries. A full list is available here: [www.cityoflondon.gov.uk/services/libraries-and-archives/lending-libraries](http://www.cityoflondon.gov.uk/services/libraries-and-archives/lending-libraries)

It is now possible for students to apply for membership online: [www.cityoflondon.gov.uk/services/libraries-and-archives/lending-libraries/join-a-library](http://www.cityoflondon.gov.uk/services/libraries-and-archives/lending-libraries/join-a-library)

Students should also consider:

- Reuben Library, BFI Southbank, Belvedere Road, South Bank, London SE1 8XT. The library is free to use, and open Tuesdays to Saturdays. The extensive catalogue can be searched [here](#). LFA has a library pass which can be borrowed for free by putting down a refundable deposit of £20. Otherwise a library pass costs £5 per day or £25 (concessions) per year
- Screenwriters' Store, 10–11 Moor Street, London W1D, Tel: 0845 094 6061
- Decorum Books, 24 Cloudesley Square, London N1 OHN, Tel: 020 7278 1838  
Mail/fax/phone orders only: [decorumbooks@lineone.net](mailto:decorumbooks@lineone.net)
- ICA Bookshop, Nash House, The Mall, London SW1Y 5AH, Tel: 020 7766 1452, [www.ica.org.uk](http://www.ica.org.uk)
- Offstage Theatre and Film Bookshop, 37 Chalk Farm Road, London NW1 8AJ, Tel: 0207 485 4996
- The Cinema Bookshop, 13-14 Great Russell Street, London WC1, Tel: 020 7637 0206
- The Cinema Store, 4B & 4C Orion House, Upper St. Martin's Lane, London WC2H 9NY, Tel: 020 7379 7838

BA students also have access to the following resources via the University of Derby:

- The University of Derby Library's Film and Media Production Collections, which includes a number of resources accessible online (such as e-books and e-journals): <https://libguides.derby.ac.uk/c.php?g=368985>. These can be accessed using your University of Derby student login details.
- Your University of Derby student card will also give you access to numerous university libraries across the UK via the SCONUL Access Scheme: <https://www.sconul.ac.uk/sconul-access>. You will need to register in online in advance of visiting other libraries.



All BA and Diploma students are also eligible to apply for a free subscription to MUBI, the curated VoD platform, which offers film students a free subscription for the duration of their studies: <https://mubi.com/filmstudent>.

## USING LFA FACILITIES TO FILM OR STORE EQUIPMENT

Filming in LFA building is restricted to the LFA Studios (JW Studio and LG Studio), however, if you wish to film anywhere else other than the studios (including corridors, classrooms etc) then please email your request to the Head of Operations and include why we should make an exception for the film. The more notice you give us, the more we are likely to be able to assist you. NB don't assume we will grant permission because the request may contravene Health and Safety or may be inappropriate due to general student traffic in the area.

All students are required to follow this procedure for using the LFA facilities when filming:

1. Establish availability of studios or space at LFA with Technical Team
2. If request is for non-studio space or external production email Operations Leader with explanation and exact request include exact location/hours of filming
3. If Operations Leader grants permission return to Technical Team to officially book the space (including any green rooms or equipment storage) and work with Operations Leader to ensure all instructions are followed include putting of filming in progress signs, allocation of space to store equipment whilst filming and leaving space at end clean and tidy

Additionally:

- All rooms/areas used must be returned to their condition prior to use
- Additional permission must be sought in advance for the removal of pictures etc from walls
- Students are responsible for ensuring they have access to the rooms booked
- If the main entrance door is open a student involved in the production MUST be on the front desk for reasons of security
- Risk assessments must be written and followed as they would for any other location
- If you need to paint the studio walls or flats to a different colour please email your request to the Head of Operations at least two working days in advance. You must paint the studio and the flats back after your shooting period. LFA's regular paint for the studio and the studio flats "Eggshell Acrylic Nimbus Grey". Please use designated area outside at the back of the building, for washing all your painting materials
- Any props that are brought into the studio for all productions must be removed within 48 hours of the shooting period
- If you wish to gain out of hours access to LFA please email your request to the Head of Operations at least two working days in advance
- Similarly if you wish to hire or borrow LFA equipment out of hours you must first email your request to the Head of Operations who will check availability of your request before asking you to submit an 'external booking in/out form' and discussing with you if you need insurance and risk assessments. Please see



section 3: 'Equipment or Edit Suites for Non-Course-Related Productions' for more information.

## STUDIO, PROPS, EQUIPMENT & LAYOUT

### STUDIO LAYOUT

There are two studios available at LFA; the basement studio and the John Ward studio. The John Ward studio currently houses the set flats, props and other set dressing. Both studios have a system for the items stored there which is in place to maintain a safe and pleasant working environment. Please refer to the floor plan/map in each room for details.

### USING THE STUDIOS

The keys to both studios can be booked out through the Technical Team. The person who books out the key has the responsibility to lock the studio and unlock the studio. This is to ensure that no one can interfere with any set you may have built or with any equipment you may have stored in there. Importantly, the cleaner does not have access to the studio. It is the Producer's responsibility to organise an official time for all crew to be present to ensure that the Studio/shooting location is left in a tidy state so that it is a safe working environment for future students/crews.

Any props that are brought into the studio for all productions must be removed within 48 hours of the shooting period.

### PUTTING UP & STRIKING A SET

Students may create any set they require using the flats, provided that it meets all Health and Safety requirements for both its construction and for access.

**All flats must be secured** with a Stage Brace and stage weight. Where two flats are erected side by side G-clamps should be used to tighten the gaps between them.

The **Large Flats** along with other large boards are stored in the North of the studio. These are stored with the painted sides face to face. Be sure to 'foot them' (place them upright not tilting) so that they are as close to the back wall as they can be when putting them back.

The **Small Flats** are stored in the North West of the studio. These too are placed painted face to painted face as well as upright and footed in. This is slightly trickier due to the angle of the roof but still possible.

The **Stage Braces** (Wooden Triangles) along with the Stage Weights (the flat black weights) are stored in between the Small flats and the Studio arch. Please make sure every single one of these items is stored here after use. Do not leave stage weights lying around the studio.

The **G-Clamps** are stored in a box located on the shelves in the equipment storage space to the East of the Studio. There are small and large clamps. Please return all the G-clamps to this box after use.

Any questions regarding set construction or storage can be directed towards the technical team and/or the Course Leader/Coordinator.



## DRESSING A SET

A set cannot be painted without the prior consent of the Joint Principals. It is the students' responsibility to obtain this permission and to repaint the flats to their original colour when filming has finished.

LFA provides some furniture (stored in the John Ward Studio) for the purpose of set dressing. Students have access to this as required. It is the responsibility of all students to return any items used.

**Additionally, LFA provides some props for use by students. It is the responsibility of ALL students to maintain this area. Any and all props used must be returned. Any loss or damage must be reported to the Technical Team.**

Expensive and dangerous props, for example fake guns, are kept in the Technical Team's office.

All props and set dressing brought into LFA must be removed from premises at the end of shooting, unless previously agreed, otherwise students will be charged for storage or removal.

## STUDIO EQUIPMENT

The John Ward studio houses some of the equipment students will use during the course and for student productions.

The **Equipment Storage Space** allows students to store equipment that has been booked out/hired in safely. It is especially useful for light stands, light accessories, lights and empty flight cases to be stored here during shoots.

The **Tracks** are stored in the John Ward studio between the two arches. The tracks are booked out, as with all other equipment, by the Technical Team subject to availability.

The **ChromaKey** is located on the top shelf of the Equipment Storage Space. This must only be used as a 'Green Screen' for visual effects purpose. Students may book this for use through the Technical Team.

The **City Backdrop** is located behind the ChromaKey roll. This is useful for placing a backdrop behind the windows of the set. This is best done with two C-Stands (Flag Stands) and two magic arms placed either side.

Other **equipment stored in the studio** includes the Chameleon Dolly, Doorway Dolly, Bazooka Base, the HMI 2.5k Light with Ballast Box and cable as well as Misc. grip items. It is the responsibility of all students to book these items for student productions through the Technical Team.

The **Gels** stored in the studio are for the use of classes and student production. They do not need to be booked out however it is the responsibility of students to return gels at the end of filming to the appropriate storage place/section.

Some classroom chairs are kept in the studio. After use they should be stacked up neatly.



## STOLEN EQUIPMENT

It is the responsibility of all students to provide adequate security for all LFA equipment during production; this includes the removal and return of equipment to the academy.

Where equipment is stolen on location the theft must be reported immediately to the police and the LFA must be informed. The police will issue you with a crime number that will be required in the event of an insurance claim.

**NB. Equipment is not insured if left unattended in a car and you may be personally responsible for the cost of the replacement.**

On return to LFA students will liaise with the Course Leader or Coordinator to ensure that that the Academy is provided with the information needed to take appropriate action.

## FAULTY & DAMAGED EQUIPMENT

On joining the LFA all students are required to sign a form relating to the LFA policy regarding insurance and faulty and damaged equipment (see FORMS Section of this Student Handbook). This is an agreement between each student and LFA stating that students accept responsibility for the equipment they book out until the time they book it back in.

If equipment is damaged or malfunctions whilst being used, it must be reported immediately to the Technical Team and clearly labelled “broken”. In addition, a Damage and Malfunction Equipment Report must be completed with full details of the problem(s). If a student breaks a piece of equipment or a piece of equipment is broken whilst in your charge, the student will be required to take any steps to secure its repair or replacement. This includes but is not limited to telephoning repair agents and getting the best quotes for repair, delivering the equipment to the repair engineers and collecting it again for return to LFA or the next location. The cost of the repair or replacement will come out of the relevant production budget or the students themselves if the loss/damage is due to negligence.

Please be particular and clear when completing a Damage and Malfunction Equipment Report, as it will have a direct bearing on the outcome of any insurance claim.



## SECTION 5: WELLBEING & SECURITY

### ACCIDENTS & SUDDEN ILLNESS

#### LFA Premises

In the event of an accident or sudden illness at LFA you must find the LFA staff member trained in first aid – see details on the poster in Reception near the front door - to assess the severity of the injury or illness or **TELEPHONE 999 FOR AN AMBULANCE**.

LFA has a First Aid Kit Box attached to the wall next to the lockers in the hallway leading to the ladies' bathrooms. The box contains an Accident Report Book and all incidents must be logged.

#### On Location

Before shooting on location without supervision, the Producer of each film must ensure his/her 1st AD completes a risk assessment form for each location and submits it to your Course Leader or Coordinator as well as the Technical Team, who are responsible for your Health & Safety.

Individual Producers must alert LFA to any potential hazards and provide a sensible solution for working in that location. In the event of an accident or sudden illness on a student production the Producer should be notified immediately, who will then assess the situation in consultation with a tutor or your Course Leader, Coordinator or the Joint Principals and take suitable action. The 1st AD or Producer must ensure that all cast and crew on a production read and sign to confirm that they have read and understood the Risk Assessment.

If an injury or sudden illness is deemed very serious, the Producer should call an ambulance immediately by telephoning 999 from any phone and then inform your Course Leader or Coordinator.

### MEDICAL ADVICE

**Call NHS 111** if you urgently need medical help or advice but it's not life-threatening. You will be assessed, given advice and directed straightaway to the local service that can help you best. Calls to NHS 111 are free from landlines and mobile phones.

**Call 999** if someone is seriously ill or injured and their life is at risk. You can go to Accident and Emergency (A+E) directly if you need immediate help.

**The nearest hospital with a 24 hour A&E and a Walk-in Centre to LFA is:**

**Charing Cross Hospital**  
**Fulham Palace Rd, Hammersmith**  
**London W6 8RF**  
Telephone: 020 3311 1234.

**If you are unwell and it is not an emergency, make an appointment with your doctor (GP).** In order to get a doctor in the UK you need to take your student letter obtained from your Course Leader or Coordinator to your nearest GP. You can find your nearest doctor's office by putting your postcode into the following link: [www.nhs.uk/England/Doctors/NearestSearch.aspx](http://www.nhs.uk/England/Doctors/NearestSearch.aspx). You will need to register with a GP





before they see you. In order to sign you up to their surgery they will want to know that you are going to be in the area for one year.

Alternatively, if you need the assistance of a nurse (rather than a doctor), then there is an NHS Walk-in Centre (you don't have to make an appointment) within a 15-minute walk of LFA at Parsons Green Walk-in Centre, 5-7 Parsons Green, London SW6 4UL. Telephone: 0208 102 4000. Opening hours: 8am to 8pm.

To find other Walk-In centres, please see:

<https://www.nhs.uk/service-search/>

To find your nearest **dentist**:

[nhs.uk/service-directories/Pages/ServiceSearch.aspx?ServiceType=Dentist](https://www.nhs.uk/service-directories/Pages/ServiceSearch.aspx?ServiceType=Dentist).

You need to register with your doctor to get NHS dental treatment or you will have to pay the full cost of private dental treatment. There is an NHS dentist 5mins walk from LFA at 355 North End Road, Fulham SW6 1NW, Tel: 0207 610 1110.

If you need an **optician**, they can be found at [www.nhs.uk/England/Opticians/Default.aspx](http://www.nhs.uk/England/Opticians/Default.aspx); you will have to pay the minimum fee for an eye test and you will need a prescription for any glasses or contact lenses. Prices of these vary considerably.

**The nearest hospital with a 24 hour A&E and a Walk-in Centre to LFA is:**

**Charing Cross Hospital**

**Fulham Palace Road**

**London W6 0XG**

**Tel: 0208 383 0904/020 8846 1234.** Open 08.00-22.00

## COUNSELLING

- NHS Counselling Service: (Free or Private Counselling)
  - <https://www.nhs.uk/conditions/stress-anxiety-depression/free-therapy-or-counselling/>
- Counselling in your native language:
  - <https://theawarenesscentre.com/therapy-services/multilingual-counselling/>
- [Cruse](http://www.crusebereavementcare.org.uk) bereavement care: Tel: 0844 477 9400, [www.crusebereavementcare.org.uk](http://www.crusebereavementcare.org.uk)
- [Mind](http://www.mind.org.uk) for mental health problems: [www.mind.org.uk/](http://www.mind.org.uk)
- [Relate](http://www.relate.org.uk) for relationship counselling: [www.relate.org.uk](http://www.relate.org.uk)
- Macmillan Cancer Support: Tel: 0808 808 0000 or 020 7840 7840, [www.macmillan.org.uk](http://www.macmillan.org.uk)
- Third Age Counselling: [www.thirdagecounselling.com](http://www.thirdagecounselling.com) - some free counselling in London borough of Hammersmith and Fulham

## HEALTH & SAFETY ORGANISATIONS

- Health & Safety Executive, Rose Court, 2 Southwark Bridge, London SE1 9HA. Tel: 0845 345 0055, [www.hse.gov.uk](http://www.hse.gov.uk). This organisation is responsible for



implementing legislation and has powers to enter any premises at any time and to prosecute if necessary.

- The British Safety Council, National Safety Centre, 70 Chancellors Road, London W6 9RS, Tel: 020 8741 1231, Fax: 020 8741 4555.  
<http://www.britsafe.org/about/50-years.aspx>. A focal point for safety in the UK offering advice on safety matters.
- St John Ambulance, Tel: 0870 010 4950, [www.sja.org.uk](http://www.sja.org.uk).

For BA students, additional support and advice is also available to University of Derby students via the 'Student Wellbeing' section of Udo:  
<https://udo.derby.ac.uk/campusm/home#pgmenu/18310>.

Please also note carefully the [Health & Safety Policy](#).

### DRUG AND ALCOHOL MISUSE

The Academy has a legal responsibility to provide a safe and healthy study and work environment for its students, staff, tutors and visitors. The Academy condemns the misuse of alcohol and other substances, or the possession or supply of illicit drugs. Please see [LFA's Policy for Drug & Alcohol Misuse](#).

### SECURITY

Matters of security, e.g. suspected intruders or theft, should be reported to LFA's Front of House in the first instance and as soon as possible.

While LFA takes all reasonable precautions to protect your property, it does not accept responsibility for loss of personal property whether on LFA premises or not. LFA's premises are subject to walk-in thieves and whilst LFA takes precautions to ensure thieves do not gain access to LFA's premises, you are strongly advised to keep handbags, purses and wallets with you at all times. Students studying six months or longer have access to a locker from the Diploma office and will require a £5 deposit, which will be returned to you at the end of the year when you return your key.

Out-of-office hours, the key holders in the building are responsible for opening, locking up and setting the alarm for the building.

Female students can get more information on personal safety from the Suzi Lamplugh Trust, [www.suzylamplugh.org/tips/index.shtml](http://www.suzylamplugh.org/tips/index.shtml).

### PREVENT DUTY

The Prevent duty requires relevant higher education bodies to have due regard to the need to prevent people from being drawn into terrorism. See the Safeguarding Policy statement [here](#).



## SECTION 6. ACADEMIC REGULATIONS

In addition to the below, is it crucial that BA students familiarise themselves with the University of Derby's [Academic Regulations](#) and [Student Terms & Conditions](#).

### SELECTION CRITERIA

LFA's entrance criteria for courses over six months is based on merit. To be accepted on a Diploma or BA programme, course students must meet LFA's selection requirements and will have demonstrated a proven enthusiasm and commitment to filmmaking. The selection criteria for the Diplomas are based on written and/or visual submissions and an interview with LFA staff and/or Diploma Tutors.

LFA is fully committed to equal opportunities and encourages a balanced cultural diversity – we have students from different countries around the world.

You must be at least 18 years old and should have a good level of English (IELTS 6.5 or above or equivalent) to attend a course at LFA.

### ATTENDANCE

LFA utilises a sign in sheet system for attendance, security and fire regulations. **It is the students' primary responsibility to sign in & out on a daily basis at Front of House.** In addition it is the tutor/course team's responsibility to take a class register. Failure to sign in and out may result in a student being marked absent for the day in question. Additionally, student attendance, including the time of arrival to class, is recorded by tutors or the Course Leader/Coordinator.

International students with a Tier 4 visa should familiarise themselves with the UK Home Office guidelines on attendance to prevent deportation.

LFA has an 85% attendance expectation and this includes disciplinary action being taken after two unauthorised absences across the module. An LFA student with a poor record with respect to lateness or absence that student will be subject to LFA's Disciplinary Rules, Procedures and Policies (see Section 8 of this Student Handbook). For BA students, this will be aligned with the University of Derby's [Student Participation Policy](#) (Section E of the Academic Regulations): <https://www.derby.ac.uk/about/academic-regulations/>

## TEACHING & LEARNING METHODS

### TIMETABLES

Course or term timetables are issued to students as far in advance as possible, but always by the beginning of each course/term. All timetables are subject to change, particularly room bookings, and students will be informed at the earliest possible opportunity of these changes. For example, Filmmaking Diploma students are emailed a two-week timetable each Thursday and a copy is posted on the Filmmaking Diploma noticeboard. BA students are emailed a weekly timetable each Thursday, and a copy is also posted on the Filmmaking BA noticeboard.



Your Course Leader or Coordinator works within a range of constraints (i.e. tutor availability) when timetabling and, where possible, they will try to be sympathetic to the student's individual needs and circumstances. All matters concerning the relevant timetable should be discussed with the Course Leader or Coordinator.

## TEACHING SCHEMES, PROGRAMMES AND MODULES

LFA is committed to providing as wide a range of teaching and learning opportunities to students as possible in order to maximise potential. While the focus is on practical filmmaking at a professional level, learning takes place in a variety of ways including individual projects, workshop sessions, studio and location film shoots, as well as more conventional lecture and tutorial sessions. Students on longer courses, i.e. Diploma and BA courses, are tested to assess their progress and focus their future learning. LFA reviews its course content and delivery on a regular basis as part of its quality assurance processes.

Those students enrolled on Diploma courses will have a number of academic modules within their courses. Module descriptors set out the content, delivery and outcomes for learning and are accompanied in some cases by assignment briefs. Students are expected to make themselves familiar with these. Any questions should be directed to the Course Leader, Lead Tutor/Module Leader or Coordinator.

## COURSE HANDOUTS & GUIDELINES

Course hand-outs provide a structured outline of the main lecture points and serve as an aid to students understanding of the topic. LFA strongly advises students to take their own notes to support the learning process.

## CHANGE IN COURSE CONTENT

LFA reserves the right to change course content (including – but not limited to – tutors, the number of student films made, master classes, teaching hours or placement(s), dates or times of any course at LFA. Students will be notified of such changes as soon as possible.

## CONDUCT OF TEACHING SESSIONS

Students are required to arrive at LFA 15 minutes prior to the scheduled class time. This has two benefits: students maximise the learning opportunities and meet the professional expectations of punctuality required by the film and TV Industry.

## COLLABORATION

Many LFA courses have been designed with a high degree of student interdependence in order to instil the importance of collaboration as reflected in the real world of film & TV production. Students are often required to work as part of a team to complete projects, films and assignments. Regardless of the role or responsibility accepted by the student it is vital that the team ethos of cooperation and collaboration is adhered to.

## STUDENT RECORDS

LFA maintains a student record for every individual student. These records are kept electronically as well as hard copy. Information included in these records includes but is not limited to a student's application, enrolment, assessments, correspondence, attendance, written assignments, copies of film and other media.



These records are confidential at all times and access is strictly limited.

Under the Freedom of Information Act (FOI) an individual may request to see their student record. Any request should be directed to the Course Leader or Joint Principals.

## PRIVACY POLICY (GDPR)

The only personal data that we hold about you is personal data that you have provided to us or that relates directly to your application to enrol as a student. See [LFA Privacy Policy](#) for more details

### With whom do we share your data?

LFA does not sell your data to third parties. LFA may share your contact details with other students and tutors while you are a student on a course. We may also share some of your personal data with our validating university partner for reporting purposes.

As part of LFA's registration with the government regulator for Higher Education, Office for Students, we are required to share student information with government lead organisations such as the [Higher Education Statistics Agency](#) (HESA) and the [National Students Survey](#) (NSS).

Personal data held by LFA concerning Tier 4 students will be shared with the Home Office (UK Visas and Immigration) if required to process a Confirmation of Acceptance for Studies (CAS). The UK Home Office reserves the right to request information on Tier 4 students and LFA will typically comply with these requests.

LFA retains the copyright to work (films or scripts) produced while on the course. As such LFA may share your details through entries to film festivals or competitions.

### How do we store your data?

Personal data about students is stored within our internal LFA database and on-line data storage facilities. Access to these platform are secure and restricted to relevant LFA staff. This database is provided and hosted by a third-party provider who publish their own privacy policies. LFA is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis. For full time students, data may also be recorded in student and production files which are administered by LFA staff. These files are archived and subject to LFA's data retention policies.

While you are on the course, we will retain and continue to process any of the data you provide. After graduating from your course, your details are subject to our data retention policies which can be accessed via our LFA website.

Please see the LFA Website for further information on our [Privacy Policy](#) and [Terms & Conditions](#).



## PLANNING YOUR TIME

The Academy encourages students to plan their time in advance for either the duration of your course or at least termly. Students are provided with information regarding timetables, deadlines etc. in a timely fashion by the LFA to enable this to happen

### DEADLINES

It is the responsibility of all students to know the deadlines for the submission of work, including what should be submitted and to whom. Any questions or concerns should be discussed with the Course Leader or Coordinator as soon as possible. A student's inability to meet deadlines impacts the passing or failing of many courses at LFA.

### ADDITIONAL PROJECTS

Additional, and often external, project opportunities may arise during the course. LFA requires students to talk to your Course Leader to gain advice on the impact they may have to your studies at LFA. Periods of production are intensive and often preclude any other work outside of the course being possible.

Students should be aware that the impact of taking on external projects may also be felt by other students due to the collaborative nature of filmmaking. Please note that on some Diploma courses repeated absence by students may affect the number of crew roles available on student productions and will reduce the number of student films made on the course.

### EVENINGS & WEEKENDS

On some courses occasional evenings and weekends are set aside for selected cinema and filmmaking assignments and auditions. Teaching on the BA will take place on weekdays, between 9:00 and 18:00. However, some assignments (e.g. Film Project 1, 2 and 3, or the formative Visual Narrative assignments) may require students to be available at the weekend for shoots and auditions. It is the responsibility of all students to make themselves available at this time. Any difficulty due to weekend employment or other commitments should be discussed with the Course Leader/Coordinator as soon as possible.

### COURSE ASSESSMENT POLICY

Assessment is an important part of the learning and teaching process. In addition to providing an indication of the final achievement of students on Diploma Courses, it also provides information that guides students, the Course Leaders/Coordinators and Tutors in the on-going improvement of learning and teaching. To see LFA's Course Assessment Policy, click [here](#).

## ACADEMIC APPEALS PROCEDURE FOR DIPLOMA STUDENTS

This procedure has been put in place by the Academy in accordance with the Quality Assurance Agency (QAA) *Quality Code – Academic Appeals*.

### ACADEMIC APPEALS

Students have the right to request an academic appeal and ask the Assessment Board to reconsider a mark awarded for an assessment.

Appeals will only be considered on specific grounds such as exceptional personal circumstances (i.e. bereavement or medical grounds) or defects or irregularities in an assessment, such as an error in an examination paper or assignment.



Appeals submitted simply because a student disagrees with the mark they have been awarded will not be considered.

All students should be aware that an Academic appeal does not guarantee changes to the results of assessment from those originally published by the Assessment Board.

## APPEALS PROCESS

Any student who wishes to appeal against a decision of the Assessment Board should submit an appeal to the Head of Academic Governance (Joint Principal (Academic)) using the appropriate form (see the Forms at the end of this Student Handbook). All appeals must be logged within ten days of the student receiving notification of award/assessment. The Academy asks that the grounds for appeal are clearly stated on the form and relevant documentary evidence must be provided.

Once an appeal has been formally submitted by a student the assessment will be verified. Verification will establish whether:

- The mark(s) and/or result as published is free from arithmetical or other error of fact
- any defects or irregularities in the conduct of the examinations and/or other assessments or in the written instructions and/or in advice relating thereto were, in fact, reported to the Assessment Board
- any exceptional personal circumstances pertaining to the student were reported to the Assessment Board.

The Chair of the Assessment Board, or his/her nominee, shall inform the Head of Academic Governance (Joint Principal (Academic)) of the outcome of the verification in writing no later than ten days following receipt of the appeal form.

The outcome of the verification will inform the decision as to whether the Assessment Board is to be re-convened to review the case in light of the information. The decision will be made by the Head of Academic Governance (Joint Principal (Academic)).

The re-convened Assessment Board is permitted to re-grade where any of the following has been established:

- That the mark(s) and/or result as published is incorrect;
- That defects or irregularities in the conduct of the examinations and/or other assessments or in written instructions or in advice relating thereto were not known to the Assessment Board;
- That the appeal contains exceptional personal circumstances which were not known to the Assessment Board when the student was assessed and the student has shown good reason why such circumstances could not have been made known to the Assessment Board;

The Assessment Board may reject an appeal for the following reason:

- No new information or supporting material for the appeal has been offered by the student
- For appeals relating to exceptional personal circumstances, where the student is unable to show good reason why those circumstances were not made known to the assessment board previously

Within 20 days the Chair of the Assessment Board shall inform the Head of Academic Governance (Joint Principal (Academic)) of the decision.

Students will receive the outcome of the appeal within 10 days of the receipt of the decision. Notification will be made in writing and, where appropriate the Academy will issue a supplementary result.





## ACADEMIC APPEALS PROCEDURE FOR BA STUDENTS

**If you're unhappy with a module result(s), you may be eligible to submit an appeal.** Students wishing to appeal against the decision of an Assessment Board must submit an Appeals Form to the University of Derby.

Before completing this form, students should read Section K of the University of Derby Academic Regulations, taking particular notice of the grounds on which an appeal may be made:

<https://www.derby.ac.uk/media/derbyacuk/assets/departments/the-registry/academic-regulations-2018-aug/Part-K-Academic-Appeals-2018-19.pdf>

Note in particular that appeals against the academic or professional judgment of assessors/examiners are not allowed, and that appeals may not be made on grounds that a student is dissatisfied or disappointed with an assessment result.

Appeals have to be based on one of four specified criteria. These are:

- that performance suffered through illness or other circumstances which could not have been reported at the time of the assessment
- that the assessment was not carried out in line with regulations
- that the administrative procedures were not correctly followed or a significant mistake was made
- that the assessor(s) or the Assessment Board did not consider all the previously reported circumstances which may have significantly affected the student's performance

Before submitting a formal appeal, you are encouraged to talk to your Course Leader.

### APPEALS PROCESS

The Student Appeals form can be found on Udo under 'Student Centre > Assessment > Results > Academic Appeals', or downloaded from the University of Derby website: <https://www.derby.ac.uk/media/derbyacuk/assets/departments/the-registry/academic-regulations-2018-aug/Appeal-form-2018-19.doc>

Completed forms must be submitted to [appeals@derby.ac.uk](mailto:appeals@derby.ac.uk), alongside supporting evidence. Alternatively, you can send a paper copy of the form and evidence to: Assessment & Awards Unit, Kedleston Road, Derby, DE22 1GB.

## ACADEMIC INTEGRITY AND MISCONDUCT POLICY

The Academy considers academic integrity essential to the maintenance of the highest academic and professional standards. Students are expected to adopt an honest approach to carrying out academic and scholarly work. Honesty is demonstrated by undertaking and completing one's own work, avoiding plagiarism and not relying upon dishonest means to gain advantage. For further information on this policy please click [here](#).

Procedures aimed at promoting academic integrity include:

- Providing information about academic integrity and academic misconduct policy at student orientations, during class and at staff inductions
- Providing a secure system for handing in student work
- Providing a secure system for returning student work
- Ensuring that appropriate systems of identity check and invigilation are in place for examinations;





- Ensuring that electronic plagiarism-detection software (such as Turnitin) is applied on assessed written work where appropriate.
- Supporting Staff development to improve learning and teaching strategies for academic integrity

## QUALITY ASSURANCE

LFA undertakes a process of continual improvement. It is important to gauge and react to your perception of teaching, learning approaches and administrative issues. Further information can be found in the [Quality Assurance and Enhancement Handbook](#).

## STUDENT ENGAGEMENT

LFA is committed to ensuring that students have the maximum opportunity to express their views and encourages their involvement in the development of the course and its delivery. You may use the following methods to give feedback to LFA:

- Issues raised by you through the Student Representative if applicable (see section 3 of this Student Handbook)
- Academic concerns raised by you with your Course Leader, Coordinator and/or Joint Principals
- Informal discussion with groups or individuals
- Formal discussion through staff-student consultation (Student/Staff Liaison Committee, course committee meetings, see [Quality Assurance and Enhancement Handbook](#))
- Through the Complaints Procedure as detailed in this Student Handbook

Outcomes and action points from the students engagement process informs the Executive Committee and staff/tutor development and appraisal system.



## SECTION 7: EQUAL OPPORTUNITIES POLICY

The Equal Opportunities policy applies in relation to all aspects of the Academy's teaching programme, administration, management and support. All Students, Staff, Tutors, and visitors are expected to act with due regard to the Equal Opportunities Policy, without exception.

**It is the responsibility of ALL students, staff and tutors to familiarise themselves with [this policy](#).**

The Academy is committed to the principle of equality and strives to create a genuine atmosphere of equality and inclusivity by having a study environment free from unfair and unlawful discrimination, harassment, bullying or victimisation on the grounds of gender, disability, pregnancy, marital status, sexual orientation, age, religion, race, ethnic or national origin.

## SECTION 8: DISCIPLINARY RULES, PROCEDURES & APPEAL

It is necessary for any well-run place of study to ask students to abide by certain essential rules. The LFA Disciplinary Rules, Procedures & Policies aim to clarify the rights and responsibilities of all parties and to provide a consistent approach that develops and encourages fair treatment for all. Please see this Policy laid out [here](#).



## SECTION 9: POOR PERFORMANCE PROCEDURE

### PERFORMANCE STANDARDS & TARGETS

LFA sets specific performance standards and targets for students to achieve. For Diploma and BA students these are detailed within the programme modules and assignment briefs which are provided by the Course Leader, Lead Tutor or Coordinator.

Failure by students to meet performance standards or targets will lead to the Poor Performance Procedure being instigated. The main objective of the Poor Performance Procedure is corrective rather than punitive, with the aim of helping students reach and/or maintain the required standard of performance.

Failure to meet performance standards or targets may lead to a warning and, in the most serious cases, expulsion, which shall take place in accordance with the LFA Disciplinary Procedures set out above.

### POOR PERFORMANCE PROCEDURE

Should students fail to meet the expected performance standard or targets, the following procedure shall apply:

- Community service: the nature of many LFA courses is collaboration and therefore co-dependency of students. Therefore, a student's poor performance has an adverse impact on the performance of the entire team. If you fail as a team or as an individual to meet the requirements set out by the course (e.g. timekeeping, meeting deadlines and responsibilities) you are given 3 warnings, after which students are required to do one day's community service for the Academy.
- Students will meet with the Course Leader or Coordinator (in consultation with the Joint Principals) for a maximum of one hour per month to discuss how to meet the performance standards or targets set, ascertain the reasons for the failure and ensure that students fully understand the performance standards and targets you are expected to reach
- Students may be set a review period to meet the required performance standards and targets
- Should a student continue to fail to achieve the required performance standards or targets within the review period or fail to maintain required performance standards and targets, the student will be invited to meet with the Joint Principals who may issue a written warning in accordance with the LFA Disciplinary Procedures and set a further review period
- Failure by a student to attain and/or maintain the required performance standards or targets after a written warning may justify expulsion with or without a refund of course fees

### CONSULTATION

Students are encouraged to discuss performance standards and targets and any anticipated failure to meet them early and openly with your Course Leader, Coordinator and/or the Joint Principal (DG)



If you find yourself unable to cope in any way and requires guidance, students may invoke the Poor Performance Procedure, which is designed to support students as well as LFA, by requesting assistance.

In such circumstances the following assistance will be provided by LFA:

- A one-to-one appointment with your Course Leader or Coordinator (in consultation with the Joint Principal (DG)) for a maximum of one hour per month as set out in the Poor Performance Procedure above
- Counselling
- An explanation of the LFA Disciplinary Procedures for warnings and expulsion

## APPEAL

Where students receive a written warning, a final warning or are expelled under the Poor Performance Procedure in accordance with the LFA Disciplinary Procedures or feel that the performance standards and targets set are too high or the review period too short, students may appeal to the Joint Principal (AM).

The appeal must be in writing, setting out the grounds of the appeal and be made within seven days of receiving written notification of the decision or performance standards and targets in respect of which the appeal is made.

Students must address the letter to the person who imposed the Poor Performance Procedure sanctions against you or who set the performance standards and targets. That person will then arrange for the appeal to be referred to the Joint Principal (AM).

An appeal will not suspend or defer the effect of the previous decision, which will remain fully effective unless overturned on appeal. At an appeal you will normally have the burden of demonstrating that the previous decision was unreasonable and/or that the penalty imposed was unreasonable.

The decision of the Joint Principal (AM) is final.



## SECTION 10: FORMS

Please refer to the Equipment Office for External productions Booking-out/in Form.  
Please refer to the Post Production Office for External Productions Edit Project Form.

### DIPLOMA FORMS:

#### ENROLMENT FORMS:

[Registration Form](#)  
[Next of Kin Form](#)  
[Insurance, Faulty & Damaged Equipment](#)

#### OTHER FORMS:

[Confirmation of Student Status Request](#)  
[Notice of Withdrawal](#)  
[Sickness Self-Certification Form](#)  
[Prior Engagement/ Leave of Absence Request](#)  
[Change of Contact Details Form](#)  
[Application for an Academic Appeal](#)  
[Complains Forms](#)

### BA FORMS:

#### ENROLMENT FORMS:

[Registration Form](#)  
[Next of Kin Form](#)  
[Insurance, Faulty & Damaged Equipment](#)

#### OTHER FORMS:

[Confirmation of Student Status Request](#)  
[Sickness Self-Certification Form](#)  
[Prior Engagement/ Leave of Absence Request](#)  
[Change of Contact Details Form](#)  
[Complaints Forms](#)

### SHORT COURSE FORMS:

[Confirmation of Student Status Request](#)  
[Sickness Self-Certification Form](#)  
[Prior Engagement/ Leave of Absence Request](#)  
[Change of Contact Details Form](#)  
[Complaints Forms](#)

