

STUDENT LEARNING AGREEMENT & DECLARATION

ALL COURSES

The School of Electronic Music is in the business of creating skilled, creative people, ready for the music industry. Your teachers are passionate, industry professionals and are committed 100% to your creative development.

Our aim is to help you gain the skills necessary to push yourself forward in the music industry. **To get the most from the course, we require you to also give 100%.**

All members of the School of Electronic Music community are required to contribute to this positive and professional learning environment at all times. You are expected to act reasonably, to show respect for the wishes and views of others, to comply with School of Electronic Music rules and policies, to attend classes regularly and to apply yourself appropriately to your studies.

The following are the terms under which you agree to be a student at the School of Electronic Music:

- Arrive to every class and back from breaks on time and stay for the duration of the whole lesson.
 - Ensure you have made the necessary arrangements with work/family etc. to ensure you can attend classes on the days you are time-tabled in.
 - If you miss a lesson, it is your responsibility to ensure you catch up with any missed work. We advise checking the Virtual Learning Environment, Moodle (www.semstudent.com) or emailing tech@semmanchester.com to receive any handouts and speaking with classmates to copy the notes taken in lesson. If you have a valid reason for your absence you can arrange a one-to-one catch up with a member of technical support.
- If you are a DJ student, catch up lessons are provided at a discounted rate. You are welcome to book additional lessons on top of your 16 Week Course, even if you have not missed lessons. Please visit www.schoolofelectronicmusic.com
- Absence in lessons does not mean you can avoid paying fees as you have entered into a legally binding contract. Late fees will incur a charge of £25/week.
 - Participate and co-operate during lessons and have a readiness to learn.
 - Take detailed notes during all lessons and practical sessions.
 - Dedicate time each week (we would recommend four to eight hours) to reading your notes, reading around the topics and listening to/practicing with new music.
 - If you are a diploma student, attend your practical studio sessions every week - they are as important as lectures. You should schedule yourself a minimum of three four-hour studio slots per week. If you cannot access the Presonus or Midas studios, the Midi Lab is usually available. If you are a DJ student, dedicate time each week (we would recommend a minimum of eight hours) to using our DJ suites to practice – we would also recommend alternating which suites you practice in and which equipment you use.
 - Communicate with SEM staff if there is ever:
 - A reason for your absence in lesson. If you are aware that you will be absent for a lesson you should email scarlet@semmanchester.com highlighting the reason for your absence.
 - A reason for your absence in a pre-booked studio session or DJ slot. You should cancel your booking via the online booking system (www.sem.roombookingsystem.co.uk) or email tech@semmanchester.com so that the slot can be made available for other students.
 - Something we need to know regarding your life outside of school that may affect your studies.
 - A situation where you are struggling with your course and you feel you need extra one-to-one lessons, as we can help arrange these for you with technical support.
 - Complete assessed work to the deadline. If there is any reason you cannot do this, you must contact the Course Administrator by emailing scarlet@semmanchester.com before the deadline.
 - You do not have access to the DJ suites whilst on your diploma unless you are studying the DJ module. At the point of you beginning your DJ module you will have access for 20 weeks; this will be explained when you start.
 - If you are a DJ student; you will have access to the DJ suites for 20 weeks from your first lesson (not including any school holidays) in which to practice and you must not use the production suites.
 - Adhere to the rules around your student key fob usage:
 - Always fob in and out correctly through the main door and school door, so that we know you are in the building should there be a fire drill. You, and only you, should use your fob to gain access.
 - If you suspect you have lost your key fob, let scarlet@semmanchester.com know immediately so that the fob access can be blocked to prevent anyone else entering the building on your behalf. We can always reinstate the access it should you find it again.
 - You must not let anyone else into the building when you enter.
 - If you don't return your key fob at the end of your course, your deposit will not be returned.
 - Treat the equipment with respect and report any faults immediately so that we you are not implicated in the damage. Should you be found to have caused damage then you will be liable for this. Always leave the studios and suites the way you found them.
 - Respect the rules regarding visitors to the school – visitors are not allowed unless they are directly related to your work i.e. a band recording, recording a vocalist. This should be pre-arranged with technical support by emailing tech@semmanchester.com.
 - Conduct yourself in a manner that enhances the learning environment of The School of Electronic Music and treat all members of the School of Electronic Music community with respect.

STUDENT LEARNING AGREEMENT & DECLARATION

1.1 Examples of Unacceptable Conduct

The following are examples of conduct that will result in some disciplinary measure being taken. This is not an exhaustive or exclusive list.

- Poor attitude to studies
- Swearing or unacceptable language
- Persistent lateness
- Unsafe behaviour
- Misuse of any college computer system or facilities
- Cheating and plagiarism
- Refusal to comply with school rules

1.2 Examples of Gross Misconduct

Gross misconduct is generally seen as misconduct serious enough to damage working relationships and trust between the school and the student. Gross misconduct shall include, but not be limited to:

- Threatening behaviour
- Attendance at the school whilst under the influence of alcohol or drugs
- Theft or fraud
- Deliberate damage to property
- Possession of illegal substances
- Fighting or physical assault
- Bringing the school into disrepute
- Conduct which endangers others
- Misuse of email or the internet, including downloading or transmission of material which is defamatory, offensive, obscene, malicious, sexist or racist.

All members of staff have the authority to bring lapses in behaviour to the attention of the student(s) concerned. School of Electronic Music supports all staff in challenging unacceptable behaviour in students when and if it occurs.

The information on my application form is, to the best of my knowledge, true and correct. I understand that unless all fees for my course are paid I will not be able to receive certification. I understand that School of Electronic Music is entitled to suspend or cancel any contracts they may have entered with me if any of the information on the application is found to be untrue or incorrect, or if I break the terms as outlined in this Student Learning Agreement.

I understand the terms of becoming a student of the School of Electronic Music, and declare I will abide by these terms.

