LFA STUDENT HANDBOOK

September 2023

Copyright © London Film Academy 2023
This handbook is the intellectual property of London Film Academy (LFA)
and is subject to copyright. No part of this handbook is to be reproduced, adapted or communicated to any other party without prior written consent of LFA.

Availability of Student Handbook:
This Handbook is available on the LFA website and updated on a regular basis.
For MA & BA students, there is a link to this Handbook on the
University of Derby Blackboard platform

1. Welcome **5**
2. Vision, Mission and Values **6**
LFA Vision **6**
Our Mission **6**
Our Values **6**
LFA Logline **6**
3. General Information **7**
Office for Students **7**
Jisc **7**
Access and Participation Statement **7**
Student Protection Plan **7**
4. Points of Contact **8**
Who to Contact **8**
LFA Student Representatives and Student Council **8**
LFA Student Representatives **8**
The Student Council **9**
5. General Administration **10**
Contact Details **10**
Mobile Phones and Internet Access **10**
LFA Entry Cards **10**
Transcripts & References **10**
6. Administration – BA and MA students **11**
LFA Emails **11**
Confirmation of student status **11**
Student Cards **11**
Student Finance **11**
Student Loans Company – BA Students Only **11**
Student Finance England, Master's Loans – MA Students Only **11**
Udo **12**
7. Student Visa students **12**
Compliance with UK Visa and Immigration Regulations **12**
Police Registration **12**
8. Useful Information **13**
Noticeboards **13**
Bank Accounts **13**
Student Oyster cards **13**

LFA © Copyright

Council Tax 13
9. LFA Campus and use of facilities and equipment 14
LFA Campus 14
Booking space 14
Photocopier 15
Use of LFA Address 15
10. Student Conduct and Participation 16
Student Code of Conduct 16
Participation and Attendance 16
Planning Your Time 16
11. Student support 18
Student Wellbeing Manager 18
Student Support Policy 18
Inclusion Plans 18
Student Welfare 19
Personal relationships at work 19
Students Concerns and Complaints Procedure 19
Equal Opportunities Policy 19
12. Student Engagement 20
National Student Survey – BA & MA Students Only 20
13. Teaching, learning and assessment 20
Assessment 20
14. Academic Management 21
Academic Regulations 21
Academic Integrity and Misconduct 21
Plagiarism 22
Academic Appeals 22
Disciplinary Rules and Procedures 22
Fitness To Study 23
15. Privacy Policy (GDPR) 23
With Whom Do We Share Your Data? 23
How do we store your data? 23
Appendix 1. Facilities & equipment 24
Using LFA Facilities to Film or Store Equipment 24
Studio, Props, Equipment & Layout 24
Studio Layout 24

LFA © Copyright

Studio Equipment 25
Stolen Equipment 25
Faulty & Damaged Equipment 26
Appendix 2. Forms 27
BA Forms 27
Enrolment Forms 27
Other Forms 27
MA Forms 27
Enrolment Forms 27
Short Course Forms 27

LFA © Copyright

1. Welcome

London Film Academy staff and tutors welcome you to the start of your course.

LFA Policies, Procedures and Student Handbook (Handbook) together with the LFA Terms & Conditions form a legally binding agreement between you and LFA. The Handbook includes how to find the relevant policies and procedures such as academic regulations and student wellbeing, 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 BA(Hons), MA, or Certificate 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, 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.

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

Daisy Gili & Anna MacDonald
Joint Principals

LFA © Copyright

2. Vision, Mission and Values

LFA vision

Our world-class filmmakers change the world.

Our mission

We are the most innovative hands-on film school embedded in the industry.
The film industry informs our filmmakers' education, as much as we seek to influence the film industry.

Our values

Embedded in our culture are **4 key values that** are the building blocks of our mission at LFA. Everything we do, and everything we say, strives to be:

Pioneering
We were the first film school to offer a different way to learn, seeing the world through the eyes of our filmmakers. We understand that a multi-disciplinary, immersive learning environment gets the best results. And that nothing beats real world experience. It's why our filmmakers work and learn with world-class industry professionals.

Impactful
We deliver a meaningful education that changes and enhances lives. This ultimately attracts the best filmmakers and tutors. We are more than just a film school and go beyond the traditional experience. Our filmmakers are at the heart of everything we do. Their success is our success.

Collaborative
We believe filmmaking thrives on creative partnerships. For this reason, our filmmakers are part of a unique, life-long learning community that champions new connections and understands the importance of developing strong communication skills. We offer networking and support to all of our alumni. At LFA, graduation never means goodbye.

Sustainable & Inclusive
An ethical, responsible approach informs our thinking and filming. We believe a more diverse film industry benefits us all and believe film should be accessible to everyone.
We nurture our filmmakers for who they are and their individual talents, and welcome applicants from disadvantaged backgrounds.

"*Everyone probably thinks or feels that they want to 'direct' or 'write' to tell the story, but I think the most important thing is that everyone on the team is telling the story, and that is clearly the ethos at this school*."
Andy Serkis, Director, Writer

LFA logline

Do You Have a Head for Film? Think Film. Breathe Film. Live Film.

LFA © Copyright

3. General Information

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.

Jisc

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). Following their merger with The Higher Education Statistics Agency (HESA), Jisc is the designated data body for England and collect the data on behalf of the OfS.

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 our *Access and Participation Statement* found on LFA website under *LFA Policy Framework*

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).

Our Student Protection Plan looks at the strategies in place to mitigate the risks to students following higher education courses at LFA. It also considers the wider context of institutional change/closure for LFA as a whole. The plan lays out measures LFA 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 OfS as part of our general ongoing conditions of registration (Protecting the interests of all students: C3).

LFA © Copyright

4. Points of Contact

Who to contact

All members of the LFA team are available to assist you but your Course Team will be your first point of contact in most situations.

Here are a few examples of who to contact:

Area	First Point of Contact
Timetabling/scheduling enquiries	MA Senior Course Coordinator BA Senior Course Coordinator
General course enquiries	
Blackboard content enquiries	
Confirmation of Student Status letter	
Requests for extensions to deadlines or time off	
Change of contact details	
Academic enquiries	Programmes Manager or Module Leader
UoD email/Blackboard/Udo help	UoD IT Helpdesk https://itservicecentre.derby.ac.uk/hc/en-us
Production enquiries	Senior Production Coordinator
Film distribution enquiries	
Room bookings	Front of House Coordinator
LFA Library usage	
LFA student entry cards	
Postproduction enquiries	Postproduction Team
Equipment enquiries and booking	Technical Team
Fees, finance issues, payment plans	Admissions Manager
Student Visa, Biometric Residence Permit or passport expiry	
Graduate Route Visa	Admissions Team
Wellbeing and welfare	Student Wellbeing Manager

Any formal requests or queries, such as student letters or requests for time off will take time to process, please complete the relevant form in this handbook (see FORMS Section of this Student Handbook).

For more information on points of contact for access to learning resources, including information about the LFA library, please see *LFA Procedure 3.4 - Learning Resources*

LFA student representatives and student council

LFA Student Representatives
LFA Student Representatives are students who are chosen by their peers to act as the formal representative for their particular BA or MA Course. They act as a channel of communication between the students they represent and LFA staff.

Student Representatives should be provided for all BA and MA 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 Committee meeting.

The outcomes and action points from the student engagement process informs senior management who look after LFA's Quality Assurance and Staff/Tutor Development and Appraisal Systems. For more information see *LFA Procedure 4.1 - Student Representatives*

LFA © Copyright

The Student Council
The Student Council is a forum designed by students, for students, led by Student Representatives, and supported by LFA. Its purpose is

- to collect student feedback on academic and operational offerings at LFA, present it to the Staff Student Liaison Committee (SSLC) and report back to the student body on agenda items discussed and ratified at the SSLC.
- To develop and implement student-led initiatives in a number of areas that include community outreach; social events; extra curriculum events; and student experience enhancement.
- To offer an inclusive and safe platform for students to identify collective recommendations.

Membership to the Student Council is open to all students enrolled in full-time courses, for the duration of their studies.

The Student Council Chair can be contacted via studentreps@Londonfilmacademy.com

LFA © Copyright

5. General Administration

Contact details

You must inform the Course Team within two working days of all changes to your postal address, email address or telephone number, from that stated on your application form. It is your responsibility to share this information and to keep it up to date. All changes must be received in writing. You must notify your Course Team and complete a change of 'Change of Contact Details' form (see the Forms section at the end of this Student Handbook).

Mobile Phones and internet access
LFA requires you to have access to a UK mobile phone and the internet when not at LFA. LFA must be able to contact you at all times.

LFA entry cards

All students are issued with an LFA entry card. These must be worn whenever in the LFA building.

Transcripts & references

If you require a reference or transcript of the course for application to another educational institution you are required to email the request, including details of any deadlines, to your Course Team.

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

LFA © Copyright

6. Administration – BA and MA students

LFA emails

BA and MA students are provide with an LFA student email address. All course correspondence will be sent to this email address so you must ensure that you are checking your account regularly.

You are reminded that emails can constitute a legal contract – take particular care in relation to emails about equipment, crew or when placing an order.

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. This includes the sharing of personal information and contact details.

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 Team. Most letters will be available for collection after two to five working days, provided correct course fees have been paid.

Student cards

BA (Hons) & MA students are issued with University of Derby student cards. LFA does not issue you with its own student card. If you are a full-time student, studying at least 15 hours a week, for a minimum of 12 weeks per year, you may also apply for an International Student Identity Card (ISIC). This card gives students a number of discounts. More details can be found on their website 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).

Student finance

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.

Student Finance England, Master's Loans – MA Students Only
A Postgraduate Master's Loan that can help with course fees and living costs while you are on the MA course. Information about eligibility, how to apply, what you get and when you will repay the loan can be found on the government website.

There is also extra support for those with disabilities, which can also be found on the government website.

LFA © Copyright

Udo

The BA (Hons) Filmmaking, MA Filmmaking and MA Screenwriting are validated by the University of Derby. This means you are also University of Derby students and will have access to a range of the University's resources. The 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. Your awarded marks and degree classifications will also be communicated to you via Udo. 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.

7. Student Visa students

LFA is registered as a UKVI Student Sponsor with track record.

Compliance with UK Visa and Immigration Regulations

Under UK Visa and Immigration (UKVI) rules if a student does not come to or complete enrolment, fails to attend satisfactorily, or subsequently withdraws from a course, LFA is obliged to inform the Home Office and in some cases withdraw its sponsorship of the student.

For example, in addition to LFA's own attendance policy if a student has 10 consecutive absences LFA is required to inform UKVI. See LFA Procedure 6.1 – Academic Regulations.

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 offers up-to-date information.

Police Registration
If the endorsement "Register with the Police" is stamped into your passport by immigration officers on entering the UK you will be required to register with the police within seven working days of your arrival in the UK. If you are not sure whether you should register or not, bring your passport to the Admissions Team 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

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

You will need to take your passport or travel document and pay a registration fee. Failure to register, may led to prosecution.

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.

LFA © Copyright

8. Useful Information

Noticeboards

We recommend that you regularly check the notice boards situated on the ground floor. They are a good source of information including:

- details of LFA events including the Cinema Club
- job adverts
- wellbeing information.

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.

Student Oyster cards

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 need to pay the £20 fee and provide a digital passport photo. Once you have applied, TFL verifies your student status with us and will send your card directly to you. We suggest you apply as soon as you can. 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 can get your student Oyster card.

Council tax

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. For more information log on to **www.direct.gov.uk**

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

Ask your Course Team for Confirmation of Student Status letter by filling in a form (see the Forms section at the end of this Student Handbook), then contact your local authority for information on how to apply for exemption.

LFA © Copyright

9. LFA Campus and use of facilities and equipment

LFA campus

LFA campus is open weekdays, **09.00 – 18.00**, and some weekends.

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, a student room and locker/storage areas.

There is a strict **NO SMOKING policy in the LFA building** (including front steps). LFA has provided students, tutors 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.

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

Please ensure that you leave rooms in a tidy state after use., including cleaning whiteboards and ask other students to do the same. Please do not use permanent markers on whiteboards.

Further information is available on our website - *LFA Facilities*.

Booking space
If you wish to book a space at LFA please email operations@londonfilmacademy.com.

More information on the use of LFA facilities and equipment, including use of the studios, can be found in Appendix 1 of this handbook

LFA internet and use of IT resources

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, 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.

Furthermore, *LFA ICT Acceptable Use Policy* is intended to provide a framework for such use of LFA's I.T. resources. The purpose of the policy and associated rules is:

- To ensure proper usage;
- to reflect the Academy's regulations;
- to reflect UK laws and statutes.

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.

LFA © Copyright

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.

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.

Use of LFA address

Students may only use the LFA postal address for correspondence received in connection with student films. **Students MAY NOT give the LFA address for official correspondence such as banks or mobile telephones.** You also must not use the LFA address for delivery of parcels. 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.

LFA © Copyright

10. Student Conduct and Participation

Student code of conduct

LFA aims to provide all of its students with the support and guidance they need to achieve and succeed. The Student Code of Conduct sets out the standard of conduct the LFA expects of all of its students so that everyone can undertake their studies in a supportive, safe and nonthreatening environment. This Student Code of Conduct and the LFA student disciplinary procedures are intended to provide fair and transparent procedures for maintaining reasonable behaviour by students while they are enrolled with LFA.

For details please see *LFA Procedure 1.5 Student Code of Conduct*

Participation and attendance

LFA expects all students to participate fully in the learning activities associated with each module and to undertake all components of assessment attached to it and will monitor engagement at taught sessions from the first week of teaching. Taught sessions can be lecture, tutorial, seminar, workshop or studio-based.

LFA has an **85% attendance expectation,** and this includes disciplinary action being taking after **two unauthorised absences** across the module. Any student with a poor record with respect to lateness or absence will be subject to the LFA's disciplinary process. For BA and MA 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/

LFA utilises a sign in digital app and paper sheet system for attendance, security and fire regulations. It is each student`s primary responsibility to sign in and out on a daily basis at Front of House. Additionally, student attendance, including the time of arrival to class, is recorded by tutors or the Course Teams. Failure to sign in and out will result in a student being marked absent for the day in question. International students with a student visa should familiarise themselves with the UKVI guidelines on attendance to prevent deportation.

Leave of Absence
Students must notify the Course Team 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 Procedure 6.10 - Leave of Absence and Prior Engagement/Leave of Absence form (also found in the Forms section at the end of this Student Handbook).

Planning your time
LFA 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, as detailed in the course Module Handbooks, including what should be submitted and to whom. Any questions or concerns should be discussed with the Course Team 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 Team to gain advice on the impact they may have to your studies at LFA. In particular, periods of production at LFA 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. For example, repeated absence by students may

LFA © Copyright

affect the number of crew roles available on student productions and may 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. Most of the teaching on the BA, MA and AFC takes place on weekdays, between 9:00 and 18:00. However, some assignments and classes 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 Team as soon as possible.

Student Withdrawal
Students who decide to withdraw from their course must contact their Course Team and are required to submit a letter outlining the reasons for the withdrawal.

LFA © Copyright

11. Student support

Student wellbeing manager

The Student Wellbeing Manager (SWM) is your point of contact for your non-academic life while you are with the LFA. They can support you with how to manage your studies alongside personal difficulties and challenges you are facing, whether these are short or long term. The SWM also acts as a point of contact for signposting to external support services.

The SWM is the point of contact for inclusion plans and associated concerns, non-academic student complaints, and safeguarding and serious wellbeing concerns. If you are concerned about your own or someone else's safety please report this to the SWM as soon as you are able, so that we can work to keep all students safe and engaging with the course. If you report a concern like this to another member of staff they will encourage you to contact the SWM, and they may contact them themselves.

If you raise something of concern with LFA staff, we may need to share this information with other staff members, where appropriate, to be able to solve the problem. We will tell you when information needs to be shared between staff members.

All LFA staff have a duty to report crimes to the police, and incidences of serious concern to the relevant authorities, such as Local Authority Social Care.

Student support policy

LFA aims to ensure that all students receive effective support, appropriate to their individual needs, to enable them to benefit fully from their learning experience. LFA will ensure that findings from a range of student survey methods are appropriately analysed and considered at a senior level. In terms of learning resources, LFA ensures that all students have access to adequate and varied learning resources which are appropriate to their studies, and which encourage independent learning.

For more information see *LFA Policy 3 Student support and it related procedures:*

- *LFA Procedure 3.1 Student welfare and pastoral care*
- *LFA Procedure 3.2 Safeguarding and Prevent*
- *LFA Procedure 3.3 Inclusion*
- *LFA Procedure 3.4 Learning resources*
- *LFA Procedure 3.5 Sexual misconduct*
- *LFA Procedure 3.6 Bullying and harassment*

Inclusion plans

In the UK it is a legal requirement for higher education to make reasonable adjustments for students who have an additional need. This could mean a variety of things, from neurodivergence, to long term mental health difficulties, to a physical disability. Your right to not be discriminated against and to have reasonable adjustments made for you are protected by law.

An Inclusion Plan is a written document that makes academic and practical adjustments for you so that you can access the course to the best of your ability. It means that you will not have to ask for exemptions for every piece of work, and you will not have to explain your situation to every new member of staff.

Inclusion Plans cannot be retroactively applied to assessments you have already submitted, so if you need an Inclusion Plan it is important you speak to us as soon as you can.

LFA © Copyright

You will not be discriminated against by asking for an Inclusion Plan. We are here to support and empower you and give you the best chance of success at LFA.

For more information see *LFA Procedure 3.3 Inclusion*.

Student welfare

For guidance and information on LFA's welfare services see *LFA Procedure 3.1 – Student Welfare and Pastoral care.* This procedure contains information on:

- Student welfare principles
- Expectations of students
- On-line Etiquette
- Personal relationships
- Declaration of personal relationships
- Career guidance and professional development
- In-course support and advice
- Graduate support and advice
- Student wellbeing and safety
- Accidents or illness on LFA premises
- Accident or illness on location
- Medical advice
- Counselling
- Security
- Prevent duty

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 LFA 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. See *LFA Procedure 3.1 – Student Welfare and Pastoral Care*

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 LFA Procedure 6.6 – Student complaints please click here, and to access the Application for Consideration of a Complaint, click here.

Equal opportunities policy

The Equal Opportunities policy applies in relation to all aspects of LFA'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.

LFA 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,

LFA © Copyright

bullying or victimisation on the grounds of gender, disability, pregnancy, marital status, sexual orientation, age, religion, race, ethnic or national origin.

12. 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. See *LFA Procedure 4.1 Student representatives*
- Academic concerns raised by you with your Course Team and/or Head of Courses
- Informal discussion with groups or individuals
- Formal discussion through staff-student consultation (Student/Staff Liaison Committee, course committee meetings, Academic Board see Quality Assurance and Enhancement Handbook)
- Through the Complaints Procedure. See LFA Procedure 6.6 – Complaints

Outcomes and action points from the student engagement process informs senior management and staff/tutor development and appraisal system.

National Student Survey – BA & MA 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.

13. Teaching, learning and assessment

LFA regards the systematic organisation, careful management, continuous review and planned enhancement of teaching and learning and the management of assessment as crucial to its success. Effective teaching and learning, and well designed, transparent and effective assessment arrangements are crucial to a successful student learning experience. More information can be found in the *LFA Policy 5 Teaching, Learning and assessment* and the related procedures:

- *LFA Procedure 5.1 - Delivering effective learning*
- *LFA Procedure 5.2 - Student feedback*
- *LFA Procedure 5.3 - Independent learning*
- *LFA Procedure 5.4 - Assessment*
- *LFA Procedure 5.5 - Internal and external verification*
- *LFA Procedure 5.6 - Peer observation*
- *LFA Procedure 5.7 - Online learning etiquette*

Assessment

Assessment is an important part of the learning and teaching process. It also provides information that guides students, the Course Teams and Tutors in the on-going improvement of learning and teaching. For further information see *LFA Procedure 5.4 Assessment*. This includes information on

- General Principles and Responsibilities of Assessment
- Types of Assessment
- Conduct of assessment for the BA and MA
- Development, review and enhancement of assessment .

LFA © Copyright

14. Academic Management

The overall aim of *LFA Policy 6 Academic management* is to ensure that LFA takes appropriate measures to define and publish clear expectations for academic conduct and also the consequences of infringing these measures. The policy also sets out the ways in which students can appeal or complain in those cases when they feel that they have a legitimate concern and indicates the arrangements for providing records of academic achievement.

The policy also sets out LFA's approach to programme approval, course monitoring and annual review.

Related procedures include:

- *LFA Procedure 6.1 Academic regulations*
- *LFA Procedure 6.2 Academic misconduct*
- *LFA Procedure 6.3 Plagiarism*
- *LFA Procedure 6.4 Academic appeals*
- *LFA Procedure 6.5 Student disciplinary*
- *LFA Procedure 6.6 Complaints*
- *LFA Procedure 6.7 Programme approval*
- *LFA Procedure 6.8 Course and annual monitoring*
- *LFA Procedure 6.9 Programme specifications*
- *LFA Procedure 6.10 Leave of Absence*
- *LFA Procedure 6.11 Fitness to study*

Academic regulations

LFA academic regulations comprise the rules for the construction, operation and assessment of higher education courses. Every higher education student should, as part of their studies, familiarise themselves with them. *LFA Procedure 6.1 – Academic Regulations* includes:

- Admission to LFA higher education courses
- Attendance
- Teaching timetables
- Teaching schemes, programmes, and modules
- Course handouts and guidelines
- Changes to course content
- Start times of teaching sessions
- Collaboration and Teamwork
- Student records
- Levels of study

This is crucial that BA and MA students also familiarise themselves with the University of Derby's Academic Regulations and Student Terms & Conditions.

Academic integrity and misconduct

Academic misconduct such as cheating in examinations or in other assessments considered for the award of a certificate, or degree, is a type of fraud. A student who copies other people's work is passing off something as their own, when it belongs in reality to someone else. A qualification is awarded when a student has achieved a certain body of knowledge and acquired certain high level skills. If the student had not actually gained that knowledge or could not use those skills, because in fact they had misled the assessors about the extent of their accomplishment, then the qualification could not be treated by employers or others as a reliable indicator. As a consequence, the award would be devalued for all those who had earned it honestly.

For these reasons, London Film Academy (LFA) has a duty to all its students, and to its awarding organisations, to ensure that all qualifications are earned by students by their own efforts and not by cheating.

LFA © Copyright

Consequently, there are penalties for any student who commits an act of academic misconduct, ranging from failure in the module to exclusion from the course of study. There are also intermediate requirements to resit or retake a module. This would cost the student a substantial additional investment of time and money. The penalties extend to long periods of suspension from the course and possible permanent exclusion. *LFA Procedure 6.2 – Academic Misconduct* includes:

- Principles of Academic Intergrity
- Academic Misconduct
  - Plagiarism
  - Cheating
  - Collusion
  - Falsification
- LFA Copyright
- Identification of Academic Misconduct
- Academic Infringement Process
- Penalties for unfair practice
- Appeals by students found guilty of unfair practice
- Office of the Independent Adjudicator (OIA)

Plagiarism

LFA is committed to fair assessment procedures for all students. Academic misconduct threatens fair assessment, which in itself can then disadvantage all students and challenge the quality of awards made by LFA. Plagiarism is one aspect of academic misconduct, but it is also a subject which raises important learning and teaching issues. For more information see *LFA Procedure 6.3 – Plagiarism*

Academic appeals

Students have the right to request an academic appeal and ask that their mark awarded for an assessment be reconsidered. Appeals will only be considered on specific grounds such as exceptional extenuating 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/Progress Board.

For further information on see *LFA Procedure 6.4 - Academic Appeals*.

Disciplinary rules and procedures

It is necessary for any well-run place of study to ask students to abide by certain essential rules and regulations. *LFA Procedure 6.5 – Student Disciplinary* aims to clarify the responsibilities of all parties and to set out a consistent approach that develops and encourages fair treatment for all.

The main objective of any disciplinary action is corrective, rather than punitive, with the aim of helping students reach and/or maintain the expected standard of behaviour. Where students breach rules, a notification of disciplinary action will be provided to the student and a copy will be recorded on the student record.

LFA © Copyright

Fitness to study

Fitness to study relates to a student's capacity to perform fully and satisfactorily as a student, in relation to their academic studies at LFA. LFA is committed to supporting student wellbeing and recognises that a positive approach to the management of physical and mental health is crucial to student learning and academic achievement - see LFA Inclusion Plans

The purpose of LFA Procedure 6.11 - Fitness to Study is to provide a suitable and coordinated response by academic and student welfare staff in circumstances where it is considered inappropriate to apply disciplinary procedures. To encourage early intervention and active collaboration between all staff in managing situations where there are concerns regarding fitness to study. To provide a non-judgmental, consistent and sensitive approach to the management of situations which may require different levels of response according to the perceived level of concern. For the full procedure click here: LFA Procedure 6.11 - Fitness to Study

15. 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 visa 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 visa 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 online data storage facilities. Access to these platforms 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.

LFA © Copyright

Appendix 1. Facilities & equipment

Using LFA facilities to film or store equipment

Filming in LFA building is restricted to the LFA Studios (JW Studio and Kubrick Studio). If you would like to book a studio for a production email operations@londonfilmacademy.com to check availability and for a full list of terms and conditions.

We do not permit filming anywhere else in the building.

Studio, props, equipment & layout

Studio Layout
There are two studios available at LFA: the Kubrick 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 unlock and lock 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 your Course Team

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

LFA © Copyright

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 the 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 LFA.

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 Team to ensure that that LFA is provided with the information needed to take appropriate action.

LFA © Copyright

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.

LFA © Copyright

Appendix 2. 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.

BA Forms

Enrolment Forms
Student Kit Care Agreement

Other Forms
Confirmation of Student Status Request
Sickness Self-Certification Form
Prior Engagement/ Leave of Absence Request
Change of Contact Details Form
Complaints Forms

MA Forms

Enrolment Forms
Student Kit Care Agreement

Other Forms
Confirmation of Student Status Request
Prior Engagement/ Leave of Absence Request
Sickness Self-Certification
Notice of Withdrawal
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

LFA © Copyright