

SEM STUDENT LEARNING AGREEMENT

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 100% committed 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 your course, we require you to also give 100%.

All members of the SEM 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 SEM 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 SEM:

- 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 timetabled in.
- Participate and co-operate during lessons and have a readiness to learn.
- Take detailed notes during lessons and practical sessions.
- If you miss a lesson, it is your responsibility to ensure you catch up with any missed work. We advise checking semstudent.com and speaking with classmates to copy the notes taken in lesson. If your absence is authorised and you still have questions after going through semstudent.com, you can contact Tech Support for a recap.
- Ensure you remain subscribed to the emails from SEM and that you check these periodically, as this is our main way of contacting you.

If you are studying Introduction to Music Production, Advanced Music Production, Audio Engineering, or on our BA Hons Music Production pathway, your training is classed as full-time.

- To achieve the learning outcomes and get the most from your training, we expect you to put in 21 hours weekly as a combination of lessons, practical studio time, home-study (reading your notes, reading around the topics and listening to/practicing with new music), and ensuring you've gone through the content on semstudent.com.

If you are studying Music Business, Complete DJ or Electronic Music Composition, these modules are classed as part-time.

- To achieve the learning outcomes and get the most from your training, we would recommend 8+ hours weekly as a combination of lessons, practical studio time, home-study (reading your notes, reading around the topics and listening to/practicing with new music), and ensuring you've gone through the content on semstudent.com.

Your Student Welfare Officer is Lawrence Allen (info@semmanchester.com). We expect you to communicate with him if there is ever:

- A reason for your absence or lateness in lesson. If you are aware that you will be absent for a lesson you should email highlighting the reason for your absence.
- 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 support.

Should you have a grievance regarding any aspect of your training, we ask that you do not discuss this publicly or with other students, but raise this directly with the Student Welfare Officer, where we will look to discuss and remedy any issues. There will be surveys during your course where you can also anonymously give feedback.

We expect you to communicate with Tech Support (tech@semmanchester.com) if there is ever a reason for your absence in a pre-booked studio session. You should email tech@semmanchester.com or call them on 07904 876 269.

You should complete assessed work to the deadline. If there is any reason you cannot do this, you must contact the Student Welfare Officer before the deadline to see if an extension is appropriate.

You must adhere to the rules around your student access pass:

- Always fob in and out through the doors, so that we know you are in the building should there be a fire alarm.
- You, and only you, should use your pass to gain access. You must not let anyone else into the building. If you do, and they cause damages, you will be liable.
- If you suspect you have lost your access pass, let info@semmanchester.com know immediately so that the pass can be blocked - you should ring Tech Support if it is outside of office hours. We can reinstate the access if you find it again.

Visitors must always be brought to SEM Reception or to Tech Support to sign in. Depending on the module you are studying, you may or may not be allowed to bring visitors into SEM.

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, along with the damage caused by any of your visitors. Always leave the studios and suites the way you found them.

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You must conduct yourself in a manner that enhances the learning environment of the School of Electronic Music, and treat all members of the SEM community with respect.

Examples of Unacceptable Conduct

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

- Poor attitude to studies
- Swearing or unacceptable language
- Persistent lateness for lessons or studio sessions
- Persistent unauthorised absences in lessons
- Unsafe behaviour
- Misuse of the computers or facilities
- Cheating and plagiarism
- Refusal to comply with or disregard of the school rules

You can find SEM's full list of rules and policies here here: <https://www.schoolofelectronicmusic.com/sem-policies>.

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 or abusive behaviour or language
- 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 SEM staff have the authority to bring lapses in behaviour to the attention of the student(s) concerned. The School of Electronic Music supports all staff in challenging unacceptable behaviour in students when and if it occurs.



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I have watched and understand the school induction video.	
I have received my course confirmation, payment plan, and current module timetables.	
I understand the school rules and procedures regarding absences and lateness in lectures and practical studio sessions.	
I understand that I will receive assessments during my course, and am expected to hand in work by the deadlines or risk losing marks against my overall course grade.	
I understand how to book & cancel studios, and the rules around studio misuse.	
I understand the rules regarding bringing visitors to SEM.	
I understand the procedure for logging a grievance, feedback, complaints or praise for any aspect of my course or the school.	
I understand the procedure in the event of a fire.	
I understand that I am responsible for my own property whilst at SEM.	
I know who the Student Welfare Officer is, who I can contact for any relevant issues (ie. absences, extensions, health issues, learning support needs).	
I have received my access pass and understand the rules around this.	
I understand that I will not be able to receive certification for my modules or my course if my course fees are not up to date.	
I agree to abide by SEM's rules and policies found via https://www.schoolofelectronicmusic.com/sem-policies .	
I understand that the School of Electronic Music is entitled to suspend or cancel any contracts they may have entered with me, without monetary refunds if I break the terms as outlined in the Student Learning Agreement.	

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

Student copy of document. Please keep for your records.



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Full Name:

Signed:

Date:

SEM Office copy. Please return.

