DEPARTMENT OF MEDIA ARTS

UNDERGRADUATE STUDENT HANDBOOK

2019-2020

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Department of Media Arts
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Contents

1   Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, social sciences and sciences.

The Department of Media Arts, is one of 3 department which for the School of Preforming and Digital Arts and welcomes new students, and we hope that you will soon feel at home in our creative and critical community. For all those returning students, we congratulate you on your past years' achievements and look forward to the year ahead.

You join a department consistently ranked in the top 10 for research in Media. Your experience on the degree will be informed by this research and the professional expertise of staff in the department, offering you courses that are dynamic, challenging, innovative and intellectually stimulating. We aim to develop your critical thinking and your creative expression, foster your intellectual curiosity and offer you a range of experiences that prepare you for the world after University.

Your role in our creative, critical community is paramount: if there's a problem, a new idea, an opportunity: Tell us! Get involved.

As part of this community you also have an important obligation to your peers and to the department: you will need to work extremely hard, communicate effectively, attend regularly and be reliable in your commitments to peers and staff alike.

The Department has made a number of changes over the summer, including 3 new fully equipped computer labs. We are also rolling out our BA Video Games, Art and Design programme.

We have a number of exciting opportunities and events planned for the year ahead, including the return of a range of different Alumni and guest industry speakers, gallery visits and more.

Within our creative, critical community your studies will develop your potential, but this will require commitment, determination and inspiration. Good luck!

Professor Jonathan Powell
Head of Media Arts, September 2019

1.2 How to find us: The Department

The Department of Media Arts is located in the Arts and Williams Buildings.
The School of Performing Arts Administration Hub can be found in the Katherine Worth Building.

All building locations are indicated on the **campus map** below.

The Media Arts Help Desk is located on the ground floor of the Arts Building in room G15. The office is open weekdays from 8:15 to 4:15. Letters may be left in the office for members of staff and information about courses may be collected. The main contact details for the department are

1.3 Map of the Egham campus
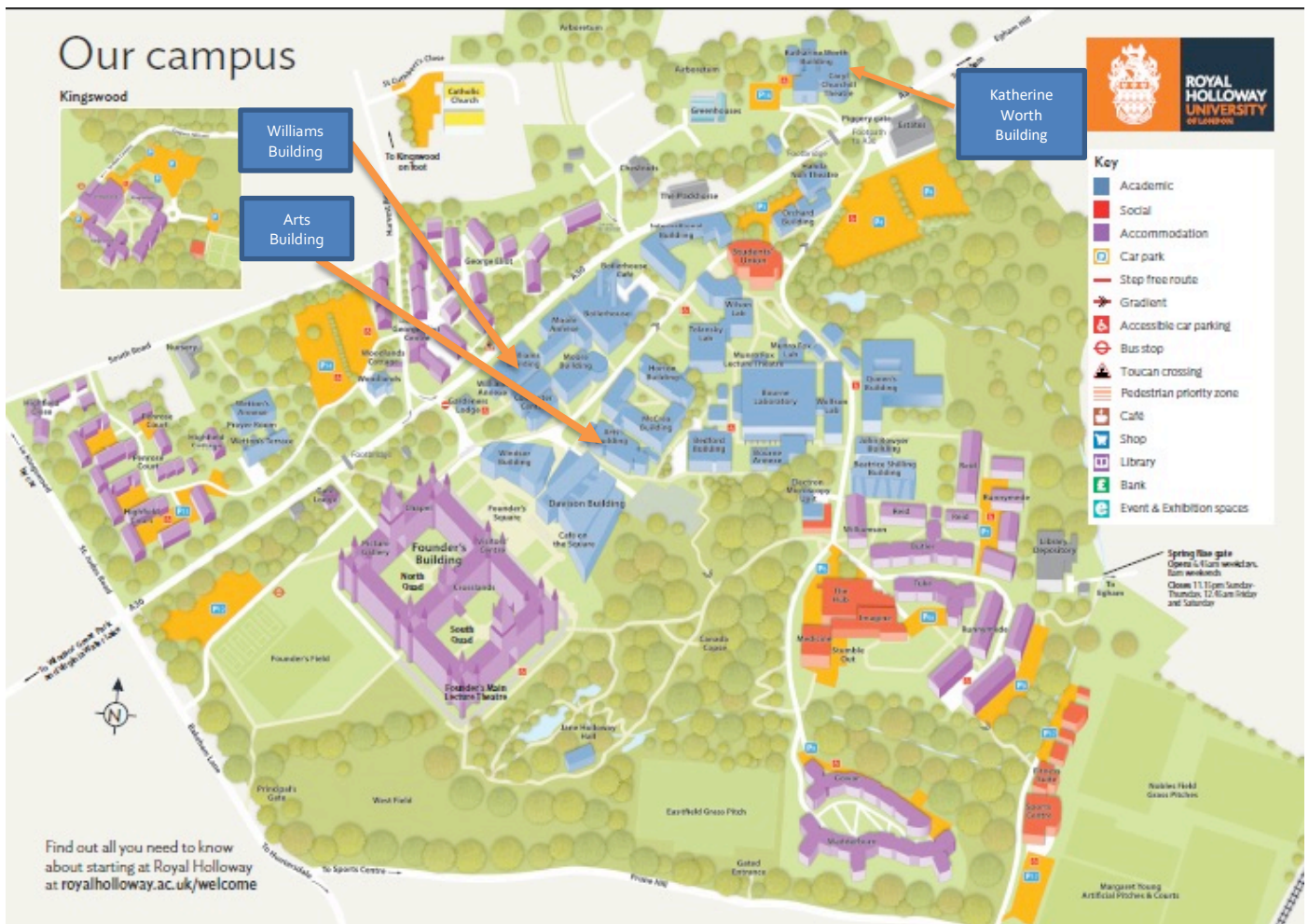
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal here

1.4 How to find the staff
Academic and Administrative staff are located in the Arts Building and their contact details are as follows:

Staff Contact Details

	Name/Email	Telephone	Location
Head of School:	Jen Parker-Starbuck Jen.parker-starbuck@rhul.ac.uk	01784 414106	KWB102
Head of Department:	Jonathan Powell jonathan.l.powell@royalholloway.ac.uk	01784 414335	AG14
Academic Staff: Arts Building	James Bennett James.bennett@royalholloway.ac.uk	01784 443940	
	Daniela Berghahn Daniela.berghan@royalholloway.ac.uk	01784 443838	AG21
	Manishita Dass Manishita.dass@royalholloway.ac.uk	01784 444034	AG4
	Rhys Davis Rhys.davis@royalholloway.ac.uk	01784 414110	AG10
	Mike Dormer Mike.dormer@royalholloway.ac.uk	01784 414684	AG22
	John Ellis John.ellis@royalholloway.ac.uk	01784 443831	AG16
	Adam Ganz Adam.ganz@royalholloway.ac.uk	01784 443147	AG20
	George Guo George.guo@royalholloway.ac.uk	01784 276216	AF04
	Nick Hall Nick.hall@royalholloway.ac.uk	01784 276216	AG9
	John Hill John.hill@royalholloway.ac.uk	01784 414684	AF08
	Chris Hogg Chris.hogg@rhul.ac.uk	01784443832	AG12
	Marc Isaacs Marc.isaacs@royalholloway.ac.uk	01784 443919	AG02
	JP Kelly Jp.kelly@royalholloway.ac.uk	01784 443005	AF12
	Barry Langford b.langford@royalholloway.ac.uk	01784 443833	AG11
	Nick Lee Nick.lee@rhul.ac.uk	TBC	AF04
	Jacob Leigh Jacob.leigh@royalholloway.ac.uk	01784 414121	AG5
	Ivan Levene Ivan.levene@royalholloway.ac.uk	01784 443839	AG19
	Helen Littleboy Helen.littleboy@royalholloway.ac.uk	01784 443919	AG2
	Victoria Mapplebeck Victoria.mapplebeck@royalholloway.ac.uk	01784 414412	AG2
	Steven Marchant Steven.marchant@royalholloway.ac.uk	01784 276376	AF07
	Mandy Merck Mandy.merck@royalholloway.ac.uk	01784 414456	AG7
	Amanda Murphy Amanda.murphy@royalholloway.ac.uk	01784 414412	
	Gail Pearce	01784 414334	AG17

	G.pearce@royalholloway.ac.uk		
	John Roberts John.roberts@royalholloway.ac.uk	01784 443941	AG6
	Richard Wright Richard.wright@rhul.ac.uk	01784 443832	AG12
	Alfie Bown alfie.bown@rhul.ac.uk	01784 414457	AG9
	Maeve O'Connell Maeve.O'connell@rhul.ac.uk	01784 443845	G24
	Brandon Wade brandon.wade@rhul.ac.uk	TBC	TBC
	Armando Garcia armando.garcia@rhul.ac.uk	TBC	AG9
	Mervyn Watson	01784444232	AF04
School Manager	Louise MacKay louise.mackay@rhul.ac.uk	01784 443532	KWB
Helpdesk Staff:	Jackie Marty Senior Helpdesk Officer jackie.marty@royalholloway.ac.uk	01784 443916	G15
Tech Support Staff: Williams Building	Keith Buckman keith.buckman@royalholloway.ac.uk	01784 443269	W0-13
	Helen Adams helen.adams@royalholloway.ac.uk	01784 414461	W0-18
	Sarah Peacock sarah.peacock@royalholloway.ac.uk	01784 414461	W0-18
	Neil Smith n.smith@royalholloway.ac.uk	01784 414462	W0-16
	Nancy Jones nancy.jones@rhul.ac.uk	01784443722	W0-29
	Dale Gent dale.gent@rhul.ac.uk	TBC	TBC
	Matthew McGuinness matthew.mcguinness@rhul.ac.uk	TBC	TBC

Technical Staff can be found in the Williams Building and their contact details are as follows:

1.5 Staff research interests

research and creatively/professionally-led by staff expertise, creating programmes of study that foster intellectual curiosity in students

Details of all staff research interests can be found on the departmental website:
https://www.royalholloway.ac.uk/mediaarts/research/home.aspx

2   Support and advice

2.1 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student Charter outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student

and later as part of the College's alumni

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.2 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

2.3 Support within your department

Department support for personal or academic problems is available via your Personal Tutor, the Head of Department Professor Jonathan Powell or the Senior Helpdesk Officer Jackie Marty.

2.4 Students' Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU Advice and Support Centre, situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. Open 9.30am - 5pm, Monday – Friday, it operates an open-door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk

Find out more about the Students' Union

2.5 Student-staff committee

We want to hear your views on the way the department operates. There is a student-staff committee on which both taught and research students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students' Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Student- Staff Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the Course Reps page on the SURHUL website.

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

2.6 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre

2.7 Support Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run Health Centre on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk

Find out more about Support Advisory & Wellbeing

2.8 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone   01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing

2.9 Disability & Dyslexia Services (DDS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department is your Personal Tutor or alternatively you can contact:

Name: Jackie Marty – Senior Helpdesk Officer
Phone: 01784 443916
Email: jackie.marty@rhul.ac.uk

2.10   International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office

2.11   Academic Skills Support

The Centre for the Development of Academic Skills, CeDAS, offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul.

2.12   IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk
In person: Visit the IT support office in the Davison Library (ground floor)

Find out more about IT Services

3   Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

3.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the campus-

wide portal, CampusNet or direct via Outlook.com.

We will routinely email you at your College address and you should **therefore check your College email regularly** (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays**.**

 If you send an email to a member of staff in the department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research**.**

3.2 Post

All post addressed to you in Media Arts department is delivered to the student pigeonholes (alphabetical by surname) in the foyer outside the main Media Arts Department Office G15. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

3.3 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available here.

You can find out about how the College processes your personal data by reading the Student Data Collection notice.

3.4 Notice boards

The official student notice boards are on the walls in the foyer outside the Media Arts Office G15 and outside the student common room in the Williams Building. Every effort is made to post notices relating to classes well in advance, but occasionally changes have to be made at short notice and in that case email and/or social media will be used. The **information for current student's page** on the website also contains key documents and resources relating to your studies.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

3.5 Social Media

The department also communicate via social media:

 @rhulmediaarts #mediaarts

 https://www.facebook.com/RHULMediaArts

3.6 Personal Tutors

A personal tutor is assigned to every student and regular meetings are arranged by the tutors (at least once a term). These meetings will provide an opportunity for students to discuss any matters of concern, whether relating to their academic progress or to other aspects of their life and work in the department. Personal Tutors have a duty of confidentiality about issues raised by their advisees. Your Tutor will have regular office

hours which are usually displayed on their office door. You can visit your Personal Tutor during their office hours. You may also make an appointment to see your Personal Tutor if you have anything you wish to discuss outside their office hours.

3.7 Questionnaires

Student feedback will be requested periodically during the academic year. Your feedback is appreciated.

4   Teaching

4.1 Dates of terms

Term dates for the year are as follows.

Autumn Term	**Mon 23 September to Friday 13 December 2019**
Spring Term	**Mon 13 January to Friday 27 March 2020**
Summer Term	**Monday 27 April to Friday 12 June 2020**
Winter Graduation	**Tuesday 17 to Thursday 19 December 2019**
Summer Graduation	**Monday 13 to Friday 17 July 2020**

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to inform your department and fill in a Notification of Absence Form (explained further below). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

4.2 Academic Timetable

Your individual student timetable will be available via the Your Timetable page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every few days) to ensure you are using the most up to date timetable. Any changes to your timetable that occur within two working days will be notified by email to your RHUL account, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

4.3 Study weeks

The department of Media Arts has no formal study weeks. However individual course conveners may decide to have a 1 week break during each term in which a course is taught for 2nd and 3rd year courses, and will advise students accordingly. There are no study weeks for 1st Year Students.

5   Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. The earlier you do so, the sooner we can provide the appropriate help. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

5.1 Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Media Arts Department has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements. You can find out more about attendance policy here.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. The Undergraduate Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

5.2 Adjustments to attendance requirements

If you believe that you will not be able to comply with the attendance requirements, you may request an adjustment in your case. This would only be permitted if you have good reason to ask for it and if adjustment would not compromise competence standards or your ability to reach the learning outcomes of your programme. Requests to consider an adjustment to attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (D&DS) and Academic Quality and Policy Office (AQPO).

5.3 Monitoring attendance

The Media Arts Department monitors attendance at **all** seminars and workshops. It will also monitor attendance at some lectures. It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

We will contact you in the event that:

i.   you fail to attend for **two weeks** without providing notification of your absence;

ii.   you display a **pattern of absence** that the department feel is affecting or is likely to affect your work

iii.   you display a pattern of absence that causes **concern over your wellbeing or which may point to an undisclosed disability**

5.4 Formal Warnings

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning in section 24 of the Undergraduate regulations.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action.   However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

5.5 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student visa will be withdrawn. Alternatively, in line with the College's legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College's obligations to the UKVI. Please see our Undergraduate Regulations.

5.6 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor or the Senior Helpdesk Officer Jackie Marty. In addition, an extensive range of additional support, guidance and advice is available from the College's Student Advisory & Wellbeing teams. As explained in section 2 above, the Students' Union also operate an Advice and Support Centre.

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the Notification of Absence Procedure. You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the on line guidance.

If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Tutor). The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor's medical certificate from you in the event of multiple and/or sustained instances of self-certified illness. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal.

Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

6 Degree Structure

Full details about your specific programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through the Programme Specification Repository.

6.1 Course registrations

You can only register for 120 credits' worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome week). Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

6.2 Change of programme

You may transfer to another programme subject to the following conditions being met before the point of transfer: All transfer requests must be discussed with your personal tutor.

(a) you must satisfy the normal conditions for admission to the new programme;
(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
(c) the transfer must be approved by both the department(s) or school(s) responsible for teaching the new programme and that for which you are currently registered.

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations.

7 Facilities

7.1 Facilities and resources within your department

State of the art technical facilities are available in both departments, with access to industry standard equipment as part of course teaching alongside the opportunity to utilize production kit for your own personal projects.

Media Arts
From the very start of the course, you will begin to gain practical experience using the department's excellent technical facilities in our Media Arts Centre, which offers:

- Production skills training with our creative technical team
- Exclusive 24-7 access to post production facilities
- Dedicated media file server and local area network
- Location filming equipment loan service
- Television studio, with production gallery and green room
- Advisory support for your production's art department needs
- Practice teaching room
- Dedicated digital studio space
- Two media labs, each with thirteen iMac computers
- Eleven editing rooms, four offering 5.1 surround sound monitoring
- Vocal booth and sound studio

· Student common room

Our technical support team plays an integral role in production skills training, drawing on an extensive range of experience gained though working in the creative industries and in education. We are here to provide expert advice and help you realize your creative vision.

Following the necessary skills training, you will be able to borrow film production equipment from our location store, including Sony PMW100 XDCAM cameras, boom microphone kits, Sennheiser radio microphone kits, Edirol field recorders, Zoom H5 recorders, Sony NEX5n digital cameras and a range of professional lighting equipment, including Fresnel kits, Dedo Lite kits, Kino Flo kits, C-stands, flags and reflectors.

Our television studio can be used for single or multi-camera production, has a floor area of 108 sqm, and offers installed lighting grid, DMX control, cyclorama, production gallery and green room.

Our art and design technicians can assist you with your film's production design and advise on sourcing scenery, props and costumes. We keep a useful range of props in-house to lend out to productions.

We provide 24-7 access to almost forty networked post-production workstations in our media labs and editing rooms, offering Final Cut Pro, Motion, Compressor, Logic Pro, Blender, and other professional applications on

recently-installed Mac Pro and iMac computers**.**

7.2 The Library

The Library is housed in the **Emily Wilding Davison Building**.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate courses. . The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for Media Arts is Stavroula Kiritsi, who can be contacted at stavroula.kiritsi@rhul.ac.uk.

7.3 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here:

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.

7.4 Computing

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

How to find an available PC

8   Assessment Information

You must submit ALL work on the date as detailed on the assessment paper. Assessed work can ONLY be submitted at that date unless otherwise announced.

You must submit your assessed work to a member of the administrative staff in the Media Arts Office (AG15) between the hours of 10 – 2pm. You will be required to complete a submission form for each piece of work handed in. The form will be signed and the top copy will be kept in the office as a record that you handed in the work; the pink copy is retained by you as a receipt. The submission of assessed work is equivalent to an examination. If you do not hand in your Assessment at the date and time stipulated your work will be penalised.

All written work must be submitted as follows:

For theory courses, you should hand in ONE HARD COPY to the office and submit ONE COPY online via TURNITIN (http://www.submit.ac.uk). A copy of the TURNITIN receipt must be submitted to the office with the hard copy. Your submission to the office will not be accepted if the TURNITIN receipt is not attached where applicable. (See separate booklet on how to use TURNITIN.)

All practice work must be submitted as follows:

You must follow the guidelines for submission of practice work when completing coursework for Media Arts. Failure to do so will result in a minimum 10-mark penalty being applied.

After completing an assessed piece of work, students must export a file using the submission guidelines given to them in the assessment brief for each individual course (by either the course tutor or the technical team). Before the specified course submission deadline, students must do the following:

1. Export their work, in the specified format, using the naming template [COURSE NUMBER] [CANDIDATE NUMBER] [YEAR].mov – For example, 2nd year Directing Screen Fiction would be named MA2003_140999_2015.mov. Work in other digital forms, such as still images and sound files, need to be specified and students instructed accordingly, adopting a similar naming format.

2. Check the playback of the Submission file to ensure there are no errors or technical issues. It is the Students' responsibility to ensure their file functions correctly and they should test playback on a machine other than their own prior to submission.

3. Copy the Submission file to the Submissions folder within the course unit's Shared space. This folder is a drop box, so they can drop files into it but not see the contents, so it is imperative that they check the file works before putting it in this folder. This folder should also contain any written components to the assignment.

4. Obtain a receipt from Neil Smith (or other designated technician) to signify that the work has been uploaded correctly.

8.1 Anonymous marking and cover sheets

All student work is marked anonymously. The marker only sees the candidate number, not the candidate's name. In third year, work where the first marker has supervised the project (such as dissertations and practice work) and is therefore likely to be aware of the candidate's identity, each piece of work is second marked.

Feedback is provided on departmental cover sheets and students are advised to pay particular attention to the advice on 'the points for development' section and/or to discuss the feedback with their course tutor'

8.2 Submission of Work

All assignments should be submitted in accordance with the instructions on the assessment's sheets. These assessment sheets will be issued by the course tutors and posted on Moodle.

8.3 Stepped Marking

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that an upper second-class piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low 2:1, while a 68% indicates a high

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are 'right or wrong' answers, e.g. language tests/ exercises and/ or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking. For more information see: https://intranet.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

8.4 Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available here.

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days* of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted.

The deadline for the return of the marked work with feedback should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed above, the revised deadline must be communicated to students as soon as possible.

*Working days are Mondays to Fridays inclusive when the College is open for normal business. This includes periods outside of College term dates (vacation periods). Weekends, Bank holidays and College closure days around Easter and Christmas/ New Year are not regarded as working days (even if the Library is open on some of these days for study purposes).

Please note that even if annual leave is being taken the requirement to return assessed work with feedback within 20 working days of the submission deadline applies. This will mean that when taking annual leave, colleagues may have to manage return of assessments with feedback within a shorter period than 20 days.

Forms of feedback[1]

Feedback should be available for all assessments/assignments, including dissertations, projects and examinations (see guidance below).

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[1] **Reference:** David J. Nicol & Debra Macfarlane-Dick (2006) Formative assessment and self-regulated learning: a model and seven principles of good feedback practice, Studies in Higher Education, 31:2, 199-218, DOI: 10.1080/03075070600572090

Feedback can be provided in a variety of formats. In addition to written/typed/on-line feedback on assignments, feedback can be audio/video recorded, provided verbally in classes/tutorials, etc. Feedback is typically provided by teachers on individual assignments, but can be an overview of the attainment of a group of students, for dissemination to students and possibly to Personal Tutors. Feedback can take the form of both comments relating to specific issues (e.g. marginal comments on written work), and general comments bringing the main points together.

Peer feedback can be a valuable activity for both provider and recipient in developing reflection and understanding.

Opportunities to compare feedback across a number of assessments should be provided to students periodically, e.g. through the Personal Tutor system.

Feedback should be clear about academic performance

The language used in feedback should explicitly match the assessment/marking criteria and attainment level descriptors, which should be provided to the students in advance of completing the assignment. Marking 'rubrics' can be helpful in many circumstances, while also recognising that it will not always be appropriate to deduce a mark mathematically from performance in each of the criteria.

Activities that help students to understand the assessment criteria in advance of being assessed can be extremely helpful. This might include self-assessment, peer-assessment, or assessing 'model' work.

Activities that help students to understand the feedback, for example group discussions, can also be extremely valuable.

Feedback should be constructive

Feedback should carry a respectful tone, and contain a balance of both affirmative and developmental comments. Affirmative comments foster confidence and identify good practices that should be continued. Developmental (feed-forward) comments should always be provided, and clearly identify attainable goals to improve performance in future assignments.

Feedback proformas etc. should be designed to ensure that 'feed-forward' comments, and other good practices, are included. The structure of the feedback might constitute a 'feedback sandwich'. Potentially negative feedback can be framed in a constructive way, for example by commenting on the merits of features that nonetheless warrant further development.

There should be careful consideration of the number of developmental comments in a piece of feedback, avoiding over-long lists, and identifying an attainable number of targeted actions to raise attainment from the current level in a structured feedback section. Comments on less central issues could be made elsewhere (e.g. marginal comments on written work).

Where an assignment has multiple markers, there should be explicit mechanisms to promote consistency in academic expectations, and in feedback approaches/volume.

Feedback timing

Assessment/feedback timings should be planned such that students receive feedback soon enough after the task for it to retain its relevance, and sufficiently in advance of upcoming related assignments to allow students to act upon the feedback.

Feedback should be returned within the College's stipulated maximum feedback deadline (with the exception of specifically exempted assignments), see first section above.

Students' use of feedback

Students should engage with the feedback provided on their assignments at the earliest possible opportunity, to ensure that they understand its relevance to their work, and that they can apply it to their subsequent assignments.

Students should take all of the opportunities provided to obtain and benefit from feedback on their work, and be aware that it may take many forms (e.g. written, verbal, recorded, on line, from peers).

8.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification Programme Specification Repository (and also more generally in the Undergraduate Regulations).

8.6 Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the "Instructions to Candidates" and details of the examinations appeals procedures.

8.7 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (4) of the College's Undergraduate Regulations.

Section 13 (4)

'In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- *for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;**
- *for work submitted more than 24 hours late, the mark will be zero.'*

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

8.8 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College's Undergraduate Regulations:

Section 13 (5)

Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows

- (a) *for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;*

- (b) *for work which exceeds the upper limit by more than 10% and up to and including 20% ,the mark will be reduced by twenty percent of the mark initially awarded;*

(c) for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

8.9 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the College's online extension application system. You can read the policy and guidance on extensions on the College's webpage about Applying for an Extension.

Not every assessment is eligible for an extension via the online system. Listed below are those assessments that are not covered. If you would like an extension for one of these, you should speak directly with staff in your departmental Administrative Office.

Given the variety of assessment within the department of Media Arts student are advised to speak with the Personal Tutor or the Department Manager Jackie Marty before making an extension application, failure to do so, could result in your online application being rejected.   Such requests should be made in a timely manner and were possible not left to the last minute.

8.10   What to do if things go wrong – the "Extenuating Circumstances" process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances then you should normally apply for an extension (see above) to allow you to submit the work late without suffering a penalty. If this proves impossible then you may apply for extenuating circumstances, which will be considered by the department after the main exam period in May.

Extenuating circumstances are defined as unforeseen *circumstances which are **outside a student's control** and which may **temporarily** prevent a student from undertaking an assessment or have a **marked/ significant detrimental/adverse impact** on their ability to undertake assessment by coursework or examination to the standard normally expected.* You can read more about them here.

This means that such circumstances rarely occur. They are outside your control if they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances. The policy is explained in full in the Extenuating circumstances – Guidance for students.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination. You should apply for extenuating circumstances if you miss an examination through unexpected illness or other acceptable cause; if you begin an examination and have to leave due to acute illness; or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise.

Applying for extenuating circumstances

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation. Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the Extenuating circumstances – Guidance for students. You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the Instructions to Candidates issued by Student Administration.

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College's Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/ or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and, in some cases, may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

8.11   Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that Disability and Dyslexia Services can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before adjustments, support and exam access arrangements (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

8.12   What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

8.13   Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion, (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the 'Instructions to candidates'.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore, it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

The departments guide on how to avoid Plagiarism can be found at:
https://intranet.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

9   Careers information

The College's Careers & Employability Service is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle have a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests.
For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

10   Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College

Complaints Procedures for students. You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the Academic Appeals webpage.

11 Health and Safety Information

The Health and Safety webpage provides general information about our health and safety policies.

11.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

11.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found here.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a *** risk activity and as such the following advice is relevant.

> The Williams Building operates as a 24-7 facility and it is likely that there will be occasions when you may be the only occupant. We have published guidance about this on the following web pages, which you are required to read this before coming in to use the facilities so you can prepare accordingly:
>
> http://www.rhul.ac.uk/mediaarts/documents/pdf/ma1007.pdf
>
> All students and staff are required to read and comply with the College's Health & Safety Policy, available on the following website:
>
> http://www.rhul.ac.uk/health-and-safety/pdf%20ofiles/policy-statement-2008.pdf
> The Media Arts Health & Safety policy explains how the department implements the College policy at an operational level and you are required to read this in order to understand your responsibilities:
>
> http://www.rhul.ac.uk/mediaarts/documents/pdf/healthsafetypolicy.pdf
>
> **Be advised you must observe the College smoking policy which, apart from specific exceptions, prohibits smoking inside or within 5 metres of any College building. This effectively prohibits smoking in the passageway between the Williams, Computer Centre and Moore buildings.**
>
> Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Keith Buckman or the College Health and Safety Office.
>
> It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Keith Buckman or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

11.3 Placements

We offer a competitive work placement scheme with the Careers Advisory Service. Placements are typically 2-4 weeks in length and take place between May and October each year so as to avoid clashing with students' studies. To gain a place on the placement scheme, students go through a competitive and developmental process that builds their skills in CV writing, interview skills and self-presentation. More details and timing are available via the website:
https://www.royalholloway.ac.uk/mediaarts/yourfuturecareer/placementsandindustrylinks.aspx

11.4 Practicals

You will be given health & safety training as an integral part of your practice skills work. **<u>Attendance on these training sessions is compulsory.</u>** Failure to attend will result in the use of equipment being prohibited.

Be aware that you will be legally responsible for implementing safe working practice during your productions, which will include meeting your obligations to protect members of the public and other parties when filming on or off campus.

The departmental Health & Safety Coordinator is able to offer advice and assistance in relation to health & safety management, including your own practice work. More information about the department's health & safety arrangements, including guides for your practice work, can be found on the following web pages:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx

If you, or anyone else involved in your practical work, suffers an injury or experiences an incident that could have caused injury, you must report this as soon as possible using the form available from the Department Office.

11.5 Specialist equipment

Some of the equipment and facilities you will use for media production have safety risks, which have been risk-assessed and various control measures have been defined to reduce the risks. A key element of this is training and supervision, which you will be given during the course, and we have also published a number of work method statements and guidance notes which can be found on the following website:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx

12 Equal Opportunities Statement and College Codes of Practice

12.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College

- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

12.2 Additional codes of practice

Media Arts Centre code of practice.

During induction week you will need to visit the departmental office (Arts G15) to sign a copy of the Media Arts Centre Agreement [see http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx] and pay the annual service fee (currently £12), the purpose of which is explained in the Agreement, in order to use the facilities. Please read the Agreement as this offers a useful explanation of what is available to you and how the Media Arts Centre operates.

The development of practice skills is an integral part of your learning and you are expected to attend training sessions, which sometimes have to be scheduled in addition to your timetabled classes, normally during the term when particular training needs are identified. These sessions are often run by the Media Arts Centre staff and are not to be considered as optional. Any absences will disrupt classes and the progress of everyone's skills development, so you must attend when training is scheduled or if your course tutor has asked you to attend a particular event. You will be unable to borrow items of course equipment or use the Centre's facilities until you have been trained to use them.

Headphones policy

All students are expected to supply and use their own headphones for location recording and use in our media labs. Your headphones should be of an appropriate type, normally:

- Closed-back type with sealed ear cups to offer effective insulation from outside noise (earplug type phones are unacceptable)
- Durable and comfortable construction to allow extended usage time
- Cable connection with straight lead of about 3 meters length
- Must have an adapter to fit both 3.5 mm and 6.3 mm stereo jack sockets
- 20 Hz – 20,000 Hz frequency response
- No artificial tonal coloration or enhancement such as bass boost, or electronic noise cancellation

We intend to carry a limited stock of headphones that can be purchased from the Location Store for in the region of £15 a pair, but we are unable to guarantee continual availability.

You must bring your headphones to every practice session involving camera equipment, sound recording equipment or work in either of our media labs.

Working with Actors
All students must provide all actors with a copy of the film upon completion.

Working with Child Actors or Child Subjects
There are significant legal and ethical implications of working with children, either in creative practice or critical theory. Any student considering working with children in creative projects must read the 'Working with Children Film Policy' at the link below.

Student should note that:
- No first-year student may work with children in their creative practice work;
- Working with children as subjects of critical theory research is not permitted under any circumstances (e.g. interviews, surveys, etc).
  https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx