

London's
International
Drama School

**Rose
Bruford
College**
of Theatre
& Performance

Student Handbook 2020-21

Principal's Welcome

Welcome to the Rose Bruford community and to what will certainly be one of the most exciting and influential times of your life. We are delighted that you have chosen to study with us.

Rose Bruford College has always been an innovator and continues to push the boundaries of training in performance and technical theatre, making it one of the world's leading theatre and performance conservatoires and one of the UK's largest in terms of the variety of its professional training options. Our training will provide you with a distinctive, stimulating and collaborative learning environment of international standing, delivering a specialist professional and vocational education. But more than that, we also endeavour to involve our students in the building of global partnerships and communities, in working worldwide with partner institutions, and on collaborative projects and wider research initiatives. We look to train future graduates who will see the world stage as their future workplace.

We pride ourselves on the quality of the experience we offer to our students. The members of staff and theatre/performance practitioners that you will meet and work with during your time here are some of the very best in the country. They are here to ensure that not only are you stretched and challenged in your studies, but that you have the support to flourish emotionally, intellectually and artistically and become the very best artist or performance technician that you can be.

This Student Handbook is your map to guide you through College life. It will help you navigate your way not only around the campus and the local area, but also around the various offices and services that are key to your education. As well as information about your programme of study, it contains information about health and safety, what to do if you become ill or need financial help, and who to see if you need counselling. Our student support services are continually looking for ways to improve and enhance our offer to students. So, if there is anything that concerns you please come and tell us. Someone is always ready to listen and to help.

Enjoy your time as a member of the Rose Bruford community and keep believing in all possibilities!

Clarie Middleton
Principal and Chief Executive

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About this handbook

This Handbook is intended to be an introduction to Rose Bruford College and a source of information relating to your period of study with us. We hope that it will be a valuable reference tool throughout your time as a student and if it can't answer your questions directly it should indicate who can.

You will, no doubt have had similar Handbooks before. Therefore, you will not be surprised if we suggest that this will not be the most interesting thing you read over the coming year. However, we would encourage you to take some time to familiarise yourself with its contents.

This is a [hypertext document](#). Whenever you see [blue underlined text](#) like this, and provided you are connected to the internet, you can click on the link and it will navigate you to further information about the topic. Sometimes this will open a [PDF File](#), sometimes it will open a web page in your browser.

If you are unsure about anything in the Handbook or where to find additional information, then please ask Student Services. We are here to support your learning.

1. Main Support Staff Contact Details

The College

Rose Bruford College of Theatre & Performance
Lamorbey Park
Burnt Oak Lane
Sidcup
Kent
DA15 9DF

Tel: +44 (0) 20 8308 2600

Fax: +44 (0) 20 8308 0542

www.bruford.ac.uk

<http://vle.bruford.ac.uk>

Central Services at a glance		
Academic Registrar	Angela Taylor	020 8308 2631 angela.taylor@bruford.ac.uk
Head of Student Experience	Shakira Martin	020 8308 2612 Shakira.martin@bruford.ac.uk
Student Services Manager	Ebru Ozoran	020 8308 2638 student@bruford.ac.uk
Student Services Support Officer	Tiffany Banks	020 8308 2923 tiffany.banks@bruford.ac.uk
Specialist Support and Equality Officer	Ros Platton	020 8308 2610 ros.platton@bruford.ac.uk
Reception Managers	Lisa Haynes	020 8308 2600 lisa.haynes@bruford.ac.uk
	Shirley Butcher	020 8308 2600 shirley.butcher@bruford.ac.uk
Study Support	Wendy Young	wendy.young@bruford.ac.uk
	Dr Carol Morley	carol.morley@bruford.ac.uk
	Lelah Woolley	Lelah.woolley@bruford.ac.uk 020 8308 2693
Learning Resources Centre	Frank Trew	020 8308 2626 frank.trew@bruford.ac.uk
Finance Department	Sally East	020 8308 2606 finance@bruford.ac.uk

Programme Administration

Team Coordinator: Creative Lighting Control Audio Production DMTA Shared Modules American Theatre Arts Opera Studies OL Access to HE Acting Part-Time	Karen Ewer	020 8308 2607 karen.ewer@bruford.ac.uk
Scenic Arts Stage & Events Management Acting Actor Musicianship Theatre & Social Change GRAEAE MA TYA MA AMU	Cheryl Fisher	0208 308 2613 cheryl.fisher@bruford.ac.uk
Costume Production Design for Theatre & Performance Theatre Studies OL MA CTM MA ITPP PHD's PGCLTHE Foundation Acting	Alison Sheehan	020 8308 2658 alison.sheehan@bruford.ac.uk
Lighting Design Lighting Design for Architecture European Theatre Arts MA APT MA DTP (Lispa) MFA ADP BYT	Tracy Woodey	0208 308 2677 tracy.woodey@bruford.ac.uk

2. Mental Health and Physical First Aiders

Physical First Aiders	
Reception: Lisa Haynes Maria Scott Morgen Steventon Naomi House Shirley Butcher Alison Sheehan (& Programme Admin) Duygu Zort	020 8308 2600

Coach House: Ebru Ozoran Tiffany Banks Anthony Sammut	020 8308 2637 020 8308 2632 020 8308 2669
Library; Gill Spark	020 8308 2679
Estates; Carrie Dyer	020 8308 2689
Rose; Jonathan Hill Chris Bourghouin	020 8308 2675
Masefield; Dave Kerry	Radio from Reception
Wardrobe; Katie Khushi	020 8308 2672
Admissions; David Ames	020 8308 2620

Mental Health First Aiders	
Reception: Morgen Steventon	020 8308 2600
Coach House: Ebru Ozoran Tiffany Banks Ros Platton	020 8308 2637 020 8308 2632 020 8308 2610
Programme Admin (LH114); Tracy Woodey	020 8308 2677
Estates; Carrie Dyer	020 8308 2689
Lamorbey House (LH221); Pat O'Toole	020 8308 2641
Masefield; Dave Kerry	Radio from Reception
Lamorbey House (LH224); Thomas Wilson	020 8308 257

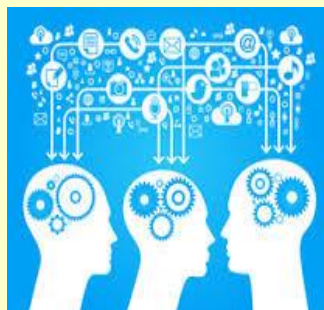
You can find posters around College with the First Aiders details and to contact them you go to Student Services or Reception. In the Reception you will find pictures of all of the Mental Health First Aiders

The Rose Bruford College Statement of Partnership

Rose Bruford College of Theatre and Performance is a diverse community of students, academics, practitioners, researchers and professional support teams who collaborate to build a high-quality learning and research environment. Our community is committed to equality and diversity and promoting these core values through our work on and into theatre and performance in its many forms.

We aim to encourage a spirit of open enquiry that embraces local, national and international communities and anyone who has an interest in theatre and performance whatever their background. We

expect members of our community to treat staff, students and people in the community with respect, integrity and courtesy at all times.



The partnership between staff and students is the lifeblood of the College and essential to ensure that every student has the best possible learning experience that allows them to achieve their full potential.



This **statement of partnership** is a demonstration of that staff/student collaboration. It has been reviewed at the College's committees, including Learning, Quality and Standards Committee, Academic Board and by the Students' Union Executive and year representatives. It outlines the aspirations and expectations shared by all members of the College to ensure a high-quality learning experience, and to maintain the vibrant, open and yet challenging Rose Bruford College community of which we are all part.

Clarie Middleton
Principal and Chief Executive Officer

Mia Matthews
Students' Union President

The Handbook of Academic Policies and Procedures (The HAPP)

To ensure that our partnership works, the College has in place a number of policies and procedures that outline expectations about student behaviour in more detail and how you can register a concern or complaint if something goes wrong. You will find these policies in the HAPP which is part of the College's Document, Resources and Information System (DoRIS) on the [VLE](#).

Relevant policies include:

Academic Misconduct
Anti-bullying and Anti-harassment
Drugs and Alcohol
Removing students from Collaborative Projects

Student Academic Appeals
Student Attendance and Engagement
Student Complaints
Student Disciplinary Action
Fitness to Study

If you have a concern directly related to your programme of study, you should first raise this with your elected Year Rep, Tutor or Programme Director (in the School of Performance), or Subject Leader or Academic Programme Manager (in the School of Design, Management and Technical Arts). The twice-yearly programme committee are one of the ways in which we formally ask for your feedback about your studies.

Partners in learning, teaching, assessment and research

Studying at Rose Bruford College should be exciting, stimulating and inspiring. As well as preparing you for work in the challenging world of theatre and performance, the College aims to ensure you have the key transferable skills that make you a valuable asset wherever your career takes you and to instil in you a sense of learning for life. Learning at Rose Bruford College is about doing. We want to be actively involved in your own learning to understand not just how to do something, but also *why* you are doing it. As future practitioners and leaders, staff and students are committed to working together to enhance each other's experience within a safe, supportive and engaging learning community.

As a College we aim to provide:

- ✓ a detailed induction introducing you to the College and your programme of study;
- ✓ a supportive learning environment with access to quality academic facilities;
- ✓ an up to date and modern programme of study that is supported by web-based and traditional library resources;
- ✓ a programme of study which uses a mix of teaching, learning and assessment methods;
- ✓ experienced staff teaching a professionally planned, coherent programme that is updated regularly;
- ✓ the means by which you will be taught both how to reflect critically on practice and to evaluate your sources of information;
- ✓ transparent and up-to-date information of your programme of study and on College policies and procedure that relate to you;
- ✓ fair and transparent assessment criteria, that provide you with opportunities to demonstrate the knowledge and skills you have acquired;
- ✓ relevant and meaningful feedback on your work in a variety of formats within a timeframe that allows you to learn for subsequent assessment;
- ✓ opportunities for you to offer feedback on your experiences, and to be kept informed of the ways in which the College is responding to your feedback, including investment in resources;
- ✓ mechanisms for you to be engaged in the on-going development of teaching and learning at the College.

As students we aim to:

- ✓ become familiar with the requirements of our programmes of study;
- ✓ be present (on campus, logged in the VLE or at our placement) whenever required by our programme;
- ✓ actively participate in *all* sessions specified for our programmes;
- ✓ take responsibility for our learning and become independent, self-reliant learners;
- ✓ be committed to our studies, to do our best and aim high;
- ✓ reflect critically on our work in order to make informed contributions in all learning environments;
- ✓ be responsible time managers and to submit work by the deadlines, avoiding any penalties;
- ✓ take advantage of all available IT facilities, including VLE materials and other web-based resources;
- ✓ adhere to the expectations of the College community in terms of intellectual integrity and ethical behaviours and good academic practice;
- ✓ manage our College-based email accounts;
- ✓ take full advantage of the College's resources and support;
- ✓ seek help if struggling;
- ✓ learn from the feedback given by tutors and visiting professionals;
- ✓ reflect on that feedback to improve future assessments;
- ✓ tell your Programme Director, Subject Leader or Academic Programme Manager and Programme Administrator about any illness or other matter which might be affecting our studies.

Student Experience

We believe the Rose Bruford College experience is unique, distinctive in its approach and aims to reflect your needs and expectations both at the College and as you begin to make your way in the profession. Your experience will be supported by a culture of artistic and technical innovation, first-class facilities and excellence in teaching and research, all of which help to build our vibrant community of students and staff.

As a College we aim to provide:

- ✓ an environment in which staff and other students treat you with respect and dignity at all times, follow the College policies and procedures;
- ✓ an inclusive, welcoming community committed to the principles of equality and diversity;
- ✓ a safe and secure environment that ensures the health, safety and welfare of all the College's students, staff and visitors;
- ✓ a community committed to the principles of environmental protection and sustainable development in all its activities;
- ✓ a research community fostered by staff and students across disciplines and levels of study;
- ✓ independent advice and support on personal and pastoral matters from the College's Support Services, throughout your studies;
- ✓ support and guidance to SU officers with pastoral responsibilities;
- ✓ advice and guidance and contact with industry professionals throughout your studies to develop your personal skills;
- ✓ opportunities to engage in placements both within and outside your course of study;
- ✓ democratic structures that allow students and their views to be represented on College Committees as part of decision-making processes;
- ✓ the opportunity once you have graduated to be part of the extended global community of alumni and professional practitioners;
- ✓ opportunities for you to offer feedback on your experiences, and to be kept informed of the ways in which the College is responding to your feedback;

As students we aim to:

- ✓ treat staff and other students within the College with respect and dignity at all times;
- ✓ behave responsibly and professionally whether on campus, in accommodation on placement or in the wider community;
- ✓ take responsibility for our own health and safety and that of others who may be affected by our actions;
- ✓ be aware of the wellbeing of our friends, colleagues and fellow students;
- ✓ be aware of environmental issues and how we can contribute to minimising negative impact;
- ✓ develop our personal skills through extra-curricular activities as well as through our academic studies;
- ✓ access the advice and guidance available on careers opportunities and reflect on the development of our personal skills;
- ✓ keep staff informed, in a timely manner, if we have any personal problems that may affect your work and to seek out support and advice where appropriate;
- ✓ take advantage of the opportunities available to participate in the social and cultural life of the College sharing mutual interests with our peers
- ✓ develop connections across levels of study, nationalities and cultures.
- ✓ opportunities to participate in the on-going development of teaching and learning at the College.

Within the College community you have the opportunity to use your skills and knowledge to collaborate, invent, challenge and share in artistic and cultural diversity and vibrancy, to shape the experience of current and future students and to enhance the College's reputation of which we are all justifiably proud.

Statement of academic and artistic freedom

Rose Bruford College defends the principle of freedom of thought, practice and expression within its academic and artistic community, while recognising its responsibilities in promoting tolerance, mutual respect, and cultural understanding. Material is chosen for study and performance on the basis of its value in examining a broad range of practices and ideas.

From time to time, such study material may challenge students' perspectives and values. The College expects students to engage with chosen material without censorship, and encourages a spirit of openness, recognition of creative expression and intellectual debate. At the same time it seeks to ensure that the choice, interpretation and treatment of such material is not gratuitous, exploitative or illegal.



3. About the College

3.1 Our role

Rose Bruford College is a publicly funded University sector institution. We provide performance-related education that is sensitive and responsive to the needs of students, employers, sponsors, our local community and other stakeholders. It is also our role to promote reflection and change within the world of theatrical education. We work in partnership with other institutions and organisations to achieve our strategic aims.

3.2 Academic provision

The College's provision is one of the most comprehensive in its field of any institution in Europe and continues to develop. As articulated in the Mission Statement and enshrined in the Strategic Plan, the College provides a range of learning and research experiences at the highest levels to enable students to acquire knowledge and skills in an environment that places theatre and performance practice at the centre of the learning experience. The College offers opportunities to students who will have a wide range of motivations and intentions, including:

- those who intend to practise as professional artists
- those who wish to study and develop theatre practice within a broader context
- those who are seeking to extend their knowledge to enhance their appreciation of theatre forms
- those who wish to engage in continuing education and study part-time to enhance their professional standing

Meeting these needs has led the College to establish a range of educational opportunities that are unique in providing an exciting and challenging working environment.

3.3 Our Programmes

The range and nature of the College's academic offer require a dynamic approach to teaching and learning strategies. Programmes are delivered in a variety of teaching modes – full-time vocational and study degrees, part-time undergraduate, full and mixed mode higher degrees and online learning degrees. The College's prospectus, which is published annually, gives details of all the degrees and study programmes we offer.

The College currently offers:

Foundation Programmes

Foundation Acting

BA (Honours) Programmes

Acting

Actor Musicianship

American Theatre Arts

Audio Production

European Theatre Arts

Costume Production

Creative Lighting Control

Design for Theatre & Performance

Digital Content Design for Theatre and Live Events

Lighting Design

Lighting Design for Architecture

Scenic Arts

Stage and Events Management

Theatre & Social Change

Virtual Theatre & Digital Experiences

Online BA (Honours) Programmes

Opera Studies

Theatre Studies

Taught Postgraduate Programmes

PG Certificate in Learning and Teaching in Higher Education: Theatre and Performance

MA Ensemble Theatre

MA/MFA Theatre for Young Audiences

MA/MFA Actor and Performer Training

MA/MFA Collaborative Theatre Making

MA/MFA Actor Musicianship

MA/MFA International Theatre Practice and Performance

MA Devised Theatre and Performance

MFA Advanced Devising Practice (LISPA)

MA Integral Movement Performance Praxis

MA Light in Performance

In the School of Performance, all programmes have a Course Leader/Programme Director. In the School of Design, Management and Technical Arts (DMTA) undergraduate programmes have a Subject Leader and Academic Programme Manager. You will meet these academic staff in your first few days at College and they will be your first point of contact at College, along with your Programme Administrator. A full list of academic and support staff, with their titles, phone numbers, email addresses and locations, is available on request.

The School of Performance and the School of Design, Management and Technical Arts (DMTA) also have their own Heads of School who take overall academic leadership for the programmes within their School.

Head of School of Performance:	Niamh Dowling
Head of School of DMTA:	Dr Nick Hunt

4. The College Estate

4.1 Facilities

The College Facilities include:

- 10 rehearsal and teaching studios,
- 2 studio performance venues,
- a costume and wardrobe complex,
- a digital arts complex with two recording studios and off-line video and audio suites
- a learning resources centre comprising library, computer, video and audio facilities and specialist teaching studios,
- a scenic workshop complex for scenic arts teaching,
- design studios with CAD facilities,
- lighting studios for lighting design teaching,
- classrooms and office space for stage and production
- 1 café area

Layouts of each building are included at the back of this Handbook.

The grounds surrounding the College are well maintained and provide us with a pleasing environment in which to work. Care should be taken at all times not to leave litter around the College or the grounds. This is not an open site and any unauthorised users are trespassing. Please report any strangers to the Estate Manager.

Access to the College grounds is via reception. Your College identity card is required to operate the turnstiles. Access is from 8.30 am – 9.00 pm Monday – Friday, and Saturday from 9.30 am – 4.00 pm except for performances and other College events. The car park gate is closed at 9.00 p.m.

4.2 Environmental policy and carbon reduction

Rose Bruford College enjoys a high quality environment within the setting of a seventeenth century landscaped park. It is therefore committed to maintaining, and wherever possible, enhancing the quality of the Lamorbey Park Estate. The College recognises that its activities have an impact upon the environment at local, regional, national and global levels, and acknowledges a responsibility for the protection of the environment and the health of its members and the community.

All students and staff are asked to assist and participate in reducing the College's carbon emissions by:

- turning off lights in rooms that are not occupied;
- turning off electrical appliances (including computers, monitors and portable heating units) when not in use;
- using public transport, bicycles or walking to College whenever possible.

If you have any suggestions as to how the College can improve the environment and achieve greater carbon savings, please submit a student feedback form from the College Reception desk.

4.3 Cars, parking and cycling facilities

The College has very limited car parking space. Both staff and students are encouraged to use alternative modes of transport. Ample provision exists for cycle parking. Students are not permitted to park within the College Grounds.

If you intend to use the College car park, you must obtain a parking permit from reception – although registering your vehicle does not guarantee you a space!

There are disabled parking spaces in the main college car park near the reception area. If you have a disability and are experiencing difficulty with parking, please contact [Ros Platton](#), Specialist Support and Equality Officer on 0208 308 2610.

4.4 Catering Facilities

The Rose Café has areas to sit and eat your lunch. During the current pandemic a selection of food and drink will be available via vending machines.

4.5 Telephones

Students are permitted to use College telephones **only** if this is a necessary part of their programme (e.g. stage managers organising props etc.) Anyone needing to make an outside telephone call should contact Reception.

College telephones are not generally to be used for private calls, unless in an emergency.

4.6 Electrical items

Students are not permitted to bring in any electrical items unless they have been Portable Appliance Tested (PAT) first.

5. Health and safety

The College has a legal obligation to comply with the requirements of the Health and Safety at Work etc. Act 1974, and Safety Regulations. The College accepts its responsibilities regarding safety to students and visitors. It is important for everyone to realise their responsibilities to the College, to staff and to each other, for safety matters. You should, therefore:

- take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions;
- co-operate with all members of the College staff responsible for maintaining the requirements of the Health and Safety at Work Act, and all other health and safety regulations, by following safety rules and guidance provided by the College and the programmes of study;
- not interfere with, intentionally or recklessly, or misuse, anything provided in the interests of health, safety or welfare in the College

The objective of all health and safety legislation and good practice is to eliminate and control risks in the work place and work activities. Wherever possible, risks are eliminated by selection and design of facilities, equipment and processes. If risks cannot be eliminated, they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment.

5.1 Fire and Emergency Procedures

Students should familiarise themselves with the different types of fire extinguishers and their location, alarm points, exits and designated assembly points in the buildings they use. The College has established procedures to ensure the safe evacuation of buildings in the event of a fire or similar emergency. All members of staff and students with mobility disabilities or other problems which may prevent them from evacuating a building quickly and un-aided should contact the Estates Office (extension 2683) for a personal safety plan.

On hearing the fire alarm, all students, staff and visitors must leave the building immediately by the nearest escape route, (follow the green and white FIRE EXIT signs) or as directed by an evacuation marshal who will be wearing a yellow fluorescent jacket.

- Do not stop to collect personal belongings.
- Offer assistance to disabled staff/students as required and to visitors and others unfamiliar with the building and its emergency procedures.
- Do not use the lifts, but walk quickly to the designated assembly point.
- Do not wait by the building or obstruct paths and pavements preventing access for the emergency services.
- Do not re-enter the building, but remain at the assembly point until you receive instructions from the Facilities Manager (evacuation 'controller').

Fire drills are held on a regular basis and everyone, without exception, must participate, including visitors.

The fire-assembly area is the College car-park in front of reception, which is sign posted.

5.2 Accidents

The names and extension numbers of qualified first-aid personnel are posted at key points around the College. In an emergency go to the nearest telephone, dial 0 and request assistance from reception staff or use the emergency break glass call points installed at regular intervals within the College.

In the event of **any** accident you **must** inform Reception staff and complete a College Accident Report form obtainable from Reception.

5.3 Hospital treatment

If a casualty requires hospital treatment do not hesitate to telephone for the ambulance service and give full details. Minor casualties may be conveyed to hospital by car or taxi. Queen Mary's Hospital, Sidcup, provides an urgent care service which covers urgent but not life threatening minor illness or injuries. The closest accident and emergency department is in Queen Elizabeth's Hospital, Woolwich. If you have called an ambulance, please could you alert reception so that they can ensure that someone can look out for the vehicle, and give it immediate access to the grounds.

5.4 Near Misses

Any incident classed as a near miss that could have caused harm to life must be reported to the reception staff immediately, to be followed up.

5.5 Insurance

The College does **NOT** insure your personal property when it is on College premises, so if you are concerned about any particular item, (such as a musical instrument or laptop etc.), you need to make sure that it is covered by your own personal insurance policy. The College has third party liability to cover accidents to students and staff in College.

5.6 Children in the College

The College is a place of work with potential hazards which makes it unsuitable for the presence of children and therefore they are not allowed on campus. However, it is recognised that there may be exceptional circumstances which may necessitate a student bringing a child onto campus.

In such cases the Principal must authorise this in writing prior to the visit. Children must be supervised at all times by an adult:

- Reception must be formally notified.
- Access to classrooms, workshops and other teaching spaces is not permitted.

5.7 Animals

Animals, except for registered assistance dogs, may not be brought onto the campus.

5.8 Safety in Technical Areas, Theatres and Studio Theatres

The following procedures are in place to ensure safe working:

- Students are not allowed to carry out any technical work in any workshop, theatre or studio theatre without the supervision of a competent member of staff.
- Operation of equipment and installation of equipment and use of access equipment such as ladders may only be undertaken by students who have been trained and deemed competent by the College in the use, operation and installation of equipment. (Records of student competencies will be kept by each programme)
- When working in technical areas students are required to make themselves familiar with the safety rules that apply to that area.
- Working alone is not permitted in technical areas.

- Prior to carrying out a particular task the appropriate risk assessment must be read and understood and relevant safety equipment worn.
- Faulty technical and safety equipment must be reported to the College Technical Manager and taken out of service immediately.
- Students must not bring into the college any hazardous materials unless prior authorisation is granted and it is risk assessed.

5.9 Safety in Classroom and Rehearsal Activities

- Lone working: students cannot work individually in any classroom or rehearsal room without first informing the Reception or Caretaking staff of the room they are to work in.
- Tables and chairs must only be used for the purpose they are intended, in particular students must not use College furniture as step ladders or as rostra.
- Stage fighting (armed and unarmed combat), acrobatics etc., lifting of weights and other persons must only take place under the supervision of a qualified tutor.
- Shoes must be worn at all times in corridors and public areas.
- Pianos must only be moved by caretaking staff.

5.10 Computer Safety

Problems associated with long periods of computer use are on the increase, and can result in long-term or permanent injury. In particular you should:

- not use a computer for longer than 90 minutes at a time without a 15-minute complete break away from the screen.
- you should preferably plan your work to enable you to have shorter sessions such as 30 minutes followed by 5 minutes of change or 60 minutes followed by 10 minutes of change.

You should plan your work so that you do not use the computer for longer than 3 hours a day. Be sensible on the amount of time spent on the computer outside of normal timetable hours.

5.11 Food and Drink

No food or drink (with the exception of bottled water) is to be consumed within any teaching room, rehearsal space, performance area or learning resources centre.

5.12 Security

Staff and students are issued with a multi-function College **identity card** or visitors' badge. **When on College premises this must be displayed at all times.** The card or badge should only be removed if there is a risk that it may impede movement during classes and projects. You must show your identity card if requested to do so by a member of the College staff. Failure to present an identity card may result in you being refused entry to the College and asked to leave the premises.

You should take care to ensure good practice is maintained in terms of securing rooms, equipment and resources and that all appropriate measures are taken to protect the valuable facilities and investment at their disposal.

5.13 Personal safety

The College Campus is surrounded by public and private parkland which is not well lit at night. While there are very few reported incidents it is strongly recommended that you do not walk through any of these unlit areas during the hours of darkness on your own. If you are walking to Sidcup Railway Station go via Burnt Oak Lane and not through The Glades Park.

London is a safe place to be if you take the right precautions, but as in all big cities and public places there can be problems. When travelling on tubes, trains and buses always be vigilant try to occupy carriages that have a number of people in them, do not travel alone late at night. Keep your personal belongings concealed and cash separate from any credit or debit cards you may have.

5.14 Aggressive and Unacceptable Behaviour

It is College policy to promote the protection of students, staff and others from all forms of violence, so far as is reasonable. Violence is unacceptable, whatever form it takes and whatever reasons are cited for it. The College will not tolerate the use of harassment, verbal abuse, bullying, threats, or physical assault against members of staff, students or visitors. This includes harassment, bullying and other forms of threat conducted via social media sites. The disciplinary procedure will be used to discipline any students who use aggressive and unacceptable behaviour, and a range of sanctions can be applied, leading up to permanent exclusion. Students are asked to ensure that they familiarise themselves with the student [social media policy](#).

5.15 No-smoking policy

The College operates in accordance with the law regarding smoking in the work place and public spaces. Smoking and vaping is not permitted within any buildings or any part of the grounds owned or used by the College except for one designated area (and also where it is a necessary part of a dramatic performance). The smoking of e-cigarettes is prohibited in any College building. The one designated smoking area is marked out and situated to the far left of the car parking area opposite Lamorbey House. This is the only area sufficiently distant from College buildings and with a surface that can easily be kept clean. Ash trays and cigarette bins will only be provided in the smoking area.

Smokers using the designated outdoor smoking area are asked to respect the environment by disposing of cigarette ends in the bins provided for the purpose. Any breach of these regulations may result in disciplinary action being taken.

5.16 General safety information

If you are unsure of how to do something that involves any element of risk, or have any doubts, always seek advice from your academic staff.

Make sure the area you are working in is safe; be aware of how any activity will affect you and the students you are working with.

Ensure you clear up after your class or workshop replacing equipment and materials in designated storage areas.

Ensure that you wear appropriate clothing at all times. If you are working in the workshops beware of loose clothing and ensure that long hair is tied back when working in construction workshops, theatres and studios and working with fixed and portable power tools.

Appropriate footwear must be worn at all times; safety shoes with reinforced toe caps should be worn when working in any workshops, theatres and studios during fit ups. Except for designated activities such as rehearsal or movement classes bare feet are not allowed on the campus.

If you or anyone in your class feels unwell you must stop the work immediately and inform the reception who will call for a First Aider.

You must not drink alcohol during working hours, or present yourself for work having consumed alcohol. Likewise you must not be under the influence of drugs or other stimulants during working [hours](#).

After 5.30 pm all students and staff must inform Reception if they are working alone anywhere on the campus.

In workshops, studios and theatre spaces or where students and staff are working at heights there must be **no lone working**.

Signing off: There are a range of activities for which students must be “signed off” as being competent to use equipment and undertake particular tasks.

5.17 COVID

We have uploaded to the VLE guidance on COVID at Rose Bruford and when you should be wearing PPE alongside guidance on self-isolating. [Click here](#) for more details.

6. Learning Resources Centre

6.1 Opening Hours

Please check notices, e-mails, the [VLE](#) and the OPAC regarding Library opening hours.

6.2 About the LRC

The Learning Resources Centre (LRC) is based on the first floor of the courtyard block. It houses:

- The Library
- An IT suite of 16-17 computers
 - NB: There is another small MAC lab separate from the Library
- Study Support services
- Special Collections including:
 - The Stanislavski collection and archive
 - Jean Benedetti collection and archive
 - Clive Barker collection and archive
 - Noel Greig / Pam Schweitzer / Kate Crutchley archives
 - David Bolland (Kathakali) collection
 - Theatre for Young Audiences collection
 - Theatre Centre archive
 - Nick Chelton lighting design files
 - The College Archive

The library's substantial collection includes:

- Over 50,000 books on the performing arts and related subjects
- Over 50 current journals, some with long back-files.
- Music scores and libretti (opera and musicals)
- A large collection of playsets (some 11,000 items)
- A large DVD collection.

- Audio recordings on CD and LP.
- Theatre programmes, plans and publicity
- Some basic equipment for short term loan

The library catalogue can be accessed via the front page of the College VLE or at: <https://arena.yourlondonlibrary.net/web/bexley>

The catalogue provides access to all of our stock, as well as to the stock of the local libraries within the Borough of Bexley.

The library subscribes to several electronic resources including:

- The International Bibliography of Theatre and Dance (EBSCOhost)
- JSTOR Arts and Sciences collection III
- Twentieth Century Drama
- Drama Online
- Performance Design Archive
- Digital Theatre Plus
- Routledge Performance Archive
- The Berg Fashion Library

Access to these is available both on and off campus, and the College uses a service called Open Athens to authenticate access to these subscriptions.

In addition to your initial library Induction you will also receive, at some point in your first year, an introduction to the online resources, how to access them and how to use them.

A detailed guide to the services of the library is available on the VLE [Library pages](#).

The IT room, the Group Study room, The Stairwell and the Seminar Room can all be used for group work and collaborative study.

6.3 Library staff

Frank Trew (College Librarian)
 Terry Connolly (Assistant Librarian)
 Gill Spark (Library Assistant)

Library staff are available to help you at the library counter and are able to advise you on how to contact IT or Study Support staff. Staff can be contacted on 020 8308 2626 or email library@bruford.ac.uk.

6.4 Useful Websites

Library catalogue:

<http://arena.yourlondonlibrary.net/web/bexley/rose-bruford-college>

The Library on the VLE (Virtual Learning Environment):

<http://vle.bruford.ac.uk/course/view.php?id=914>

Information Literacy & Research Skills course

<http://vle.bruford.ac.uk/course/view.php?id=121>

Portal (for off-campus access):

<http://portal.bruford.ac.uk/>

6.5 Library Etiquette

The main library is a silent study space and we ask you to respect other library users while you are in the library, to keep your voice down and to switch off the sound on your mobile phone. However, both the IT room and the large study room next to it can be used for group work and collaborative study. Drinks (in enclosed containers) and cold snacks are permitted anywhere in the library, but no hot food please!

6.6 ICT, Printing and Photocopying Facilities

There are a couple of open access computers in the main library for individual, silent study, and a much larger number of computers in the IT room, many with specialist software. A wireless network is also available in the library (and throughout the College) if you wish to use your laptop.

There are a number of printer/copier machines around the College and any of them can be used for copying or to retrieve printing. No machine is linked to any specific computer. Instead the College operates a "Find me" system whereby your work is released wherever you swipe your student card.

It is expected that you will have read, and will comply with, all UK copyright regulations. **If you are in any doubt about what you can or cannot photocopy, you should seek the advice of the library staff.**

You are required to register for the Password Reset Service so that you can manage your own IT account and unlock and reset your password yourself.

While Library staff can advise on printing and photocopying, they are not computer experts and may need to refer you on to the IT team if they cannot help you. The ICT Help Desk is located next to the Library entrance.

The ICT Department Publish a range of help and "how to" guides on the College Intranet. These can be accessed on campus at:

<http://confluence.bruford.ac.uk/display/IS/How-To+Articles>

6.7 Using the Library

Please remember to bring your Student Identity Card with you when you wish to use the library. You will need it when taking out books as it contains your library user number on the back.

You may borrow up to 10 items (Level 6 students 15 items) from the library. Loan periods range from three days to four weeks, with Playsets items issued for two months and some special items for reference only. Most items will usually have a sticker on them indicating the loan period, but it is your responsibility to check your library account online at regular intervals and be aware of all due dates. You are encouraged to renew your items yourself online and you can do this up to five times before they need to be seen again by library staff.

If your books are returned or renewed late a fine will be charged. Failure to return library items or pay fines at the end of each year may result in a claim against your security deposit and may possibly affect progression into the next year or Graduation.

Library staff regard their role as helping you to become self-sufficient and independent library users. To that end you are expected to use the library catalogue to find the items you need, to retrieve items yourself from the shelves, to check your library account online on a regular basis, and renew items online when necessary. Library staff are happy to instruct you and help you accomplish any or all of these tasks.

Library noticeboards and the library's VLE page contain information about library services and opening hours, and there are a number of guides and information sheets available from the library service points. There is also a Suggestions Box where you are free to make comments and suggestions about the library and its services.

7. Student Services

www.rbstudentservices.com

7.1 Student Services Team and Location

The Student Services office is located on the ground floor of the Coach House and provides a friendly and professional advice service for students with non-academic

queries. Please also visit our website to find up-to-date information on services and up-coming events.

With social distancing still in place please book to see us where possible. If you cannot book please come on your own to the front door of the Student Services building and we can meet you.

You can come and see us if you need:

**more information below*

- Advice and information regarding loans and bursaries*
- Accommodation advice*
- To see a counsellor*
- To disclose a disability
- Support as a student with a disclosed disability
- Help preparing for your study abroad placement
- Assistance when you are on your study abroad placement
- Specialised support as an international or exchange student*
- Information about local services
- Free contraception

The team consists of three key members of staff:

- Ebru Ozoran – *Student Services Manager*
- Ros Platton – *Specialist Support and Equality Officer*
- Tiffany Banks – *Student Services Support Officer*

7.2 Help with loans, bursaries and hardship

If you ever face financial hardship during your studies, please come and see us to receive advice on budgeting and managing your finances, as well as information on what financial support may be available to you.

We can advise you with regards to government student loans and grants, as well as college based bursaries and hardship funds. We will be able to determine whether or not you qualify for certain schemes and help you make the first steps in any application process. Eligibility is usually decided by a combination of the following criteria: nationality, income, expenditure, whether you are already receiving a loan or bursary, and personal circumstances. We can tell you what you can apply for and how to go about it.

7.3 Help with accommodation

Opportunities to live in the College's Christopher Court hall of residence are open to both level 4 and returning students. Student Services can also point you in the

right direction in your search for a room, including giving you access to the College administered website 'Student Pad' where local private student accommodation is advertised.

We will be happy to provide helpful information regarding the private rental market, and should you enter into a dispute with a landlord or have any concerns about your tenancy agreement, we will be able to offer basic support. For more technical queries, we can direct you to other agencies and organisations which can give more specialised advice.

7.4 Counselling services

The College works with twelve trained counsellors, two trainee counsellors and an external counselling company Westmeria. We are very fortunate to have such fantastic practitioners who have a thorough understanding of the pressures and problems students at Rose Bruford College sometimes face.

If you feel that you would benefit from counselling please come and speak to any member of staff in Student Services to have an initial chat about whether counselling is right for you.

This is a completely confidential service and your counsellor will never report back what you discuss with them. Once we have referred you, the only information we receive is whether or not you are attending appointments.

7.5 Support for international students

We have compiled an international student guide that looks at topics from the perspective of students who are less familiar with life and education in the UK. It includes practical advice on accommodation, registering with a GP, the National Health Service, opening a bank account, finance, and homesickness. On request we can print a hard copy of this guide for you, and an electronic copy is available on the Student Services website. We appreciate that adapting to life in a new country can be as stressful as it is exciting, and all the staff in Student Services will be happy to answer any questions you might have, and assist in any way we can to help you settle in as quickly as possible. An ESOL Support Tutor, Wendy Young, is also available on Wednesday afternoon's to help with academic work. Wendy works out of the Learning Resources Centre.

7.6 Medical support

On arrival at the College, it is essential that you register with a local doctor in the area of your term address. If you are feeling ill and you are not signed up to a local GP you can use the Urgent Care Centre at Queen Mary Hospital, Sidcup for anything that is not life-threatening.

Within College, if you are ill or need primary first aid, please report initially to the First Aid Officers. Lists of qualified personnel are displayed around the campus. If you are feeling unwell and need a quiet space to sit for a time, we have a First Aid room which can be accessed through Reception staff. If you are having any issues with your mental health we have a wellbeing room used by counsellors and students when needed, just ask any of the Student Services team or a Mental Health First Aider.

There are 9 Mental Health First Aiders across the College. You will see yellow posters with their contact details on and you can find more information here; [VLE - Mental Health First Aid](#). They are here to offer support and signpost you to any appropriate services.

7.7 Support for disabled students

The College's Specialist Support and Equality Officer, Ros Platton, can provide advice and support on the following:

- Disclosure of disability to relevant academic staff
- Discussions about reasonable adjustments- these are changes to processes or procedures, or providing additional support, for example, a British Sign Language Interpreter, or changes to the physical environment that may need to be made to ensure a disabled student can participate fully on the course.
- The provision of a learning agreement- this is a document that states the reasonable adjustments that have been agreed for a disabled student.
- Applications for Disabled Students Allowance- please see below
- Advice about disclosure of disability in the workplace.
- Referral to other specialist organisations and charities for specialist advice.

7.8 Support for dyslexic students

The College employs a part-time Dyslexia Adviser – Lelah Woolley, who is based in the LRC. They will assist students who have already undergone assessment as well as those who feel they may be experiencing difficulties. They are available for individual consultation and can be contacted directly, or through Student Services.

If you have evidence of your dyslexia, they can also provide you with a certificate, which you can attach to your course work to ensure that your dyslexia is taken into account when your work is marked.

Full dyslexia assessment

Students eligible for the Student Finance England low income bursary will not have to pay a contribution towards the cost of an assessment. Students who are not eligible for bursaries will pay a £100 contribution.

7.9 Disabled Students Allowance (DSA)

This allowance is available to full time, part time and postgraduate **home** disabled students or students with a specific learning difficulty:

- It can be used to purchase equipment, photocopying and book costs and to pay for personal assistants for students as appropriate.
- It is administered by Student Finance although the money is from central government.
- The DSA is a non-means-tested grant that all disabled students can apply for.
- The DSA is designed to bring disabled students to a 'level playing field'.
- In order to apply you must provide evidence of a disability or medical condition or an appropriate diagnostic assessment if you are dyslexic.

Further information and advice can be obtained from Students Services where we keep information booklets and application forms. You can also look on the Student Finance England website: <https://www.gov.uk/disabled-students-allowances-dsas/overview>

7.10 Disclosure

To enable the College to give you the support that you require it is essential that you make your needs known to us. You may choose to tell your Programme Director/Subject Leader, the Programme Administrator, your tutor, the College Specialist Support and Equality Officer or any other member of staff about your needs and the support that you require.

The Equality Act 2010 requires that the College makes reasonable adjustments to ensure that disabled applicants or students are not placed at a disadvantage as a result of their disability. Some adjustments can only be put in place if the College knows about a student's disability and are able to pass relevant information to the members of staff who will make the adjustment.

If anyone is unclear about the benefits/disadvantages of disclosure please contact the Specialist Support and Equality Officer, Ros Platton to discuss this.

8. Financial Matters

8.1 The Finance Department

The Finance Department is responsible for the administration of all matters relating to the payment of fees and the Student Loan Scheme. Please ensure you attend any appointments with the Finance Department promptly. The College is well aware of the difficulties faced by many students who have to manage on limited financial resources. You should try to budget carefully and avoid taking up loans with heavy interest rates. If you are in financial difficulties or have problems over the receipt of your grant, do not avoid the problem but seek the advice of the Finance Department staff or Student Services at the earliest opportunity. You may be eligible to apply for money from the Hardship Fund which is a limited fund of money from the College for students in financial hardship. Information on the hardship fund is emailed out by Student Services when it is open for application.

8.2 Tuition Fees

2020-21

Foundation Acting Programme;

London Students: **£8,500**

Folkestone Students: **£6,200**

Edinburgh Students: **£6,200**

Brighton Students: **£6,200**

Belfast Students: **£6,200**

Undergraduate Programmes:

UK and EU Students: **£9,250**

Non-EU Students: **£18,000**

Masters Programmes:

These are the total fees payable for the duration of each MA programme

MA Actor Musicianship:

UK and EU Students:	£15,000
Non-EU Students:	£18,500
MFA Actor Musicianship:	
UK and EU Students:	£23,500
Non-EU Students:	£24,500
MA Actor and Performer Training:	
UK and EU Students:	£16,500
Non-EU Students:	£18,500
MFA Actor and Performer Training:	
UK and EU Students:	£23,500
Non-EU Students:	£24,500
MFA Advanced Devising Practice	
All Students:	£24,000
MA Collaborative Theatre Making	
UK and EU Students:	£15,000
Non-EU Students:	£18,500
MFA Collaborative Theatre Making:	
UK and EU Students:	£23,500
Non-EU Students:	£24,500
MA Devised Theatre and Performance:	
All Students:	£15,000
MA International Theatre Practice and Performance	
All Students:	£32,800
MFA International Theatre Practice and Performance	
All students (three years):	£29,700
MA Theatre for Young Audiences:	
UK and EU Students:	£12,500
Non-EU Students:	£18,000
MFA Theatre for Young Audiences:	
UK and EU Students:	£20,000
Non-EU Students:	£23,000
MA Integral Movement Performance Praxis	
All students (three years):	£15,500

MA Light in Performance:	
UK and EU Students:	£10,900
Non-EU Students:	£16,000

PGCLTHE:	
UK and EU Students:	£3,250
Non-EU Students:	£9,000

8.3 Support for Tuition Fee Loans

Undergraduate loans

If you are a UK or EU student, you can apply for a Tuition Fee loan to cover your full fees each year. This is managed by Student Finance England (SFE), Student Finance Wales or SAAS and all students on a full time HE course can apply for up to the maximum fee amount. All eligible students will have their approved fees paid directly to the College.

The loan does not have to be paid back until you have graduated, and are earning over £25,000 a year.

You can, of course, opt to pay your tuition fee yourself.

Postgraduate Loans

UK Postgraduate students who normally live in England can also apply for a Postgraduate Loan (max of £11,222) from Student Finance England. For more information please see below:

<https://www.gov.uk/masters-loan>

Different arrangements exist for students who normally live in Wales, Scotland and Northern Ireland. Certain EU students may also be eligible, but will need to check the criteria on the above website.

8.4 Maintenance Loans

Student Maintenance Loans for living expenses are also available to eligible full-time undergraduate UK students. The amount you are entitled to depends on you or your parents' income, whether you will be living at home or in student accommodation and if you will be studying in or outside London.

Rose Bruford College is a London HE institution so students qualify for the higher London region loan. The maximum loan for students living away from home and studying in London is £12,010. Please see the SFE page on the student services website: <http://www.rbstudentservices.com/sfe.html> to check what you are entitled to.

The final academic year of a course is viewed as having fewer weeks than previous years, which include the need for financial assistance during summer holidays. Therefore the loan will be lower in your final year. As with the Tuition Fee Loan, these have an interest rate set at inflation levels, so that in real terms the amount that you repay is the same as the amount borrowed.

EU students who have lived in the UK for five years, migrant workers or dependants of migrant works, can apply for maintenance loans from SFE and decisions are made on a case by case basis.

8.5 Payment of Tuition Fees

Students paying their own tuition fees can make:

1. Full payment at the start of the academic year by bank transfer, online payment option or cheque.
2. In two instalments, half the fees due at the commencement of the programme (latest date 1st October), balance by the 1st February by bank transfer, online payment option or cheque.
 - For payment by cheque, please make it payable to Rose Bruford College.
 - For online payment, please access the [College Online Store](#) or via the College Website:
 - Bank transfers can be sent direct from your bank to Rose Bruford College's bank account, details are as follows:

HSBC Bank plc
38 High Street
Dartford
Kent DA1 1DG

Account Name: Rose Bruford College
Account Number 81393669
Sort Code 40-19-04
IBAN GB69HBUK40190481393669
SWIFT BIC or BIC8 code – HBUKGB4B

BIC 11 code – HBUKGB4128K

- Student making payments from overseas may wish to use Flywire: <https://www.flywire.com/pay/bruford>

The full name and programme details of the student for whom the fee is being paid must accompany payment.

Please note that it can take up to a week to receive an international bank transfer. Therefore, please make sure that you send the money in plenty of time to be able to meet any deadlines. Bank charges may be deducted from the payment received into the College's bank account and you will be responsible for any underpayment of tuition fees as a result of this. In order to avoid underpayment of tuition fees you must arrange for the bank charges to be paid at the time of transfer from your own bank account.

8.6 Deposit and theatre trip costs

Full-time students at the College are charged a deposit of £100 on enrolment, together with an additional cost for theatre visits and trips as required. This cost varies dependant on programme.

The deposit is refunded in full at the end of the programme provided College books and equipment are returned in good condition and there is no outstanding debt to the College.

Please pay these via our [online payment store](#).

It is essential that this deposit and trip money is paid to the college before 1st October.

8.7 Hardship Fund

You can apply for support from the Hardship Fund if you have a low income or are in financial hardship. Students will be required to submit information about their financial background to Student Services during the application.

Applications for the Hardship Fund will open in November for the first round and a second round in February/March each year. Details on how to apply will be sent to all students near each application date.

8.8 Drama funds and scholarships

There are a small number of Trusts and Foundations which are either administered by the College or are available to drama students nationwide. In all instances the College is asked by the Trust to nominate students owing to the limited number of

awards available (in other words they do not wish to receive applications directly from students). These are advertised by e-mail so please ensure you check your e-mails regularly.

The Student Services team can offer more information and guidance on the application process.

Trust Fund	Maximum Amount Available	Application Deadline	Number Available	Eligible year of Study
Fleur Chandler Bursary	£1,500	Feb/March	2	Level 6 Performance & DMTA
Corrine Rodriguez Bursary	£1,000	Feb/March	1	Level 5 Performance & DMTA
James Eeles Scholarship	£250	Feb/March	1	Level 6 ETA
Lilian Baylis Award	£2,000	March	1	Level 5 Performance & DMTA
Sir John Gielgud Scholarship	£5,000	May	1	Level 5 Performance
Jean Benedetti Scholarship	£2,500	July	2	Level 4 Performance & Post- Graduate
Andrew Lloyd Webber Foundation Scholarship	£27,750 (Tuition fees for all 3 years)	At application stage shortlisted students are invited	1	Level 4 Actor Musicianship
The Association of Professional Headshot Photographers Award	Headshot photography session	February	1	Level 5 Performance

Please note: The awards are subject to certain criteria and some awards may be on hold due to the current pandemic.

8.9 Charitable Trusts and Foundations

If you still require additional financial support it may be worth investing some time and effort investigating funding from Trusts and Foundations. It is important to stress that the majority do not fund individuals directly, but nevertheless there are

a significant number which do (particularly at local level). It is therefore important to find out as much as you can about their funding criteria and application procedures before making an application.

In the funding directories (see below) the “Beneficial Areas” for support will be described. This usually means one of two things: either the geographical area in which the Trust works, or the kind of people they are prepared to help (e.g. the elderly). Before applying it can help to contact the Trust first to talk over your situation, and ask if there are any guidelines they can send you.

There are various publications that are available as hard copy or on line. Buying or accessing these can be expensive, but they are available via Rose Bruford’s LRC (and often in Libraries and Town Halls).

8.10 Good Sources for Finding Trusts and Foundations

Internet sources

Funder Finder – 65 Raglan Road, Leeds, LS2 9DZ, www.funderfinder.org.uk
London Voluntary Service Council – 356 Holloway Road, London, N7 6PA, 020 7700 8107, www.lvsc.org.uk

The Directory of Social Change

24 Stephenson Way, London NW1 2DP, www.dsc.org.uk
Help – www.help.co.uk – search engine for registered charities
Charity Choice – www.charitychoice.co.uk – charities directory UK and free online donation service
Funder’s Index - <http://www.fundersindex.co.uk/>

8.11 Student employment whilst at College

The College is keen to offer work to students as often as possible. This can include assisting with interviews and auditions for new students, ushering at College events or becoming involved in the Bruford Crew Scheme. Details of employment opportunities will be notified to students through email and posters.

It is accepted that many students will want to take work outside of College to supplement their Student Loans. However, please bear in mind the demands of your programme, and do not over commit yourself. You should always notify your Programme Director or Subject Leader or Academic Programme Manager when you accept employment so that they can check that it will not conflict with your studies.

8.12 Further information

You can find more information about managing your finances while at College in Student Services' **Rose Bruford Financial Guide**, also available via the service's website at:

<http://www.rbstudentservices.com/budgeting-and-advice.html>

TOTUM/NUS Extra is a great student discount card to get, you can apply for a 1 year or 3 years at a time; [TOTUM/NUS Extra](#). Also sign up for free to UniDays and Student Beans!

9. Legal Matters

9.1 Personal Data

Our student privacy notice sets out how the College collects information about you, the types of information we hold and how we use the information we hold about our students. Rose Bruford College is committed to protecting any personal information provided to us and to meet our duties under the Data Protection Act 2018 and the GDP Regulations. The student privacy notice is available on the College's website and can be downloaded via the link below:

<https://www.bruford.ac.uk/media/documents/StudentPrivacyNotice.pdf>

9.2 Copyright

All students should be aware of, and abide by, copyright law.

The College holds a Copyright Licensing Agency licence which enables students and staff to photocopy from books and periodicals, within clearly defined limits. Each student is given a Learning Resources Centre Copyright Information sheet. Notices to remind users of copyright law are posted by the LRC's photocopiers.

With few exceptions, music copying is illegal. Please keep within the law.

The unauthorised recording in any format of a College event or activity (including performances, classes, lectures, tutorials and workshops) without prior permission, is a breach of copyright and a contravention of College policy. In such circumstances, the College's disciplinary procedures may be invoked.

Information about copyright can be found on the [LRC Pages of the VLE](#) or by following the direct links below:

[CLA copyright guidelines](#)

[CLA "What can be copied" search tool](#)

[Music Publishers Association Code of Fair Practice](#)

10. Communications

Many problems can be avoided if identified and dealt with at an early stage. Good communications between staff and students is therefore of vital importance. However, in order to prevent unnecessary duplication of labour it is important to respect certain channels and methods of communication. Please note the following:

10.1 Email and Internet Access

All students will be given details of their e-mail account during registration. This will be a vital channel of communication with tutors and programme administrators, so it is a College requirement that you check your email regularly. The e-mail facility will be accessible on and off campus.

You will be required to comply with the College's code of conduct regarding internet and email usage. A copy of the ICT policy and procedure is available from the Learning Resources Centre and on the College intranet.

10.2 Post

Any personal/internal post can be collected from Reception.

10.3 Contacting Tutors

Tutors try to make themselves as available as possible for students and will confirm with you how best to contact them. All permanent members of academic staff have e-mail accounts and pigeon holes in reception.

10.4 Personal Details

We like to circulate certain details of students to other students on the same programme, and other connected programmes. This helps with preparations for shows, etc. We ask you at registration to confirm that you are happy for your details to be circulated. For example at registration we ask if your disability requirements can be circulated to certain staff members.

Also at registration, we ask you to confirm that you are happy for images taken during videoing or photographing of performances to be used in publicity and marketing.

If you have any queries about this, please contact the Academic Registrar, Angela Taylor, in the first instance.

11. Getting Involved

The College encourages all its students to be fully involved in the life of the College. There are many ways in which you can be engaged:

- supporting your fellow students as a representative,
- helping steer the direction of the College by sitting on College committees
- becoming active in the Students' Union
- being a Bruford Crew member

11.1 The Students' Union

All registered students will be eligible to become members of Rose Bruford College Students' Union. Students do not have to join the Union. Any student who is not a member will not be disadvantaged by the College as a result of opting out.

The Students' Union is a vital link in the communication between the student body and the College. It is of primary importance that the Union is active and properly representative, and maintains a credibility and vibrancy that reflects the dedication and commitment of its executive. As well as giving the officers of the Union your full support it is important that you take an active part in Union elections - if not by putting yourself forward for nomination certainly by participating fully in the election process. Those presently holding posts are working extremely hard on your behalf to provide a strong Union and while the additional responsibilities do not sit easily with their heavy programme workloads they would all attest to the importance and relevance of their contribution to College life.

The Students' Union also supports a number of groups and societies – further information is available from the Students' Union officers. Union Offices are situated in the Coach House and notice boards are situated in the Rose Café and on the Studios corridor. To get in touch with executive officers, why not pop into the office, ring them on 020 8308 2697, or e-mail studentunion@bruford.ac.uk.

Check the notice-board regularly for minutes of meetings and other information notices. All students can order their NUS Extra cards from the SU Office or online; <https://www.nus.org.uk/en/nus-extra/>.

The College is obliged to make available to you the Constitution, Code of Practice and Complaints Procedure of the Union. Please ask either the Students' Union or the Registrar if you would like a copy.

The Students' Union executive team for 2020-21 is detailed below.

President:	Mia Matthews
DICE Officer (formerly BAME):	Moyege Oke
Welfare & Disabilities:	Clara Doherty & Omolabake Jalaoso
Gender Equalities Officer:	Natasha Mula
Entertainment & Charities:	Lilli Fisher & Dan Maxted
Finance Officer:	Monique Walker
International Officer:	Michael Oyar
LGBT+ Officer:	Liv Bailey
Environment & Ethics Officer:	Abbey Parton
Sports & Societies Officer	Cameron Dominey
SOP Officer:	Harry Curley
DMTA Officer:	Daniel Holland
Online Student Officer:	Philip Harrison
Christopher Court Officer:	To be appointed

11.2 The Bruford Crew Scheme

The Bruford Crew scheme gives students the opportunity to represent the College to the outside world through recruitment and widening participation activities - raising aspirations and encouraging young people from all social and cultural backgrounds to enter H.E. The scheme is operated by Samantha Perez-Lumbreras, the Outreach and Diversity Manager and offers varied paid work. Further information on applying is discussed in induction week or emailed out. Sam can be contacted at access@bruford.ac.uk or on extension 2629.

11.3 Student Representatives

Each level of each programme elects student representatives, who meet with the programme staff on a regular basis and discuss issues affecting the programme. For some of the larger programmes, there is more than one representative for each level. This is a key opportunity for students to influence the programmes now and in the future and the College attaches great importance to the representative role.

Student reps have their own area of the VLE with advice and information to support them in this important extracurricular role.

In addition, to representing their programme constituencies, students are also represented on the Board of Governors, Academic Board and various other College Committees. We really do welcome student involvement.

You can talk to Chairs and Clerks of any of the College Committees or existing student reps about the work of each committee and how much of your time you would need to commit. Details of all the College's committees including their terms of reference and frequency of meetings can be found in the [Committee Handbook](#), which is also available on [DoRIS](#).

12. Academic Matters

The following should be read alongside information published by your programme and the College's [Handbook of Academic Policies and Procedures](#) available through DoRIS on the VLE

12.1 Location of study

Students may be asked to work on campus at Lamorbey Park or at any other premises used by the College. This can include off-site theatres and property stores etc. Students are required to make all necessary arrangements to be present on such sites as required.

12.2 Hours of Work

Classes are normally timetabled between the hours of 9.00 a.m. and 9.00 p.m. Monday to Friday. In addition, rehearsals and performances may be scheduled later than this and at weekends. These hours may differ during the pandemic – your tutor will provide you with your class timetables.

Owing to the specialist nature of the College our programmes often have longer contact hours than at some universities and require a lot of stamina. Hours can be irregular with some evening and weekend work required in the run up to shows. These long hours reflect practice in the creative industries and help to prepare students for the realities of work in this sector.

12.3 Attendance

The College has expectations about your attendance that also reflect industry expectations, and how you engage with your programme of study. Tutors keep attendance records and if you consistently miss classes this could impact on assessed course-work and your final results at Examination Boards.

For the College's full regulations relating to attendance and academic engagement including penalties for non-attendance, see the College's [Student Attendance and Academic Engagement Policy and Procedures](#).

12.4 Assessment and submission of written assignments, project portfolios, etc.

Assessment enhances your learning experience, making assessment activities, support and feedback a powerful and integrated feature of learning within the curriculum.

Internal and external examiners are involved in assessment at all levels. Approved internal examiners (or assessors) are members of staff of this College. They set and examine the assessed requirements for the programme(s) on which they teach. External examiners are members of other universities or Higher Education institutions. They are usually appointed for a period of four years and scrutinise and approve the work of the internal examiners in the setting and marking of examined units and modules. The duty of the external examiner is to see that standards are maintained in relation to those of other universities and that examining and assessment procedures have been fairly and properly implemented. The examiners act collectively in general meetings of examiners and also in meetings of the Boards of Examiners which take place at the end of the academic year of your study.

For more information about assessment, (including grading criteria, marking procedures and late submission of work), see the College's [Assessment: Policy and Procedures](#)

Feedback plays an essential role in the learning process and tells you about your progress towards achieving intended learning outcomes. It is intended to help you to improve your learning and performance in assessment.

12.5 Extensions and Mitigating Circumstances

The College understands that during the course of your studies, you may have to cope with unexpected illness or misfortunes which are part of the normal course of life events. Hopefully, such occurrences will have little or no impact on your academic performance. However, we recognise that there may be serious circumstances of a medical or personal nature which are beyond your control and which may affect your ability to complete an assignment or may adversely affect the results you are able to achieve. Such examples are called **mitigating circumstances**.

Extensions:

If a problem arises before you are due to submit an assignment or complete other assessment tasks, you may be able to ask for an **extension**. This is effectively a request for permission to hand you work in late.

Only your Programme Director, or Subject Leader (in the School of DMTA), can grant an extension and the maximum extension you will be allowed is **two weeks**. You will need to complete a **request for extension form** and provide documentary evidence to support your request.

Mitigating Circumstances

If owing to mitigating circumstances:

- you fail to meet the publish submission date (i.e. late submission)
- your work is submitted incomplete

or

- you have been absent from College and missed important taught sessions which you believe have impacted on your ability to do well in an assignment
- you believe that there were additional extenuating circumstances of which the examiners were unaware at the time the work was marked

then you may submit an application to the Mitigating Circumstances Committee which will consider the circumstances. You will need to complete a **request for mitigation form** and provide documentary evidence to support your request.

For more information on extensions and mitigating circumstances, see: [Assessment: Policy and Procedures](#) and the Mitigating Circumstances and Extensions Policy.

12.6 Computer Failure

Students using computers, e.g., for word-processing, and storing their own material, should keep back-up copies. **Computer failure will not be accepted as a reason for the non-submission or late submission of written work.**

12.7 Academic misconduct (including plagiarism)

Academic misconduct is any kind of cheating in relation to a formal assessment. The penalties for academic misconduct can be severe and include termination of your studies.

Academic misconduct might include, but is not limited to: -

- **Plagiarism:** Passing off another's thoughts, ideas, writings or images as one's own. In order to avoid accusations of plagiarism it is very important to fully reference your work. Words, phrases and passages taken verbatim from a published work must be in quotation marks and the source acknowledged using the College's style guidelines and should normally be

less than 100 words in length. If you want to make more use of a published work you may summarise or paraphrase the author's words, but you must properly acknowledge the source. If in doubt – ask your tutor.

- **Collusion:** Submitting work for assessment that has been completed in collaboration with others as entirely your own work. This does not apply where you are submitting group projects or assessments that are intended to be produced collaboratively.
- **Deception:** Giving a false excuse for missing a deadline or falsely claiming to have submitted work. Submitting work that is not your own.
- **Cheating:** Attempting to give or receive help in a formal academic exercise or examination; copying another's work; unauthorised possession of notes.
- **Bribery or paid services:** Submitting work for assessment that you have purchased or offering a bribe to another student or member of staff.
- **Sabotage:** Attempting to prevent others from completing their work.

For more information about academic misconduct see: [Academic Misconduct: Policy and Procedures](#)

12.8 Tutorial Support

Each student is assigned a Personal Tutor who is responsible for monitoring the academic progress and pastoral needs of the student. Personal Tutors give students the opportunity to discuss the negotiated aspects of their learning and look after their general welfare. They identify and clarify for the student the role of the different support systems and agencies within the College. The role of the Personal Tutor includes:

- Monitoring academic progress and study skills
- Monitoring personal development
- Maintaining records on tutorial meetings
- Writing academic or official references
- Advice on personal problems
- Reporting to the Programme Director/Academic Programme Manager and Assessment Board

See also Academic Study Support in section 11.12 below.

12.9 Progression Points

Formal progression points occur at the end of Levels Four and Five. Progression to the next level is subject to confirmation by the Board of Examiners. Regulations pertaining to examination and assessment are set out in the **degree regulations**

(both undergraduate and postgraduate regulations), which are available in the [Handbook of Academic Policies and Procedures](#) on DoRIS

12.10 Appeals against examination results

An academic appeal is a request for a review of a decision made by an academic body about student progression, assessment and awards. For information about the process for appeals see: [Student Academic Appeals: Policy and Procedures](#)

12.11 External Examiners

External Examiners are appointed by Rose Bruford College. They are normally academics from other institutions or exceptionally industry specialists who have expertise in the same area of study as the programme they are appointed to examine. Their role is not to examine *your* work but to examine the *programme*. Therefore, they provide a vital and essential role in monitoring programmes and are appointed to take an overview of:

- the academic standards of the each award;
- the rigour and fairness of the assessment processes;
- the standards of student performance;
- comparability of the academic standards and student performance with those in other higher education institutions;
- any good practice they have identified.

Each year the External Examiner(s) prepare a report which is sent to the College. Programme teams consider and respond to any comment made by the external examiner(s) and the report and Programme response are considered in Programme Committees together with Student Reps as part of the annual monitoring process.

External examiners normally cover at least one programme and are normally appointed for a period of four years.

The External Examiners for 2020-21 are:

Programme	External Examiner
BA Honours Onsite – Full-time	
Acting	Alex Taylor, Royal Birmingham Conservatoire (Acting), Birmingham City University
Actor Musicianship	Alex Taylor, Royal Birmingham Conservatoire (Acting), Birmingham City University
American Theatre Arts	Dr Ellie Nixon, Bath Spa University
Audio Production	TBC

European Theatre Arts	Dr Jane Turner, Manchester Metropolitan University
Costume Production	Louise Chapman, Birmingham City University
Creative Lighting Control	Professor Christopher Baugh, Leeds University
Design for Theatre & Performance	TBC
Digital Content for Theatre and Live Events	TBC
Lighting Design	Professor Peter Raynham, University College London
Lighting Design for Architecture	Peter Raynham, University College London
Scenic Arts	TBC
Stage Management	TBC
Stage & Events Management	Richard Reddrop, Liverpool Institute of Performing Arts
Theatre & Social Change	TBC
Virtual Theatre and Digital Experiences	TBC
BA Honours Online – Part-time	
Opera Studies	Dr Stephen Muir, University of Leeds
Theatre Studies	Dr Tom Maguire, Ulster University
Post-graduate	
PGCLTHE	Jamie Mackay, The Royal Conservatoire of Scotland
MA Devised Theatre & Performance (LISPA)	Professor Mark Evans, Coventry University
MFA Advanced Devising Practice (LISPA)	Professor Mark Evans, Coventry University
PGDip/MA/MFA Theatre for Young Audiences	Dr William Barlow, University of Aberdeen
PGDip/MA/MFA Actor and Performer Training	Dr Bryan Brown, University of Exeter
MA/MFA Collaborative Theatre Making	Dr Sylvan Baker, Royal Central School of Speech and Drama
MA/MFA Actor Musicianship	Dr William Barlow, University of Aberdeen
MA/MFA International Theatre Practice and Performance	Dr Bryan Brown, University of Exeter
MA Integral Movement Performance Praxis	In train
MA Light in Performance	TBC

12.12 Academic and Study Support

The College's Study Support team is here to help you with your academic work. You're very welcome to visit us whenever you feel you need to.

Come to see us if you have a specific issue you want to raise, if you simply feel you are struggling – and aren't sure why – or if you want to find out if you might be dyslexic or dyspraxic.

We work with students at all levels of study from undergraduates through to PhD level.

Our job is to help you improve at the skills of studying.

We have a specialist in dyslexia and dyspraxia, an expert in working with students whose first language is not English and a member of staff with extensive skills in academic research, writing and editing.

We can help you with:

- Taking notes in lectures
- Reading more quickly
- Understanding course briefs, including assignment briefings
- Researching more efficiently
- Planning work better
- Writing better essays
- Learning lines more easily / remembering better
- Making presentations
- Managing time better
- Being better organised

One to One Meetings

In normal circumstances, you can come to see any of the tutors for a one-to-one session. There is no need to book. Just drop in. If the tutor is busy, let them know you're there and they'll arrange for you to come back to see them. Just bring with you what you are working on, preferably in a Word document. It's often better to bring the brief before you start work on it. During the current coronavirus outbreak, you will need to pre-book appointments to see members of the team.

What we don't do

We don't do proof-reading – this is outside of our remit. For this, you're advised to make use of computer spelling and grammar check facilities. And we're not here to offer the main advice on subject matter – that's the job of your subject tutors.

The Study Support team

The Study Support team members who are based in the College Library are:

- Dr Carol Morley, Study Support Tutor
(Thursday 10.00-4.00, Friday 10.00-3.00)

- Wendy Young, Study Support Tutor (English as a Second or Other Language [ESOL])
(Wednesday 1.00-5.00)
- Lelah Woolley, Dyslexia Support Tutor
Monday & Tuesday 9.00-5.00

The team are based in the Study Support Room in the LRC, to the left of the counter. Days and times when one to one support is available are listed below.

Dyslexia

Dyslexia support is available in the LRC with our Dyslexia advisor; Lelah Woolley. They can help you with:

- reading more quickly
- taking notes in classes
- understanding assessment briefs
- researching more efficiently
- writing skills
- learning lines more easily
- making presentations
- time management and organisation

If you think you may be dyslexic the advisor can arrange a formal assessment. If it turns out that you are dyslexic, you will be given a dyslexia certificate that you can submit with written work to ask tutors to take your disability into account when marking work.

They can be contacted on Ext 2693 or email Lelah.woolley@bruford.ac.uk.

*Students eligible for the Student Finance England low income bursary will not have to pay a contribution towards the cost of an assessment. Students who are not eligible for bursaries will pay a £100 contribution.

Academic and study support

Dr Carol Morley's background is as both theatre practitioner and academic. She has been supporting Rose Bruford students for over ten years. Having taught on many of the College's programmes across both schools, online programmes and taught postgraduate programmes, Carol has a wide understanding and appreciation of the kind of assignments students have to submit and the expectation of the College's programmes.

Carol can help you

- understand your assessment briefs
- with organising and planning work and managing workload
- with referencing and bibliographies

- by offering tips and pointers for improvement with approaches to your studies
- improve your academic English
- by supporting you in your approach to studying independent research projects

Carol is in College on Thursdays and Fridays.

Carol can be contacted by email at carol.morley@bruford.ac.uk or on Ext 2693.

Support for students with English as a Second Language

Wendy Young is the College's specialist ESOL tutor. She can:

- help you understand your assessment briefs
- read through drafts and offer advice on appropriate English
- help you improve academic English
- advise you on where to get more help

Wendy is in College on Wednesdays afternoons:

She can be contacted by email at wendy.young@bruford.ac.uk or on Ext 2693.

Resources on the VLE

The VLE has an Academic Study Support section where you can find a range of resources including:

- Dyslexia and learning support
- General Study Skills
- Writing Essays
- Writing Reports
- Reflecting on practice
- Making presentations
- ESOL Support
- And links to other useful resources.

The resources can be accessed via front page of the VLE or the following link:

<http://vle.bruford.ac.uk/course/view.php?id=668>

Assistive software

Computers in the LRC have a variety of software installed to help users who may otherwise experience difficulties in using them.

Main Library

One PC in the main library (the Assistive software PC - W4D7003A) contains:

- TextHelp Read & Write GOLD V11
- Inspiration V9
- ZoomText V10

The other PC in the Main Library (W4D7002D) has:

- TextHelp Read & Write GOLD V11
- Inspiration V9

Documentation on how to use these assistive software tools is available in the leaflet display stand just inside the library door. This is also available in various formats and fonts.

13. Key dates for 2020-21

13.1 Semester dates

Registry publish the semester dates for the following year in the Spring once they have been confirmed and approved by the Academic Board. Provisional dates are also published for the following years. You can find the Semester dates for all the Programmes on the VLE: <http://vle.bruford.ac.uk/course/view.php?id=772>

13.2 Academic meeting calendar

A full calendar of the College's activities and meetings is published at the beginning of each academic year. Copies of the Academic Calendar can be found on notice boards around the College and can also be access on the VLE: <http://vle.bruford.ac.uk/course/view.php?id=772>

13.3 Assessment Deadlines

Your assessment deadline will be given to you by your programme team. Deadlines and briefings are normally given to you at the beginning of the level of commencement of a module. Depending on your programme you may have different start dates from other students for the commencement of a module due to the nature and timing of practical projects. As a result, submission dates for individual modules may vary and your Tutor, Subject Leader, Programme Director, or Academic Programme Manager will inform you of these at the beginning of the module.

If you are in any doubt about submission dates for any piece of work you should check with your Programme Director, Subject Leader, or Academic Programme Manager, or Programme Administrator

13.3 Performance dates

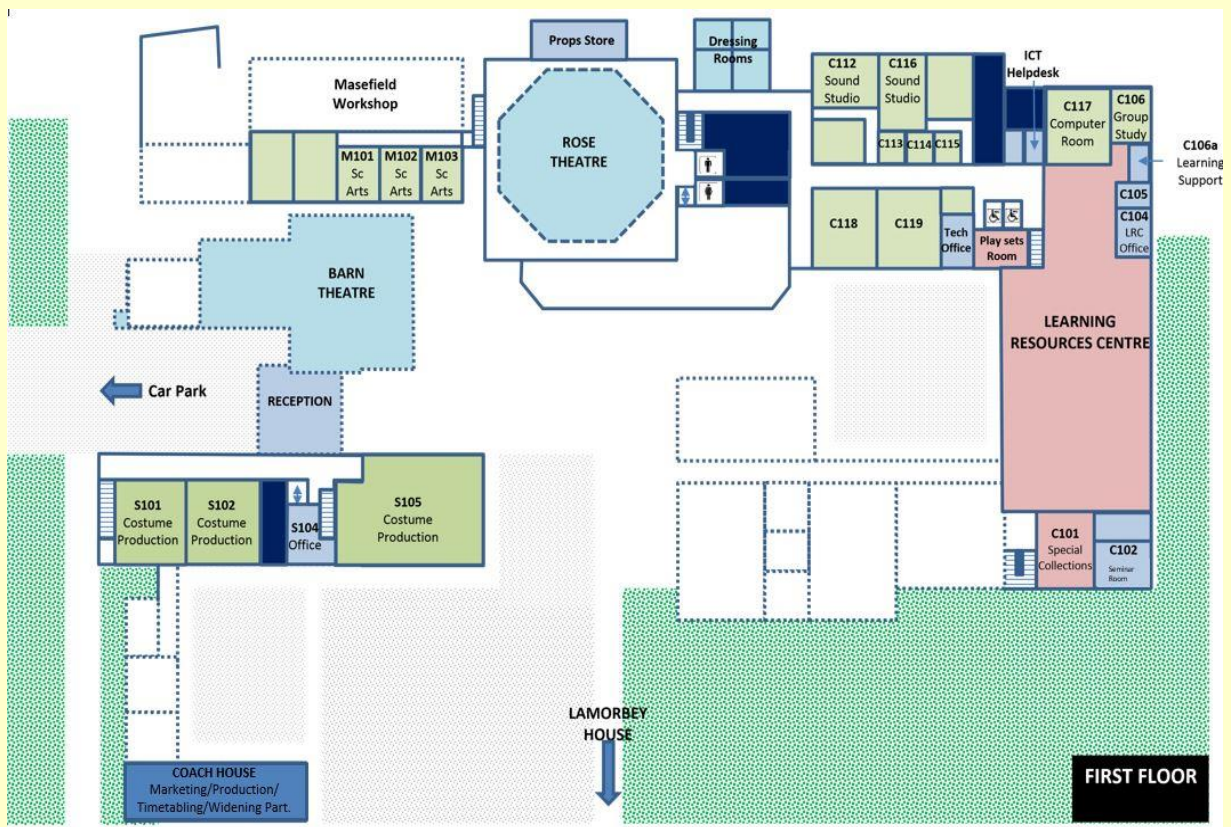
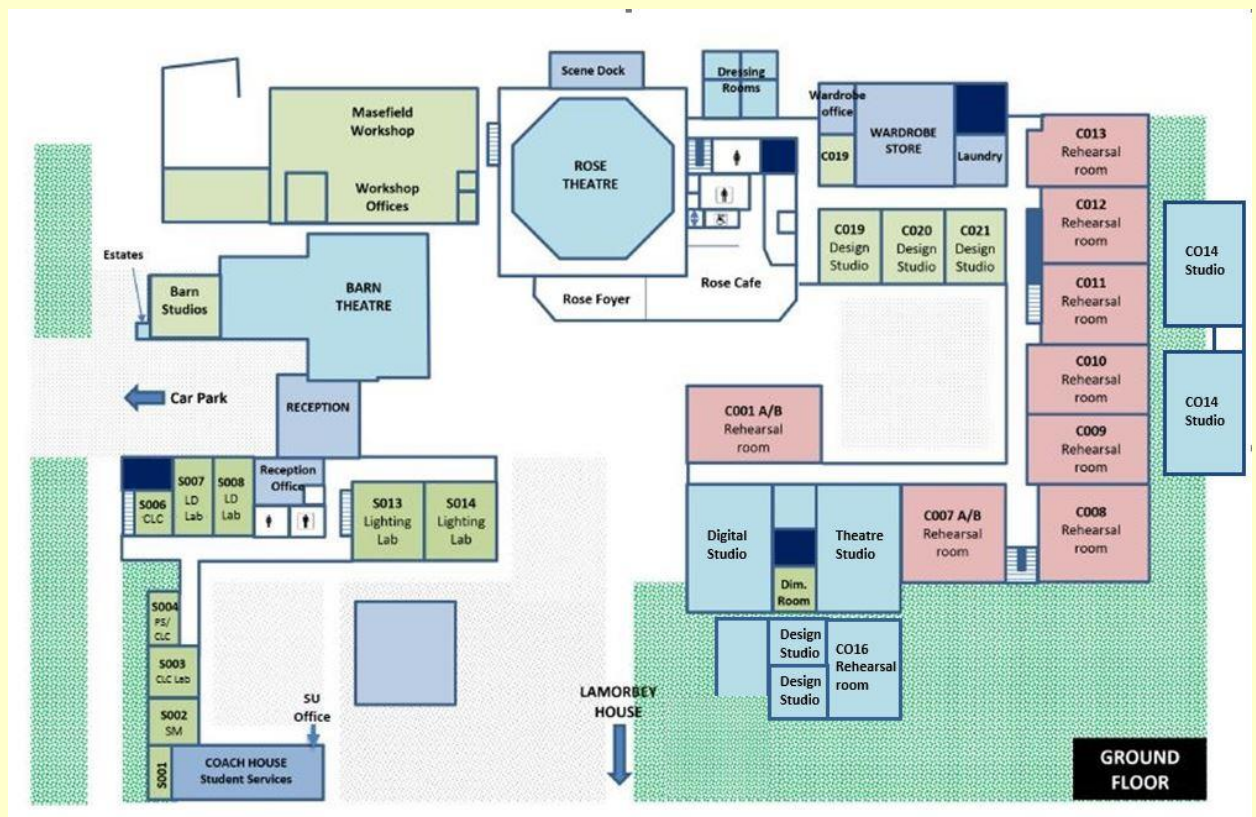
Dates and venues for public performances are published each year. Additionally the Marketing Department publish a termly brochure outlining the performances, how to book tickets and times of shows.

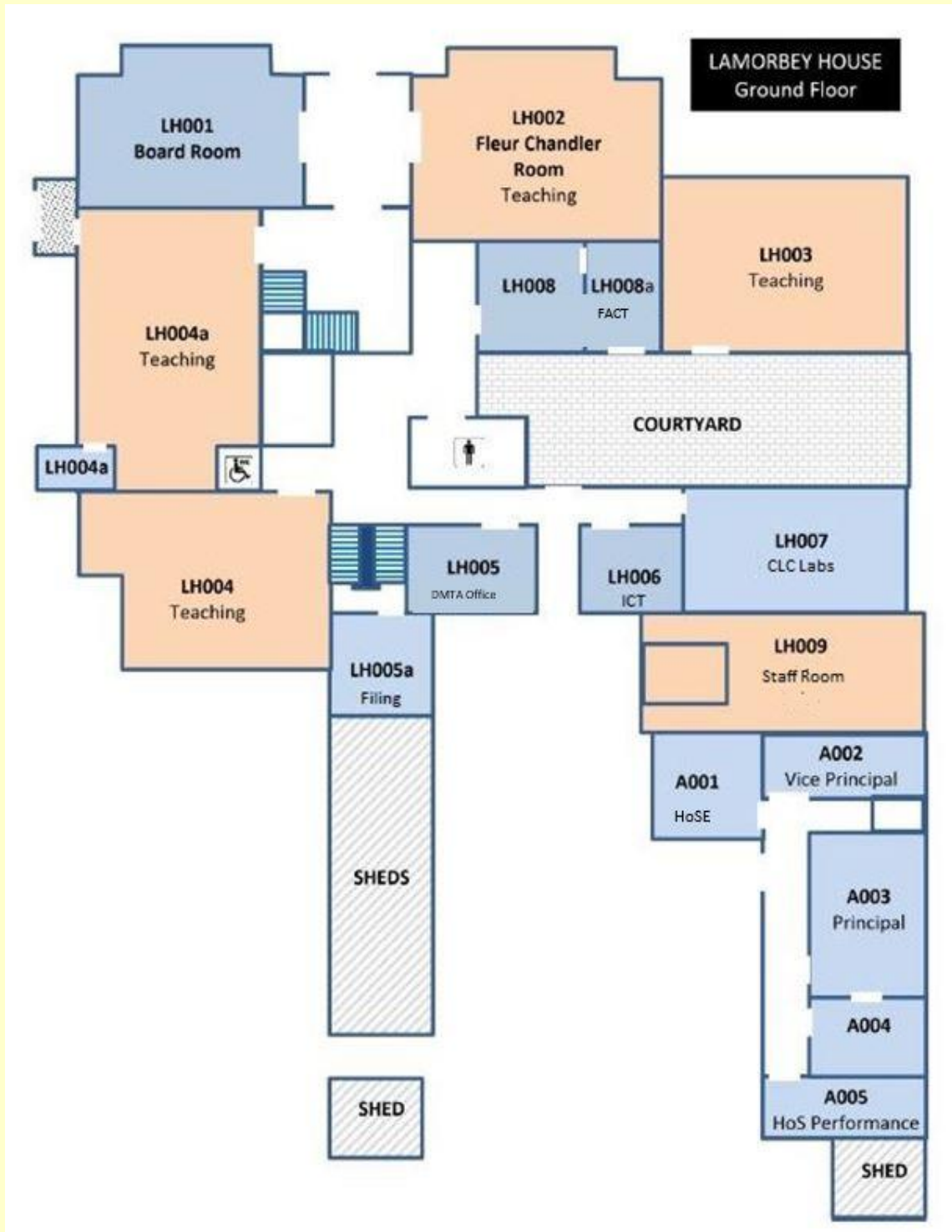
14. Some FAQs

<i>Where can I get an Oyster Card?</i>	Only available online at www.tfl.gov.uk Worth getting as you can't use cash on London Bus
<i>Where is the nearest Doctor and how do I sign on with one?</i>	You may register with any Doctor that covers the area where you are living. The NHS website allows you to enter your postcode to show a list of GP's
<i>Where can I get a reference letter confirming I am a student?</i>	Student Services
<i>Is there any paid work within the College?</i>	See the Bruford Crew page on www.rbstudentservices.com .
<i>Where is Lost Property?</i>	Reception
<i>Where do I get a parking permit?</i>	You must register your vehicle at Reception. Please note that registering your vehicle and obtaining a permit does not guarantee you a parking space.
<i>How can I get a locker?</i>	You can get a locker from Reception. You will need a £10 deposit which is refundable upon return of the key at the end of the year
<i>How do I get financial help?</i>	In the first instance, speak to the Student Services Team in the Coach House. The College has an information on a range of funding schemes and this information and application forms can be found in reception. Also see the Money Pages of the Student Services' web site.
<i>How do I re-set my computer password?</i>	If you have registered for the password reset service you can do this online via the portal website: https://www.bruford.ac.uk/portal/ If you have not registered for the reset service please ask IT for assistance.
<i>I've lost my Rose Bruford ID card: how do I get a new one?</i>	You need to pay for a replacement card here; http://store.bruford.ac.uk/product-catalogue/library/id-card-replacement .

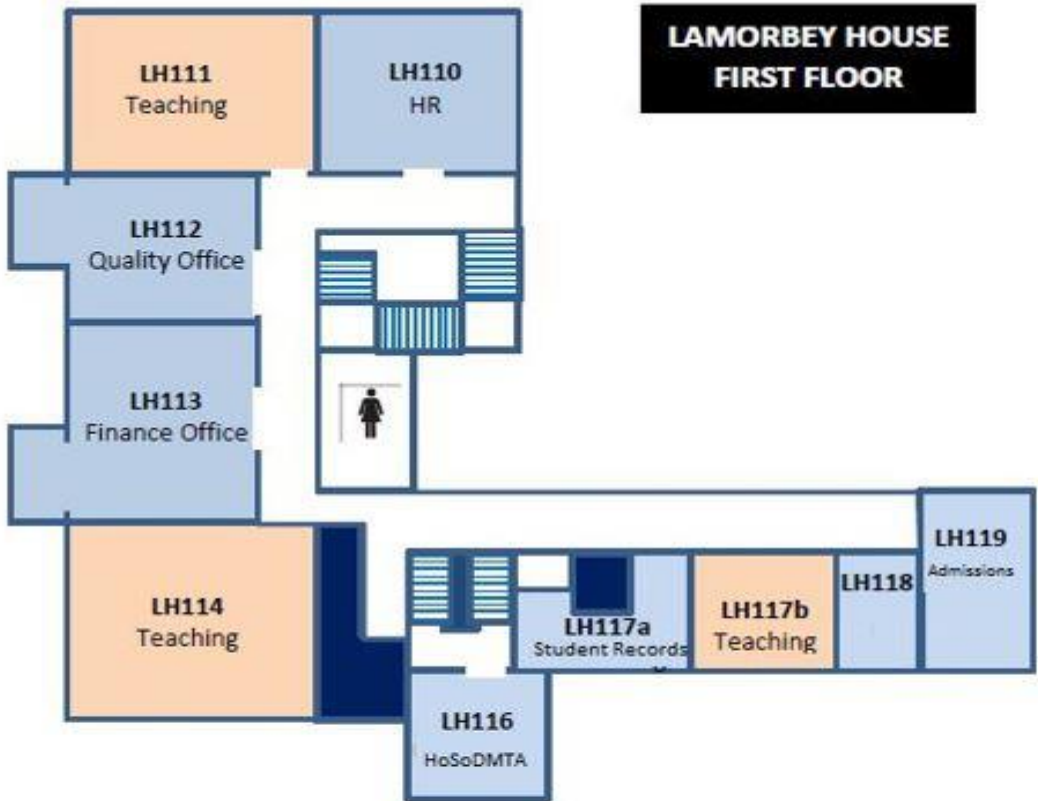
	The IT Helpdesk will advise when it is ready for collection.
<i>How do I find cheap accommodation in the area?</i>	See the Student Services pages in this handbook and their website. The team can also offer you advice. Additionally, the College runs a student pad website. You can access this website on: www.brufordstudentpad.co.uk and by typing the password in to the appropriate box which is available from Student Services.
<i>What do I do if I have a problem with my accommodation or my landlord?</i>	In the first instance please speak to a member of the Student Services Team who can offer advice on your next steps. Always keep accurate notes/receipts and paperwork to support any situation. Make sure you get a copy of your Tenancy Agreement and that you take time to read through the agreement prior to signing anything.
<i>Where can I get a Council Tax Exemption Form?</i>	Student Services.
<i>Am I responsible for insuring my belongings within Halls or a private rented property? Are my personal belongings insured by the College?</i>	It is most definitely advisable to budget for insurance of your belongings no matter where you will be living in case of loss, theft, damage etc. You must insure yourself against the loss of personal items that you bring into the College.
<i>If I use my musical instrument when playing for a College production is my instrument insured?</i>	Your musical instrument should be insured by you at all times. If damage is caused due to a defect in a production then the College's insurance will cover the cost of a repair. However, the instrument must be registered with the College as part of the effects for the production it will be used for.
<i>How do I get help using the College's ICT systems?</i>	The ICT have a helpdesk next to the LRC which is staffed regularly throughout the week. Telephone: extension 1717. If there is no one available you can contact the helpdesk by email: helpdesk@bruford.ac.uk The ICT department also publish a range of HOW TO Articles and Frequently Asked Questions on the College Intranet.

15. College Maps





**LAMORBEY HOUSE
FIRST FLOOR**



**LAMORBEY HOUSE
SECOND FLOOR**

