



Introduction

This handbook and its appendices contain all the information you need to know about being a student at Northern School of Contemporary Dance. The sections of this handbook are designed as 'bite-sized' summaries of the key information that you need to be aware of. This Handbook also includes references to appendices to the handbook containing more detailed, relevant information, guides and policies, all of which are available on Moodle. If you cannot find what you are looking for in this Handbook please speak to a member of staff in Student Services.

As a student on the Access to HE: Diploma in Contemporary Dance course at NSCD you are also a registered student of Certa.

As a Higher Education student at NSCD you are also a registered student of the Conservatoire for Dance and Drama and your degree is validated by the University of Kent.

Further information about all of these institutions are at the following websites:

Conservatoire for Dance and Drama: www.cdd.ac.uk

University of Kent: www.kent.ac.uk

Certa www.certa.org.uk



Disclaimer

Every effort is made to ensure the accuracy of the information contained within this Handbook. However, NSCD reserves the right to introduce changes to the information given including the addition, withdrawal or re-structuring of programmes.

This Student Handbook does not form any part of any contract between Northern School of Contemporary Dance and a student.

Contents

About us and the Conservatoire	5
1. Who we are	5
2. Conservatoire for Dance and Drama (CDD)	6
Validating Bodies	9
3. University of Kent	9
4. Certa	9
The Courses	11
5. Access to HE Diploma: Contemporary Dance	11
6. BA (Hons) in Dance (Contemporary)	12
Title	12
Title	14
Title	16
7. MA Contemporary Dance Performance (VERVE & Postgraduate Apprenticeship Scheme)	18
Title	18
8. MA in Dance & Creative Enterprise	19
Title	19
9. Assignment submission	20
10. Assessment Marks & Feedback	20
11. Filming	21
12. Assessment Footage	21
13. Term Dates	22
Attendance and Timetable	22
14. Student Timetable	22
15. Attendance	23
16. Authorised Absences	23
17. Mitigating Circumstances	25
18. Extensions	26
19. Intermission	26
20. Student complaints	26
21. Student Studio Bookings Procedure	26
Communication	28

20.	Emails.....	28
21.	Opportunities email	28
22.	Staff emails.....	29
23.	Tutorials.....	29
24.	Useful email addresses.....	29
25.	Moodle.....	30
26.	Pigeon Holes.....	30
27.	Noticeboards.....	30
28.	Posters	30
29.	References	30
	Resources	31
30.	Lost Property	31
31.	Lockers	31
32.	Student Access Card.....	31
33.	Car Parking.....	31
	Student Support	32
34.	Student Support Services.....	32
35.	Student Feedback	32
	Health & Safety.....	33
36.	Registering with a Doctor	33
37.	Private Health Insurance.....	33
38.	Student Safety	33
39.	First Aid	34
40.	Emergencies	34
	Appendices.....	35

About us and the Conservatoire

1. Who we are

Founded by pioneer dance educationist Nadine Senior, Northern School of Contemporary Dance (NSCD) has been delivering specialist conservatoire-level education and training for over 30 years to UK, European and International students.

We offer Access to HE, Undergraduate and Masters level courses in Contemporary Dance, in an intimate, supportive and creative learning environment. Postgraduate pathways are VERVE, our touring postgraduate company, the Postgraduate Apprenticeship Scheme placing students in professional companies or MA Dance & Creative Enterprise.

Our programmes focus on nurturing resourceful and versatile individual dance artists with highly tuned technical, creative and performance skills. NSCD is committed to widening access, and recruits the most talented students whatever their backgrounds.

Based close to the centre of vibrant, student-friendly Leeds, NSCD's home is a unique architectural site encompassing two Grade II listed buildings. One of these is our atmospheric Riley Theatre where students study and perform.

Our courses are significantly different to most university courses. Comparably, our contact hours are high and you benefit from working with guest teachers and choreographers, who are established dance artists/practitioners. Our facilities are a professional standard and our employment rates meet stringent government targets.

NSCD remains committed to the widening access mission integral to the vision of its founding principles. We aim to recruit the best students from across the UK, Europe and internationally, whatever their backgrounds. The diversity in our student body enriches the life of the school, feeding creativity and the cross-fertilisation of ideas.

Our vision is to be an International Centre for Dance Education in Leeds.

Our **mission** is to provide inspirational learning, enabling aspiring contemporary dance artists and dance professionals, regardless of background, to shape the future of dance.

We **value**:

- The transforming power of dance and arts education in peoples' lives
- Curiosity, self-reflection and open-mindedness
- Inclusive learning, in a spirit of mutual respect and generosity
- Innovation and research-led teaching
- Aspiration and striving for excellence
- Our diverse staff and student body that enriches and broadens the learning experience and inspires creativity
- Collaboration: sharing and learning together
- Continual development in artistic practice and in dance education
- Our NSCD community and our relationship to the dance profession and to the wider community
- Operating in the most cost-effective way to best support student achievement and staff development
- Contributing to developing the cultural wealth of Leeds and the North.

For more information on the NSCD Learning Culture and Codes of Practice please see Appendix B: Codes of Conduct & Practice.

2. Conservatoire for Dance and Drama (CDD)

Higher education students of NSCD are also jointly registered with the Conservatoire for Dance and Drama.

NSCD is one of eight partners of the Conservatoire for Dance and Drama. The Conservatoire is publicly-funded through the Higher Education Funding Council for England (HEFCE).

As a partnership, the Conservatoire offers world-class professional education and training in acting, circus arts, dance and technical theatre. The Conservatoire's unique structure gives students opportunities for collaboration beyond the individual affiliate school. Together we provide a strong collegiate structure, which celebrates the diverse identities and histories of the schools. Being part of a wider higher education

institution brings enhanced opportunities for collaboration, and offers students the chance to build networks with other artists and technicians before graduation, for example through the annual Student Conference.

The Conservatoire is a publicly funded institution. This means that our UK and EU students are eligible for government loans and grants through Student Finance, as well as financial support provided by the Conservatoire and the individual schools. We recruit based on talent and potential, irrespective of background, and we audition or interview every eligible applicant.

The eight Conservatoire schools are:

Bristol Old Vic Theatre School

www.oldvic.ac.uk

Central School of Ballet

www.centralschoolofballet.co.uk

London Academy of Music and Dramatic Art

www.lamda.org.uk

London Contemporary Dance School

www.lcads.ac.uk

National Centre for Circus Arts

www.nationalcircus.org.uk

Northern School of Contemporary Dance

www.nscd.ac.uk

Rambert School of Ballet and Contemporary Dance

www.rambertschool.org.uk

Royal Academy of Dramatic Art

www.rada.ac.uk

Further information about the Conservatoire is available at www.cdd.ac.uk

To connect with students from other Conservatoire Schools, you might like to join our Facebook group: <https://www.facebook.com/groups/cddstudents/>

For news from across the Conservatoire, visit:

www.twitter.com/conservatoiredd

www.facebook.com/conservatoiredd

www.youtube.com/theconservatoire

Validating Bodies

3. University of Kent

The University of Kent validates the undergraduate and postgraduate programmes delivered at NSCD. Currently the Conservatoire for Dance and Drama does not have the ability to award degrees but we are working towards this for the future. There are many small and specialist Higher Education institutions like ours in a similar position, supported by a larger validating university to run a high quality degree programme. Kent work with us to assure that the quality of the programmes meets the expectations of Higher Education courses in England.

On completing an undergraduate or postgraduate course at NSCD a student will receive an award from the University of Kent and will be invited to attend graduation at Canterbury Cathedral, usually the following November.

All undergraduate and postgraduate students at NSCD are subject to the regulations of the University of Kent, and NSCD ensures that its assessment procedures are in line with Kent's regulations. This handbook and its appendices contain a number of links to Kent's policies and other information available to students on their website. We recommend that all students familiarise themselves with these regulations, as well as the appeals and complaints procedures all students can access to through the University. This information is available via the University of Kent website:

- Information for students of validated partners of the University of Kent:

<http://www.kent.ac.uk/teaching/qa/collaborative/validation/studentinfo.html>

- University of Kent regulations: <http://www.kent.ac.uk/regulations/index.html>

4. Certa

Certa is a national Awarding Organisation committed to providing a high quality and responsive accreditation service to our Recognised Centres. Licensed by the Quality Assurance Agency (QAA), Certa develop, approve and

certificate Access to Higher Education Diplomas at various institutions, including NSCD.

All Access to HE students are subject to the regulations of Certa and NSCD ensures that it meets the procedures and regulations of Certa. This handbook and its appendices contain links to Certa's policies and other information available to students on their website. We recommend that students familiarise themselves with these regulations, as well as the appeals and complaints procedures all students can access through Certa. This information is available via the Certa website:

www.certa.org.uk

The Courses

This section is an introduction to the courses at NSCD. For full details of the courses, modules and academic conventions please refer to the Programme Handbooks and course overviews available on the Moodle.

5. Access to HE Diploma: Contemporary Dance

This is a one year, full time programme comprising seven modules. The total credits to achieve the Level 3 Diploma is 60 credits, (a student can be awarded partial credits if they do not conclude the course or fail some modules).

The modules and credit values are as follows:

Contemporary Dance Technique: Part One credits (ungraded)	9
Contemporary Dance Technique: Part Two credits	9
Ballet Technique for Contemporary Dancers: Part One credits (ungraded)	6
Ballet Technique for Contemporary Dancers: Part Two credits	6
Embodied Practice credits	6
Fundamentals of Choreography and Creative Practice credits	9
Dance in Education Project credits	3
Performance Practice credits	6
Contextualising Contemporary Dance credits	6
Total	60 credits (15 ungraded)

6. BA (Hons) in Dance (Contemporary)

The undergraduate degree is usually a three year/stage, full time course. A stage is equivalent to one academic year of study totaling 120 credits per stage.

The title of the degree was updated in 2016, however the content of the degree is the same. Students who enrolled on the undergraduate programme in September 2016 will be enrolled on the BA (Hons) Dance (Contemporary). Students who enrolled on the course prior to this date will remain enrolled on the BPA (Hons) Contemporary Dance.

Students enrolling onto the programme in 2017 will complete the following programme of study:

Level 4 (stage 1)

Year One is a pass or fail year and does not count towards the final degree classification. Modules will be marked as pass or fail only and will not be numerically marked. Students must pass all modules at Stage 1 to proceed to Stage 2.

Modules / credits: All modules are core compulsory modules at Level 4

Code	Title	Credits	Assessment
BA1DT1	Dance Techniques: Ballet & Contemporary Practices 1	15	Continuous assessment Weighting: 50% Summative assessment Weighting: 50%
BA1DT2	Dance Techniques: Ballet & Contemporary Practices 2	30	Continuous assessment Weighting: 60% Summative assessment – Practical assessment class Weighting: 40%
BA1CP1	Creative Practice 1	15	Continuous assessment Weighting: 25% Creative and performance project Weighting: 75%

BA1PC1	Performance in Context 1	30	2000-2500 word essay Weighting: 40% Performance project Weighting: 60%
BA1RP1	Research Project 1	15	Continuous assessment Weighting: 25% Creative performance project using chosen mode of representation Weighting: 75%
BA1TD1	Teaching Dance 1	15	Practical teaching Weighting: 75% Supporting documentation (lesson plans / lesson evaluations) Weighting: 25%

Level 5 (stage 2)

All modules studied at Year Two are numerically marked, with the exception of Rehearsal & Performance which is marked as pass or fail. The average mark for Year Two is worth 40% of the degree classification.

Modules / credits: At level 5 students are able to develop a specific mode of representation through their choice of one 15 credit module. The module choice will enable students to either focus upon being a curator/producer (through creative practice 2) or as a teacher/facilitator (through teaching dance 2), before all students return to develop further creative core skills in composition (through creative practice 3). Students may continue to choose this focus in level 6 to further shape their identity or not.

Code	Title	Credits	Assessment
BA2DT3	Dance Techniques: Ballet and Contemporary Practices 3	30	Continuous assessment Weighting: 60% Summative assessment – Practical assessment class Weighting: 40%
BA2CP3	Creative Practice 3	15	Continuous assessment Weighting: 25% Group Performance project Weighting: 75%
BA2PC2	Performance in Context 2	30	2 minute solo performance Weighting: 50% Group performance project Weighting: 50%
BA2RP2	Research Project 2	30	Research proposal or abstract Weighting: 25% Research project Weighting: 75%
BA2CP2	Creative Practice 2 (option)	15	Staging of an art event, individual contribution to a group project Weighting: 50% Supporting evidence (written, presentation, portfolio) as appropriate to the role Weighting: 50%

BA2TD2	Teaching Dance 2 (option)	15	<p>Practical Teaching Weighting: 50%</p> <p>Continuous assessment on placement Weighting: 25%</p> <p>Item 3: Supporting documentation (lesson plans / lesson evaluations) Weighting: 25%</p>
--------	------------------------------	----	---

Level 6 (stage 3)

All modules at Year Three are numerically marked and the average mark of the final year will be worth 60% of the degree classification.

Modules / credits: At level 6 students are asked to choose one 30 credit option to either:

- Continue their focus identity as a creative artist or teacher, we would advise those who chose creative practice 2 to continue their studies with research project 3 (the creative / performative research option)
- Those who chose to do teaching dance 2 at level 5 may choose either option

Code	Title	Credits	Assessment
BA3DT4	Dance Techniques: Ballet and Contemporary Practices 4	15	Continuous assessment Weighting: 50% Summative assessment – Practical assessment class Weighting: 50%
BA3PC3	Performance in Context 3	15	2-3 minute solo performance Weighting: 100%
BA3PC4	Performance in Context 4	30	Rehearsal Weighting: 50% Site-specific group performance project Weighting: 50%
BA3PC5	Performance in Context 5	30	Theatre-based group performance project Weighting: 100%
BA3RP3	Research Project 3 (option)	30	Research proposal / Mock funding application Weighting: 25% Research project Weighting: 75%

BA3TD3	Teaching Dance 3 (option)	30	<p>Teaching Placement Observation 1 Weighting: 30%</p> <p>Teaching Placement Observation 2 Weighting: 50%</p> <p>Teaching portfolio to include: Scheme of Work, Lesson Plans, Lesson Evaluations and other documentation as appropriate Weighting: 20%</p>
--------	---------------------------	----	---

7. MA Contemporary Dance Performance (VERVE & Postgraduate Apprenticeship Scheme)

Modules / credits:

Code	Title	Credits	Assessment Mode	Assessment Weighting
PGCD1	Dance Technique	20	Continuous Assessment Summative Assessment	60% 40%
PGCD8	Professional Practice (Company)	100	Practical Assessment	100%
PGCD9	Professional Practice (Postgraduate Apprenticeship Scheme)	100	Practical Assessment	100%
MANCD1	Research Project	60	Research Outcome	100%

The full Programme and Module Specifications are available on The University of Kent's website:

<https://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/nscd.html>

8. MA in Dance & Creative Enterprise

Modules / credits:

Code	Title	Credits	Assessment
Stage 1 – Compulsory Modules			
MADR1	Dance Research and Perspective in Practice	30	<p>Research Proposal/Abstract - Written (2,500 words approx.) or Verbal (25 mins approx.) Weighting: 25%</p> <p>Essay (3,000 words approx.), Presentation (30 mins approx.) or Lecture Demonstration 40 mins approx) Weighting: 75%</p>
MAAP1	Arts project management	15	<p>Written report (project proposal) 2,500-3,000 words Weighting: 100%</p>
MAFC1	Fundraising for creative industries	15	<p>Written report (funding strategy document) 2,000-2,500 words Weighting: 100%</p>
MAMD1	Marketing and Digital representation	15	<p>Online digital marketing platform (blog or website plus social media platform) Weighting: 100%</p>
Stage 1 – Optional Modules			
MACM1	Creative Modes of Enquiry	15	<p>Group Performance project Weighting: 100%</p>
MADT1	Dance Technique	15	<p>Continuous assessment: (class-based discussion, critical self-reflection and peer observations) Weighting: 50%</p> <p>Summative assessment: (practical technique class) Weighting: 50%</p>

MAPP1	Professional Practice (project)	30	Rehearsal (continuous assessment) Weighting: 40% Performance (summative assessment) Weighting: 60%
MAPP2	Professional Practice (placement)	30	Written skills audit and placement Learner contract (1,500-2,000 words) Weighting: 30% Independently led project Weighting: 70%
Stage 2 – Compulsory Module			
MARP1	Research Project	60	Independent Project Weighting: 100%

The full Programme and Module Specifications are available on The University of Kent's website:

<https://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/nscd.html>

9. Assignment submission

NSCD use Turnitin for students to submit assignments online. Turnitin is an online submission tool which makes it quick and easy for students to submit work. In addition to this, Turnitin automatically checks students' work for improper citation or potential plagiarism by comparing it against the world's largest academic database of published material, online sources and other student work.

For further guidance on using Turnitin see Appendix U: Assignment Submission

Instructions <http://www.nscd.ac.uk/study/student-handbook/>

10. Assessment Marks & Feedback

All assessment marks and feedback are shared with students up to 4 weeks after each assessment point via Google Drive.

For instructions on how to access these, see Appendix P: Assessment Marks & Feedback.

11. Filming

We wholly support filming as a learning tool, which is personal and supports your time here at NSCD and we recognise that in this generation, it is common to share footage on social media and YouTube.

There are a few issues surrounding this and the guidelines you should follow whilst at the School are set out below:

- Once you put something on the internet, you cannot control who sees it and potentially it will be out there for your lifetime.
- If you are sharing material that is not your own, you need permission of the choreographer or company prior to sharing this. If it is your original material, you should ensure you credit the music used within the piece.

Footage cannot be shared in some instances. These are:

- When you do not have permission of everyone in the footage, this includes bystanders.
- Anybody under the age of 18 will need parent or guardian permissions and there are students under the age of 18 on all courses.
- Throughout the year peoples' circumstances may change and someone who may have been happy to be filmed may not be happy now so permission needs to be gained at all times.
- Class material must not be shared without the express permission of the teacher. Class should be a safe place to experiment and if students feel their work is to be exposed in some way, this does not lend itself to an open and creative environment.
- You cannot film assessment work on your own camera / phone, or indeed on any other equipment, unless this is for an individual who has given express permission. This work is, however, available to you via the library system.

12. Assessment Footage

Assessment footage is available for students to view at any time during their studies at NSCD, for copyright purposes, we are unable to provide students with copies of such footage with the exception of a students' solo work. When requesting a copy of solo work a student must be aware that that they need to be personally responsible for music copyright issues outside of educational use.

13. Term Dates

Term dates for each course are published on Moodle and are also available on the NSCD website at: <http://www.nscd.ac.uk/study/student-handbook/>

Attendance and Timetable

14. Student Timetable

All BA/BPA year groups are split into two groups at the start of the academic year in the following format:

- BA1 = Groups 1 & 2
- BA2 = Groups 3 & 4
- BPA3 = Groups 5 & 6

These groups will change each term i.e. after Christmas and Easter.

Students should consult the timetable to check individual timetables. The timetable is web based and can be accessed here: <https://timetable.nscd.ac.uk>. The timetable can also be accessed via the touchscreens in the foyer. The timetable is planned prior to the start of each term, but as changes are sometimes made, students should check the timetable daily.

Occasionally teachers may not be able to attend at short notice due to illness – sometimes it is possible for another teacher to cover the class, but not always. This does not mean you will have a free period – at these times, students will be expected to utilise the class time and the space allocated to them to develop independent learning practices, or peer led learning in-group classes. There are also times in your timetable scheduled for Independent Learning or peer-led learning which are scheduled without teachers. Attendance to

these is mandatory as it would be to any other class.

Whilst loss of teaching time due to short term teacher absence cannot be made up, if a student or group of students are affected by long term teacher illness the School will ensure that those students are not at a disadvantage and teaching will be re-scheduled.

For more information, please refer to Appendix O: Timetable & Booking Guidelines

15. Attendance

NSCD provides world-class training and we expect the highest standards from our students. Therefore, we expect students to attend 100% of timetabled sessions. As you are training to be professionals this expectation replicates the professional world, and it is mandatory that you are present and on time for every session unless in exceptional circumstances.

In order to ensure that students are able to meet the intended learning outcomes of their course, NSCD operates a strict attendance policy.

Registers are taken at the beginning of each lesson and attendance is actively monitored. Students are encouraged to make themselves aware of the attendance policy from the outset.

All absences must be reported each day by email to: studentabsence@nscd.ac.uk.

If a student who is under the age of 18 fails to notify the school of their absence, the school will contact their parent/carer.

For further information, please refer to Appendix C: Attendance Policy
<http://www.nscd.ac.uk/study/student-handbook/>

16. Authorised Absences

For most part the school should not need to grant students with opportunities to be absent, as we recognize the impact this can have on your training. However, there are exceptional times

when we need to support your flexibility to be somewhere else at the time when you are supposed to be in school.

If a student knows they are going to be absent on certain dates they should request an authorised absence from the college by completing an **authorised absence form** obtainable from Moodle (student administration / Common course administration / forms)

Absences will not be authorised for assessments.

Please note:

Level 4 (year 1) will not be granted authorized absence for anything other than:

- Extreme personal circumstances (i.e. attending a funeral)

Level 5 (year 2) will only be granted authorized absence for:

- Dance projects (first approved by head of performance)
- School based projects which take you out of scheduled classes
- Special events where there has been a special invite made to the school (e.g. BBC young dancer of the year)
- Teaching dance module placements
- Extreme personal circumstances (i.e. attending a funeral)

Level 5 (year 3) – Authorised absence is essentially for this year group who need the flexibility to manage their studies against the pending demands of the ‘real world’ and graduation.

Reasons that will be considered for level 6 include:

- Auditions
- Interviews
- Dance Projects
- Dance Teaching placements
- Professional Development Activities
- Extreme personal circumstances (i.e. attending a funeral)

All requests must be made to Student Services 2 weeks in advance. Authorised absences will only be granted where a student has an attendance level of 90% or above.

See Appendix C: Attendance Policy for more information.
<http://www.nscd.ac.uk/study/student-handbook/>

17. Mitigating Circumstances

Mitigating circumstances are significantly disruptive or unexpected events which are beyond your control but which might affect your academic performance. If you experience difficulties that you think have affected (or might affect) your ability to meet the attendance requirement of 90%, or to complete assessments, it is your responsibility to advise the School as soon as possible. Such circumstances which are generally accepted include:

- Illness of more than 5 days / Ongoing illness
- Being taken ill on day of assessment
- Serious / ongoing injury
- Chronic conditions
- Mental health problems
- Bereavement involving a close relative/friend
- Serious illness of close family member
- Burglary or theft
- Religious observation on assessment day
- Extreme weather conditions

Mitigation in all instances must be supported with appropriate evidence, which can include:

- Letter from physiotherapist (or other physical therapist)
- Letter from doctor / doctor's sick note
- Letter from hospital
- Doctors/hospital/physiotherapists appointment cards
- Copies of prescriptions/medication packaging with prescription attached
- Written statement from a member of NSCD staff
- Crime Report

All cases of mitigation are handled by the Academic Administrator, and enquiries should be made with them in the first instance. The process of mitigation involves completing a form and submitting appropriate evidence to support your case. Your request is then signed off by the relevant member of staff to be considered at the Boards of Examiners.

18. Extensions

Extensions to written assignments will only be granted in exceptional circumstances and should be discussed in advance of the submission deadline, with the Learner Support Coordinator.

An assessment deferral in the case of injury or illness should be discussed with either the Head of Performance or Head of Creative & Contextual Studies with as much notice as possible. Medical evidence may be required.

19. Intermission

On rare occasions it becomes necessary for students to take a break from their studies – this is known as Intermission. For further information about this please see Appendix D: Intermission Policy
<http://www.nscd.ac.uk/study/student-handbook/>

20. Student complaints

The School's Student Complaints Policy is available at Appendix H: <http://www.nscd.ac.uk/study/student-handbook/>.

21. Student Studio Bookings Procedure

Students should book space online via the Timetable and Booking System.

Available times

Weekdays: (Monday – Friday) 9.00am – 9.00pm

- Students can book up to 3 hours of studio time (studios 2-8) but not in breaks or lunch times. Although there is no facility to book studios outside of the 9am-9pm time slot and the booking of space during breaks is not permitted, studios are generally prepared for use by 8am and it is possible to make use of this morning slot. It is also possible to make use of studios during breaks and lunchtimes as long as there is an awareness of the needs of students and staff that are already in the space, coaching, cooling down or warming up.
- Students can book up to 1 hour in the theatre as part of the 3 hours total allowance but have to check with Mark Baker that it is available.

Weekends: (Saturday) 9.30am – 4.30pm, (Sunday) 9.30am – 3.00pm

- Students can book up to 2 hours of studio time (studios 2-8)
- Students can book up to 1 hour in the theatre as part of the 2 hours total allowance but have to check with Mark Baker that it is available.

Terms & Conditions for student bookings

- Use of studios is restricted to course-related activities only. When making a booking please state your name and what you will use the space for, ie Fran – Ballet coaching, Joe – Art Practice rehearsal.
- Bookings will remain pending until approved or rejected by Student Services or Reception.
- Bookings will be approved no more than 1 week in advance. If you make a last minute booking it may not be approved before the booked time, in this instance the studio will still be reserved.
- If a student goes over the allocated allowance, any bookings over the maximum allowance will be rejected, and students are sent an automated email to confirm this.
- If a student goes over the allowance three times within a week, their booking rights will be revoked for the following week.
- Priority will be given to students preparing work for approaching assessments and therefore advance bookings may be restricted at this time.
- Students should only book a studio if they are definitely going to use the space and are requested to make sure they delete the booking in the timetable system to free up studio space for other students if their plans change.
- Students are encouraged to negotiate with fellow students to share space where possible.
- As studio availability is limited, students are made aware that it is not always possible to book space so should plan ahead.
- Students can make bookings up to 4 weeks in advance, however should be aware that advanced bookings may

be cancelled by staff if the space is needed for school activity.

For more information please refer to Appendix O: Timetable & Booking Guidelines <http://www.nscd.ac.uk/study/student-handbook/>

Communication

20. Emails

Each NSCD student has an email address in this format: 'user ID'@nscd.ac.uk

We strongly recommend that you check your emails on a daily basis – information such as timetable changes, workshop opportunities, assessment feedback and tutorial information will be sent via email and it is important you do not miss this information.

Emails are sent to students with a heading in the subject line to make it easier for students to know which emails to prioritise:

- READ – these emails contain some important information which you need to take note of e.g. the email has a student letter attached
- INFO – these emails are simply for your information and to read in your spare time e.g. a new member of staff has joined NSCD
- ACT – students will have an action to carry out in response to these emails e.g. signing up for a tutorial
- IMPORTANT – these emails need to be read as soon as possible

For further guidance on setting up your email account, see Appendix N: Student Email Help Sheet.

<http://www.nscd.ac.uk/study/student-handbook/>

21. Opportunities email

Student Services send round an 'Opportunities' email each week, detailing events, workshops, auditions, and other general professional development opportunities that students may wish to get involved with. These may be during school hours, but students should be aware that the opportunities featured in this email do not automatically grant permission for

an authorised absence. Students should ask permission from their tutors, and go through the usual authorised absence procedure should they wish to take time off school for professional development.

22. Staff emails

Each member of staff has an email address in this format:
firstname.surname@nscd.ac.uk

Individual staff are contactable via email, but students are reminded that some staff are part time and have busy schedules. Emails will be answered as soon as possible.

23. Tutorials

To arrange a tutorial with a member of staff you should contact Student Services who will know the availability of staff and be able to book you an appointment. You can do this by visiting the Student Services office or by emailing studentservices@nscd.ac.uk

You can arrange to speak with any member of staff at all but each year group is also appointed a Year Liaison tutor who can be a first point of contact should you need assistance.

24. Useful email addresses

studentservices@nscd.ac.uk – please use this email address for any general enquiry. The Student Services team will direct you to where you need to go or will be able to answer your query there and then

studentabsence@nscd.ac.uk – if you are not going to be present at school you must email this email address before 9am each day you are absent with the details of your absence. This is particularly important if you are under 18.

accounts.nscd@nscd.ac.uk – for any finance related queries

wellbeing@nscd.ac.uk – to booking a wellbeing appointment with Georgia Cooper

library@nscd.ac.uk – for any library related queries

Fabiano.culora@nscd.ac.uk –to book an ISS appointment/injury related queries

caretakers@nscd.ac.uk – to locate a lost item, help with props, lockers etc

25. Moodle

Moodle is a Virtual Learning Environment (VLE) providing a central space on the web where students and staff can access a set of tools and resources to support the course, it can be accessed at any time and from anywhere. From 2017/18 the school will be using Moodle for the first time.

For further guidance on Moodle, see Appendix M: Moodle Help Sheet. <http://www.nscd.ac.uk/study/student-handbook/>

26. Pigeon Holes

Sometimes staff may put information for individual students in their pigeon holes such as student certificates, letters or reminders. The pigeon holes are located outside studios 4 and 5 and are lettered A-Z. If there is anything for you, it will be put in the pigeon hole with the letter which starts your surname. Remember to check the pigeon holes on a regular basis.

27. Noticeboards

There are various noticeboards around the building, the main student noticeboards being between studios 4 and 5. These will contain important material should be checked regularly. The noticeboard between the changing rooms is a 'sign up' board, i.e. where you go to sign up for a tutorial slot, for additional ballet coaching or for an exit interview, which should also be checked on a regular basis.

There are other noticeboards in the foyer areas and other corridors, giving information about performances, and other services that may be of interest.

28. Posters

If any student wishes to advertise a relevant performance, class, workshop or event throughout the school, we request that all advertisements are passed to Student Services to put up around the school. Any advertisements put up without authorisation will be moved/taken down.

29. References

All requests for references for further study should be emailed to Student Services. References are written including the

comments of all tutors, you should therefore not contact individual tutors but direct all queries to Student Services. You should allow 2 weeks for a reference request to be processed. We will usually forward references directly to the institution to which you are applying.

Resources

30. Lost Property

It is inevitable that belongings will occasionally go missing; unfortunately, NSCD cannot be liable for the loss or damage of any belongings. Any items, which have been left around the building, will be taken to a secure cupboard in Studio 8. In order to retrieve any lost items you can arrange to reclaim these with the students who run the wardrobe, at a time the wardrobe is open.

If the item you have lost is valuable, check that it has handed into Student Services or Reception.

31. Lockers

Each student is allocated their own locker for their personal use throughout each academic year at NSCD. Students are asked to use their locker to store personal belongings, particularly during class times, as these are not allowed to be taken into the studios.

Lockers should be emptied and keys handed back to Student Services at the end of each academic year.

32. Student Access Card

Once you register as a student at NSCD you will receive a photo ID card which gives you access to the building. You must keep this card safe. If you have lose your photo ID card you will need to order a replacement card at Student Services at a cost of £5. If you forget your ID card it is particularly important that you sign in at reception in case of a fire, or emergency evacuation of the building.

33. Car Parking

The NSCD car park is for staff and visitors only; there is plenty of free on-street parking in the streets surrounding the school.

Student Support

34. Student Support Services

NSCD has a strong tradition of providing student care and support services and commits considerable resources to this purpose. Many students who are embarking on a course will be living away from home or abroad for the first time and may face a number of challenges during their training. We aim to provide the necessary services to help all students overcome these and ensure that the highest level of individual care is offered. There are many student support resources available, including:

- Support for students with disabilities
- Fitness and Injury support
- Counselling and guidance for mental health & wellbeing
- Nutritional support
- Financial assistance
- Academic support
- English language classes

Each term the school hosts a Healthy Dancer Day. Healthy Dancer Day offers alternative technique classes, seminars and workshops to supplement and inform training whilst providing a holistic approach to health and wellbeing. You will get to choose from a number of options each day, giving you the opportunity to try new things, focus on your well-being and a positive approach for the coming term.

Students are advised to make themselves familiar with the school's Fitness to Train Policy at Appendix K: <http://www.nscd.ac.uk/study/student-handbook/>.

For detailed information about student support, please refer to the school's website.

35. Student Feedback

Your feedback is very important to us and you will be asked for your feedback formally at least twice per academic year via an online, anonymous NSCD Student Survey. However, you will often feedback informally, in discussion with your teachers and other members of staff and we urge you to discuss any issues with us as soon as they arise.

There will be at least two student representatives from each year / programme who will be nominated by their respective cohort. The role of a Student Representative is to seek and represent the views of the cohort to the school. Student

Representatives will be required to attend regular Student Communications Committees which is an opportunity to discuss all matters concerning students. All minutes of the Student Communications Committee will be made available on the Moodle. More information on the role and the nomination process will be provided in the first few weeks of the autumn term.

Please see Appendix G: Student Feedback Cycle.

Health & Safety

36. Registering with a Doctor

We recommend that all students register with a doctor in Leeds as soon as possible after enrolling on a course at NSCD. Students will be issued with a registration form for the Leeds Student Medical Practice and we strongly urge you to complete this. It is also advisable, because of the closeness and intensity of the studies here and to prevent epidemics, that you ensure all your inoculations (meningitis, measles, mumps, rubella) are up-to-date.

37. Private Health Insurance

NSCD is committed to provide a safe and healthy environment to train dance artists but the NSCD courses and assessments can be physically demanding. In addition, dance skills by their very nature include elements of risk, including injury.

Whilst we take reasonably practicable measures to reduce or eliminate these risks, it is not possible to eliminate them all. For this reason, we would encourage you to consider taking out private health insurance to support you with any medical treatment that you may require. Health care can be obtained free of charge from the NHS but waiting times for treatment are unpredictable and may result in disruption to and interruption of your studies. Long periods of absence may result in you being unable to complete the course.

NSCD is unable to recommend insurance schemes but a useful resource is Dance UK:

<http://www.onedanceuk.org/resource/health-insurance-dancers-companies/>

38. Student Safety

Personal and Property Safety

- Avoid walking alone after dark and stick to well-lit routes where possible
- Consider carrying a personal alarm
- Take a fully licensed taxi if possible
- Be alert and aware of your surroundings at all times (avoid excessive intoxication)
- In clubs and pubs, never leave your drinks unattended
- Never use cash machines at night, when on your own, and try not to carry large amounts of cash
- Make sure you always secure your student residence (keeping doors and windows locked when unattended.)
- Security mark your property and log serial numbers where possible
- If you own a bicycle, please ensure you use a D Lock and secure through the frame and not just the wheel.
- Report all incidents to the Police

Please contact the NSCD Safeguarding lead Tracy Witney or Student Services if you have been involved in an incident, to ensure we are able to liaise with our Community Police Officer.

39. First Aid

In the event of injury or illness you should inform reception who will take the appropriate action, including contacting the duty First Aider to attend. An NSCD First Aider must attend to all injuries/accidents. An accident report will be completed for every First Aid incident.

Location of First Aid Boxes

- At Reception
- Learning & Participation
- Studio 8

Ice and heat packs can be borrowed from Reception.

40. Emergencies

In the event of an accident or medical emergency, you have the following options:

1. Telephone your doctor
2. Go to the Accident and Emergency Department at the Leeds General Infirmary
3. Telephone **111** if you urgently need medical help or advice, but your situation is not life-threatening (the call is free)

4. Telephone 999 for an ambulance for life-threatening situations only (the call is free)

Appendices

The following documents are all available on the NSCD website at:
<http://www.nscd.ac.uk/study/student-handbook/>

- Appendix A: Terms & Conditions
- Appendix B: Codes of Conduct & Practice
- Appendix C: Attendance Policy
- Appendix D: Intermission Policy
- Appendix E: Safeguarding Policy
- Appendix G: Student Feedback Cycle
- Appendix H: Student Complaints Procedure
- Appendix I: Student Disciplinary Procedure
- Appendix J: Data Protection Statement
- Appendix K: Fitness to Train Policy
- Appendix M: Moodle Help sheet
- Appendix N: Email Help Sheet
- Appendix O: Timetable & Booking Guidelines
- Appendix P: Assessment Marks & Feedback
- Appendix Q: Reasonable Adjustment
- Appendix R: Disordered Eating Policy
- Appendix S: Religion & Belief Policy
- Appendix T: Social Media Policy (to go to academic board October 2017)
- Appendix U: Assignment Submission Instructions
- Appendix V: Fee Policy
- Appendix W: Code of Practice: Placement & Work based

Learning

- Appendix X: Equality & Diversity Statement
- Appendix Y: Guidelines for Student Independent Work