

Academic Handbook

ICMP General Regulations



The Institute
of Contemporary
Music Performance

Version number	Date approved (and committee)	Reason for production/revision	Author	Proposed next review date
V2.0	June 2022 Quality	Annual review	Deputy Registrar	Biennially and as required
V1.0	Sept 2020 AcBo	Annual review	Registrar	Biennially and as required
Related policies				
<ul style="list-style-type: none">• AQF07: Academic Regulations• Student Charter• Student Disciplinary Regulations• Acceptable Use of ICT Policy• Social Media Policy• Drug and Alcohol Policy• Zero Tolerance Policy				
External Reference				
UK Quality Code for Higher Education, Advice and Guidance: enabling student achievement. ICMP has developed clear and accessible policies to ensure that ICMP is a supportive and safe environment.				
Equality Impact Assessment				
Has an Equality Impact Assessment been undertaken? <input type="checkbox"/>				

1. Introduction

- 1.1. ICMP's mission is to inspire, encourage and equip our students to succeed by delivering a relevant and innovative educational experience of the highest quality.
- 1.2. ICMP expects all staff and students to engage positively and treat each other with respect, dignity and care. We are committed to promoting the highest standards of behaviour.
- 1.3. Any breach of these regulations will be taken seriously and where necessary dealt with through the Student Disciplinary Regulations.
- 1.4. These regulations apply to all students on ICMP programmes, short courses, and to students' visitors when on ICMP premises, using ICMP equipment or whilst participating in activities organised by ICMP.

2. Expectations (General, Health and Safety)

2.1. Identity Cards

- 2.1.1. In the interest of the security of all members of the ICMP community, students must show ICMP identity cards upon request.

2.2. Personal Property

- 2.2.1. ICMP is insured for public liability but not for students' personal belongings. ICMP shall not be responsible for students' belongings, including musical equipment, whilst on ICMP premises and so cannot, in the absence of any negligence or breach of duty by the Company or its staff and agents, be held responsible for loss, damage or theft of said belongings.

2.3. ICMP Property

- 2.3.1. ICMP property, (for example PAs, backline, hire items, books, fixtures and fittings) must be treated with respect by students at all times. It cannot be removed from the premises without prior, express permission; unauthorized removal will be treated as theft. Any damage to ICMP property will be dealt with under the Student Disciplinary Regulations.

2.4. Fire Safety

- 2.4.1. If the alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions from staff. Any student failing to evacuate a building promptly during a fire alarm will be dealt with through the Student Disciplinary Regulations.

2.5. Social Media

- 2.5.1. Students should be mindful that communications on social media are also subject to legislation. Where communication is in breach of legislation or ICMP's Social Media Policy action may be taken in accordance with the Student Disciplinary Regulations.

2.6. Alcohol and Narcotics

- 2.6.1. ICMP operate a zero tolerance approach to drugs and alcohol. No drugs or alcohol are permitted on ICMP premises at any time. Any student found in

Commented [SJ1]: Pending sentence from Chris C regarding the venue.

breach of this regulation will be dealt with through the Student Disciplinary Regulations.

2.7. Smoking

- 2.7.1. No smoking or vaping is allowed on ICMP premises except in the designated smoking area. Students are asked not to congregate and/or smoke on the footpaths immediately outside the buildings as this can cause an obstruction to the public and an inconvenience to local residents.

2.8. Hearing Protection

- 2.8.1. It is the responsibility of the student to ensure adequate ear protection is used at all times when using amplification equipment. Students must use hearing protection in all performance classes, failure to do so can result in serious damage to your ears.

2.9. Visitors

- 2.9.1. Students bringing visitors onto ICMP premises must ensure that they are signed in appropriately at reception and are responsible for ensuring that they comply with the ICMP General Regulations.
- 2.9.2. Students will be responsible for any visitors on ICMP premises. ICMP may take action under the Student Disciplinary Regulations where a student's visitor is in breach of ICMP General Regulations.

2.10. Behaviour in the community

- 2.10.1. ICMP is located in a residential area and busy local community. We ask students to behave respectfully at all times to help us maintain a positive relationship with our local community.

2.11. Car Park

- 2.11.1. The Car park is for staff and tutors only.

3. Expectations (Teaching Environments)

3.1. Class Times and Punctuality

- 3.1.1. To ensure disruptions are not caused for you and your peers, all students are required to be at class, ready to enter the room, on time, it would be best to aim to arrive five minutes before the scheduled start time. If a student arrives later than 10 minutes past the hour, it is entirely at the tutor's discretion as to whether they admit that student to the class. This is in keeping with students' own expectations, to help combat persistent lateness, and to avoid disruption to the other students' learning.

3.2. Mobile Devices

- 3.2.1. All mobile phones must be switched off or silenced in class. In the case of emergencies please ask your tutor for permission to leave it on or leave the class to make a call.

3.3. Recording Classes

- 3.3.1. Students are permitted to record lectures, tutorials and supervision sessions using their own equipment for their own personal learning.

3.3.2. Students must inform tutors of their intention to record any part of a taught session. Video recording shall not be permitted without the explicit permission of the tutor and the students in the class.

3.3.3. Any request by a tutor to stop using a device must be respected.

3.4. Food and Drink

3.4.1. Students are not allowed to consume any food or drink in any performance rooms, production rooms, studios, writing rooms or classrooms with the sole exception of sealed, bottled water.

3.5. Independent and Directed Study

3.5.1. Part of the student's commitment to study with ICMP is regular practice and reading outside of scheduled classtime. Your tutor will discuss in class a realistic practice schedule for you to follow, and your module guides will outline reading lists. If you find the additional practice/study difficult to manage and achieve, you should discuss the problem with your tutor or Programme Leader in order to be directed toward the appropriate support mechanisms and services.