



# Student Charter

Last approved: September 2024

Approved by: Academic Board

Next review due: September 2028

## Introduction

Our courses equip students with the knowledge, skills and mindset to prepare them for careers within the screen industries. This charter is relevant to all students on both accredited and non-accredited courses of study, as well as those on programmes that are sub-contracted provision with partner organisations and is aligned with the Student Charters of our partner organisations.

This Charter links to your Terms and Conditions of study.

We expect every student to actively engage in making MetFilm School an inclusive, sustainable environment in which creative, mature, focused, and considerate individuals are valued. Students are required to treat each other and all tutors and staff with respect and to work together in a professional manner.

Our aim is to support student learning and personal development actively respecting and standing up for the rights and dignity of others, within an atmosphere that encourages creativity, intellectual rigor and freedom of expression.

## What we expect from you

MetFilm School expects you to:

- actively engage in your studies, attending all scheduled teaching and production sessions, submitting your assignments on time and asking for help when you need it;
- behave in a responsible and ethical manner, treating staff, fellow students and visitors with dignity and respect;
- uphold the School's reputation by adhering to the rules, regulations and conduct codes;
- make effective, safe and sustainable use of all facilities that the School provides to support your learning;
- take responsibility for your own personal development, utilizing the various formal and informal support mechanisms within the School;
- be familiar with student information available (in print and online) related to your course, academic policies, procedures and assignment deadlines;
- attend all assessments as timetabled and submit all coursework by published deadlines;
- Be available to complete any assessments during resit period or mitigation windows if required;
- Understand and abide by your obligations regarding course fees and payments by meeting all deadlines for the payment of fees, understanding that non-payment may result in your place being withdrawn per our Terms and Conditions
- Regularly check all communications including email, to keep yourself updated on all course matters;
- participate actively in the School's student representative system;
- work hard and manage your time effectively;
- foster an environment of inclusion, open mindedness and respect for different backgrounds, experiences, opinions and beliefs;
- show mutual respect and an understanding of fellow students and staff, standing up for equality, diversity and inclusion and upholding the requirements of the School's policies related to equal opportunity and diversity;
- Bear in mind, when taking part in class activities that the use of provocative language or subject matter should be treated more sensitively than in a situation where your audience has elected to be there. Choosing to ignore advice or guidance from staff or fellow students in this regard may lead to disciplinary action being taken, in accordance with our Student Disciplinary Policy;

- provide us with appropriate evidence about any changes to your personal circumstances as soon as possible; and
- be clear, concise and respectful in your communications with the school in person, by email or telephone.

### **What you can expect from MetFilm School**

You can expect MetFilm School to:

- provide a comprehensive educational experience that is in line with good academic practice;
- treat you with fairness, respect and dignity at all times;
- Provide a safe and tolerant environment in which educational, creative and career goals may be pursued free from harassment and discrimination of any kind;
- provide clear and accurate information on all aspects of your studies and equip you with appropriate and relevant information regarding services and support;
- support you effectively through all stages of your student journey, from application through to the completion of your studies;
- work with you to develop your career aspirations and strategies towards employment;
- provide a creatively and intellectually inspiring, safe and supportive learning environment;
- offer regular opportunities for you to provide feedback on your student experience;
- ensure you are kept fully informed of any changes to your study and/or support;
- actively seek your participation in the School's governance and decision-making processes;
- ensure student views are taken into account.

### **Unacceptable Behaviour**

MetFilm School provides teaching and learning to prepare its students for a successful career in industry. We want you to leave having developed professionalism and all the skills required to **effectively collaborate** with fellow creators.

To prepare you for an industry which is increasingly diverse and cognisant of its social responsibilities, we need to support you to uphold the highest standards of conduct. Below is a list of **unacceptable behaviour**, which is likely to result in disciplinary action (this is not an exhaustive list):

- Ignoring guidance or instructions issued by MetFilm School staff and tutors;
- Not respecting the rights of others;
- Violent, disorderly, threatening, bullying, or offensive behaviour or language;
- Fraud, deceit, deception or dishonesty in relation to the School, staff or students;
- Any action likely to cause significant injury or impairment of safety
- Any action likely to bring the School into disrepute;
- Disruption of or interference with other students' teaching and learning outcomes;
- Disruption of the academic, administrative, or production activities of the School;
- Harassment of any kind;
- Damage to, or defacement of, School property;
- Misuse or unauthorised use of School premises and property;
- The distribution of material that infringes or ignores other people's ownership of copyright.