

Student Status and access to facilities

Last updated: Summer 2023

Introduction

This document outlines access to facilities for different student statuses.

All students will retain access to facilities as outlined below until the end of their programmes. This is the day after the last day of the summer term for undergraduate and standard year PG (Grad Certs not continuing, second year Music Therapy, Artist Diploma students) and 1 September for all other PG. IT Accounts will remain open until after the Board of Examiners has taken place and a reminder will be sent to students to confirm the date the IT account will be closed. For research students, their access will cease from the date of their award. Where a student has a reassessment their access will be arranged depending on the nature of the reassessment they are undertaking and whether they are completing the reassessment in or out of attendance. Any queries regarding access should be directed to departmental administration offices in the first instance.

Continuing students will retain their access to facilities over the summer period(s) but this may need to be manually adjusted by the relevant administrator. Student Affairs services will be offered where available as some staff are term-time only.

All students may have their access temporarily suspended due to temporary enrolment status or temporary suspension for non-payment of tuition fees or due to disciplinary matters. Access to facilities will be suspended on a case by case basis.

TABLE OF CONTENTS

Introduction	1
Full HE Students (course codes starting with U, P or N)	3
UG and PG Programmes	3
PGCert (online only).....	3
BA Acting Studies (Year 4).....	4
Non-Continuing students with resit or deferred assessment.....	4
Students undertaking assessment without attendance (e.g doctoral student under examination - status R)	5
Staff who are students.....	5
Intermitting Students.....	6
Intermitting for a full academic year (students have completed all academic requirements and can progress to the following year or will return to complete assessment at the beginning of the relevant term)	6
Intermitting: Refer without attendance	6
Intermitting: Defer without attendance	7
Suspended.....	7
Withdrawn	7
Extra mural.....	8
Junior Fellows with extra mural student status (OXM, Programme Code XM F)	8
Extra mural during intermission (music only) OXM, Programme code XM E).....	8
External (OXM, Programme code XM E).....	8
Visiting Students	10
Tokyo College (OXM, Programme code XM T).....	10
Erasmus and other formal student exchanges (Course codes start with U, P, N, Status=V or SO)	10
Study Abroad Music: Undergraduate and Postgraduate.....	11
Other Visiting Students	11
Enterprise Programmes	12
Preliminary Acting (OXM, Programme code XM A)	12
Summer Schools (OXM, Programme code XM X)	12
CPD Type	12
Junior Guildhall	13

Full HE Students (course codes starting with U, P or N)

UG and PG Programmes

Undergraduate

BA & MA Acting
 BA Acting Studies (Year 2 & 3)
 BA Production Arts
 BA VDLP
 BMus
 AGSM

Postgraduate

MA Collaborative Theatre Production and Design
 Guildhall Artist Masters
 Artist Diploma
 MA Opera Making and Writing
 MA Music Therapy
 Advanced Certificate
 MPhil/PhD and MPhil DMus

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Yes	Full student access	Full access	Full access	Full access	Full

PGCert (online only)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
No	No	Full student access	Full access to online titles	No	Full access	Full

BA Acting Studies (Year 4)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
No	No	Full student access	Full access to online titles	No	No	Yes

Non-Continuing students with resit or deferred assessment

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Full student access for Library and AV until submission of final assessment. Room booking access until final performance assessment. Music to notify facilities if students still have room booking access after formal end date programme			Partial service: access to full-time establishment staff	Not after end of prog	

Students undertaking assessment without attendance (e.g doctoral student under examination - status R)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Full student access for Library and AV until submission of final assessment. Room booking access until final performance assessment. Allowances/allocations for room booking services may be capped, and any such limitations will be communicated by the relevant department to the student prior to enrolment. Music to notify facilities if students still have room booking access after formal end date of the programme.				Partial service: access to full-time establishment staff	Not after end of prog

Staff who are students

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Staff but student ID if requested	With student account/ card where applicable	Staff account (separate student login for content relating to their programme)	Staff account	Staff account	Yes as a student	Yes

Intermitting Students

Intermitting for a full academic year (students have completed all academic requirements and can progress to the following year or will return to complete assessment at the beginning of the relevant term)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Yes	Access to ASIMUT but no room booking facilities	Yes	No	No	No	No but access to events

Intermitting: Refer without attendance

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Yes	Access to ASIMUT but no room booking facilities	Yes	Yes to prepare for assessment	No	If intermission during the year and already in counselling, up to four counselling sessions at the discretion of Head of Student Affairs, until alternative counselling arranged. No other services will be offered. Study skill sessions should already have been accessed – additional tutorial available to refer students at cost.	No but access to events

Intermitting: Defer without attendance

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Yes	Access to ASIMUT but no room booking facilities	Yes	Yes to prepare for assessment	No	If intermission during the year and already in counselling, up to four counselling sessions at the discretion of Head of Student Affairs, until alternative counselling arranged. No other services will be offered. Study skill sessions should already have been accessed – additional tutorial available to refer students at cost.	No but access to events

Suspended

Access to facilities for suspended students will be decided on an individual basis and will be communicated to departments via Registry

Withdrawn

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access will be removed from date of withdrawal	No	Will retain access for 14 days after date of withdrawal	No	No	Decided on an individual basis access up to 4 weeks after date of withdrawal	No

Extra mural

Junior Fellows with extra mural student status (OXM, Programme Code XM F)

ID card	Room booking facility	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Fellow card with access to staff common room	Yes	Limited staff account	Yes with £220 returnable deposit*		Fellows may have access to the Counselling Service for 1 or 2 sessions of 1:1 after which, if they wish to continue their counselling, they can do so either by seeking external support (which we can help them find) or, if appropriate, by joining one of our groups.	No but access to events

Extra mural during intermission (music only) OXM, Programme code XM E)

ID card	Room booking facility	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Extra mural card	Access to ASIMUT but no room booking facilities	Yes	Yes with £220 returnable deposit*		No	No but access to events

External (OXM, Programme code XM E)

ID card	Room booking facility	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Extra mural card	No	No	No	No	No	No

Visiting Students

Access for visiting students applies for the duration of their studies. In some cases where a visiting student is enrolling onto a programme in the next academic year, they may retain some access. This is decided on a case by case basis in liaison with the relevant department.

Tokyo College (OXM, Programme code XM T)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Yes	Full student access	Full access	Full access	Full access	No but access to events

Erasmus and other formal student exchanges (Course codes start with U, P, N, Status=V or SO)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Yes	Full student access whilst a student	Full access	Full access	Full access	Yes whilst a student at the School

Study Abroad Music: Undergraduate and Postgraduate

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Yes	Full student access	Full access	Full access	Full access	Yes whilst a student at the School

Other Visiting Students

Access will depend on nature of visit, negotiations with departments and fees to paid. All should be outlined in advance as part of the Visiting student agreement.

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Access all student areas	Yes	Full student access	Full access	Full access	Full access	Yes whilst a student at the School

Enterprise Programmes

Preliminary Acting (OXM, Programme code XM A)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Yes	Access to ASIMUT but no room booking facilities	Limited account to access photocopier Office 365 email account. Drama to notify participants when accounts expiring.	Full access on an agreed per-head vired by Drama to the library/AV budget		Full service – costed at fee per student head	No but access to events

Summer Schools (OXM, Programme code XM X)

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Visitor card	No	No	No	No	No	No

CPD Type

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
No card, sign-in	No	No	No	No	No	No

Junior Guildhall

ID card	Access to ASIMUT and Room booking facilities	IT account	Library account	AV equipment borrowing	Student Affairs services	SU membership
Yes	No	No	No	No	No	No