

## Junior Fellow Terms of Enrolment 2022/23

These Terms of Enrolment set out the basis on which the Guildhall School of Music & Drama will deliver education services to you as a Junior Fellow of the School receiving extra mural one-to-one lessons.

By accepting these Terms of Enrolment on your enrolment form you are entering into a contractual agreement to abide by the terms of enrolment and the Guildhall School regulations and policies in force for this academic year listed below. Full versions of the School's regulations and policies can be found on the School's [website](#) and are available in hard copy on request from Registry ([registry@gsmd.ac.uk](mailto:registry@gsmd.ac.uk)). The School's regulations and policies are reviewed and updated annually. The key terms and documents are given below:

### Proof of Identification

All Junior Fellows must produce one of the following forms of identification: current passport (Roman alphabet), current UK photo driving licence, current EU identity card. The Guildhall School will use the name and date of birth as recorded on this identification in their records.

### Status

You will be classed as a Junior Fellow of the School and whilst you will have some of the privileges of a member of staff and some privileges of a student, your enrolment will not confer student status, employment or worker status.

### Rights and obligations

We will deliver educational services free of charge as agreed in your offer letter. We may need to make changes to our educational services during the year to comply with any applicable law or safety requirements; if this is necessary we will endeavour to ensure that these do not materially affect the nature or quality of our services and, in any event, will notify you.

As a Junior Fellow you will also be entitled to a staff IT and email account to aid the School's communication with you, access to staff common rooms, and use of the School Library on payment of a deposit.

As a Junior Fellow you will have the same room booking access as students. Any bookings required for Junior Fellow projects will need to be made through the Music Office.

You agree to:

- Register as a Junior Fellow with the Music Department within three weeks of the start of the 2022/23 academic year,
- Comply with the student disciplinary code and other policies relevant to those undertaking extra mural study (see [website](#))
- Maintain an immigration status that entitles you to be in the UK and receive tuition as a Junior Fellow,
- Satisfy all reasonable requirements of your study including attendance at rehearsals,
- Satisfy all reasonable requests to engage in School projects and activities as a Junior Fellow (without payment),
- Act as a good-will ambassador for the School during your fellowship year, by speaking positively about the School and being a role model in your professional behaviours,
- Read your School email regularly and comply with all reasonable instructions and guidance given by email or other means
- Respect the rights and sensitivities of staff and your fellow students
- Respect the confidentiality of the information you may have access to whilst you have staff IT and common room privileges
- Comply with the terms of any third party copyright licenses the School takes out for teaching and learning purposes, details of which can be found on MyGuildhall

## **Right to cancel**

We may cancel your enrolment with the School if the offer of admittance was based on false information supplied by you, if your immigration status changes and you are no longer entitled to study in the UK, or if you have broken our terms and conditions in a material way as determined by a recognised procedure (e.g. disciplinary committee hearing).

## **Withdrawal**

### **Official withdrawal**

A Junior Fellow wishing to withdraw must notify the Music Office by email as soon as possible. The date of withdrawal will be the date the Junior Fellow sends the email, or the last date of expected attendance where notification is provided in advance.

### **Unofficial/self-withdrawal**

A Junior Fellow who has expressed their intent to withdraw verbally but does not confirm this in writing, or a Junior Fellow who withdraws without any notification by their unapproved absence from the scheme shall be deemed a self-withdrawal. The date of withdrawal from the scheme will be determined by the Head of Music

Administration; the date of withdrawal will be the date on which the Junior Fellow was last known to have attended. The School will endeavour to contact the Junior Fellow to confirm that they have been withdrawn.

## **Complaints**

If you have a complaint about any aspect of your studies or the services provided to you by the School, you should use the Student Complaints Procedure.

## **Events outside of the School's control**

The School will not be liable or responsible for a failure to perform, or a delay in performing, any of its obligation under these terms of enrolment that are caused by an event outside of its control. Should an event outside of its control takes place the School will:

- Contact you as soon as reasonably possible
- Suspend only those obligations/services materially affected and keep you informed
- Restart those obligations/services as soon as reasonably possible.

The School reserves the right to alter the mode of delivery of its teaching or services in response to an event outside of its control.

## **Data Processing**

The Guildhall School will process personal data contained in this form or otherwise supplied by yourself or other people, for purposes connected with your studies, your health and safety, or for any other legitimate reason connected to your studies. Any information supplied by a student that is found to be false or misrepresented may lead to expulsion from the School.

Photographs and video taken during events, rehearsals, productions and concerts may be used by the School for publicity purposes. Music department concerts are recorded and may be used by the School for publicity purposes. All photographs, video and audio remain the property of the Guildhall School of Music & Drama.

Personal data supplied by a student, or gathered in relation to a student during their studies, will be used in accordance with the General Data Protection Regulation. Full details about what data we collect, why we use it, and with whom we may share it is given in the HE privacy notice which is linked to the School's overarching privacy notice. Both can be found at <https://www.gsmd.ac.uk/about-guildhall/corporate-documents/policies/privacy-notice>.

## Opt-outs

Marketing: If at any point in the enquiry, application, enrolment process you have opted in to receive marketing information you may opt out by contacting [registry@gsmd.ac.uk](mailto:registry@gsmd.ac.uk).

Key policies include but are not limited to:

- Section 5 of the Academic Regulatory Framework (particularly Student Code of Conduct and Disciplinary Procedure, and Student Complaints Procedure)
- IT Acceptable Use Policy, and Library Policies
- Alcohol and Substance Misuse (Student Policy)
- Relations between Staff and Student Policy
- Library Policies
- Harassment, Bullying & Sexual Misconduct (Student Policy)
- Equality Scheme
- Safeguarding Policy
- Health & Safety Policy

All our policies are available from [gsmd.ac.uk/policies](https://gsmd.ac.uk/policies)

[Signing the Terms of Enrolment is a part of the enrolment process) and the enrolment form is stored on the Fellow's file.]

Reviewed July 2022