

Academy Regulations

The following rules apply to all LAMDA students for the duration of their studies

1. LAMDA operates an Equal Opportunities policy and students are expected to conduct themselves within the terms of that policy. Failure to do so will result in dismissal.
2. Students must attend all classes regularly and punctually, and take part in performances as directed. There are no optional classes. If absence is essential, prior permission should be obtained from either the Head of Drama School or the appropriate year group head; or in the case of Stage Management students, the Head of Technical Training. For absences of more than a day, for professional work or family reasons for instance, prior permission must be obtained from the Principal.
3. Students shall have no choice in the selection of their instructors. They are required to attend all classes arranged for them and to accept any role which is allocated to them by Head of Acting or Head of Technical Training for Stage Management Students. This applies for internal projects and public performances alike.
4. All cases of unexpected lateness or absence through illness must be notified immediately to the dedicated voicemail line 0208 834 0559 or by email to absence@lamda.org.uk, and no later than 8.30am for a 9am class, and 9.30am, for a 10.00am class. In cases of illness of more than two days a doctor's certificate must be obtained. Please note that if you are late or miss the first class of the day, you will not be admitted to any class or scheduled activity that day.
5. Students who are tardy or absent without reason, or who otherwise infringe the rules of the Academy, may be called for a disciplinary interview.
6. Latecomers will not be admitted to classes and will be recorded as absent. A student who is absent in the morning without reason is unable to join class in the afternoon or evening sessions but must absent themselves for the entire day.
7. Students may be required to work in the evenings, on Saturdays, Sundays and Bank Holidays where necessary.
8. Fees for each term must be paid in advance unless the individual is in receipt of a student loan and no later than the date specified in the students offer letter. Any student who is in arrears with regard to their fees will not be able to progress with their training until all outstanding monies owed to the Academy are paid. Students who have not paid their fees in full prior to completing their programme of study will have their degree withheld until such payments are made.
9. Payment for the course constitutes acceptance of a place and agreement to the course regulations. All payments will be subject to the refund policy as stated in these regulations.
10. Students, in exceptional circumstances, intending to leave the Academy must give at least a full term's notice in writing of such intention to the Principal or Head of Technical Training. Students will be liable for fees throughout the notice period (for example if a student leaves halfway through the Autumn term they are liable for the remainder of fees for that term and the full fees for the following Spring term). Please note this is only relevant for students who are not paying their fees through the Student Loans Company.

11. Students are expected to devote their whole attention and work time to the Academy's Course. They are not to undertake outside professional or amateur engagements, during term time without the prior written approval of the Principal or the Head of Technical Training, nor engage in outside employment in other areas during term time where it might impede or prevent their studies.
12. Students may not attend outside classes without prior permission of either the Principal or the Head of Technical Training.
13. No student may sign an agreement or otherwise or come to any understanding with regard to his/her professional services with any Artist's Agent or employer without the permission of the Principal prior to the completion of the course.
14. Interviews are not to be given to the press, radio or television unless organised by LAMDA.
15. A student's course of study will be terminated if they fail to make satisfactory progress within their programme of study, in accordance with the Academy's Disciplinary and Grievance Procedure.
16. All assessment and disciplinary matters relating to students enrolled on programmes that are validated by the University of Kent (UoK) will follow the appropriate UoK regulations where applicable. This includes the UoK regulations governing academic offences (such as cheating, plagiarism or attempting to influence an examiner or teacher improperly). These regulations are available at <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex10.html>
17. The Academy reserves the right to alter the curriculum, staffing or regulations without prior notice, within the terms of agreement with the University of Kent where applicable.
18. The Academy does not hold itself responsible for any accident, injury or death sustained by students on the Academy's premises or at outside premises attended during training.
19. All Academy premises are designated no smoking areas. This also applies to e-cigarettes.
20. The Academy does not accept responsibility for the loss of any property belonging to students either on the premises or in outside rehearsal spaces.
21. Students are expected to conduct themselves with due care and attention to Health and Safety guidelines. Any student who acts outside the guidelines for their safety and those around them will be dismissed.
22. Students are not permitted to film, photograph, publish or record any aspect of LAMDA's work including but not limited to, rehearsals, productions, workshops, classes or scene showings on any recording format, including mobile phones and no footage can be aired or published on any external or public media (including but not limited to You Tube, Facebook etc.) without the prior written consent of either the Principal, the Head of Drama School or the Head of Technical Training and all actors and artistes involved.
23. The use of any form of social media for the making of critical, insulting or defamatory statements about the Academy, its staff, students or people and organisations associated with it, as well as its professional and artistic achievements and output, will result in disciplinary action in accordance with the Academy's Disciplinary and Grievance Procedure. The definition of social media in this context is as an umbrella term for any tool or service that facilitates the documenting and exchange of information over the internet.