Welcome to the Birmingham School of Acting - BA (Hons) Applied Performance (Community & Education)

Dear student,

I am delighted to welcome you to the Birmingham School of Acting. We’re looking forward to welcoming you and helping you to settle into the School, your course and your new environment.

Everyone is always a bit nervous about starting university, this is a good sign, and it means you’re keen to do well and make the most of this exciting opportunity. We’re all very friendly, and you’ll soon settle in very quickly. Remember, everyone is in the same boat!

Your personal tutor is a key person to get to know in the first few weeks, they can help with any queries, worries or concerns.

Please take the time to read the information below as it will help you settle in to the University more efficiently. Further information can be found on our welcome pages, including activities during Welcome Week at www.bcu.ac.uk/student-info/welcome-week.

Finally I’d like to wish you the best of luck for the start of your course. You are now a part of the Birmingham School of Acting and Birmingham City University academic community, and we look forward to working in partnership with you to help you succeed.

With best wishes,

Professor Stephen Simms
Head of Birmingham School of Acting

Your first day with us
Your programme is based at the University’s City Centre Campus. To find out more about facilities, latest developments and accessibility at your campus, along with maps, travel directions and car parking arrangements, visit www.bcu.ac.uk/about-us/maps-and-campuses/city-centre-campus.

Your first day will begin with the following welcome session:

Date: Monday, 19 September 2016
Time: 11:30 am
Location: Birmingham School of Acting, Studio 9, City Centre Campus

It is important that you attend this welcome session to receive essential information about studying at the University.

Faculty Welcome at the Birmingham Hippodrome

Wednesday 21 September, 10.00-12.00
You’re about to join one of the largest and most distinctive arts faculties in the country, amid one of the UK’s most vibrant cultural scenes. This is your welcome to all nine Schools in the Faculty of Arts, Design and Media. It’s a brilliant opportunity to meet students from other disciplines and learn about the city’s amazing arts environment. You’ll be hearing from Faculty Dean Professor David Roberts and from Fiona Allan, Artistic Director of the Birmingham Hippodrome, the UK’s most attended theatre. There will be free coffee and late breakfast; information about job opportunities, backstage tours, and Birmingham’s arts scene; and above all the chance to meet student actors, musicians, writers, artists, fashion and product designers, architects, stage managers, media trainees, illustrators, film-makers and animators, and a whole host of other creative people.

You’ll be guided from your home School to the Hippodrome by staff and students in time for refreshments. Then we’ll host the main event in the amazing Hippodrome auditorium. You’ll have plenty of time to move on to the city centre campus and experience the Student Union Fair afterwards.

We look forward to seeing you there. Please use this link to register:

**Student Essentials**

**Timetable**

Please find below a copy of the induction timetable for your first week with us.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Staff required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School &amp; Course Director welcome</td>
<td>Mon 19/09/2016</td>
<td>11.30-12.30</td>
<td>BSA - Studio 9</td>
<td>S Simms/ P Wynne-Willson/team</td>
</tr>
<tr>
<td>Tour of Facilities</td>
<td>Mon 19/09/2016</td>
<td>12.30-13.00</td>
<td>n/a</td>
<td>team</td>
</tr>
<tr>
<td>Practical Workshop</td>
<td>Mon 19/09/2016</td>
<td>14.00-16.00</td>
<td>BSA - Studio 9</td>
<td>P Wynne-Willson</td>
</tr>
<tr>
<td>Health Services talk</td>
<td>Tue 20/09/2016</td>
<td>11.00-12.00</td>
<td>Patricia Yardley Studio</td>
<td>L Papillon/Dr White</td>
</tr>
<tr>
<td>Welcome from the whole School team</td>
<td>Tue 20/09/2016</td>
<td>13.00-13.30</td>
<td>Patricia Yardley Studio</td>
<td>All</td>
</tr>
<tr>
<td>Student Services/Student Union talk</td>
<td>Tue 20/09/2016</td>
<td>13.30-14.30</td>
<td>Patricia Yardley Studio</td>
<td>SU/SServ team</td>
</tr>
<tr>
<td>Faculty of the Arts, Design &amp; Media Welcome</td>
<td>Wed 21/09/2016</td>
<td>10.00-12.00</td>
<td>Birmingham Hippodrome</td>
<td></td>
</tr>
<tr>
<td>free afternoon for Freshers Fayre</td>
<td>Wed 21/09/2016</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housekeeping/Programme Handbooks</td>
<td>Thu 22/09/2016</td>
<td>10.00-13.00</td>
<td>BSA - Studio 9</td>
<td>P Wynne-Willson/ T Francis/ L Pettifor</td>
</tr>
</tbody>
</table>
You will be able to access your main timetable during Induction Week on the homepage of iCity (icity.bcu.ac.uk). To get a longer-term view of your timetable, choose 'Your Timetable' from the top left menu.

iCity is the University’s web portal for staff and students. You can use it to access news, information and services. You can also access your timetable from the iBCU app, available on Apple iOS, Android and Windows. Search your app store for 'iBCU’ and log in using the same details as above.

You can log in using the username and password stated in your online enrolment invitation email.

Programme Handbook
Your Programme Handbook contains detailed information including fees, placements and the content of your programme. You will be given a hard copy of your Handbook during your induction and links to access this electronically.

School Office
You can find your School Office off Reception, Millennium Point Building, City Centre Campus. There is student support available from 08:00 am – 18:00 pm, Monday to Friday.

Your University ID card
Remember to keep your University ID card with you at all times as you will need it to access all campuses and libraries, as well as using printers on campus. Using your ID card also helps us to record your attendance at teaching sessions, making sure you get the best out of your studies.

Your University email address
Your University e-mail address will be used for ALL communications. Remember to check your e-mail account regularly to ensure that you don’t miss important updates and information about your studies. You can even link it to your smartphone.

Rules and regulations
One of your responsibilities as a student at Birmingham City University is to follow the rules and regulations which apply to all students. It's really important that you're aware of these, so we've picked out some of the key areas to help you: www.bcu.ac.uk/about-us/corporate-information/policies-and-procedures/rules-and-regulations

Key University Services
There's a lot to get your head around in your first few weeks at university, but don't worry - help is at hand. We have a number of services at the University to help you get started, find answers to questions and receive general advice and support.
APPENDICES

1 – Key Programme Information – modules
2 - Key Programme Information – term dates
3 - Key Programme Information – reading lists and essential learning resources
4 - Key Programme Information - DBS disclosure
5 – Welcome letter from the Birmingham School of Acting Student Council
6 - Who's who
7 - Attendance monitoring

Appendix 1 – Key Programme Information - Modules

Full details of the modules you will be studying will be provided for you in the Programme Handbook 2016-17 (also referred to as the Student Handbook).

Course Philosophy:
This programme seeks to develop a thriving community of applied performance practitioners and practice within Birmingham and beyond. We hold a shared belief between students and staff that making and applying performance with social and political objectives has the potential to have a significant impact on the lives of individuals and communities. We use performance as a tool to raise awareness, inform, educate, empower, and instigate change and as a method of intervention.

We have developed an innovative experiential learning model of working which focuses on the evolution of identity from student to practitioner throughout the programme. The emerging practitioner works in partnership with the tutor who also shifts their identity to a director / performance maker / facilitator. The practitioners collectively work as a professional company rather than a class or a group and are all empowered with individual roles and responsibilities within that company. They are regularly working with participants and communities in both formal and informal settings.

We aim to provide practitioners opportunities to develop their own artistic practice and specialise in their own areas of interest throughout the programme. This is achieved through giving the emerging practitioners artistic space, autonomy and choice. Our emphasis is on ‘performance’ rather than ‘theatre’ or ‘drama’. We work to an industry model and have strong industry links as well as on-going relationships with educational and community based organisations. We bring in an eclectic range of artists and companies to deliver workshops and seminars to give students experiences in different styles and forms of work to inform their own practice.

Placements information
In the second year, you will be required to undertake a placement of your choosing as part of your studies. Your Course Director will explain more about this during your induction session.

Please note that you may incur some costs for travel expenses when you carry out your placement so please be prepared to set aside some contingency funds for this.
Diagram of course structure
Year 1
- Project 1 (30 credits)
- Community & Identity (15 credits)
- Contextual Studies & Critical Theory (15 credits)
- Workshop Facilitation (15 credits)
- Skills Workshop 1 (15 credits)
- Performance Workshop (30 credits)

Year 2
- Skills Workshop 2 (15 credits)
- Project 2 (30 credits)
- Applied Practice & Theory (15 credits)
- Facilitation in Context (15 credits)
- Devising, Making & Writing (15 credits)
- Professional Practice & Administration (30 credits)

Year 3
- Project Planning (30 credits)
- Collaborations Project (30 credits)
- Outreach Project (15 credits)
- Applied Performance Project (45 credits)
Appendix 2 – Key Programme Information - Term dates

Autumn Term 2016
- Induction: Monday 19th September 2016
- Fresher’s Week: 17th to 25th September 2016
- Course starts: 26th September 2016
- Term Finishes: 9th December 2016

Spring Term 2017
- Start: 9th January 2017
- Finish: 17th March 2017

Summer Term 2017
- Start: 18th April 2017
- Finish: 23rd June 2017

Please ensure that you do not book holidays on or near finish/start dates of terms, without first checking with your Course Director, as some dates may change.

Birmingham School of Acting operates a strict attendance policy that prohibits taking holiday or other commitments during term time.

Any absences must be recorded on the Absence Request forms available at Reception.

Appendix 3 – Key Programme Information – Reading lists and essential learning resources

Reading lists
These are books and DVD’s which we consider will be most helpful to you in your studies. Although you may like to have your own copies to refer to throughout your training and career, it is not a requirement of the course that you purchase them; they are available from our libraries and you should be able to obtain them through your own local library.

You may find it useful to read some of the indicative reading books before commencing your course, as they will give you a head start into appreciating the work you will tackle in your first year.

Special notice
We are very pleased to be able to offer you a welcoming gift a copy of one of your key Year One texts:


This book will be handed out to you during induction week.

The following books are highly recommended:

Learning resources

Equipment
Please bring with you on your first day either a notepad and pen or an electronic device to take notes in classes.

Clothing
All students are required to dress appropriately for all classes and rehearsals. Clothing should be practical and comfortable, with no low neck-lines. Trousers should cover underwear and the abdomen should be covered appropriately. You will also be expected to change from external to internal footwear before entering the studios. Remember, this is a working environment.

If you have any clothes that you think may be suitable, do not buy anything new until you commence your course.

Essential
- Pair of trainers
- Track suit Trousers
- Black top & Black leggings (for assessment work)

Optional
- Large sports bag.

The Birmingham School of Acting operates a strict dress code which includes:
- the removal of all body piercings and jewellery before classes
- the removal of heavy make-up
- inappropriate clothing such as jeans, scarves, hats and belts must not be worn in classes.

Clothing should have your name clearly marked and be kept clean and well maintained.

Not having the correct clothing or your equipment, for the start of term, may seriously impede your learning in certain classes.

If you have more than one strenuous/physical class in the day, you will need to shower and change your clothing. Shower facilities are available within the School.

- In order to assess suitability for specific course related activities; within the Faculty of The Arts, Design and Media, enhanced Disclosure and Barring Service (DBS) checks are carried out on all students on the BA (Hons) Applied Performance (Community and Education) course. This is because students are expected to have contact with children and/or vulnerable adults during their time of study.

- Even if you have recently had an enhanced DBS check from another organisation we will require you to undertake a further check through the University as a part of enrolment, (unless this disclosure is recent enough to be confirmed to be portable). If you are an EU student and have not had been a resident in the UK for 5 years or more you will need to obtain additional police clearance from your own country.

- During your induction week, a session will be arranged for you to complete your DBS Disclosure application form. You will also be given the DBS booklet “An applicant’s guide to completing the Disclosure application form” and a Faculty letter outlining the University’s DBS procedures.

- In order to process your form, you will need to provide evidence of your identity. At the form completion session during your induction week, please ensure that you bring with you original documentation (photocopies will not be accepted) of the following:
  - at least one document confirming your current name
  - at least one document confirming your date of birth
  - at least one document confirming your current home (permanent) address
  - at least one document from the above should include your photograph

A full list of the accepted types of identity document is listed in the appendices at the end of this document (DBS Guidance for BSA BA Applied Performance Students). Please ensure that your proof of identity complies with this guidance.

- The initial fee to cover the cost of the Enhanced DBS Disclosure will be met by the Birmingham City University. If at any stage you are required to undertake a further Enhanced DBS Disclosure you will be expected to meet the fee for that check.

- If your Enhanced DBS Disclosure details any cautions/convictions, this will be referred to the Faculty’s DBS Panel who will ask you for more information (which might include inviting you to attend a meeting).

- The Faculty DBS Panel then will meet to decide whether or not the disclosures listed are likely to impact on your studies and if so, what measures might be put in place to best support your learning whilst paying due regard to public protection.

- Please note that if, during the course of your studies, you receive a police caution/conviction or you are subject to on-going criminal proceedings you will be required to immediately inform the Course Director.

- Failure of a student to immediately inform their Course Director of a caution/conviction or on-going criminal proceedings whilst enrolled upon their programme of study, or during a period of interruption of study, may result in disciplinary action.
Please don’t worry unduly about this process. If you have any queries about DBS Disclosures, please speak to the School Quality Officer or your Course Director and please feel free to ask for a copy of the Faculty’s DBS Procedures.

Appendix 5 - Welcome letter from the Birmingham School of Acting Student Council

Dear Student,

A very warm welcome to BIRMINGHAM SCHOOL OF ACTING! Congratulations on receiving a place to study here. You will soon be embarking on a wonderful journey full of challenges, hard work and fun. We, as the Student Council are here to support you throughout your time here at BSA. Each year BSA students elect a student council who will act as a connection to the wider university network. The council also carries out other tasks including accommodation support and, of course, social events. The first of these social events that you will encounter will be BCU’s Fresher’s week 2016 and Birmingham School of Acting’s famous “FAFFY” (find a friendly first year) house party, which is traditionally hosted by 2nd or 3rd year students in one of the student houses.

Freshers’ 2016 – Your Student Union

By being a part of BCU we are fortunate to get the same benefits that the university students do, such as use of the facilities including the newly built Curzon library which has a great selection of plays and study books. Certain facilities are also available to us through the BCU Student’s Union including NUS student ID cards, local public transport information and insurance through the NUS insurers ‘Endsleigh’ for home, personal, car, bike etc. For further information about what’s available to us through Birmingham City University and BCU’s Student union feel free to contact any member of the student council or BCUSU.

The Student Union has been working hard to ensure this year’s Fresher’s is the biggest and the best yet! Fresher’s 2016 will be kicking off on Saturday 17th September with the Welcome Party at the O2 academy in Birmingham and the events will finish with the closing party on Monday 26th September. Throughout the week there will be various events including the Aloha Beach Party and the BCU bar crawl. You can look up all the events and book tickets here: http://www.bcusu.com/welcome/welcome-week-2016/freshers-events-2016/

Any events exclusive to BSA students will be posted on the Facebook page in the coming weeks. We would highly recommend attending the Fresher’s events throughout BSA and BCU as it’s a great opportunity to meet fellow students on both your course and other courses and let your hair down before the hard work begins!

Social Networking- Facebook

It is advisable if you don’t already have Facebook to get yourself connected, even if you only use it for BSA, as this is the primary way that we, the student council, get in contact with you and on some courses the Tutors set up a page so they can keep you updated.

Each year a group is created for incoming students to get to know each other, ask questions and socialise before classes start in September. The group is open to any incoming student and all current students at BSA, so there are plenty of people to get advice from and chat to before you start! You may wish, once you know who is on your course from the Facebook group, to set up a group for your own course/year.

Please use the Facebook group link below to meet new people, ask questions and find out more about what to expect from the wonderful journey you are beginning! I, and the other council members will also be using this page to update you with notices including Fresher’s and social events.

https://www.facebook.com/groups/107524475589043/ or alternatively search ’Birmingham School of Acting 2016-2017’ on Facebook under groups.
If you don’t want to ask your questions on the Facebook page please feel free to contact myself or any of the student council or Student Reps/SALS that I will introduce you to below.

### Meet Your Student Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Year/Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student President</td>
<td>Rianna Ash</td>
<td>3rd Year BA Acting</td>
</tr>
<tr>
<td>Vice President</td>
<td>Charlotte Bell</td>
<td>3rd Year BA Applied Performance</td>
</tr>
<tr>
<td>Social events co-ordinator/Treasurer</td>
<td>Josie Rylance</td>
<td>3rd Year BA Applied Performance</td>
</tr>
</tbody>
</table>

### Meet Your Student Academic Leaders

Each course is supported by Student Academic Leaders (SALs) who are members of your class. They are there to communicate on your behalf with the Course Director and School Academic Board. The current SALs are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Year/Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Hons) Acting</td>
<td>Rianna Ash</td>
<td>3rd Year</td>
</tr>
<tr>
<td></td>
<td>Cormac Elliot</td>
<td>3rd Year</td>
</tr>
<tr>
<td></td>
<td>Hugo Von Fragstein</td>
<td>2nd Year</td>
</tr>
<tr>
<td></td>
<td>Mara Huf</td>
<td>2nd Year</td>
</tr>
<tr>
<td>BA (Hons) Stage Management</td>
<td>Sophie Spillane</td>
<td>3rd Year</td>
</tr>
<tr>
<td>BA (Hons) Applied Performance</td>
<td>Josie Rylance</td>
<td>3rd Year</td>
</tr>
<tr>
<td></td>
<td>Charlotte Bell</td>
<td>3rd Year</td>
</tr>
<tr>
<td></td>
<td>Zoe Hedge</td>
<td>3rd Year</td>
</tr>
<tr>
<td>MFA Acting (The British Tradition)</td>
<td>Emily Dabczynski</td>
<td>2nd Year</td>
</tr>
</tbody>
</table>

Appointments to the SAL role will be made in October for Foundation in Acting and MA Professional Voice Practice courses.

### Student Reps

The school also has two Student Reps, appointed from BSA students by the Students Union, who are there to represent the whole of Birmingham School of Acting within Birmingham City University.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rianna Ash</td>
<td><a href="mailto:Rianna.Ash@mail.bcu.ac.uk">Rianna.Ash@mail.bcu.ac.uk</a></td>
</tr>
<tr>
<td>Hugo Von Fragstein</td>
<td><a href="mailto:Hugo.Vonfragstein@mail.bcu.ac.uk">Hugo.Vonfragstein@mail.bcu.ac.uk</a></td>
</tr>
</tbody>
</table>

We hope you have a lovely summer and I can’t wait to meet you all in September! Should you have any questions or concerns before September please don’t hesitate to contact me. Any course concerns or anything regarding administrative queries please go directly to your course director or email the school.

All the best,

Rianna Ash

**Student President**

Birmingham School of Acting

Rianna.Ash@mail.bcu.ac.uk

### Appendix 6 - School Who’s Who

A full list of School staff will be provided for you in your Programme/Course Guide (Student Handbook) which you will receive as part of your induction. In the meantime, below are some of the key people you can contact if you have any queries before the start of your course:
Appendix 7 - Attendance Monitoring

During your time with us your attendance in classes will be monitored. You will receive an ID card at the on-campus enrolment session; please keep this with you at all times as you will need it to enter University buildings and you will sometimes be asked to swipe your card to record your attendance at teaching sessions. We want to make sure that you get the best out of your studies and monitoring your attendance will help us to see whether you may need additional support and guidance at times.

To reflect the strict attitude of the industry towards lateness and absenteeism, Birmingham School of Acting demands a professional attitude to time-keeping and attendance at all times on the course. The marking system for all modules takes account of the need to have a professional commitment to the ensemble nature of the activities which make up the modules and recognises that absences for whatever reason will affect the quality of a students’ work and are likely to impact negatively on the work of other students. As all modules are compulsory there are no classes/rehearsals which are optional. Lateness or absence or non-engagement will affect your module marks and you will fail if your attendance is poor.

All students are required to ‘engage’ with the learning taking place in classes and rehearsals. Being passive or a ‘passenger’ in classes or rehearsals can impact negatively on the learning experience of both the group and the individual and as such is not indicative of professional practice. Non-engagement can include: not fully participating in exercises, discussions or presentation of prepared work in a class or rehearsal as and when required. Persistent non-engagement in a class or rehearsals may impact negatively on your work and may lead to a fail mark. All classes and rehearsals are included in the ‘process’ element of all assessments.