CAMPUS GUIDE

LIVERPOOL

/

03330 112 315
www.sae.edu/join

1. Welcome

Welcome from Campus Director

Welcome to SAE Liverpool and thank you for choosing to study with us - you are in good hands!

The Liverpool Campus prides itself on being a student-centered campus, which provides a stimulating and friendly learning environment to learn in. Here, you can grow both personally and academically.

Our programmes are very hands-on and designed in a way to support you in acquiring knowledge and practical skills that are held in high regard by employers. You will have the opportunity to learn from our team of experts, who are also active in their area of practice. This enables you to explore the very latest thinking in your chosen subject.

Our campus boasts state of the art facilities that are all industry standard. I would encourage you to make the most of working in the studios and using the equipment available to you.

In addition to a first class academic experience, we also hope that you will make the most of the social opportunities available to you via your campus. We will provide you with further details of these during your time here.

My team is here to ensure you have a fantastic experience and get the best out of your time here. To make the most of your time I encourage you to participate and communicate with my team.

Work hard and have fun.

Michael Carroll, Campus Manager

Welcome from Academic Coordinator

Congratulations on your place on the programme, and a warm welcome to SAE Institute Liverpool. We hope that your time with us is a rewarding and fulfilling experience, both in the development of your academic skill set and in preparing you for a career in the creative industries.

The experience of students at the campus is our priority. We strive to maintain and continuously improve the high quality of the teaching and learning experience, and the academic standards to which we adhere. We are always here to help with any queries you may have during your studies, and we will actively seek out and respond to your feedback.

At degree level study, the core focus is to develop skills of critical analysis and independent learning. This will develop you into a reflective practitioner who has the best chance of succeeding in a competitive, yet highly rewarding, industry. We will support you throughout this learning journey. On your side, hard work, commitment and an ethos of personal responsibility are as important to achieving a good degree as they are to success in the industry.

Make the most of the excellent facilities, and the talented and passionate teaching staff. Also explore the creative opportunities that the city has to offer. I wish you the best of luck with your studies and future career.

Kate Corbin, Academic Coordinator

Address and Opening Hours

Monday-Thursday	9:30 am – 10:00 pm
Friday	9:30 am – 7:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	Closed

Email: **liverpool@sae.edu**

SAE Liverpool

Georgia House
38 Pall Mall
Liverpool
L3 6AL

T: **0151 255 1313**

Regional Staff

Title	Name	Email
General Manager (UK)	Steffan Davies	s.davies@sae.edu
Director of Marketing and Recruitment	Peter Hudson	p.hudson@sae.edu
Admissions Manager	Jayesha Fernando	j.fernando@sae.edu
Student Experience Manager	Adam Lowe	a.lowe@sae.edu
Events Coordinator (Events)	Alice Ameerally	a.ameerally@sae.edu
Marketing and Communications Officer *(News, Social Media, Student Newsletters)*	Bethany Kirkbride	b.kirkbride@sae.edu
Marketing and Communications Manager *(Alumni Mentoring, Video Production, Social Media)*	Daryn Castle	d.castle@sae.edu

2. Key Contacts

Campus Staff

Title	Name	Email
Campus Director	Michael Carroll	m.carroll@sae.edu
Academic Coordinator	Kate Corbin	k.corbin@sae.edu
Audio Programme Coordinator	James McCormick	j.mccormick@sae.edu
Film Programme Coordinator	Carl Copeland	c.copeland@sae.edu
Animation, Web and Games Programme Coordinator	Firdaus Khalid	f.khalid@sae.edu
Student Experience Officer	Kelsey Dee-Floyd	k.dee-floyd@sae.edu
Music Business Programme Coordinator and Audio lecturer	Mike McNeilis	m.mcneilis@sae.edu
Student Experience Officer	Alex Hannah	a.hannah@sae.edu
Film Lecturer	Jake Astubury	j.astbury@sae.edu
Film Lecturer	Honey Crespo	h.crespo@sae.edu
Music Business Lecturer	Veronica Skrimsjö	v.skrimsjo@sae.edu
Audio Lecturer	Cormac Gould	c.gould@sae.edu
Audio Lecturer	Nick Ellmore	n.ellmore@sae.edu
Web Development Lecturer	Zahra Muhsin	z.muhsin@sae.edu
Campus Support Technician	Nicolas Panteleimonov	
Campus Support Technician	Crispin Halcrow	c.halcrow@sae.edu

3. Getting Started at SAE Institute

Induction and Enrolment

You will need to fully complete the enrolment process prior to attending classes - this normally takes place as part of your induction week.

For full details of induction and enrolment week and what to bring, please see **www.sae.edu/gbr/join**

Your Student ID

You will receive your ID card during enrolment. It is used for much more than identification purposes - it allows you to enter buildings around campus, book equipment and borrow library books.

It also features useful information:

- Your student number
- The date you joined
- The date you are expected to graduate

Once you have received your ID card, please wear it around your neck or somewhere on your person where it is visible and easy to read whenever you are on campus.

Your Timetable

You will receive your timetable prior to the commencement of each intake or module. It can be viewed electronically via the student portal at **https://axis.navitas.com**

Make sure you regularly check your timetable for updates.

Your Fees

How do I pay my fees?

If you are accessing a student loan, the student loan company (SLC) will pay some of your fees directly to SAE. Once you have started attending class we will advise the SLC that your loan can be activated.

The remaining fees are due according to the schedule shown in your fee statement.

If you have any questions about your fees, please contact: Kelsey Dee-Floyd, **k.dee-floyd@sae.edu**

Course fee payments are accepted in the form of bank deposits, direct debit or card payments. You can make these in person or over the phone. SAE Liverpool Phone number: 0151 255 1313

Please follow this link for SAE UK bank account details: **http://www.sae.edu/gbr/payment**

Bank transfer details:
Account Name: SAE Education Limited
Account No: 13129527
Sort Code: 18-50-08
Swift: CITIGB2L
IBAN: GB93 CITI 1850 0813 1295 27
Bank: CitiBank NA London

Remember to always use your student ID number as a reference. If you do not know your ID number, please use your FULL NAME as reference and let us know the date the transfer went through.

Please DO NOT include phrases like “Tuition Fee for...”, “Mister...” or any other words if possible.

Please make sure to make payments in Pound Sterling as otherwise there may be shortfalls when non-Sterling currency is converted

Your liability:

Whether or not you are using a student loan, you have ultimate responsibility for paying your fees. If there is a problem with your loan, you are still liable for the full amount.

Once enrolled and attending, you will be liable for the entire module as per our fee policy. If you withdraw, defer or are cancelled at any point during a module, your liability is for the entirety of that module. See the full terms and conditions at **www.sae.edu/gbr/sae-regulations**

Paying your fees on time:

It is very important that you pay your fees on time. Fee payment dates are shown on your fee statement. The payments will relate to your modules of study, but will generally be dated on the first day of your study period.

Instalments for modular payment plans are generally due in September, January and May.

Please contact us if you think you will have problems

paying your fees on time. If you have outstanding fees and do not pay after we have reminded you in an email, you will be asked to attend a meeting with the Campus Director. If reminders continue to be ignored and you do not attend the meeting with the Campus Director, you may be banned from lectures and access to campus facilities. Eventually you will be withdrawn from your programme of study if you do not pay your instalments. If you are late paying your fee instalments, credit control will send you a letter reminding you to pay your fees which will incur an administration charge for each

letter we send. SAE will refer unpaid fees to debt collection agencies and may seek recovery through the courts.

The 14-day cool-off period:

You have the legal right to cancel your contract with us after agreeing it, without giving any reason, and without any penalty. Your contract with us starts when you accept an offer of study (either by signing an acceptance of offer form or by accepting an offer of study on UCAS).

A 14-day “cool-off” period commences from the first day of enrolment. Students have 14 days where they can withdraw without liability for full fees. If SAE receives a written notice of their intention to withdraw from their programme of study, within the first 14 days of enrolment, the student will not be liable for payment of the full fees.

Benefits / Tax Credits

Studying may affect your eligibility for and entitlement to state benefits, particularly if you study on a full-time course. Even if you remain eligible to claim, entitlement to certain elements of student funding may still reduce your (or your partner’s) benefits (including if you are entitled to a student loan but decide not to take it or all of it). We recommend that you seek advice about this as early as possible.

You have a duty to inform the relevant authorities about becoming a full-time student and being entitled to student funding. Studying should not affect your eligibility for child tax credit, and most student funding is ignored when calculating your (or your partner’s) entitlement to this.

However, a change to the number of hours that you are working may affect your eligibility for working tax credit. We recommend that you inform the relevant authorities if you become a student and if you are entitled to student funding.

Full details of financial support can be found on the student support and fees/funding pages at **www.sae.edu/gbr/**

Who to talk to about fees:

You can talk to your Student Experience Officer about fees.

For more detailed information, please also read our terms and conditions and student fee policy, here: **www.sae.edu/gbr/sae-regulations**

4. Your Campus

Holidays

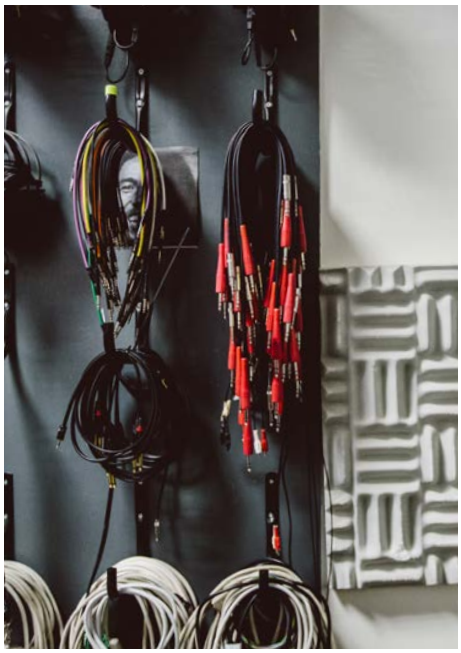
The dates of the twice annual, two-week holidays are published on the SAE UK Student Portal. Please refer to the your course calendar for specific dates.

On Bank Holidays the campus is normally closed. Due to special circumstances, some lectures may be held during these periods. This is usually dealt with on a case-by-case basis, in consultation with the class. Students are advised to check with their lecturer in advance. Alterations to class timetables are normally communicated to students at least two weeks in advance.

Campus Rules

- Students are required to touch in and out every time they enter or leave the building with their Student ID card. This is needed in the event of a fire drill or genuine emergency.
- All guests are requested to sign in and out, obtain a visitors pass on entering the campus and must be accompanied by a registered SAE Institute Liverpool student.
- Eating and drinking is not permitted in the studios, practical areas and classrooms. Please keep quiet in these areas so that your colleagues can focus on their studies.

- There are dustbins situated throughout the college. Please use them and help us to keep the campus tidy. A clean environment is far more conducive to constructive work.
- Smoking is not permitted anywhere within the campus premises.
- The consumption of drugs and alcohol on or near the campus premises is not allowed and a contravention of this rule will be treated very seriously.
- Any violence on the campus premises will also be dealt with swiftly and may result in expulsion.
- Mobile phones must be switched off during all lectures and in communal work areas.
- Students are advised not to leave personal property unattended anywhere within the college. The campus will not be held responsible for any loss or damage.
- Please give your classmates consideration. Everyone has a right to air their points of view but it is natural that these may not be shared by all. Students who persist with generally disruptive behaviour and who are unwilling to work constructively in a group environment spoil the learning experience for all and may be penalised as a result.
- Do not run inside the campus premises.
- The entrances of some rooms might have a small step. Please be aware of this and inform your guests in order to avoid any possibilities of a tripping accident.
- When connecting power supplies, or audio connectors, ensure that the cable does not create a trip hazard.
- Prior to plugging electronic equipment, (such as amplifiers and power supply units), please carry out a visual inspection of the cables. Ensuring no fraying or inner cable exposure is visible. If in doubt please consult the on duty Campus Support Technician. Should you find a cable to be damaged in any way you can book out a replacement power lead from the on duty Campus Support Technician.



- Please keep the corridors, classroom, aisles and pathways to emergency exits clear of any obstacles at all times.
- In the event of liquids or foods being spilt on the ground, please contact the on duty Campus Support Technician immediately who will assess the risk and/or damage and take appropriate action.
- Please note that students may be denied access to the campus in case of outstanding unpaid fees or pending disciplinary action.

Booking Facilities and Equipment

Online Booking System

All resources on campus must be booked before they can be used. This is necessary in order to ensure availability of the resources and to log the amount of time spent on a project/ assignment and usage of the different facilities.

For further information regarding the online booking system and how to access the online booking system please follow this link: **http://axis.navitas.com**

Equipment Booking Rules

All practical resources at SAE Institute must be booked prior to use, either by booking in advance or at short-notice. These rules have been created to allow the fairest possible distribution of practical time. Not following these rules correctly is unfair to your fellow students. Individuals not following these regulations will have their sessions cancelled without further warning. Students losing sessions as a result of not adhering to the regulations will not have their time made up and no extensions to assignment deadlines will be given.

Each student may book a number of hours per week in advance. The number of hours is dependent on the facility being booked and the module of the course being attended. Students should take into account that equipment and studio availability may decrease as deadlines approach and they are advised to start every assignment at the earliest opportunity.

Health and Safety

SAE is committed to providing a work environment and systems of work, which comply with all relevant legislation. It is the intention of SAE to ensure, so far as reasonably practicable, that all employees, students, contractors and visitors are safe from injury and risk of health while at workplace and/or while undertaking work-related activities. Students are responsible for following directions from their lecturers and other staff, which will include acting safely and complying with reasonable directions, including company rules.

Academic practical activities and events

Please be aware that the following activities/ events need to be sanctioned in advance:

- High presence of external guests
- Unconventional use of the premises and/or equipment and/or locations
- Use of equipment that does not belong to SAE Liverpool
- Working at heights
- Lifting weights
- Soldering - if not supervised by lecturer or other competent member of the staff
- Use of flames or combustible materials
- Use of substances hazardous to health
- Use of fog machines or other kind of equipment that - however safe - could set off the fire alarm
- In general, every activity that constitutes a breach to the Health and Safety of the premises, students, staff and guests.

The above activities must be discussed and authorised well in advance with the Campus Support Technician.

Every unauthorised activity involving one of the above will be stopped at the earliest possible stage and the student(s) involved will undergo disciplinary action.

Fire Safety Information

Smoke detectors are fitted in all rooms and studios at SAE Institute Liverpool. Every room of these premises is equipped with a map of the floor layout with the shortest path to the nearest emergency exit shown by a red line and the location of the fire extinguishers. Please familiarise yourself with these maps every time you enter a room.

Emergency Exits

There are 2 emergency exits on campus. One is located at the front of the premises by the main entrance and one at the rear of the premises - this is situated half way down the rear stairwell and opens out into the rear courtyard.

First Aid

In the event of an accident or injury please refer to the signage located on each floor in order to identify the nearest First Aider. The First Aid kit is located in the Campus Support Technician's office. A first aider will always be present on site.

Insurance

Students attending SAE Institute Liverpool are insured against accidents whilst on campus. The Institute has a comprehensive insurance programme, which covers accidental damage to property and equipment. However, students should be aware that they are liable to pay for any damage caused to College property either through theft or negligence on their part in their failure to observe correct operating procedures.

Failure to report breakage that occurs during a student's session may also result in that student being held liable for repair/ replacement costs. Any guests at the College are not covered by the current insurance policy and attend entirely at their own risk.

5. Student Support

Language Provisions and Support

As you are enrolled in a programme validated by a British university, you are expected to have a basic understanding of the English language.

Every aspect of your degree programme will be delivered in English, this includes: lectures, seminars, coursework, feedback, course materials and study support.

Your local campus will assist you with translations or interpreters should the need arise e.g. in cases where appeals or complaints are dealt with by a member of staff who does not speak your first language. This includes appeals and complaints that are dealt with by Middlesex University.

Study Support

During your time at SAE, Study Support will be available from the National Librarian and your campus' Student Experience Officer.

A range of academic support is available throughout the year, ranging from face-to-face tutorials, workshops and seminars.

Contact your Student Experience Officer for further information regarding the Study Support that is available on your campus.

Student Experience Officer:
Kelsey Dee-Floyd, **k.dee-floyd@sae.edu**

National Librarian: Matthew Kibble,
m.kibble@sae.edu

Mental Health and Wellbeing

Undertaking an accelerated degree course can be stressful and we encourage you to contact us if you're feeling overwhelmed, anxious or just need some study guidance.

If you encounter personal difficulties during your studies at SAE, we encourage you to contact the Student Support Officer who will be able to design an individual support plan for you to ensure you are supported throughout your studies. We offer 1:1 check-in points and hold weekly drop-in sessions where we can signpost you to external services for support.

To view a list of helpful local services, click **here**.

Support for Students with Disabilities and Learning Difficulties

Disabled Students Allowance for individuals studying at SAE Institute is available through our partner Middlesex University and the North London Regional Access Centre (NLRAC). Students are encouraged to disclose their disability at the earliest opportunity to ensure that your individual learning needs can be addressed effectively. When a student declares a disability to a member of staff at SAE, the disclosure will remain confidential.

Students should notify their Student Support Officer if there are any problems in receiving support or if their condition changes so as to give rise to the need for an alteration to their level of support. Although every effort to make reasonable adjustments will be made, students are also required to show reasonable diligence in their conduct, and programme of study.

Disabled Students' Allowance (DSA)

Disabled students on higher education courses may be able to obtain the Disabled Students' Allowance, which helps provide for the cost of additional study support, or equipment a student requires as a result of the effect of their disability.

The support a student receives will depend on their individual needs and not on their income. Disabled Students' Allowances are paid on top of a student's other student loans and do not have to be repaid.

Disabled Students' Allowances can be used to pay for:

- Specialist equipment, such as computer software.
- Non-medical helpers, such as a note-taker or reader.
- Extra travel costs incurred by the student's disability.
- Other costs, such as photocopying.

If a piece of equipment is purchased using the Disabled Students Allowance, it will remain the

property of the individual disabled student once they have finished their course.

Disabled Students' Allowances do not cover disability-related costs a student would have if they were not attending a course, or costs that any student might have.

The Needs Assessment

Once your eligibility for DSA has been confirmed by your funding body, be that SLC or SAAS, you will need to contact an assessment centre to book a Needs Assessment.

At SAE, Needs Assessments are offered through our validating partner, Middlesex University. To find out more information and to arrange an assessment, please visit the below link and visit the North London Regional Access Centre page.

https://unihub.mdx.ac.uk/your-support-services/

Careers and Employability

During your studies, you will be provided with careers and employability education ranging from classroom seminars, workshops, guest lectures and self-directed learning.

You will also be advised of work placement opportunities, industry meetups, events and other forms of industry engagement that we encourage you to participate in.

Connecting with the industry will enhance your employability and give you valuable skills that you can use once you complete your studies.

We offer academic study support in the form of mentor meetings with the Student Experience team and drop-in sessions for essay writing help, time management support, careers advice, and general academic or financial queries.

Check out what SAE Extra / industry events we have coming up **here**.

6. Student and Alumni Benefits

SAE Alumni Association

The alumni association is the global community of all SAE graduates and its core mission is to support all of its members in discovering job opportunities, linking them with the creative media industries, and improving their skills and employment prospects. The association works in local and international level, broadening the professional horizons of students and graduates alike.

A long-standing tradition our network extends its services not only to graduates, but also to current students, fostering communication between learner and professional.

The resulting network and interpersonal connections can be a driving force in an individual's studies and career. The unique SAE Alumni Association is the perfect platform to connect with lecturers, fellow students and the industry and to maintain and develop social and professional relationships. Our international community currently consists of 10,000+ members in Europe alone.

The SAE Alumni Association UK gives access to a wealth of opportunities from industry information, career advice, contacts, industry events and continued access to a vibrant creative industry network.

Students have an access to exciting benefits:

SAE Job Portal – it's an online platform where members can find job offers, from internships to freelance jobs to full-time employment. After operating for many years in creative industry SAE has a huge amount of contacts everywhere in the world

Link to SAE Job Portal: **https://jobs.sae.edu**

SAE Store - SAE Institute has developed close contacts in the industry over the years, with partner companies offering substantial discounts to students and alumni to help build their professional brand.

Manufacturers of software and hardware products, trying to appeal directly to young professionals of all departments, jump at this opportunity and offer discounts of up to 50%.

Link to SAE Store -
https://store.sae.edu

Masterclasses and networking events

SAE EXTRA
#WeAreSAEUK

SAE Extra – events such as workshops, guest talks, practical trainings where all guests can socialise, network and develop their skills. These events feature experienced speakers and industry professionals who motivate and share knowledge with attendees.

For full details of upcoming SAE events see:
www.sae.edu/gbr/events

SAE Convention – is an annual networking event for creative-media development and technology enthusiasts. Socialising and connecting: the keys to the media industry. Bringing together like minds and sharing the know-how to succeed in the creative-media and entertainment industries,the SAE Alumni Convention offers a myriad of opportunities for research, education and business development – the perfect forum for networking and exchanging ideas.

The two-day event features a trade show, a series of industry seminars and master classes and a VIP party with a live band and DJs. In keeping with SAE Institute's educational mission, the trade show brings together over 50 exhibitors and more than 90 top brands of the music / pro audio, film, gaming and web industries showcasing their latest products and services. Visitors can attend over 50 seminars presented by international industry professionals revealing tips and tricks of the entertainment trade.

Link to SAE Convention -
http://alumni.sae.edu/convention/

SAE Awards – it's an international competition for student, graduates and industry professionals. The annual SAE Alumni Awards honour outstanding media productions. The awards have become to stand as a springboard for participants, helping them establish their position in a professional environment.

Link to SAE Awards -
http://alumni.sae.edu/awards/

The Alumni membership is free. This is our way of saying that we will always support learning and professional development regardless of where they are in the world or when they studies with us. For more information about SAE Alumni Association please go to our official website - **http://alumni.sae.edu/**

Appointments for Parents/Guardians

If your parents or guardians would like to meet with your Programme Coordinator to discuss any aspect of your academic studies or progress, you must make an appointment.

This can be done in person through your Student Experience Officer by completing the Consent Form at reception. Please note that academic staff may not be able to meet on the spot or at very short notice, so try to arrange an appointment well in advance.

You must also be present at these meetings. Information regarding grades, academic performance, attendance etc. will not be disclosed to any person(s) without your express authorisation.

Change of Student Name, Address and Contact Information

Please immediately notify your Student Experience Officer of any changes in your name and/or address by filling out the 'Change of Name' or 'Change of Address' forms respectively. It is your responsibility to ensure that your most current contact information is available on your student record. SAE Institute cannot be responsible for any issues that you may face regarding your studies on account of staff members not being able to contact you.