



# CAMPUS GUIDE

LONDON

/  
03330 112 315  
[www.sae.edu/join](http://www.sae.edu/join)

**SAE**  
INSTITUTE

# 1. Welcome

## Welcome from Campus Director

As Campus Director I would like to take this opportunity to welcome you to SAE London. We're delighted that you have chosen to take your next steps with us here.

This campus guide will get you started and includes all the information that you will need, however, if you have any further questions please feel free to approach any member of staff.

All the staff here are friendly, approachable and happy to offer help and support wherever they can.

I look forward to getting to know you, so if you see me around the campus please stop to say hello.

Our Academic team have excellent knowledge and professional industry experience. They will provide you with the opportunity to develop your skills using the latest specialist Industry equipment in order to prepare you for work in the Creative Industries.

Outside of your timetabled sessions there are also plenty of opportunities that will enrich your course and overall experience here as students, including regular guest speakers and workshops from Industry professionals, work experience opportunities, external visits and social events.

I look forward to seeing you develop your skills and enjoy the creative work you produce.

Best wishes

**Nathan Loughran, Campus Director**



## Welcome from Academic Coordinator

London is one of the world's creative capitals, where people from all walks of life come to create, communicate, and collaborate.

Amongst the hustle and bustle of eclectic east London, SAE London offers degrees, diplomas, and short courses across audio, film, music business, games programming, animation, and web development.

Students are within a stone's throw to nearby venues, businesses, and studios that are interested in us and the work our students produce.

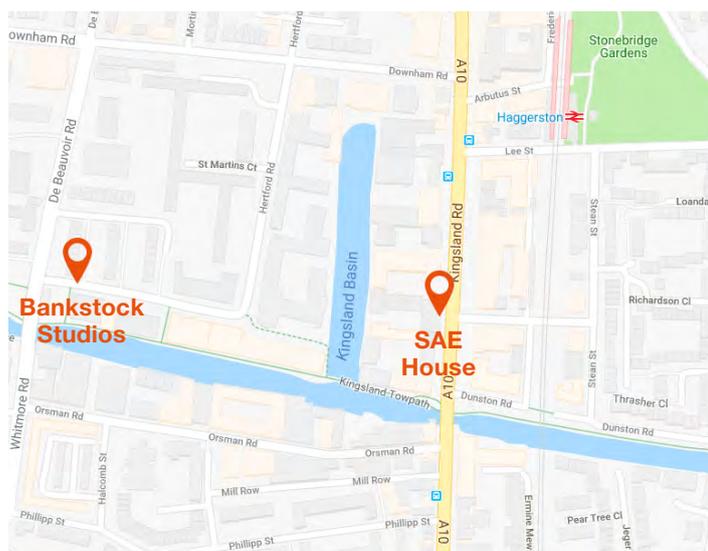
As a campus with a diverse and international staff and student body, we truly act locally and think globally. Welcome to the neighbourhood!

**Rob Finder, Academic Coordinator**

## Address and Opening Hours

SAE Institute London operates across two separate buildings - SAE House and Bankstock Studios

Email: [london@sae.edu](mailto:london@sae.edu)



### SAE House:

297 Kingsland Road  
London  
E8 4DD  
T: **0207 923 9159**

### Bankstock Studios:

42-44 De Beauvoir  
Crescent  
London  
N1 5SB  
T: **0207 923 9159**

The SAE London office is open Monday to Friday, 10am - 6pm.

Additionally, practical facilities are also accessible after hours. These hours may change for technical reasons. Students will be given due notice.

SAE House is open from 9.30am - 11pm on weekdays and from 10am - 6pm on Saturdays.

Bankstock Studios is open from 9:30am - 11pm on weekdays and from 10am - 6pm on Saturdays.

## Cafe Information

The campus cafe, Chillibeers is located on the fourth floor at SAE House and open from 9am - 4pm Monday to Friday.

## 2. Key Contacts

### Campus Staff

Title	Name	Email
Campus Director	Nathan Loughran	<a href="mailto:n.loughran@sae.edu">n.loughran@sae.edu</a>
Academic Coordinator	Robert Finder	<a href="mailto:r.finder@sae.edu">r.finder@sae.edu</a>
Facilities Manager	Lukan Poponne	<a href="mailto:l.poponne@sae.edu">l.poponne@sae.edu</a>
Audio Programme Coordinator	Antonio De Robertis	<a href="mailto:a.derobertis@sae.edu">a.derobertis@sae.edu</a>
Film and Animation Programme Coordinator	Amil Metcalfe	<a href="mailto:a.metcalfe@sae.edu">a.metcalfe@sae.edu</a>
Music Business Programme Coordinator	Lee Erinmez	<a href="mailto:l.erinmez@sae.edu">l.erinmez@sae.edu</a>
Games and Web Programme Coordinator	Andrea Martina	<a href="mailto:a.martina@sae.edu">a.martina@sae.edu</a>
Lead Student Experience Officer (Academic)	Adam Lowe	<a href="mailto:a.lowe@sae.edu">a.lowe@sae.edu</a>
Lead Campus Support Technician	Barry Jarman	<a href="mailto:b.jarman@sae.edu">b.jarman@sae.edu</a>

### Regional Staff

Title	Name	Email
General Manager (UK)	Olivia McLaughlin	<a href="mailto:o.mclaughlin@sae.edu">o.mclaughlin@sae.edu</a>
Dean (UK)	Saad Qureshi	<a href="mailto:s.qureshi@sae.edu">s.qureshi@sae.edu</a>
Director of Marketing and Recruitment	Peter Hudson	<a href="mailto:p.hudson@sae.edu">p.hudson@sae.edu</a>
Admissions Manager	Jayesha Fernando	<a href="mailto:j.fernando@sae.edu">j.fernando@sae.edu</a>
Student Experience Manager	Adam Lowe	<a href="mailto:a.lowe@sae.edu">a.lowe@sae.edu</a>
National Events Coordinator	Alice Ameerally	<a href="mailto:a.ameerally@sae.edu">a.ameerally@sae.edu</a>
PR and Comms	Bethany Kirkbride	
Social Media	Daryn Castle	<a href="mailto:d.castle@sae.edu">d.castle@sae.edu</a>

## 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](http://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: Philip Olayinka - [p.olayinka@sae.edu](mailto:p.olayinka@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 London Phone number: **0207 923 9159**

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](http://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/](http://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](http://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 London 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 campus. 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 campus. 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.
- 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:

<https://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 London
- 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 London. 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

In SAE House Emergency Exits are located at:

- Ground floor up to Third Floor: main Entrance at the front of the premises
- Fourth floor, past the Campus Support Technician's Office
- Fifth floor, past Classroom 1
- Sixth floor, past Classroom 5

Assembly Point: In front of 301 Kingsland Road (exit the building and move to the left hand side)

In Bankstock Studios Emergency Exits are located at:

- Ground floor, next to the toilets and student lounge opposite from the main floor door
- First floor, next to Studio 3 opposite from the main floor door

Assembly Point: Across the road from Bankstock Studios (exit the building and cross the road).

### 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.

In SAE House, First Aid Kits are located:

- Ground floor, at Reception
- First floor, in the Main Office
- Fourth floor, in the Campus Support Technician's Office

In Bankstock Studios, First Aid Kits are located:

- Ground floor, in the Maintenance Room
- First floor, in the Campus Support Technician's Office

A first aider will always be present on site.

## Insurance

Students attending SAE Institute London 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: Matthew Kibble,  
[m.kibble@sae.edu](mailto:m.kibble@sae.edu)

## Mental Health and Wellbeing

Your mental health and wellbeing can have a real impact on your experience at SAE. If you find that you are struggling in any way, please don't hesitate to get in touch with a member of staff and we can advise you from there. For on-site pastoral care, your point of contact is your Student Experience Officer, Matthew Kibble - [m.kibble@sae.edu](mailto:m.kibble@sae.edu)

SAE London is an official partner of MIND CHWF (In the City, Hackney and Waltham Forest). Through this partnership, two fully-trained peer support advisors visit the campus every 2 weeks for 1:1 sessions with students who request it. Please email [london@sae.edu](mailto:london@sae.edu) to book your slot. For more information, visit [www.cityandhackneymind.org.uk](http://www.cityandhackneymind.org.uk)

There are also plenty of local services that offer confidential guidance and support for well-being and welfare related issues.

Mind Connect/Alone in London  
[www.liftislington.org.uk/support/mind-connect](http://www.liftislington.org.uk/support/mind-connect) / 07825 098689

Student's Minds  
[www.studentminds.org.uk/](http://www.studentminds.org.uk/)

Bright Knowledge  
[www.brightknowledge.org](http://www.brightknowledge.org)

HELP Counselling  
[www.helpcounselling.com/](http://www.helpcounselling.com/)

### about-us

tel: 020 7221 9974 or 02072217914

Talking Therapy in City and Hackney  
[www.cityandhackneytalkingtherapy.nhs.uk](http://www.cityandhackneytalkingtherapy.nhs.uk)

Mental Health Crisis Line 020 8432 8020

The Samaritans 24hr helplines  
[www.samaritans.org](http://www.samaritans.org) / 020 7734 2800 / National Tel. No. 08457 909 090

CALM (Campaign Against Living Miserably)  
[www.thecalmzone.net](http://www.thecalmzone.net) / London 0808 802 58 58

Rethink  
[www.rethink.org](http://www.rethink.org) / 0300 5000 927

ANXIETY UK  
[www.anxietyuk.org.uk](http://www.anxietyuk.org.uk) / Text Service 07537 416905 / National No. 0844 755 774



For a comprehensive list of services please get in touch with your Student Experience Officer.

## 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.

Check out what SAE Extra / industry events we have coming up at [www.sae.edu/gbr/events](http://www.sae.edu/gbr/events).



## 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** – 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](http://www.sae.edu/gbr/events)

**SAE EXTRA**  
#creativityshared

**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.