

Bachelor of Arts – Student Handbook

Academic Year 2023 – 2024

Sharjah Performing Arts Academy (SPAA)



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About Sharjah Performing Arts Academy

Sharjah Performing Arts Academy (SPAA) is a centre of excellence, the only Academy in the MENA region dedicated to exclusively training and educating students for the professional performing and production arts.

Our Academy focuses on training and educating students in performing and production arts to succeed in a competitive and ever evolving industry. SPAA provides a comprehensive education for the professional performing artist and production and technical specialists.

Performing and production arts include all the roles involved in the collaborative process of making professional performances. This includes but is not limited to, stage managers, scenic designers and painters, directors, actors, musicians, singers, dancers, theatre technicians, backstage crew, choreographers, costume makers, sound and lighting designers.

Developing creative, highly skilled and professionally trained individuals who are able to collaborate and lead in any global context is at the forefront of all strategic aims of our Academy.

SPAA graduates will be strong, confident, independent individuals with life skills that enable them to be the changemakers of the performing and production arts industries.

At SPAA, our students, faculty and staff come from all over the world. Since opening our doors in 2019 our family here at SPAA has grown exponentially. From the United Arab Emirates, Tunisia to Spain, Chile and South Africa, we have enrolled students from 42 countries across the globe.

We take talented individuals and turn them into credible professional performers, dancers, actors, designers, technicians and stage managers through a deep exploration of the world of theatre. SPAA embraces, celebrates and encourages the creativity, diversity and unique talent of each individual student.

A message from our Executive Director

Welcome to Sharjah Performing Arts Academy.

This year we celebrate our first graduating class of 2019. They will be ambassadors for the academy and the first professional performing and production arts graduates from SPAA to find a place in international creative industries. It is such an exciting time for those brave individuals who have fought for the right to pursue their ambition, and have worked so hard to ensure they have the skills, knowledge and work ethic to make a difference.



You can be part of this unique experience.

You are at the beginning of the journey of the rest of your life.

SPAA will help transform you into the very best international performing or production artist that you can be. Industry professionals support guide and challenge your artistic journey. We have selected faculty who we know can transform your present skills, introduce and develop new ones, and improve your creative ability.

Our Academy has had the privilege of hosting some of the very best performers and creatives from around the globe. From tech rehearsals for award-winning musicians to masterclasses with professional international dance companies. The main reason for hosting professional companies at SPAA is the opportunity for industry professionals to play a significant and meaningful part of our student learning experience and graduate journey. The performing and productions arts industries are competitive ones. At SPAA we like competition, and our ambition is to make our Academy one of the best in the world, and if we are the best, then our graduates will be the best too.

SPAA informs, challenges, educates, questions, discovers and celebrates diversity; where everyone strives for excellence and the best means of storytelling by embracing different cultures, abilities and styles.

Our student body has grown exponentially over the past three years, as has our Faculty and Administration teams. Collectively we now originate from 42 countries around the world.

This global knowledge, experience and tolerance ensures our students graduate with a competitive edge in an international market.

If you have the dedication, fortitude, strength and discipline to excel at being a creative performer, production artist, and change maker, then your future starts here . . .today.

We wish you all the best on your journey. If you decide to join us, we'll be with you every step of the way.

Our Academy. Your Future.

Professor Peter Barlow FRSA

Vision

We will train, educate and produce graduates with a competitive edge in an international market, with all the necessary skills to develop a lasting and prosperous career within the professional Performing Arts industry.

At SPAA, we will ensure His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Ruler of Sharjah's vision of providing students with an opportunity to study, practice and take part in developing professional performing arts in the region is fully and successfully realised.

SPAA graduates will be strong, confident, independent individuals with life skills that enable them to make a significant contribution to society. Our graduates will be enterprising, creative and skilled artists, as well as entrepreneurial, socially mobile and generous human beings. They will be world-wise and capable.

Mission

At SPAA we fundamentally believe that the performing arts has the capacity to affect and benefit every single person. SPAA is an independent, non-profit, coeducational institution of higher education that promotes excellence in teaching and learning in a conservatoire.

SPAA provides a comprehensive education for the professional performing artist and for production and technical specialists. We encourage students to direct their natural gifts and abilities into developing the skills required for their chosen career. We provide students with specific and focused training and education, which includes individual coaching and mentoring by a dedicated, professionally qualified, motivated and caring staff.

We expand concepts of intelligence beyond academic ability, and most importantly we prepare students for professional work in the performing arts. Performing arts and performing artists includes all those involved in the collaborative process of making professional performance. Specifically, actors, musicians, singers, dancers, technicians, stage managers, designers, directors, choreographers, costume makers and lighting designers.

Professional performing arts are collaborative and practical; our programmes embrace this ethos. The central component of the Academy will be people coming together to create and develop performance. The performing arts embraces a diverse range of performance environments and numerous styles and ideas. Freeing the imagination and developing creative individuals who are able to collaborate in any global context will be the focus of all strategic aims in the Academy.

SPAA informs, challenges, educates, questions, discovers and shares diversity in a safe environment, where everyone strives for excellence and the best means of storytelling by embracing all cultures and all styles.

Values

The Academy maintains a specific set of values:

- Creativity with focus
- Freedom of thought and expression
- The active participation of the Academy community in its life and development
- Diversity of applicants, students, staff and partner organisations

- The training of highly skilled and multi-disciplined graduates through coaching and teaching by active professional performers, production team experts, technicians, designers, directors and choreographers
- Responsibility to the artistic, cultural and economic lives of communities beyond the Academy.

Faculty List

Sn	Faculty Name	Department	Position	Email ID
1	Peter Barlow	Executive Director Office	Executive Director	peterbarlow@spaa.ae
2	Jacqueline George	Executive Director Office Production Arts	Deputy Director Programme Leader – Production Arts	jacquiageorge@spaa.ae
3	Benedict Ayrton	Acting	Programme Leader – Acting	benedictayrton@spaa.ae
4	Paul Spicer	Musical Theatre	Programme Leader – Musical Theatre	paulspicer@spaa.ae
5	Alexander Jessop	Dance	Programme Leader – Dance	alexjessop@spaa.ae
6	Heather Davies	Post Graduate Studies	Programme Leader – Postgraduate Studies	heatherdavies@spaa.ae
7	Matthew Ball	Fundamentals	Associate Programme Leader – Fundamentals	mattball@spaa.ae
8	Nicholas Wheeler	Production Arts	Lead Tutor - Technical Theatre Lighting	nickwheeler@spaa.ae
9	Candeta Bishop	Production Arts	Lead Tutor – Design Realisation/ Scenic Art	candetabishop@spaa.ae
10	John Parkhouse	Production Arts	Lead Tutor – Sound	johnparkhouse@spaa.ae
11	Zenon Kruszelnicki	Acting	Lead Tutor – Acting	zenonk@spaa.ae
12	Ramanjaneyulu Doosari	Acting	Lead Tutor – Movement & Physicality	ramand@spaa.ae
13	Alan Mandel Butler	Acting	Lead Tutor – Recorded & Digital Media	alanmandel@spaa.ae
14	Christopher Lessner	Acting	Lead Tutor – Voice	kitlessner@spaa.ae
15	Andrew Scott	Musical Theatre	Music Director	andrewscott@spaa.ae
16	Christopher Santillan	Musical Theatre	Music Director	chrissantillan@spaa.ae
17	Lisa Rowley	Dance	Lead Tutor - Dance	lisarowley@spaa.ae
18	Andrea Forde	Production Arts	Costume Tutor	andreaforde@spaa.ae
19	Katherine Jiayuan Liu	Production Arts	Costume Assistant	katherinejiayuan@spaa.ae
20	Phoebe Taiano	Acting	Voice Tutor	phoebetiaiano@spaa.ae
21	Aiham Hasan Alsubaihi	Acting	Specialist Acting and Technical Tutor- Record Media	aihamalsubaihi@spaa.ae
22	Kathleen Bell	Musical Theatre	Singing Tutor	kathleenbell@spaa.ae
23	Bethany Relf	Dance	Dance Tutor	bethrelf@spaa.ae
24	Lynne Holloway	Children and Young Performers	Manager Children and Young Performers	lynneholloway@spaa.ae
25	Jessica Cotton	Children and Young Performers	Short Course Coordinator	jesscotton@spaa.ae
26	Andreas Ehrenberger	Production Arts – Technical Support	Production Manager	andrasehrenberger@spaa.ae
27	Junaid Chaudhary	Production Arts – Technical Support	Deputy Carpenter	junaidchaudhary@spaa.ae
28	Jackson Lopez	Production Arts – Technical Support	Video Technician	jacksonlopez@spaa.ae
29	Febin Thomas	Production Arts – Technical Support	Sound Technician	febinthomas@spaa.ae
30	Sibin Babu	Production Arts – Technical Support	General Technician	sibinbabu@spaa.ae

31	Sooraj Nair	Production Arts – Technical Support	General Technician	soorajnair@spaa.ae
32	Ahmed Elsayed	Library	Lead Librarian	ahmedabdelhalim@spaa.ae
33	Liza Balkan	Musical Theatre	Acting Tutor	lizabalkan@spaa.ae
34	Busisiwe Ngema	Production Arts – Technical Support	Lighting Technician	busisiwengema@spaa.ae
35	Clara El Hawa	Faculty	Acting Tutor	clarahawa@spaa.ae
36	Genette Harrison	Student Administration	Student Services and Professional Practice Assistant Manager	genetteharrison@spaa.ae

Administration Staff List

Sn	Name	Department	Position	Email ID
1	Ayah Omer	Executive Director Office	Executive Assistant	ayahomer@spaa.ae
2	Raja Ahmed Alhamsh	Executive Director Office Human Resources	Deputy Director HR Manager	rajaa_alhamsh@spaa.ae
3	Saif Khaled	Facility	Operations Manager	saifkhalid@spaa.ae
4	Girges Tobia	Facility	Accommodation Manager	girgestobia@spaa.ae
5	Beena Chacko	Facility	Nurse	beenachacko@spaa.ae
6	Noura Al Hinai	Student Administration	Student Services Manager	nouraalhinai@spaa.ae
7	Dina Badr	Student Administration	Student Administration Coordinator	dinabadr@spaa.ae
8	Meghana Dhawan	Human Resources	Wellness Coach	meghanamundkur@spaa.ae
9	Nimmi Karoj	Human Resources	Senior HR Executive	nimmikaroj@spaa.ae
10	Nadeem Manan	Human Resources	Public Relation Officer	pro@spaa.ae
11	Nada Nasr Eldoghbesy	Administration	Receptionist	nadanasr@spaa.ae
12	Sahapudeen Siba	Quality Assurance	Quality Assurance & Accreditation Manager	sahapudeensiba@spaa.ae
13	Ahmad Mustafa	Finance	Accounts Manager	ahmedmustafa@spaa.ae
14	Mohamed Elsamahy	Finance	Junior Accountant	mohamedelsamahy@spaa.ae
15	Shivanchali Gnanam	Marketing & Communication	Marketing & Communication Manager	shivgnanam@spaa.ae
16	Majid Khan	Administration	Content Creator	baderalslaiby@spaa.ae
17	Rafaqat Khan	Support Staff	Assistant Carpenter	rafaqatkhan@spaa.ae
18	Fatima Al Shurafa	Administration	Admin Assistant	fatimaalshurafa@spaa.ae
19	Muhammed Yaseen	Administration	Marketing & Communication Coordinator	muhammedyaseen@spaa.ae
20	Bader Al Slaiby	Administration	Content Creator	baderalslaiby@spaa.ae

Academic Calendar

SPAA Calendar for the academic year 2023/2024		
Status	Date	Duration of Vacation
New Staff Orientation	28/08/2023 01/09/2023	
New Students Orientation	04/09/2023 08/09/2023	
Beginning of the Students' attendance Term 1	11/09/2023	
Reading week	23/10/23 – 26/10/23	
Winter vacation for students	11/12/2023- 28/12/2023	(3) weeks
Winter vacation for Academic body	18/12/2023- 28/12/2023	(2) weeks / (8) working days
Beginning of the Academic body and Students' attendance/ Resumption of study Term 2	02/01/2024	New Year Holiday in 1 st
Reading week	12/02/24 – 15/02/24	
Spring vacation for students	01/04/2024- 18/04/2024	(2) weeks
Spring vacation for Academic body	15/04/2024- 18/04/2024	(1) week / (4) working days
Beginning of the Academic body and Students' attendance/ Resumption of Study Term 3	22/04/2024	
End of students' attendance	04/07/2024	
End of the Academic body attendance	11/07/2024	(5) weeks / (20) working days

Religious and Public Holidays	*Religious holidays are subject to confirmation
Islamic New Year	New Year's Day
Prophet's (PBUH) Birthday*	Eid Al Fitr*
Martyr's Day	Eid Al Adha*
UAE National Day	

Student Engagement and Success

From admission to post-graduation, Sharjah Performing Arts Academy (SPAA) supports the successful journey of students.

- **Student Development and Learning**
Establish new and unique ways of preparing students for professional performing and production arts with programmes that are fit for the industry in the 21st century.
- **Student Services and Academic Support**
Provide a wide range of services accessible to meet student needs and equip them with industry-relevant skills.
- **Alumni Services**
Maintain alumni relations, provide services to support and enhance skills, and increase job opportunities within their area of expertise.

Inclusion Statement

Sharjah Performing Arts Academy conforms to UAE Law Number 2.0 (2015) to govern its policy against discrimination. The Academy is fully committed to providing an inclusive and supportive environment that values and respects the diversity of our faculty, staff, students, and community members. The Academy does not discriminate on the grounds of race, colour, ethnic or national origins, marital status, gender, disability, religious beliefs or age.

The Academy recognises the inherent value of every individual and aims to cultivate the inherent value of every individual by nurturing their sense of individuality and mandating the responsibility of both faculty and students in fostering an inclusive and supportive culture while emphasising the appreciation of each other's abilities.

The Academy will not tolerate acts of discrimination by students, faculty or staff. Within the scope of this statement, any student who feels she/he has been discriminated against can raise their concerns with the Executive Director.

A student who has witnessed or has been the subject of discrimination and requests to have it investigated should report the incident through the Academy grievance procedure. Complaints of alleged discrimination are taken seriously, and the Academy will take swift action to resolve issues.

Student Rights and Responsibilities

Sharjah Performing Arts Academy acknowledges that students have rights and believe that with these rights come responsibilities. Students are asked to sign a student Code of Conduct contract. By signing this document, students confirm they have read, understood, and agreed to follow the terms and conditions outlined in the Code of Conduct.

The rights of SPAA students include:

- Freedom from all forms of discrimination.
- Appropriate learning opportunities to meet the educational goals of their courses and programs.
- Support and guidance according to their individual needs.
- Opportunities to discuss and express views that are relevant to the subject matter of courses and not contrary to the religious, political, and cultural values of the UAE.

- A transparent process of review and appeal.
- Reasonable use of Academy facilities.
- Ability to join student led organisations (Clubs, Student Council, etc.) and recreational activities subject to reasonable conditions that appeal to them.
- Personal privacy and the right to not have their photographic image taken or published without consent.
- Study in a safe and healthy environment.

SPAA students are responsible to:

- Familiarise themselves with the Academy's policies and procedures.
- Direct their efforts toward learning in courses they are enrolled in.
- Participate fully in classroom learning activities.
- Engage to their fullest in all assignments and assessment activities and submit these as assigned by the instructor.
- Participate fully in required educational activities outside the classroom (e.g. field trips).
- Contribute to the best of their ability to create an environment that is conducive to the Academy's educational objectives.
- Uphold the good name of the institution and the SPAA community, as well as the reputation of its staff and student body during any interactions inside or outside of SPAA.
- Manage their learning and actively engage in their programme of study to ensure sufficient regular time is spent in private study and participate fully in group learning and assessment activities.
- Submit assignments by the deadlines and actively participate in feedback.
- Promptly submit payment for charges made by the Academy.
- Return promptly, and in good condition, any equipment loaned by the Academy.
- Respect Academy property, including physical structures or equipment.
- Behave respectfully towards all members of the SPAA community and neighbouring institutions.
- Ensure that personal and family (emergency contact information) is current and up-to-date.
- Abide by the Academy's **Health and Safety Policy** and all codes and policies.

During interactions with fellow students, SPAA students will not:

- Engage in behaviour that causes fellow students physical or emotional harm. Respect is a must.
- Engage in any inappropriate physical contact with another student or display inappropriate/excessive affection.
- Steal or take without permission the property of another student.
- Use any verbal, written or electronic means to harass, threaten, or intimidate another student.
- Take or circulate any image of another student without their permission.

Students at SPAA will:

- Dress appropriately to conform with the cultural and religious values of the community.
- Refrain from public displays of affection (hugging, kissing, holding hands, etc.) with student colleagues, teachers and staff.
- Not smoking on Academy premises.
- Not possess illicit substances (alcohol, drugs) on the Academy premises.
- Not bring visitors or unauthorised individuals to the Academy.

- Not forge or alter official Academy documents, including transcripts, timetables, exit permits, IDs etc.
- Not drive your car in any manner that threatens the safety of others.
- Only park your car in authorised areas.
- Not post printed materials anywhere in the college or on social media without approval by the Academy.

Communication with Faculty and Staff

To maintain professional boundaries, students are advised to limit electronic communication with faculty and staff to internal communication tools, such as Microsoft TEAMS and SPAA email accounts.

It is prohibited for students to connect with faculty and staff on personal social media platforms (e.g., Facebook, Instagram) or solicit friend requests from faculty and staff. This guideline ensures a professional and respectful environment while safeguarding the confidentiality of both students and staff.

Additionally, the following guidelines dictate student contact with faculty:

- Students must show respect to teachers and staff, including cleaners and security staff.
- Students must not attempt to bribe or give gifts to any member of the college staff, including flowers and chocolates.
- Students must not accept private tutoring from faculty or staff.
- Students must not engage in personal relationships with the faculty or staff.
- Students should not inappropriately communicate with the faculty or staff, including sending inappropriate e-mails, letters.
- Students must not entertain faculty or staff in their private residences or meet faculty or staff in public parks, restaurants, cafes etc.
- Students must not socialise with faculty or staff in student residences or family homes.
- Students must not meet with faculty members socially in any situation or location outside of SPAA.

These guidelines ensure a professional and respectful environment while safeguarding the confidentiality of students, faculty and staff.

Academy Facilities

SPAA comprises state-of-the-art facilities, student lounges, a cafe, an extensive reference library and breakout spaces to meet and collaborate outside the classrooms. The Academy is also equipped with the latest high-quality audio-visual technologies and advanced control devices that accompany the development of performing and production arts. These facilities include, but are not limited to:

ACADEMIC & PERFORMING ARTS FACILITIES	
432 seat Main Theatre	126 Seat Studio Theatre
Rehearsal Hall Studio	Green Screen TV Studio
Six Dance Studios	Six Acting studios
Library	One Singing/Voice Recording Studio
Three Musical Theatre tutorial rooms and offices	Paint and Props Workshop
Scenic Construction Workshop	Costume Workshop
Costume Store- Wardrobe room	Changing Rooms
Makeup Rooms	Locker Rooms
Showers	Breakout Spaces

Offices	Box Office
Reception	Campus Clinic / Wellness Centre
STUDENT LIFE FACILITIES	
Student Accommodation: 114 Male rooms, 114 Female rooms, with en suite bathrooms and kitchenettes	The 5-Star kitchen at the male accommodation for on-site food preparation by specialised catering services.
Cafe	Laundry: one in each dormitory
Male and Female Prayer Rooms (Located by the Student Services Offices)	Entertainment Hall
TV Room	Female and Male gyms
External Cross-Fit area at both accommodation	Free Wi-Fi connection available in all rooms
Free Wi-Fi Across all public areas.	Parking area

Health Services

The Academy is dedicated to providing its students with the best healthcare possible through on-campus nursing, physiotherapy and counselling services. Students have access to a range of support services to assist with personal and academic growth from admission to graduation. These services include:

Nursing Services

SPAA provides a dedicated health clinic and full-time nurse available from 7:30 AM to 4:30 PM when classes are in session. The following healthcare services are offered:

- Medical services for male and female students are provided by the Academy's physician;
- General health and wellness counselling,
- Referrals to specialist services,
- Basic health assessments, and,
- Tracking of health records and health status as required.

Nursing clinic visits can be made on a walk-in basis or appointments booked through Teams or email.

Physiotherapy Services

The Academy offers a physiotherapy clinic that provides assessments, manual therapy, dry needling, electrotherapy and exercise therapy including Pilates rehabilitation.

Appointments are made on a booking basis through Teams or by emailing the physiotherapist.

Student Counselling Services

The purpose of student counselling is to maximise student success by addressing the emotional or personal needs which influence learning. Student Counselling is dedicated to assisting SPAA students to address personal or academic problems impeding their potential to achieve a successful conservatoire experience. Student Counselling Services uses an approach founded on trust, respect, confidentiality, and compassion.

Counselling is available in three formats:

- Personal Counselling
- Group Counselling
- Workshops

For more information, please request the Health Services Policy and Student Counselling Policy.

Residential Halls

SPAA has separate female and male, smoke-free dormitories located on the campus. Each dormitory consists of 57, fully furnished double occupancy rooms with en suite bathrooms. Each of the dormitories is equipped with a gym, multi-purpose room, lounge area, high-speed internet and self-serve laundry facilities.

For more information, please request the Residential Life Policy.

Student Faculty Ratio

SPAA maintains a balanced faculty-to-student ratio of approximately 1 faculty member to 5.4 students.

	Full-Time	Part-Time
Total number of Faculty	26	6
Total Number of Students	141	
Faculty Student Ratio	4.4 to 1	

General Undergraduate Admissions Requirements

Undergraduate Admissions Requirements

The general admissions requirements for SPAA Bachelor of Arts (BA) Undergraduate Programmes are as follows:

- Candidates must be at least 17 years of age at the time of commencement/enrolment for a Bachelor of Arts Undergraduate Programme at SPAA.
- UAE Secondary School Completion Certificate or equivalent approved by the UAE Ministry of Education.
- Candidates for performance programmes (i.e. Acting and Musical Theatre) must pass the audition process.
- Candidates for the Production Arts Programme must pass the interview process.
- Candidates must meet the minimum English Proficiency Requirement for direct intake.

High School

Candidates who have completed Secondary School must provide the following:

- Original UAE Secondary School Certificate, or Equivalency Certificate issued by the UAE Ministry of Education.
- Original Transcripts/Grade Sheets for the last three years of Secondary School (Transcript of Grades 10, 11 & 12).

Bachelor's Degree

Candidates who have completed a Bachelor's degree must provide the following:

- Original attested Graduation Certificate or Equivalency Certificate issued by the UAE Ministry of Education.
- Original attested Graduation Transcript.
- Original Secondary School Certificate.
- Original Transcripts/Grade Sheets for Secondary School (Transcript of Grade 12).

English Language Proficiency Requirement

The candidate must meet either English language proficiency requirement.

- EmSAT English score of 1100

- IELTS General score of 5.5 or IELTS academic score of 5.0
- TOEFL score of 500 (173 CBT or 61 IBT).

Conditional Admission

Candidates who cannot provide an Equivalency Certificate on time can be conditionally admitted for one term, pending review approval. By the end of the term, they should submit the Equivalency Certificate or their study progression will be withheld. In case of any delay in obtaining the Equivalency Certificate, the Admissions Office may grant an additional term for valid reasons or exceptional circumstances with the approval of the SPAA Executive Director.

Candidates who do not have proof of any required English language proficiency scores up admissions can be conditionally admitted for one term, pending review and approval. By the end of the term, they must fulfil the requirements to continue their study, or their study progression will be withheld.

Certificate of Equivalency

The UAE Ministry of Education requires all enrolled students to obtain an Equivalency Certificate for their Secondary/BA Certificate. Therefore, the Equivalency Certificate is required from all candidates except those from the UAE's Ministry of Education Curriculum (UAE's MOE).

Please refer to the UAE Ministry of Education website for the latest information and process.

Applying Online

Potential candidates for our Bachelor of Arts undergraduate programmes must apply online through our website – www.spaa.ae.

Important Notes

- Unattested document copies will be accepted to start the application process. However, candidates must submit original attested documents before commencing at SPAA.
- Candidates graduating from schools/universities outside the UAE must have attested documents from the country of origin: attestation is required by the UAE Ministry of Education/Higher Education, the UAE Ministry of Foreign Affairs and the UAE Embassy.
- Candidates graduating from UAE schools are also required to attest documents from the UAE Ministry of Education/Higher Education.
- SPAA is not involved in the equivalency process; this is a process mandated and implemented by the UAE Ministry of Education.
- Candidates undergoing the equivalency process and/or proof of English Proficiency may be offered Conditional Admission, pending review and approval.
- Failure to meet the requirements may result in study progression being withheld.

Other Required Documents

Candidates must also submit their identification documents as follow:

- Coloured copy of Passport - valid for at least one year,
- Coloured copy of UAE National ID (for UAE nationals and residents),
- An official letter stating completion or exemption of the Military National Service (UAE Male Candidates),
- Coloured copy of a valid UAE Residency Visa (for UAE residents),
- Digital Passport-sized photo (must be high resolution with a white background),
- Police Clearance Certificate/ Certificate of Good Conduct from the local police authority.

Note: The Academy has the right to request any further supporting documents necessary.

Admission Deadlines

Open October 1 to March 15 of each academic year.

Recognition of Prior Learning and Advanced Standing

Recognition of Prior Learning is assessed during the admissions process. Candidates who want to be considered for Recognition of Prior Learning will be required to demonstrate outstanding ability and potential at the audition. For Production Arts students, they must demonstrate exceptional aptitude in an aspect of production or technical theatre. SPAA uses valid, rigorous assessment methods to ensure that learning worthy of credit has taken place. This may include the development of a portfolio. In addition:

- The Academy will apply program and course learning outcome criteria to all requests for recognising and crediting prior learning. Production candidates will be asked to provide evidence of professional engagement and/or a portfolio of work.
- Performance students will be asked to provide evidence of uncredited informal or professional experience. The Academy will credit prior learning up to a maximum of 30 credits at Level 5 when the applicant can provide confirmed and authenticated evidence to support their claim.
- The Academy will not recognise prior learning in courses or levels where there are specific programme requirements regarding Health and Safety, unrelated professional practice, and language of study.
- The Academy reserves the right to accept or reject evidence of prior learning. All documented evidence will be subject to quality assurance monitoring in the interests of fair and transparent practice. All evidence of prior learning needs to be authenticated, and copies of any documentation will be held with the student admissions department.

For more information, please request the Advanced Standing and Recognition of Prior Learning Policy.

Student Records

Academy student records, including files, documents, or any paperwork containing student details are confidential. Access to student data is granted according to the *Information Technology Policy*. Personal information is defined as information that identifies the students and relates specifically to the individual. Photographs and videos of the student are considered personal information.

Student information is maintained for institutional use and is not available to the public. For institutional purposes, Student Records Custodians may disclose information from a student's records to authorised persons within SPAA, the Ministry of Education and other institutions or agencies operating under the auspices of the Ministry and awarding/regulatory bodies if those agencies have legitimate educational interests.

The Academy reserves the right to disclose personal or academic information without a student's written consent in the following cases:

- where a student's health and well-being is at risk,
- where a student's status is changed (e.g. pending disciplinary proceeding, suspension, or expulsion) or
- where it is necessary to comply with a court order.

Concerning personal and academic information, students have the right to:

- request that inaccurate information be corrected,
- access personal information held by the Academy,
- request to have personal information deleted in certain circumstances,

- have information transferred to them or a third party in a "portable" format,
- restrict the use of some information; and,
- object to the use of information in certain circumstances.

On an annual basis, students must provide current personal information and updated details regarding their sponsor (if any).

For more information about updating personal information and reviewing academic information, please request the Student Records Policy and Information Technology Policy.

Enrolment & Registration

- Before commencing a programme of study, students must enrol with Student Services Department.
- Unenrolled students cannot use the facilities. A risk assessment and written consent from the Executive Director and the Safety Officer are required to allow unenrolled students permission to use the facilities.
- All correspondence, graduation certificates, transcripts and awards shall use the full name of the student provided at time of enrolment. For any reason, if a name must be amended, the student can complete an application for a name change. Evidence supporting the name change must accompany the application. In cases of administrative error, no supporting documentation is required.
- Revised graduation certificates cannot be issued to students who changed their names after graduation. Students are required to supply documentary evidence of legal name change to support their application.
- If a student provides false information or falsifies documents in their application, their enrolment will be revoked.
- All returning students must inform the Academy's student administration of their intention to return to the Academy. Students failing to promptly inform the Student Services Department of their return may be withdrawn from the programme.

Visiting Student Policy

Currently, SPAA does not have visiting students, however, a Visiting Student Policy is in place to accommodate any future change.

Career Services

SPAA has a career counselling and professional practice unit that helps students and future alumni to plan and achieve their career goals. The unit supports students by providing comprehensive resources to assist in exploring their career aspirations within the performing and production arts. Other activities within the unit include services such as:

- Assisting new and prospective students in selecting courses appropriate to their career aspirations and talent.
- Assisting students and graduates in decision-making, goal-setting and career planning
- Offer guidance to students and graduates regarding the skills necessary to meet the evolving needs of the performing & production arts industry
- Signpost students toward career opportunities and professional development.

- Build and foster lifelong professional and personal relationships between the Academy, alumni and the industry.
- Facilitate communication between alumni and the Academy.
- Organise career and cultural events to promote employment within the performing and production art sector.
- Provide career & professional practice advice for students.
- Deliver workshops, seminars and tutorials to enhance students' skill sets.

For more information, please request the Career Services Policy.

Student Activity

There may be student-led activities that allow students to pursue personal interests outside the classroom. In collaboration with the Student Services Department, students can propose the formation of new clubs and organisations and the Academy will aim to support their creation.

Student Clubs and Organisations

- An organisation's purposes and activities must be consistent with the Academy's vision.
- Every organisation must have a written vision and mission statement and a clear organisational structure
- Based on its vision and mission, a student organisation is classified as either academic or non-academic.
- A student organisation must re-register each year to gain Academy recognition.
- Each student organisation must have a designated faculty member or staff advisor.
- Student members must be in good academic standing with no outstanding disciplinary action against them.
- Organisations that are formally recognised can seek resources from the Academy and are entitled to use designated Academy facilities for meetings, events, and other approved activities.
- Student organisations must operate voluntarily.
- Before an organisation can be registered and recognised, documentation of its mission, vision, organisational structure, planned activities, proposed budget, responsible officers, and faculty/staff advisor must be submitted and reviewed by the Academy.
- Recognised organisations must submit the same documents as above when they submit their annual registration. In addition, they must submit documents outlining all activities conducted during the previous academic year and any supporting data on events and current membership details.

For more information, please request the Student Activity Policy.

Student Council

Sharjah Performing Arts Academy is committed to upholding a high standard of the overall student experience. The student council works in collaboration with key stakeholders, such as the student body for academic improvement, and extra-curricular student activities and events. The Academy assists the student council perform its duties and ensures its members are trained, guided, and supported throughout the academic year.

For more information, please request the Student Council Policy.

Academic Advising

Being a performing or production arts student can be mentally and physically challenging. At times while studying at SPAA students may need targeted support to prevent performance-related issues from affecting their studies. Academic advising is provided at SPAA to help students in their journey to become world-class performing and production artists. Personal tutoring is an essential part of the Academy's student experience and is vital to the retention and success of our students. All SPAA students have the opportunity to access academic guidance. Each student is allocated a personal tutor and can schedule appointments by contacting their tutor directly. In providing this support to students, SPAA aims to create a positive and aspirational educational culture to ensure students become autonomous and creative learners while fostering their enterprise and leadership skills and enhancing their future employability.

For more information, please request the Academic Advising Policy.

Financial Aid Policy

Academy grants may be available for students experiencing financial difficulties. Grants and financial aid in the form of fee reductions and hardship loans are subject to the submission of all necessary supporting documents and the review and approval of the Executive Director. Ultimately, the responsibility of financing a degree at SPAA is the responsibility of students and their families.

Financial aid will be awarded to students regardless of race, colour, gender, national origin or disability; all students are guaranteed fair and equal treatment in the allocation of financial aid.

For more information, please request the Student Finance Policy.

Scholarships

SPAA recognises outstanding portfolios submitted by students by providing two kinds of scholarships: His Highness's Scholarship and the SPAA Scholarship.

For more information, please request the Scholarship Policy.

Health and Safety

Health and Safety are crucial elements of everyday working practice at SPAA. Health and Safety always take precedence to ensure safe physical and emotional working conditions.

- The Academy's Operations Manager implements the policy and operational procedures relating to Health and Safety.
- Academy security services are responsible for the security of the Academy under the supervision of the Operations Manager.
- Any incidents involving suspected criminal activity or violations of Academy regulations relating to the safety and security of people or property must be reported to the Operations Manager. The Security Department maintains records of all incidents that have occurred at the Academy.
- The responsibility for Health and Safety rests with all staff; regardless of rank or position. All staff and students should be aware of their surroundings and potential risks to personal

safety. Risk assessments are carried out to minimise the risks of danger; reports and assessments are held on file with the Operations Manager.

- Access to the campus is controlled at all times by the main security gate and a barrier system that can be only accessed by a staff card or opened by the security guard. The Academy is open during regular hours. After closing hours, buildings are patrolled regularly by security personnel to maintain security, prevent unauthorised entry and assure proper operation of facility equipment.

For more information, please request the Health and Safety Policy.

Code of Conduct

Members of the SPAA community are expected to conform to SPAA's *Student Code of Conduct* and comply with UAE laws and regulations. The *Student Code of Conduct* applies to Academic and personal misconduct. All students will adhere to the Student Code of Conduct and ensure that their actions do not bring disrepute to the Academy or jeopardise its mission and values. SPAA has a set of well-defined policies and procedures to ensure high standards continue.

Misconduct will lead to disciplinary action, which could result in the dismissal of a student from SPAA. The Academy may choose to investigate and initiate action against students for misconduct whether it occurs on the premises of SPAA or elsewhere, including online and on social media.

Disciplinary actions will be taken against students who engage in academic misconduct or personal misconduct by violating the *Student Code of Conduct*.

- *Personal Misconduct* is defined as any behaviour that undermines the institutional mission or hinders the academy's commitment to fostering a safe learning and living environment.
- *Academic Misconduct* is defined as any form of dishonest or unethical behaviour that compromises the integrity of the academic environment and undermines the principles of academic honesty.

For more information, please request the Student Rights and Responsibilities Policy and the Student Disciplinary Policy.

Student Disciplinary Measures

Students are expected to conduct themselves appropriately. Breaching any of the Academy's rules and regulations will result in disciplinary measures. These may include:

- Verbal warning
- Written warning
- Termination/Suspension
- Cancellation of the award of a degree

Additional penalties may be imposed based on the nature of the violation and as the Academy administration deems appropriate.

For more details about the disciplinary procedures, please read the Student Disciplinary Policy.

Student ID Cards

All students are issued an official SPAA ID and lanyard. Lanyards with swipe cards showing must be worn in public areas of the building. Swipe cards will be issued at the start of the programme. If lost, students shall be responsible for arranging replacement identity cards. Students must carry their identity cards with them at all times in the Academy and its accommodation facilities. Students shall wear their cards when participating in Academy business.

Use of Social Media

The use of online social networking sites (including but not limited to; Instagram, TikTok, Snapchat, Twitter, WhatsApp, Facebook, LinkedIn, etc.) has become a significant part of life for many people. These sites provide a positive way to keep in touch with friends, family and colleagues and can be a useful tool to exchange ideas and information. However, social media can also have a negative and distracting impact on work and social interaction.

Here at SPAA, we maintain a strict *Social Media Guideline* policy that protects the academic and moral integrity of the staff and students at SPAA and the Academy's President, H. H. Sheikh Dr. Sultan Al Qasimi. This policy outlines SPAA's position on social media, the use and distribution of digital media in social media posts/stories/reels/spotlights and publishing photos, videos and audio recordings.

This policy aims to ensure information shared on social and digital media does not hurt, defame, slander or offend any individual or the reputation of the Academy. This policy does not intend to interfere with or prohibit your rights to communication; however, it can assist students regarding their rights and responsibilities in the UAE, specifically in Sharjah, while online, and guide appropriate decisions about social media use and how to manage social media appropriately based on your surroundings.

Ensuring the quality and brand integrity of all the Academy's electronically published and printed material is of critical importance. Policies and procedures are in place to ensure this occurs. The following will apply:

- All Academy published or reproduced material must be coordinated through the Marketing and Communications Office.
- All messaging from student media, including television, newspapers, radio, magazines, flyers, posters and social media sites etc. linked in any way to the Academy's technology infrastructure must be approved and confirmed through the Marketing and Communications Office.

Social Media

- If a student, staff or faculty member would like to feature in any of the Academy's Social Media accounts, or, would like something in particular to feature, they must first send the request to the Marketing and Communications Office with the visual content and proposed copy.
- The Marketing and Communications Office will consider the request and either approve or deny it.
- If approved, the Marketing and Communications Office will design the coverage and schedule to share.

For more information on student-specific Social Media Usage Guidelines, please request the Student

Social Media Usage Policy.

Sharjah Performing Arts Academy's Logo and Brand

- No logo or symbol incorporating the name of the Academy can be developed without prior approval from the Marketing and Communications Office, this is to avoid errors and misrepresentations of institutional identity elements.
- The SPAA logo and its variations are only allowed to be placed by the Marketing and Communications office for promotion.
- The Marketing and Communications Office will always follow the Branding Guidelines when placing the logo or any of its elements on promotional materials or external communications.

For more information and full policy conditions please request the Media and Publications Policy.

Social Media conditions while enrolled as a student at SPAA

- All social media accounts must be set to private. This includes but is not limited to Instagram, TikTok, SnapChat, Facebook and Twitter.
- Students cannot add, follow or friend any Faculty or Administrative Staff Members on Instagram, TikTok, SnapChat, Facebook, Twitter, LinkedIn or any other social media platforms.
- Students do not have Academy's permission to share any digital media taken/recorded in any SPAA classes, workshops or productions. This also includes any photos, videos or audio recordings taken of an individual or group rehearsal on SPAA premises which a student or a student group facilitates.
- Students are not allowed to share digital media of themselves, SPAA students or staff that do not follow the Sharjah Decency Guidelines of 2001.
- As per UAE Law, students are not allowed to defame an individual, group or organisation. This includes sharing defamatory comments about other people on social media or furnishing information that intrudes on a person's privacy.
- As per UAE Law, you must always ask for permission before sharing the digital media of others on social media platforms.
- An individual is free to discuss SPAA online. However, in instances where the Academy's name is brought into disrepute, this may constitute student misconduct and disciplinary action will be imposed.
- You must not disclose confidential information relating to your training at SPAA.
- If approached by a media contact about content relating to SPAA, students should not engage, and speak to the Marketing and Communications team for guidance.
- Viewing and updating personal sites must not take place during lessons or rehearsal times. Social media use must not interfere with educational, study or performance commitments.
- Sites must not be used for accessing or sharing illegal content.
- If any information found on social media sites raises concerns, students should raise the issue with the Academy Executive Director or the Marketing and Communications Manager.

The Academy does not discourage staff and students from using such services; however, inappropriate use of these services is taken seriously by the Academy.

If you notice content posted on social media about SPAA (whether complementary or critical), do not engage through providing online commentary, but report the details to the Marketing and Communications Team.

The Academy reserves the right to restrict or prevent access to certain social media websites if we consider personal use to be excessive. Monitoring is only carried out to the extent permitted or as

required by law and is necessary, and justifiable for business and safety purposes.

Social Network Sites – Personal Safety

- Protect your personal information online. Make sure your social media sites have high privacy level settings. The threat of identity theft can be significantly reduced if you exercise caution regarding the data you make public. Do not publish personal data (including but not limited to, address, telephone numbers, birth date) or your current location or any details advertising, for example, that your home is 'empty for 2 weeks while you are away on holiday'.
- If you decide to meet someone in person who is an online contact, go to a public place and let friends and family know your plans.

Use of Technology

All computers, phones, tablets, recording devices, smart watches and other technology are not permitted in class unless your tutor advises otherwise.

The following technology may only be used for educational purposes with the permission of the tutor: voice recording, filming, taking notes, reading scripts, and OneNote e-journaling.

No other programs, especially but not exclusively, web-browsing, social media, SMS, or Academy chat applications can be used in class unless requested by your tutor.

When appropriate and guided by your tutor you may record a section, part or all of a lesson, subject to the permission of that tutor and other student(s). Recording exercises, skills and practice is a good way for students to refer back to specific work and can be used as a learning tool to reflect on the task/exercises undertaken for e-journal purposes. These recordings are intellectual property between the teacher, student and ultimately the Academy. They are for private use only and should never be played to others or appear on the internet or any social media platforms without prior consent from the tutor, student(s) and authorisation from the Marketing and Communications team.

Please note, breaking this recording agreement will result in disciplinary action or the termination of study at the Academy.

Disclaimer: Sharjah Performing Arts Academy (SPAA) will not be held responsible for any loss, theft or damage of devices. The maintenance and safekeeping of the device(s) are the sole responsibility of the student.

Student Complaints or Suggestions

Both complaints and suggestions are taken seriously at SPAA. Complaints can be made to the Student Services Department in writing. Anonymous complaints will not be considered. The Academy aims to acknowledge, respond and resolve complaints within seven working days.

General complaints against Sharjah Performing Arts Academy should be addressed in writing to the Executive Director.

Complaints against faculty members or members of the support staff should be addressed in writing to the Executive Director. Full details must be supplied, including the date and time of any particular class or incident. The final decision in an appeal against a member of the faculty rests with the Academy Executive Director.

Similarly, any suggestions made by a student must be addressed in writing to the Student Services Department. The Student Services Department shall consider the suggestion, take appropriate action, and provide the student with feedback within seven working days.

Student Appeals

The Appeal policy provides a single process for students who wish to appeal against outcomes arising from the following procedures:

- Decisions of examination boards
- Regulations for Assessment Offences
- Decisions to terminate the registration of a student
- Student Code of Conduct
- Decisions on student bursaries and scholarships

Students have the right to appeal against disciplinary actions imposed by SPAA in all cases within the time stipulated and not exceeding ten (10) working days of a regular semester following official notification. The decision of the Appeal Committee is final in all cases and no further appeals may be made.

For more information, please request the Student Appeals Policy.

Attendance

The Academy has developed an “Attendance Policy” to enhance the academic performance and achievement of its students. Attendance is considered a professional attribute leading to successful course completion. The procedures have been established in accordance with the following terms:

- Students are required to attend all scheduled lectures, seminars, tutorials and workshops.
- Students must complete all courses in their programme.
- The absence ratio under any circumstance must not exceed 10% of the total classes attended per academic year.
- Failing to meet the minimum absence ratio will result in student failure in the course.

For more information, please request the Attendance Policy.

Academic Misconduct & Offences

The Academy strives to create a learning environment that is honest and ethical. It is also understood that SPAA operates in a complex global environment where principles of academic honesty are challenged by widespread technology use and that there is an institutional responsibility to educate students to avoid breaches of the *Student Academic Integrity Policy*. Although students come from a variety of academic backgrounds and their understanding of academic honesty and ethical principles may vary, there is an expectation that the principles of academic integrity will always be followed.

Academic Misconduct as Defined by SPAA:

1. Plagiarism
2. Use of the third party to produce work
3. Submitting work for assessment that has been previously assessed.
4. Impersonating another student.

Plagiarism is defined as presenting the work or ideas of others without recognising and providing credit to the source. Repeating work one has previously submitted – at a current or previous institution - without properly referencing yourself is considered 'self-plagiarism' and constitutes plagiarism.

Impersonating another student's identity in an examination, class attendance, programme work submission, or presentation will result in disciplinary procedures.

SPAA encourages collaborative learning through class discussion, group presentation and research. However, students should distinguish between shared learning and collaboration in working on assignments, projects, exams or coursework that should be completed individually. The faculty will guide students through the process of collaboration. Tutors have the authority to recommend disciplinary action against any inappropriately shared work.

- Students are required to refrain from all forms of academic dishonesty as defined and explained in SPAA procedures and directions from SPAA personnel.
- SPAA campus personnel - tutors and Programme Leaders - are responsible for ensuring that students understand their responsibilities associated with academic honesty and the disciplinary measures, which will be imposed for failing to meet these responsibilities. Tutors and Programme Leaders are also responsible for carrying out the appropriate investigative and disciplinary procedures.
- A student found guilty of having committed acts of academic misconduct may be subject to one or more of the disciplinary measures as outlined in the Student Code of Conduct.
- The Executive Director will periodically review and amend the relevant procedures for the implementation of this policy.
- A student has the right to appeal the final decision made by senior management.
- All records of sanction shall be maintained in the student's file at the Student Affairs Office.
- SPAA may provide a record of sanction upon request from the student's sponsor.

For more information, please request the Student Academic Integrity Policy.

Graduation

To qualify for a SPAA degree, students must meet the following eligibility criteria:

- Complete courses required in the programme of study,
- Complete any other specific programme requirements,
- Achieve a minimum of 40% in every course

Grading

The following regulations apply to all students enrolled at the Academy:

- Students studying to earn a degree are required to be registered at the Academy and comply with the stated academic regulations,
- Students must complete all courses within the respective programmes and complete elective courses where appropriate to pass, proceed or complete an award,
- Each programme will have an approved duration period as validated by the CAA,
- Course marks for assessments successful on-time submission in years 2,3 & 4 shall be awarded as follows:

Classification	SPAA Marks	Final Grade
1	95 – 100 %	A+
1	88 – 94 %	A
1	80 – 87 %	A-
2.1	76 – 79 %	B+
2.1	70 – 75 %	B
2.1	65 – 69 %	B-
2.2	60 – 64 %	C+
2.2	56 - 59 %	C
2.2	50 – 55 %	C-
3	46 – 49 %	D+
3	43 – 45 %	D
3	40 – 42 %	D-
Unclassified	0– 39 %	E

- Some marks may be capped for resubmissions of failed assignments or where academic misconduct has occurred. The pass mark is 40%.
- A course may consist of several assessment elements (e.g. presentations, performances and productions). All elements must be completed to pass the course. Compensation passes will not be awarded.
- Once graded, students are not permitted to retake assessments. The first pass mark awarded will be recorded.
- Students who fail an assessment will be allowed a second resubmission. Resubmissions may - in some cases- be completed remotely. In other cases, such as performance or production requirements, the assessment may need to be conducted on-site.
- Students will be given ample opportunity to resubmit assessments. If a student’s study has been interrupted after the assessment submission and failed, they will not be able to resubmit during the interruption of study.
- If a student fails to submit coursework at the first assessment point, it will be recorded as a fail. This will count as a first attempt.
- If a student has failed an assessment and provides legitimate evidence of an extenuating circumstance that negatively impacted their performance, but not necessarily failed, an opportunity for a second assessment may exist.
- Approval for resubmission of a course assessment can be granted by the Quality Assurance Officer. Faculty will recommend resubmissions to the Quality Assurance Officer, and both parties will meet to discuss the resubmission.
- Where a re-submission has been granted, the student must attempt the same course that was initially attempted; no substitution of courses will be allowed except where the original course has been discontinued or where there has been an approved change by the CAA.
- If a student does not accept the opportunity to re-submit, this will be recorded as a fail. The Academic Board may recommend to the Board Chair that the student should be de-registered from the programme.

Alumni Relations

SPAA aims to develop a thriving and engaged community of alumni who act as life-long partners and advocates of SPAA. The purpose of this policy is to provide a clear framework to conduct systematic and focused engagement of alumni, aimed at developing deep partnerships that support the best interests of SPAA and its alumni. SPAA alumni are recognised as a critical part of the SPAA community as they serve as:

- Role models, mentors and inspirational speakers for the current SPAA students,
- Important links between SPAA and public, private sectors, and the community,
- Reviewers of SPAA's programs to make them relevant to the market,
- Mentors and guides for new SPAA graduates entering the job market,
- Ambassadors and best marketers for SPAA,
- Mobilizers or sources of funding for SPAA's development initiatives.

SPAA Alumni have the following privileges

- Access to career services,
- Access to the academy's facilities,
- Access to faculty experts,
- Invitations to events on campus.

For more information, please request the Alumni Relations Policy.

Academic Policies and Regulations

Change of Programme

First Year Bachelor of Arts Students currently studying for a named award may, in some circumstances, request to transfer Programmes. Requests for transfers need to be made in writing, supported by the Programme Leaders from each programme, and approved by the Executive Director. Transfer students need to be in good standing and not have any actions against them for misconduct, pending or failed assignments, provided that:

- The student meets the admission requirements of the Bachelor of Arts Programme to which they are applying,
- There is availability within the programme,
- Approval from the Executive Director is obtained, and they successfully pass the audition/interview for the programme they wish to enter.

Cut Off Week for Application	Audition/Interview Week	Decision Made by Week	Term
9	10	11	1
9	10	11	2
9	10	10	3

Withdrawal

A student may take a break from their study, which is termed as an interruption of study for a maximum of one academic calendar year. The interruption of study can be applied if the student is ill or for any other reasons with the approval of the Executive Director. The period of one year may be extended in exceptional circumstances with the approval of the Academic Board and Executive Director. The student will remain enrolled in their respective programme through the interruption of study.

- Students who interrupt their studies may not return within the same year. For example, if a student takes an interruption in Term 2, they cannot return in the same year into Term 3.
- A student who has interrupted their study has the option of completing the assessments for the courses they have completed. The student needs to state in writing to the Programme Leader if they wish to complete the assessments or complete none up to the start point of interruption.
- The enrolment of the student shall continue, and registration of the award Programme shall still be active.

Students may interrupt their studies for the following reasons:

- Being a primary caregiver,
- Pregnancy,
- Illness,
- Death of a first-degree relative,
- Personal circumstances approved by the Executive Director.

On return from an interruption of study, a student will enrol at the start of the term where the original interruption took place.

Course Assessment Procedures

Conducting Assessments

At SPAA, the assessment is focused on the learning process and not just on the outcome. SPAA does not conduct any formal examinations. The assessment of the process is the responsibility of the faculty member or staff.

Students will be made aware of assessment points.

- A student must be available on all assessment dates. Where a student cannot attend a specified assessment due to medical reasons or other unforeseeable circumstances, the student must complete an extenuating circumstance form along with supporting documentation.
- **First offence:** students are awarded zero (0) on the exam/assignments/project, etc. and will be placed on probation for one term. The student will be allowed to re-submit their work but capped at minimum marks of 40%.
- **Second offence:** students will fail the course/year and have to repeat the course/year
- **Third offence:** students shall be dismissed from the Academy with immediate effect.
- All penalties shall be accompanied by documented warning letters stored in the student's file.

Late Submissions

- If – without a case for extenuating circumstances – a student fails to meet the deadline, they have five (5) working days in which to submit their work, but the maximum mark that can be awarded for this piece of work is 40%.
- If work is submitted later than five working days past the deadline, or if no work is submitted, a mark of 0% will be recorded.
- In the case of non-submission, students may or may not be offered another opportunity to re-submit their work. Each case will be considered individually by the Chair of the Examining Board.

- Students shall be informed of the arrangements, dates for assessment, and deadlines for productions, presentations, coursework assessment and group work at the start of the term.

Course Assignments and Extenuating Circumstances

At SPAA, extenuating circumstances are defined as circumstances that are outside the control of the student. This circumstance causes an impact on the student's ability to complete an assessment to their full potential.

It is the student's responsibility to submit assessments on time for performances and productions. Extenuating circumstances may be considered after submission by completing the *Extenuating Circumstance Form*. This must be done in writing to the Programme Leader with supporting evidence within three days of submitting their assignment, performance or production. This form cannot be completed on behalf of the student by staff or fellow students.

All claims for extenuating circumstances need to be supported by evidence. If evidence is being collated at the time of the Board of Examiners or Academic Board, the Chair will act and defer decisions if appropriate.

For all credit-bearing assessments, SPAA operates a fit to sit policy. The student must declare if they are not fit to complete the assessment. If a student suddenly becomes ill during an assessment, performance or production and is therefore unable to complete the assessment, the student must provide evidence to support the withdrawal from the assessment or confirmation from the Academy nurse on that day. If the nurse is unavailable for some reason, it is the student's responsibility to gain evidence from another reliable medical source. This will only apply if the student is fit to sit before the commencement of the assessment.

Accreditation

Sharjah Performing Arts Academy attained its original official licensure in May 2019 with validity through April 2022 from the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees and qualifications in higher education.

SPAA has received initial accreditation from the CAA to offer the following programmes:

- Bachelor of Arts in Musical Theatre
- Bachelor of Arts in Production Arts
- Bachelor of Arts in Acting

Programmes	Duration	Total Credit Value	Year of Validation	Reaccreditation Date
BA Musical Theatre	4 Years	120	2021	2024
BA Acting	4 Years	120	2021	2024
BA Production Arts	4 Years	120	2021	2024

Fees and Financial Regulations

The Academy will assist students in fulfilling their financial responsibilities by providing clear and transparent guidelines related to fees and other costs related to their programmes. The Academy publishes fees and annual changes to fees on its website. The Accounts Office can provide further

information on the availability of internal and external scholarships, fee reductions, and payment schemes.

When accepting the offer from the Academy, students who are sponsored should submit a letter naming their sponsor organisation and stating the sponsor will bear the student's financial liabilities. The Finance Office will invoice the organisation for payment, and all fees will be requested in advance.

The Academy will only refund fees where a student has a legitimate reason for leaving the Academy and has given one term's notice of their intention to leave. The Academy reserves the right to withhold any refunds from students who are asked to leave the Academy due to misconduct or programme failure.

For more details, please request the Student Finance Policy.

Tuition Fees and Payment Methods

Details related to fee payment can be found in the BA Undergraduate Catalogue.

Student Safety

SPAA is committed to providing and maintaining a safe and healthy working environment for its employees, students, subcontractors, and visitors. To create and maintain a safe and healthy work environment, SPAA shall ensure that all students are aware of the hazards within the Academy, and are informed enough to enable them to perform their studies safely.

To ensure the safety of everyone at the Academy, it is essential that:

- Students comply with the general safety rules and instructions provided by SPAA.
- Students complete the onsite health and safety training related to workshops and studios.
- Students are required to report any accidents or any potentially hazardous conditions that may pose a danger to personnel and property to a member of staff.
- Students should refrain from all acts that could cause danger to personnel and property.

The Academy is equipped with fire alarms and firefighting systems conforming to the regulations of the UAE Civil Defence Department. Safety notices, contact emergency numbers, and first aid boxes are located in appropriate locations. Notices are also displayed for emergency exit routes and assembly points in the event of a fire.

Students are not allowed to participate in workshops and on stage/backstage unless they have demonstrated a clear understanding of the safety procedures involved. To avoid any unwarranted accidents, students should not work alone in a workshop.

Information Technology

Sharjah Performing Arts Academy information technology (IT) Policy and Procedure Manual provides the policies and procedures for the selection and use of information technology within the institution which all students must follow. It also provides guidelines SPAA will use to administer these policies.

For more details, please request the IT Policy.

Library

The Sharjah Performing Arts Academy library provides services that include library orientation, information literacy, new user training, reference services, database searching, internet access, and photocopying and printing services. The library staff is committed to providing a well-balanced and technologically advanced suite of resources.

Internal searchable databases available within the SPAA library include Drama Online Library, Digital Theatre Plus and 3D4medical databases. Collaborations between several UAE libraries allow searchable access to resources through MBRL, AUS, ArtJameel, National library, House of Wisdom and Sharjah Public library.

The library is available to all of the SPAA community. Full details of its operational procedure and ethics can be found in the Library Policy.

Location of Sharjah Performing Arts Academy

The Academy is located in University City, Sharjah United Arab Emirates.

Sharjah Performing Arts Academy (SPAA)

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