POLICY 080

AC[M]etropolis
Student Visitor Code of Conduct

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ACM's long-standing partnership with Metropolis Studios in London gives our students access to one of the most iconic creative spaces in the world. As one of the world's leading commercial studios, Metropolis boasts a prestigious client list which includes Kendrick Lamar, Clean Bandit, Ed Sheeran, Madonna, Amy Winehouse, Rolling Stones, Adele, Led Zeppelin, Beyonce, The Clash, Rihanna, Queen and Michael Jackson.

The AC[M]etropolis relationship is built on shared values: artistic excellence, innovation, and a commitment to nurturing the next generation of music professionals. Together, we offer experiences that go far beyond the classroom, connecting education with the heartbeat of the global music industry.

When you step into Metropolis Studios, you step into music history. The energy of that legacy is felt the moment you walk through the door, and we want every ACM student to experience the inspiration that comes from working in a space used by some of the most influential figures in modern music.

At the same time, Metropolis is a working commercial environment, and students visiting the studios are expected to treat the space - and the people within it - with the professionalism it deserves. These opportunities are not only exciting, they are a chance to practice the behaviours, standards, and etiquette expected in top-tier creative workplaces. By approaching each visit with respect and professionalism, students strengthen both their craft and their future career prospects.

With this in mind, it's important that all students understand the expectations that accompany access to such a world-class facility. Metropolis Studios welcomes ACM students into its spaces as emerging professionals, and in return, we ask that everyone conducts themselves in a way that reflects positively on both ACM and the studio.

To ensure that every visit runs smoothly, safely, and professionally, we have outlined the core behaviours and standards required of all students attending courses, sessions, events or recording opportunities at Metropolis. These guidelines are designed to help you make the most of your experience, by respecting the people and projects around you, and by upholding the level of professionalism expected in a high-profile creative workplace.

The following points set out those expectations and should be followed at all times when representing ACM within Metropolis Studios.

Professional Studio Etiquette & Behaviour

- Arrive prepared, punctual, and ready to work or observe, and be sure to represent ACM in a professional manner at all times.

- Respect everyone's role - engineers, producers, assistants, artists, runners, and other creatives.

- Do not approach, speak to, or attempt to interact with Metropolis clients unless explicitly invited to do so.
- Do not post about Metropolis clients on social media, and respect confidentiality regarding any projects, clients, or conversations you encounter.
- Do not wander into any studio unless these are booked by ACM or you have been given explicit permission to do so.
- Seek permission before touching equipment or instruments, and be sure to handle all gear carefully and only as instructed.
- Observe without interrupting if you are invited to sit in on a session.
- Avoid unsolicited feedback or opinions unless you are specifically invited to contribute.
- Do not record or photograph anyone or anything without explicit permission.
- Switch mobile devices to silent and limit their use to breaks or permitted areas.
- Respect the studio schedule - break times, set-ups, and resets often run to tight timelines.
- Stay aware of your surroundings, especially when people are moving equipment or running cables.
- Keep food and drink away from consoles, instruments, technical areas and equipment.
- Treat everyone courteously and professionally.
- Avoid distracting behaviour, such as side conversations or excessive movement in control rooms.
- Follow health and safety guidance, including safe lifting and awareness of fire exits, and report any issues or accidents immediately to staff or studio personnel.
- Be willing to learn - take notes, observe workflows, and ask questions at appropriate times.

Please be aware that ACM's policies continue to apply during any event, session, or opportunity held at Metropolis Studios. Failure to adhere to this AC[M]etropolis Student Visitor Code of Conduct may result in disciplinary action being taken under ACM's Student Conduct and Disciplinary Policy, which remains fully in effect at off-campus locations. Any behaviour that breaches ACM standards while at Metropolis will be treated in the same way

as if it occurred on campus, ensuring transparency, consistency and accountability across all ACM-related environments.

Policy Owner

Monitoring of the AC[M]etropolis Student Visitor Code of Conduct will be undertaken by ACM's Head of Industry Partnerships.

Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Metropolis Studios CEO
- Metropolis Studios General Manager
- ACM Head of Industry Partnerships
- ACM Executive Dean of Education
- ACM Quality Assurance and Enhancement Manager

Supporting Policies

- ACM Student Charter (Code of Conduct)
- ACM Student Conduct and Discipline Policy

Document History and Next Review

Version	1.0
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