



ABBEY ROAD INSTITUTE STUDENT HANDBOOK

Advanced Diploma in Music
Production & Sound
Engineering

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Welcome To Abbey Road Institute

Abbey Road Institute is a new vision of audiovisual training proposed by the famous Abbey Road Studios. Synonymous of excellence in music recording for more than 80 years, the continued success of Abbey Road is largely due to its team and its know-how.

Today, we share this expertise through a high-quality professional training program for anyone wishing to pursue a career in the audiovisual and music industry. If you share our passion for sound techniques and music production, Abbey Road Institute will most likely suit you.

Abbey Road Institute aims to offer the highest standards of training and education in the Audio Engineering and Music Production industries within a safe, innovative and dynamic environment empowering its students, faculty and staff to achieve their maximum potential in the industry.

This Student Handbook has been written in order to give you a general overview of Abbey Road Institute's commitment to you and its expectations from you as a student.

If you have any questions, concerns or suggestions about the contents of this Handbook or any of Abbey Road Institute's policies, then please feel free to contact me or to ask a member of staff in our Main Office.

We are delighted to welcome you to ARI London!

Mike Sinnott

Campus Manager - Abbey Road Institute London

Legislative Compliance

ARI London has a duty of care to all of our students, therefore, we have a various policies in place to ensure your experience here is a positive & satisfactory one. Our policy documents feature all of our procedures in further detail.

ARI London is committed to promoting equal opportunities for all applicants to the College. No potential student will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. ARI London operates within the guidelines of the Equality Act 2010.

The wellbeing, safety and satisfaction is paramount to our student experience here at ARI London. Therefore Our Safeguarding for Adults Policy is available to view via the online student portal, your technician on duty or from our Main Office at Abbey Road Institute.

PAT TESTING , ELECTRICAL & HEALTH AND SAFETY

All of our equipment is P.A.T Tested and made safe for teaching and use by students. All of our teaching & management team carry out risk assessments on equipment, learning environment and course content to ensure our students are working in a safe conditions. ALL students are advised to read our Health & Safety Policy which is available to view via the online student portal, your technician on duty or from our Main Office.

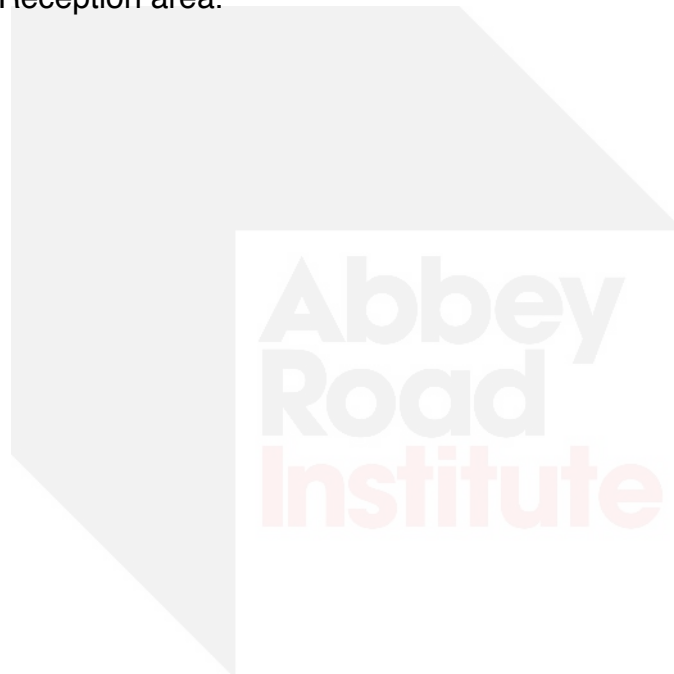
COPYRIGHT ACT

Not only do we have a duty to protect our students, but our we also must protect the Abbey Road brand in which we are a larger part of. The content of any courses created, taught or facilitated by the institute remains the intellectual property of ARI London and Abbey Road Training Limited; and should not be distributed/reproduced to any other person who is not a student/staff member at ARI London. This includes (but not limited to) resource handouts, curriculum materials (such as lesson plans, photography, videos, certain recordings made on site) and any other content supplied by ARI or The Abbey Road brand. Any pictures, videos or recordings made must be pre-approved BEFORE being uploaded to any

social media platform or public domain from the Campus Manager or Global Marketing Manager. Any breach of this act may jeopardise your place as a student at ARI, with a maximum of one terms fees being charged to the student.

Fire Safety Policy

ARI London have a standard Fire Safety Policy. This policy is imperative to our students safety when on site. In the unlikely event of an emergency, you must leave all of your belongings and make your way out of the building via the nearest exits. Please ensure you read our [Fire Safety policy](#). A copy of this policy is available on the portal, and available from our ARI London Reception area.



Your Journey To Abbey Road

Abbey Road Institute London is located in *St John's Wood, North-West London.*

Abbey Road Institute London address is:

*3 Abbey Road
St John's Wood
London
NW8 9AY*

You can reach Abbey Road Institute *London* by:

Train: *South Hampstead is the nearest Train Station, and is a 15 minute walk to The Institute.*

Underground: *5 minute walk from St.John's Wood Underground Station, or a 15 minute walk from Swiss Cottage*

Bus: Transport for London provide various Bus Services which pass through Abbey Road. *You can catch TFL Buses 31, 139, 189 and night buses N28 & N31. The nearest TFL bus stops are "G" and "X"*

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Institute Opening Times

Lectures at Abbey Road Institute *London* run *Monday to Thursday* (dependent on your intake) from *10am to 1pm and 2pm to 5pm*.

Students also are given additional access before and after lectures evenings & weekends.

These are:

	MONDAY TO SATURDAY	SUNDAY
CLASSROOM with DAW	9am to 11pm	10am to 10pm
PRODUCTION SUITES 1 & 2	9am to 11pm	10am to 10pm
MIXING SUITE	9am to 11pm	10am to 10pm
STUDIO & LIVE ROOM*	9am to 10:30pm	10am to 9:30pm

**This studio can be booked after 6 months of attending ARI London.*

Public Holidays

Abbey Road Institute *London* observes the following public and bank holidays:

- *New Year's Day*
- *Good Friday*
- *Easter Monday*
- *Early May Bank Holiday*
- *Late May Spring Bank Holiday*
- *August Summer Bank Holiday*
- *Christmas Day*
- *Boxing Day*

Institute Staff & Key Contacts

Abbey Road Institute London:
[+44 \(0\) 207 266 7397](tel:+442072667397)
www.abbeyroadinstitute.co.uk
london@abbeyroadinstitute.com

Your ARI London Team:

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Lecturer
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[Ian Ramage](#)

Lecturer (Music Business)
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Ethical Standards

We are committed to running Abbey Road Institute with integrity, honesty, fairness and in accordance with the Country's law. You should not do anything in the course of your training at the Institute that violates the Country's law or your own personal ethics; nor will you ever be asked to do so. If you become aware of a situation that you believe violates appropriate legal or ethical standards, please discuss it with the local Administration Department or anyone else in management so that it can be resolved. Your privacy and confidentiality will be respected to the highest extent possible.

Anti Harassment Policy

It is the policy of the Institute to maintain an environment, which encourages mutual respect and promotes respectful and congenial relationships. Harassment in any manner or form is expressly prohibited, is against Abbey Road Institute policy, and will not be tolerated. Students found violating this policy can expect consequences up to and including suspension from the Institute.

Attendance & Punctuality

Attendance and punctuality are the cornerstones of your training and a fundamental tool for your future careers. Abbey Road Institute has a very strict policy in this regard and we would appreciate your adherence to it.

We believe that regular lesson attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day and absence detracts from the quality of all of our lessons. In order to express our commitment to reliable attendance, the following are Abbey Road Institute's policies & guidelines:

Unexcused Absence

An unexcused absence is any failure to report for scheduled lecture classes as directed by the Institute.

Three absences: A verbal warning will be issued to the student by the Campus Manager.

Six absences: The student will be invited for an interview with the Campus Manager and Programme Director. If the absence cannot be adequately explained the student will be issued with a formal written warning. This will be documented and retained in the student's course file. The student will be given a copy which, where applicable, copied to the student's sponsor. The student is to be made fully aware of the implications of further unexcused absences.

Nine absences: The student will be invited for an interview with the Campus Manager and Programme Director. If the absences cannot be adequately explained the student will be issued with a formal final written warning. This will be documented and retained in the student's course file. The student will be given a copy which, where applicable, copied to the student's sponsor. The student will be made fully aware in writing that of the implications of further unexcused absences.

Ten absences: *The student will be invited for an interview with the Campus Manager and Programme Director. If the absence cannot be adequately explained the student's studies will be terminated.* The student's course records will be annotated accordingly and where applicable, the sponsor is to be informed and requested to confirm concurrence. For international (Tier-4) students we will notify the UK Visa & Immigration department in writing via the sponsor management system.

Excused Absence

Absences may be excused only if the student e-mails the Administration Department a minimum of 24 hours before their first scheduled event.

Illness

In the case of illness, student will be required to fill in and submit a 'Student Absence Form', informing the Administration Department of the date the student is expected back in order to put him/her back on the schedule.

'Student Absence Form' are available in electronic format from the Administration Department, and must be returned via email to the same department.

Appeals

Appeals against actions taken resulting from students absences shall be considered by Senior Management, whose decision shall be final. Appeals need to be lodged within 48 hours of the sanction being received by the student.



The Academic Programme

Abbey Road Institute's **Advanced Diploma in Music Production** and **Sound Engineering** is based on both classroom time and self study hours.

The duration of the Course is of 48 weeks, divided into three 16-week terms. Contact hours for students is **14 hours per week** with an additional amount of hours allocated for self study. We expect all students to be put in further self study outside of Lectures, this is between 12 - 15 hours per week. This should be in the form of practical study, (using the school facilities) along with further theory research, using your lecture resources as a guide.

Lectures run from Monday to Thursday and are split into a three-hour segment of teacher-led discussion, followed by practical student-led activities. Fridays are reserved for periodic guest lectures or workshops

If you require any additional help with your lectures or projects, then our team of lecturers & technicians are available outside of your timetable on hand to provide extra support where needed.

TERMS BREAKDOWN

	Monday	Tuesday	Wednesday	Thursday	Friday
TERM 1	Production/ Music Theory 1	Audio Engineering/ Acoustics Principles 1	Audio Engineering/ Acoustic Tools 1	Audio Engineering/ Acoustics DAW 1	Workshops / Practical
TERM 2	Production/ Music Theory 2	Audio Engineering/ Acoustics Principles 2	Audio Engineering/ Acoustics Tools 2	Audio Engineering/ Acoustics DAW 2	
TERM 3	Production/ Music Theory 3	Production/ Music Theory/ Film Sound	Audio Engineering/ Acoustics Tools 3	Management & Music Business	

TERM 1

SYLLABUS

Production/ Music Theory

- Introduction
- History of Production / Abbey Road
- Production Techniques - EQ / Dynamics
- Production Techniques - Effects
- Session Planning / Procedures

Audio Engineering/ Acoustics (Principles)

- Sound Theory
- Decibels
- Metering
- Basic Electronics

Audio Engineering/ Acoustics (Tools)

- The Music Production Studio
- EQ
- Dynamic Range Processing
- Effects Processing
- Cabling and Wiring
- Mixing Consoles

Audio Engineering/ Acoustics (DAW)

- Pro Tools
- Logic Pro

ASSESSMENT

- Progressive in-class Pro Tools practical assignment (20% weighting)
- Progressive in-class Logic Pro practical assignment (20% weighting)
- Practical Pro Tools Production Practical Exam (20% weighting)
- Practical Logic Production Practical Exam (20% weighting)
- Theoretical Multiple-Choice Exam (20% weighting)

TERM 2

SYLLABUS

Production/ Music Theory

- Music Theory
- Arranging / Orchestration
- Practical Recording Workshops
- Practical Mixing Workshops

Audio Engineering/ Acoustics (Principles)

- Analogue Audio
- Digital Audio
- Interconnectivity / Calibration
- Synthesis
- Sampling
- Acoustics

Audio Engineering/ Acoustics (Tools)

- Studio Consoles
- Microphones
- Stereo Microphones Techniques
- Loudspeakers
- Amplifiers
- Outboard Processing Workshop

Audio Engineering/ Acoustics (DAW)

- Pro Tools
- Logic Pro
- Ableton Live

ASSESSMENT

- Progressive in-class Production practical assignment *(25% weighting)*
- Practical Pro Tools Production Practical Exam *(25% weighting)*
- Practical Logic Production Practical Exam *(25% weighting)*
- Theoretical Multiple-Choice Exam *(25% weighting)*

TERM 3

SYLLABUS

Production/ Music Theory

- Advanced Studio Consoles
- Recording Workshops
- Mixing Workshops

Production/ Music Theory/ Film Sound

- Film Sound
- Film Production Sound
- Post Production
- Film Music
- Film Sound Aesthetics
- Live Sound

Audio Engineering/ Acoustics (Tools)

- Music Programming Languages
- Alignment / Pitch Correction Tools
- Remixing
- Restoration Tools
- Mastering Tools

Management and Music Business

- Copyright
- Mechanical, Performance and Synchronisation Royalties
- Licensing
- Business Fundamentals
- Accounting
- Business Plans
- Marketing Fundamentals
- Marketing Strategies
- Management
- Teamwork
- Presentation Skills

ASSESSMENT

- Advanced Music Production Assignment (25% weighting)
- Business / Marketing Plan Presentation (25% weighting)
- Practical studio exam (25% weighting)
- Theoretical Multiple-Choice Exam (25% weighting)

Marking Guidelines

Marking guidelines employed at Abbey Road Institutes aim to follow the recommendations of the UK's Quality Assurance Agency for Higher education, by summarising marking strategies and grading criteria.

Advanced Diploma students must **achieve an average of 80% or higher in order to successfully complete each of the three modules of the programme.** There are provisions in place to help learners compensate for

failed exams or exercises, allowing for the continuation of studies without the necessity of full term retakes. The latter will only be required in cases where students fail to achieve a pass mark after resubmitting work or retaking exams.

ASSESSMENT OUTCOMES

Students will have completed a term successfully, without the need for resubmissions or retakes when:

- 1. they achieve a term average of 80%, without failing any of the assessment components of a given module;**
- 2. they achieve a term average of 80%, while failing one or more components with grades no lower than 70%.**

Students must resubmit any assignments for which they have received a grade lower than 70% (even in cases where an 80% term average is achieved). The same rule applies to written theoretical exams.

In cases where a term average of 80% is not achieved, students will be required to resubmit failed assignments and/or retake tests. One retake or resubmission opportunity is provided per assessment component. In the case of in-class practical exams and theory tests, new materials will be used, while students may refine or improve already submitted progressive DAW-related production assignments.

Students can achieve a maximum mark of 80(C) when retaking module components, i.e. any result above of 80% will be entered into transcripts as the 'compensated' grade of 80(C).

GRADING LEVELS

The following is a summary of grading levels:

97% to 100%

Broadly corresponding to an 'A+', results within this grading bracket should be awarded to students who demonstrate exceptional command over music production tools and/or the thorough understanding of theoretical concepts. Such grades are given out in selective cases where students produce near professional-grade work, while making evident their desire to transcend the mere satisfying of assessment criteria.

94% to 96%

Broadly corresponding to an 'A-', grades within this bracket should be awarded to students who complete excellent work with a minimum number of small flaws.

90% to 93%

Broadly corresponding to a 'B', grades within this bracket should be awarded to students who complete assignments to a very good standard, while overlooking a few issues or problems that could be rectified with some effort.

87% to 89%

Broadly corresponding to a 'C', grades within this bracket should be awarded to students who complete good work while overlooking a series of imperfections that could be easily rectified.



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83% to 86%

Broadly corresponding to a 'D', grades within this bracket should be awarded to students who satisfy most assessment criteria, while producing work of average quality, i.e. lacking basic to intermediate level actions that would lead to improvement.

80% to 82%

Broadly corresponding to an 'E', grades within this bracket should be awarded to students who satisfy a minimum acceptable number of assessment criteria, while overlooking a substantial number of easily rectifiable flaws.

70% to 79%

A marginal fail, to be assigned to work that does not fulfil a vast number of assessment requirements, while making evident a satisfactory amount of effort from the part of a student.

0% to 69%

Grades in this bracket are assigned to work that fails to satisfy most of the grading criteria, making evident a basic lack of effort from the part of the examinee.

GRADING REVIEW

All Students have the right to review and discuss their grades with their teacher(s). Upon receiving a grade, and should they wish to discuss it, students must make an appointment within 24 hours.

To make an appointment students will have to approach the Administration department, which will confirm the date and time of the appointment. During the appointment the teacher(s) will review the assignment(s) and the associated grade(s) together with the student, after which a final decision for either the confirmation or the revision of the grade will be taken. Any further disputes should be discussed with the Institute Manager.

Classroom Policy

While in class, students are required to adhere to the following rules:

- Under no circumstances is food and drink allowed in any ARI London classroom, studio or workspace.
- Mobile phones must not be used in class must be turned off or to silent.
- Under no circumstances is photography is permitted unless at the discretion of the Campus Manager / Staff Member or Global Marketing Manager (further details are listed in the terms copyright act section of the terms & conditions).
- Laptops must be closed, and should only be used for the sole purpose of the lecture(s).
- The use of Social Media is strictly prohibited whilst in the classroom, studios or any other location associated with Abbey Road Institute
- Bullying or verbal abuse to your fellow classmates or staff is unacceptable and will not be tolerated. This behaviour will lead to disciplinary action.
- No chatting, interruptions, or cross-talk is permitted while the instructor is teaching.
- Be courteous and respectful at all times.
- If a student is seen to be disruptive, or preventing other students from their learning due to misadventure, Abbey Road Institute staff reserve the right to remove them from that particular class.
- If a student is up to 15 minutes late or more, then ARI Staff reserve the right to refuse entry into the class.
- Classes at ARI London are for the sole use of existing students. Any third party / guest connected to our students are not permitted to join the classes unless authorised by an ARI Member of Staff.

Students ID Card & Security Inspection

Prior to the commencement of the course, students are required to provide a copy of their passport/ID. Students will be issued a Student Identification Card, which must be visibly worn at all times.

Failure to display a valid Student Identification Card may result in the refusal of your access to Abbey Road Institute premises. In the event of a loss of the Student Identification Card, the student must notify the Administration Department immediately.

Within certain Countries, Abbey Road Institute may be subject to periodical audits and inspections conducted by local immigration authorities, when records of identification for all attending students are made available for inspection.

Student Code Of Conduct

We take pride in our students, and our establishment. As an ARI student, you represent The Abbey Road brand. We expect students maintain a respectable level of professionalism, a good attitude towards the Institute, to treat other team members with respect, and the brand. Please ensure you have read and understood the “Student & Visitor Conduct” section in the terms & conditions.

Alcohol

Students who choose to drink alcoholic beverages retain responsibility for their actions on and off the Institute premises. The consumption of alcohol within the Institute premises is prohibited. Violations of this policy may result in suspension from the Course.

Students cannot attend classes at any time or be within the Institute premises for any purpose whilst intoxicated by alcohol. Failure to abide by these rules will result in suspension and possibly termination of the Course.

Drugs

Abbey Road Institute prohibits the unlawful manufacturing, distribution, possession, sale and use of illegal drugs. Students found violating this policy will be suspended from their course immediately.

Students are to ensure that any of their guests visiting the Institute do not violate these rules, as illegal substances that may be found will be deemed to be the responsibility of the student in question.

Smoking And Use Of Tobacco

Tobacco use is not permitted in the Institute premises. Smoking cigarettes is only permitted in designated areas; this includes the use of electronic cigarettes.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, argillah, clove cigarette, and any other smoking product or spit tobacco (smokeless, dip, chew and/or snuff) in any form.

Failure to abide by these rules will result in suspension and possibly termination of the Course.

Firearms And Weapons

While in the Institute premises, students are prohibited from obtaining, possessing, using, buying or selling weapons. Prohibited items include, but are not limited to: firearms, ammunition, explosives, dangerous chemicals, swords, pellet or BB guns, knives or any other items deemed dangerous by Abbey Road Institute staff.

Gifts

Gifts to staff members, as well intended as they may be, can cause a perception of favouritism and may cause undue embarrassment. We

request any gifts to be extremely limited in nature, inexpensive, and subtle. We encourage the use of thank you cards/notes instead of gifts. If and when necessary to, please use your discretion to make sure the gift is reasonable. When in doubt, ask the Institute Manager or any other staff member.

Complaints And Grievance Procedure For Students

Abbey Road Institute's definition of a complaint is: 'an educational or personal issue or condition that a student believes to be unfair, inequitable or a hindrance to her or his education'.

We want every student to enjoy and treasure their learning experience at ARI. However, we understand that from time to time, there may be occasions where students feel unhappy, and will need to discuss certain issues with their Campus Manager.

We hope to rectify the concern of any student quickly, effectively and informally. If for any reason, this cannot be achieved, you can make a formal complaint to the Campus Manager.

You can view our complaints procedure on the student portal, or request a copy from the Main ARI Office.

Complaints must be raised with Abbey Road Institute within five working days from the event/action which is the subject of the complaint.

If you're viewing this document as a PDF file, you can [click here](#) to see our [Complaints & Grievance Document](#).

Transfer To Another Class

If there are reasons preventing you to attend classes as per your original Course Schedule, please contact the Administration Department. Your situation will be assessed and you will be given the opportunity to temporarily freeze your studies, to then resume these with a different class, as per the availability of future intakes at the Institute.

Course Deferral & Termination

If you are considering to deferring or terminating your studies, we invite you to first discuss the concern(s) and/or reasons behind your decision with the Programme Director, to see if these can be resolved.

As per our Terms and Conditions you may **defer** your studies upon giving one month's written notice of such deferment. At the time of deferment all fees must be paid up to the end of the one month notification period and in addition a deferment fee equal to a further one month tuition fees must be paid. The deferment fee is credited towards future Course fees upon re-commencement

Studies must be resumed within one year from the end date of the your current Course. All deferments are subject to availability. If a subsequent course is fully subscribed you will be allowed to join the next course with availability.

Students **terminating** their studies prior to the scheduled completion date of the Course must give one term's notice (16 weeks) prior to the date of termination. All tuition fees must be paid up to the date of termination, or the Course end date, whichever comes first. In the event of a refund being given, the Institute will provide a written statement indicating how the refund amount has been calculated.

All cancellations and deferment fees are non-refundable.

STUDENT WITHDRAWAL FORM [SAMPLE]

Student Information (please print)				
LAST NAME	FIRST NAME	MIDDLE NAME	TELEPHONE CONTACT	STUDENT ID NUMBER
EMAIL CONTACT		CURRENT ADDRESS	CITY	
COURSE CODE				
Reason For Cancellation:				
Please tick the most appropriate reason for your cancellation.				
<input type="checkbox"/> Financial Difficulties	<input type="checkbox"/> Increased work commitments			
<input type="checkbox"/> Course did not suit the way I prefer to learn	<input type="checkbox"/> Personal difficulties			
<input type="checkbox"/> Course did not meet my personal and/or employment goals	<input type="checkbox"/> Timetabling did not suit			
<input type="checkbox"/> Course was not interesting	<input type="checkbox"/> Other (Please specify)	_____		
<input type="checkbox"/> Study workload too high		_____		
<input type="checkbox"/> Transferred to another provider		_____		
Withdrawal effective from				
____/____/____				
Refundable amount:				
Total Course tuition fees:			= £13440	
Weeks of course completed: 8				
X Weekly Pro Rata £280			= £2240	
One Month Remainder Course tuition fee balance			= £1120	
Amount to be refunded:			= £10,080	
STUDENT SIGNATURE			DATE	____/____/____
Office Use Only	<input type="checkbox"/> REFUND ACKNOWLEDGMENT LETTER SIGNED BY STUDENT ON ____/____/____			
	CREDIT NOTE # _____			
	REFUND	<input type="checkbox"/> CAS	<input type="checkbox"/> CHEQU	<input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> CREDIT CARD

Updates & Amended Policies

Abbey Road Institute's management reviews policies and procedures every August. We reserve the right to update this handbook at any time. The most recent iteration will be available via the student intranet and students will be notified by email when changes have been made.

Suggestions & Feedback

Abbey Road Institute is dedicated to the process of continuous improvement and we welcome students' input to help us in this respect.

We urge students to submit any suggestions on how Abbey Road Institute can improve its courses, training materials, efficiency of operations and policies by e-mailing the Institute's Administration Department london@abbeyroadinstitute.com

A large, light grey watermark of the Abbey Road Institute logo is centered on the page. The logo consists of a stylized 'A' shape with a white arrow pointing right, and the text 'Abbey Road Institute' in a sans-serif font, with 'Abbey' and 'Road' in grey and 'Institute' in red.

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