

AFCT Dome Cinema Usage Management Guidelines

1. General Principles

1.1 Purpose

This document establishes standardized procedures for the effective management and utilization of the Academy of Film and Creative Technology (AFCT) Dome Cinema. It defines application processes, usage priorities, and operational regulations to ensure primary support for the Academy's core teaching and research missions, while facilitating orderly access for the wider university community and external partners.

1.2 Scope

These guidelines apply to all types of use outlined in Section 2 of this document. Special requests that fall outside the defined categories are not normally considered, unless otherwise approved. All usage must align with the academic and developmental mission of the Academy.

1.3 Management and Operational Responsibility

AFCT manages and operates the Dome Cinema, including request approval, scheduling, maintenance, and services, supported by its professional and technical teams.

1.4 Policy Modification and Implementation Authority

AFCT reserves the right to interpret, revise, or amend this document as necessary, and to issue specific implementation guidelines in accordance with evolving needs and circumstances.

2. Usage Categories and Specific Policies

The categories below outline the primary uses of the Dome Cinema. Requests will be assessed according to category-specific priorities and terms as detailed in the sections that follow.

2.1 Curriculum-Related Usage

2.1.1 Definition

This usage category refers to teaching activities that enhance learning outcomes through the use of immersive technologies provided by the Dome Cinema in relevant credit-bearing modules, such as workshops, practical instruction, and student assessments, offered by AFCT's degree programmes. This represents the Dome Cinema's core purpose.

2.1.2 Key Provisions

The following outlines the key terms and conditions for this usage category.

Priority: Usage under this category is granted the highest scheduling priority.

Applicant: Application is restricted to AFCT module leaders.

Fees: Use of the facility under this category is free of charge.

Process: Applicants must submit an application via the designated application form at least 10 working days in advance, providing details of the teaching activities and a clear pedagogical justification for their use of the Dome Cinema.

Support: On-site technical assistance is available to ensure the smooth running of teaching activities.

2.2 Research-Related Usage

2.2.1 Definition

This category covers the use of the Dome Cinema to support research activities led, facilitated, or supervised by AFCT faculty members, including scientific experiments, formal research projects, and graduate-level research carried out by graduate students as part of their academic degree requirements. It enables advanced research activities that leverage the immersive technological capabilities of the Dome Cinema.

2.2.2 Key Provisions

Priority: Usage under this category takes priority over other types except approved teaching activities.

Applicant: Applications may only be submitted by project leaders or principal investigators who are current AFCT faculty members.

Process: Applicants must submit a detailed proposal outlining the necessity of using the Dome Cinema, the proposed methodology, expected outcomes, and project duration. A minimum of 20 working days' advance notice is strongly recommended to enable consultation and processing of approvals.

Support: Technical support will be provided based on the scale and complexity of the project.

Fees and Intellectual Property (IP): Internal research projects are free of charge. For external collaborations, prior agreements must be established in advance, addressing costs, data security, and intellectual property rights in line with relevant University regulations and procedures governing collaborative research.

2.3 Events

2.3.1 Definition

This category covers non-curricular activities that serve promotional, brand-building, and external engagement purposes. These include university and academic-unit-level events, categorized as follows:

University-level events: Organized at the institutional level to promote the University's profile and foster engagement with external stakeholders, including prospective students, industry partners, governmental delegations and the general public.

Academic-unit-level events: These include strategic events within AFCT, and collaborative events with other XJTLU academic units, subject to approval by AFCT management.

Examples of eligible events include university-wide open days (University-level and XEC organized), academic conferences, seminars, and receptions for high-priority visits from strategic stakeholders.

Additionally, a Monthly Dome Cinema Visit Day will be held once a month, mainly for internal stakeholders interested in experiencing the immersive facility. Each session will feature a standard programme, including an introduction to the Dome Cinema and a selection of screenings. Participants must register via the designated application form. Availability is limited to the Dome Cinema's seating capacity.

To optimize resource utilization, ad-hoc, small-scale individual visit requests, as well as those for routine departmental ceremonies or meetings, will not be accommodated.

2.3.2 Key Provisions

Priority:Scheduling for this category will generally occur only when it does not conflict with approved teaching or research activities, which hold the highest priority. Exceptions may be made for University events of exceptional importance and strategic significance at the institutional level.

Applicant: Applications may only be submitted by key internal stakeholders, such as senior functional leads or designated event managers, at both the University and Academy levels.

Application Process

Applicants must submit a detailed event proposal, including the event agenda, a list of participants, and technical and service requirements, along with the designated application form, at least 15 working days in advance.

The Monthly Dome Cinema Visit Day does not require an application because it is a regular event organized by the Academy.

Fees

Currently, internal university events are free of charge. However, a fee structure may be introduced in the future for large-scale or complex events that require substantial professional and technical services from the Academy.

External events of a commercial nature will be subject to a standalone pricing policy (to be developed).

2.4 External Industrial Partnership

2.4.1 Definition

This usage category supports activities conducted in partnership with industry collaborators, including research and development (R&D), high-end training sessions, and collaborative projects.

2.4.2 Key Provisions

Priority:Industrial partnerships are vital to the advancement of immersive technology but are scheduled only after higher-priority needs, such as teaching and research, are fulfilled.

Approval: Authorization must be obtained from both the AFCT Dean and the relevant university

department, in accordance with established University or Academy procedures.

Process: A formal collaboration proposal must be submitted through an AFCT faculty member, with a minimum of 30 working days' advance notice.

Agreement and Fees: A formal collaborative project or strategic partnership is required, detailing roles and responsibilities, insurance coverage, payment terms, confidentiality clauses, and intellectual property (IP) arrangements. Usage is subject to cost-recovery or service fees, as applicable.

3. General Regulations and Procedures

3.1 Unified Application Process

All applications must be submitted using the designated application form (attached). Informal requests (such as oral or email submissions) will not be accepted.

3.1.1 Application Requirements

The form requires the following information: application category, detailed description, preferred dates and times, technical requirements, expected number of attendees, applicant details, safety plans, and other relevant information as applicable.

3.1.2 Processing Timeline

Applicants will receive a confirmation email upon submission. Approval decisions are typically communicated within 5 to 10 working days.

3.2 Usage Regulations

3.2.1 Safety Compliance

Users must adhere to all applicable safety guidelines, including the general provisions issued by the University Health and Safety Affairs Office and those specific to the Dome Cinema's facilities and operating environment. Unauthorized equipment operation is strictly prohibited. Users are responsible for compensating any damages at cost.

3.2.2 Technical Rehearsal

A technical rehearsal is mandatory for large-scale events and complex research or collaborative projects to ensure operational readiness and safety. Rehearsal time must be included in the total booked usage duration and scheduled in advance.

3.2.3 Venue Restoration

Users are required to restore the venue to its original condition and remove all debris. Departure is permitted only after inspection and approval by the venue manager.

3.2.4 Cancellation Policy

Formal cancellation must be submitted at least 5 working days in advance. No-shows or late cancellations may impact eligibility for future bookings.

3.3 Fee Policy Transition

3.3.1 Current Status

This guideline outlines current usage criteria and procedures, while detailed fee schedules will be developed in response to evolving operational needs and the Academy's strategic development plans.

3.3.2 Interim Provisions

At present, teaching, research, and approved academic activities involving XJTLU staff and students are provided free of charge. However, AFCT reserves the right to levy charges for additional materials, custom content production, or exceptional technical support beyond standard provision.

3.3.3 External Partnership Fees

Fees for external partnerships, where applicable, will be specified in the relevant collaboration agreements.

4. Contact Information

Administrative: AFCT Profession Support Team, email: AFCT@xjtlu.edu.cn

Technical: AFCT Technical Support Team, AFCT.TECH@xjtlu.edu.cn

Official Website: <https://www.xjtlu.edu.cn/en/study/departments/academy-of-film-and-creative-technology>

5. Appendices

Appendix A: AFCT Dome Cinema Usage Application Form