



Leeds Arts University  
Further Education  
Student Handbook  
2023-24

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## WELCOME FROM THE VICE-CHANCELLOR

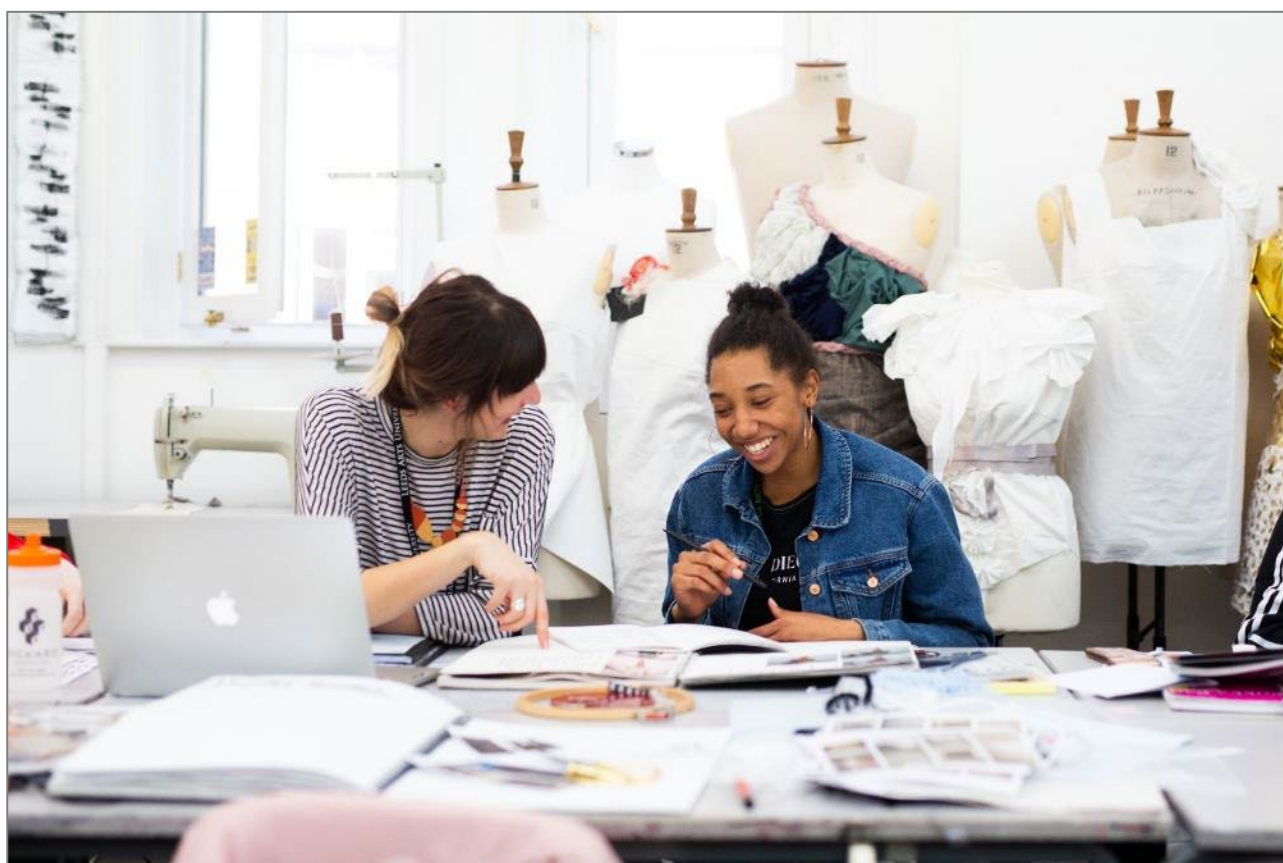
I am delighted to welcome you to Leeds Arts University. You are joining a thriving community where creativity is cherished and your ideas will be encouraged.

Whether you are new to us or returning for another year, this student handbook is full of information to help you. It explains many of our procedures and describes some of the facilities available to you. I hope you find it useful.

The University values inclusivity and respect in the treatment of others and offers a safe place in which to study, we ask that you act responsibly and respectfully during your time both on and off Campus.

I wish you an enjoyable and productive time with us.

Professor Simone Wonnacott  
Vice-Chancellor



# WHAT YOU NEED TO KNOW

## Introduction

This student handbook provides you with important information for our further education courses. For information on your specific course, you should refer to your Course Handbook. This gives you detailed information about how you can make the best use of your opportunities whilst undertaking your chosen course of study.

You should make yourself familiar with all the contents in the handbook and all the referenced documents, policies and procedures which [you can find on the portal](#).

## Further Education term dates

Please see our website for [further education term dates](#).

## Student ID card system

You will be issued with a Student ID Card when you arrive at University which is valid for the entire duration of your study. The ID card serves a number of functions, including library and equipment loans and entering and leaving the campuses. All students and staff are required to carry their ID card when on the premises.

Students can access the buildings via the reception areas and there are turnstiles installed at the main ones for which you will need your ID card to operate. Please ensure you have your card with you at all times as a security measure as this will identify you and prevent unauthorised people entering our premises. This will help protect students, staff and property.

If you forget your card, please approach reception who will give you access to the building once you have signed in. Please be aware that the signing sheets are used to monitor those who don't bring their cards. If you have lost your card, you can purchase a replacement card for £5.00 via the [online store on the University website](#). When you purchase a new card, your old one will be cancelled and cannot be used again if found.

For further guidance, please see [Student Access to University premises](#).

## Data protection

We need to process certain information about you for a number of different reasons, including the delivery of your chosen course. For a full explanation of the personal information we gather about you, how we use it, and the rights you have, see our [student privacy notice on our website](#).

## Your data collected by the ESFA

Every year we are required to send some of the information that we hold about you to the ESFA (Education and Skills Funding Agency). The ESFA is the agency accountable for funding education and skills for children, young people and adults, and sharing this information with them is a legal requirement.

How your information is used by the ESFA and any other third parties, where this is permitted by law and in line with data protection legislation, is described in their [privacy notice](#). The ESFA might get in touch with you about other things, such as participation in surveys, and research, or about learning opportunities. You can opt out of this, or let them know how you wish to be contacted, by contacting them directly via the contact form which is linked in their privacy notice.



### **Freedom of information**

Under the Freedom of Information Act 2000 (the Act), there is a general right of access to information that is held by public authorities.

We are committed to openness in relation to our staff and students and also to the general public. Subject to the exemptions described in the Act, anyone who makes a request to the University will be informed whether we hold the information requested and, if we do, the information will be supplied. Responses to Freedom of Information requests will never be presented in a way that allows anyone to be identified. Please visit [Freedom of Information](#) on the website for further information.

### **Equality, diversity and inclusion**

The University recognises the benefits diversity brings and we aim to provide a learning environment free from discrimination, harassment or victimisation. We believe that by embracing equality, diversity and inclusion we are providing a sound foundation on which to build a successful and vibrant institution whose cultures and values are respected by both our students and the community as a whole. The [Equality, Diversity and Inclusion Policy](#) describes how we will promote equality, diversity and inclusion and address discrimination.

How does this affect me?

As a member of our community you have a responsibility to treat others fairly and respectfully regardless of the characteristics which may define their identity, such as age, disability, gender, race, religion, belief or sexual orientation. We are all responsible for providing a working and learning environment founded on dignity, respect and equity where unfair discrimination is treated with the utmost seriousness.

Harassment, discrimination, sexual misconduct and bullying will not be tolerated. Such behaviour is unacceptable and may also be unlawful. We want all of our students to feel safe at Leeds Arts University, a place where people from different backgrounds can come together and make art.

The University strives to provide a caring, friendly, safe and supportive environment. A supportive environment is where you are able to undertake work without experiencing behaviours such as the following:

- Physical assault and abuse
- Unwelcome physical contact
- Sexual harassment or sexual assault
- Bullying or harassment
- Homophobic bullying or harassment
- Cyber bullying
- Verbal threat and abuse against an individual or vulnerable group
- Offensive comments
- Discriminatory language, including name calling, insults and inappropriate jokes
- Non-verbal abuse, including wolf-whistling, signs/gestures etc.
- Incitement of others to behave in an offensive or oppressive manner
- All forms of racism including:
  - Provocative behaviour such as wearing racist badges or insignia.
  - Attempts to recruit to racist organisations or groups
  - Displaying or distributing offensive or discriminatory materials such as leaflets, calendars, videos, computer programmes or magazines.

Harassment is unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Harassment can also include abuse which can also involve control, coercion, stalking and any incidents of physical violence towards another person.

Sexual misconduct relates to all unwanted conduct of a sexual nature. This includes, but is not limited to: sexual harassment, unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment, assault, rape, physical unwanted sexual advances, intimidation, or promising resources or benefits in return for sexual favours, distributing private and personal explicit images or video footage of an individual without consent.

Our expectation is that our students should be free from harassment and sexual misconduct in the University, in halls, at home, on the internet as well as in Leeds.

If you or your peers are a victim of, witness, or are aware of, any form of harassment or sexual misconduct, it is really important that you reach out to us as soon as you can.

It is important to remember that if you are in Leeds during university opening hours and you feel unsafe or need to talk, you are always welcome at the university. It is a safe space. You can report to any member of staff and we will help you. It does not matter whether it is a day you are timetabled in or not.

A huge part of our ability to help students deal with, report, and overcome difficulties is our creative community. This is why it is so important that we work together to support and look out for each other.

If you witness or experience an incident of bullying, harassment or discrimination, by other students or a member of staff, the University has support systems in place to deal with issues swiftly and appropriately. In the first instance, you should report the incident to your course tutor. Alternatively, you may wish to discuss your concerns with the Student Advice and Wellbeing team. Take a look at [the Student Advice and Wellbeing eStudio page](#) for links to other useful websites with lots more information.

All allegations of harassment, sexual misconduct and bullying will be taken seriously, investigated and dealt with sensitively and as promptly as circumstances permit through the [Harassment, Sexual Misconduct and Bullying Policy](#).

### **Promotion of British Values**

The government set out their definition of British values in the 2011 [Prevent Strategy](#). In 2014, the Department of Education published [guidance on the promotion of fundamental British values](#) within schools and institutions to ensure that young people leave University prepared for life in modern Britain.

The Department's four definitions of British values are as follows:

- Democracy
- The rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

These regulations sit alongside the requirements of the Equalities Act, which applies to all educational institutions.

Within the University we seek to promote and embed these values across the curriculum. We are dedicated to promoting values which support our students to develop a strong sense of social and moral responsibility.

We prepare our students for life in modern Britain by developing an understanding of:

- **Democracy**  
How we can influence decision making through democratic processes such as the national electoral system, local elections or our own Students' Union elections.
- **The rule of law**  
We are law abiding citizens and we are all accountable to the laws of society.



- **Individual liberty**

We understand and exercise our human rights in a safe environment. Students are supported and encouraged to make informed choices about their future progression pathways.

- **Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith**

We promote the importance of mutual respect through our shared standards of behaviour in and around the University and we actively promote diversity and accept that people have different faiths or beliefs.

### **Further Education regulations**

Our [Further Education Regulations](#) apply to students undertaking our further education courses. Please note the regulations should not be read in isolation. It is important that you read them in conjunction with other documents available [on the Student Portal](#), including:

- Course handbooks
- Awarding body handbooks/specifications
- [Student Disciplinary Procedure](#)
- [Student Attendance Policy and Procedure](#)
- [Academic Appeals Policy and Procedure](#)
- [Academic Misconduct Policy and Procedure](#)
- [Complaints Policy and Procedure](#)

### **Attendance**

All the staff are committed to providing a supportive learning environment which enables students to achieve their full potential. As a responsible University we have a duty to monitor attendance and to act on non-attendance so that students can be supported to complete their course.

You are required to attend all lectures, seminars, workshops, studio sessions and other activities timetabled as part of your studies, and you are expected to be on time.

The [Student Attendance Policy and Procedure](#) explains why this is necessary and the process and penalties that may be applied if your attendance falls below expectations. If for any reason, you are unable to attend because of illness or other unforeseen circumstances you must notify the University via emailing [festudentabsence@leeds-art.ac.uk](mailto:festudentabsence@leeds-art.ac.uk). You should make arrangements to catch up on any work missed during your absence.

### **Withdrawal and suspension of study procedures**

We hope that you will enjoy a full and fruitful time while studying with us. However, for personal or health reasons, or because things don't work out as expected, students occasionally wish to suspend or withdraw completely from their studies.

If you do decide to withdraw, we will always respect your decision and support you through the withdrawal process. You may be asked to complete a withdrawal form, [available on the portal](#), and may be asked to participate in an exit interview if this is appropriate. On the back of the form you will also find a useful list of frequently asked questions covering practical issues such as fees, accommodation etc.

A similar process is followed should you need to suspend your studies and you will find additional FAQs on the Request for Suspension of Study form, again [available on the portal](#). If you suspend your studies because of ill health you may be asked to provide medical confirmation to confirm your capacity to study on your return to the course.

### **Student complaints**

We make every effort to ensure that students have the best experience while studying with us. We recognise that there are times when students may have a specific concern about the provision of a course of study or a related academic service.

You can find our full Further Education [Student Complaints Procedure](#) available to access on the portal.

### **Academic appeals**

Academic appeals should not be confused with any case of complaint which should be taken up in accordance with the [Student Complaints Procedure](#). An academic appeal is a request for a review decision relating to:

- final award outcome;
- progression from one stage or level of the course to the next;
- assessment on the course.

You can only appeal on the basis:

- Reasonable adjustment decision
- Special consideration decision
- Outcome of an investigation into malpractice or maladministration
- Assessment decision.

Before you make an appeal we strongly recommend that you read the [Appeals Policy and Procedure](#) available on the Portal. These documents outline exactly what happens at each stage of an appeal, the timescales for dealing with an appeal and what next steps you can take if you are dissatisfied with the outcome. In the first instance, you are advised to speak to your tutor informally to resolve the issue.

### **Student Charter**

The Student Charter sets out the University's commitment to providing services to its students that are of the highest quality and appropriate to its portfolio of courses. It also represents a partnership that requires students to respond in such a way that they are able to take full advantage of the opportunities available and achieve their full potential. The Student Charter sets out what students can expect from the University and what the University expects from its students. You can [read the Student Charter at this link](#).

### **Disciplinary action**

The Student Disciplinary Procedure relates to matters of misconduct other than those of academic misconduct which will be dealt with through the Academic Misconduct Procedure. You can find the [Student Disciplinary Procedure](#) on the Academic Regulations pages on the portal.

### How do I get my results?

All results are provisional until confirmed by UAL Awarding Body, through their External Moderation and quality assurance processes. Final results will be released to students on the Level 3 results day in August 2024.

Your certificate will be posted to your home address later in the year. It is your responsibility to keep the University updated with current address details. If you change your address during the academic year, please ensure that you inform your Course Administrator so that your results and certificate are posted to the correct address.



# STUDENT SUPPORT AND SERVICES

## What we do

Our approach is friendly, caring and inclusive; we are a community made up of diverse individuals. As a small specialist University, we pride ourselves in our ability to support our students as individuals; we encourage students to build confidence in their abilities. We are flexible and responsive to your needs by listening to you and asking questions, and we are sensitive to different needs and experiences.

Student Support includes the Student Advice and Wellbeing and Learning Support Teams.

If you need further information, have any questions or would like to access support please visit the [Student Advice and Wellbeing Portal](#) to book an appointment, or you can email: [saw@leeds-art.ac.uk](mailto:saw@leeds-art.ac.uk). We will help you get the right kind of support for you

## Student Advice and Wellbeing

We offer friendly advice and support for students with wellbeing matters and navigating student life; see our [eStudio page](#) for further information and links to external support providers.

There are a variety of ways you can access different types of wellbeing and mental health support, in a way which suits you. Student Advice and Wellbeing is our in-house service and we also work with Mind Mate Space practitioners who offer different types of support.

- Some of the things we can help with are: We're here to provide a listening ear and point you in the right direction for counselling or wellbeing support if you're having personal issues
- We are here to help you with managing your money
- If you are estranged from your family or are a care leaver, we can support you on your educational journey.
- We offer the C card and Sexual health support
- We provide guidance and information about consent and relationships
- We can help with support relating to all forms of bullying and harassment
- We can help if you are worried about drug or alcohol misuse or that of a friend.

## Financial guidance

It is important that you contact the Student Advice and Wellbeing Team for guidance regarding your finances. Each year we assist many students in terms of how to budget for living expenses and other related matters such as how to deal with your bank regarding overdrafts.

## Help with bursaries and hardship fund

If you face financial hardship during your studies, please contact us. We can give advice on budgeting and managing your finances, as well as information on what financial support may be available to you. We will be able to determine whether or not you qualify for financial support and help you to fill in an application form. Eligibility varies between the different types of financial support but is usually based on household income, fee status, expenditure and whether you already receive a loan or bursary. We can explain what you can apply for and how to go about it.

## **Help with accommodation**

Most Further Education students live at home but some do live in student accommodation. If you have any problems over accommodation or with flatmates contact us as soon as possible.

## **Bullying and harassment**

If you experience bullying and harassment at University we can support you and strongly encourage you to inform us. You can [report incidents on eStudio](#). You can report by giving us your name or anonymously; we will listen, respond and support you.

## **Learning support**

Specific learning difficulties (SpLDs) such as Dyslexia and other conditions such as ADHD or Autism Spectrum Conditions, can have an impact on academic studies such as reading, spelling, writing, numeracy, short-term memory, sequencing and information processing speed. As a student with an SPLD, you might find that you have strengths in some aspects of University life and struggle with other parts. We will help you to focus on your strengths and tackle the areas you find more challenging by offering you study skills strategies.

See our [eStudio page](#) for further information and useful links. If you have any concerns and queries at any time, call into the Study Skills Centre (room G68) or talk to your tutor about how to get support.

## **Disability support**

Our commitment to achieving and maintaining outstanding inclusive practice is woven through our structure and is considered at all levels and with each interaction. New students are encouraged to tell us about their disabilities, health condition or specific learning difficulty; this enables us to ensure support and necessary adjustments are understood and in place in a timely and appropriate manner.

We will make reasonable adjustments when existing provision places a student at a substantial disadvantage. Reasonable adjustments will be measured against health and safety implications, practicality, cost and resources available. By telling us about potential barriers to learning, you will receive the full benefit of the University's guidance and advisory services and will be fully acquainted with the nature of the work and the implications of study.

If you require further information or assistance, please [contact the Learning Support Team](#).

## **Health matters**

Registration with a Doctor

If you have moved to Leeds to study and haven't already registered with a doctor, you should do so as soon as possible - don't leave it until you need medical treatment. The Leeds Student Medical Practice ([www.leedsstudentmedicalpractice.co.uk](http://www.leedsstudentmedicalpractice.co.uk)) is a modern practice on Blenheim Walk. It is student-focused, you can book appointments and order repeat prescriptions online.

You can contact them at:

Leeds Student Medical Practice  
4 Blenheim Court  
Blenheim Walk  
Leeds LS2 9AE  
0113 295 4488



If you do not think the Leeds Student Medical Practice would be suitable for you, you can find another GP in Leeds by looking at [NHS Choices](#). There is further information on the portal under [Student Health](#) about how to register with a doctor or dentist.



### **Safeguarding: Young People and Vulnerable Adults Policy**

The University has a statutory and moral duty to assist local authority social services departments on safeguarding issues relating to child protection and has a duty of care towards all students. We are committed to providing a caring, friendly and safe environment for all of our students and recognise the issues associated with abuse.

We will contribute to the protection of students by the following:

- Providing a safe environment where all students can thrive.
- Clarifying standards of behaviour for staff and students.
- Ensuring that Prevent duty of care is understood and followed.
- Introducing appropriate work within the curriculum.
- Developing staff awareness of abuse.
- Addressing concerns at the earliest possible stage.

You can find the [Children/Young People and Vulnerable Adults Protection Policy](#) on the Portal.

### **Safeguarding: reporting a concern**

If you are worried by someone's behaviour or attitude towards yourself or someone else, tell somebody. All university staff are trained to support students and this could be:

- the Course Leader
- your course Tutor
- another member of staff you trust
- Student Advice and Wellbeing

All concerns reported will be taken seriously. We have designated safeguarding lead members of staff who work directly with external agencies to support students with safeguarding concerns. No one should feel intimidated, bullied, victimised or unsafe within the University.

### **Personal Safety**

Leeds is an amazing exciting place, but as with all cities you need to make sure that your personal safety isn't compromised when you are out and about:

- Avoid walking alone after dark.
- Keep to busy, well-lit roads and try to look confident even if you don't feel it.
- If you think you are being followed, cross the road and keep walking. If it continues head for a busy area or lighted house to ask for help.
- Get a personal attack alarm and carry it in your hand.
- Carry your bag close to you with the fastening next to your body, but if someone tries to get it, let it go.
- Keep your house keys in your pocket for easy access.
- When you go out, tell people what time you expect to arrive home.
- When out at night, get a taxi or someone you trust to take you home.
- Always sit in the back of the taxi.
- Don't be tempted to hitch a ride or accept a lift from someone you don't know.
- If you go to a bar or a club take precautions and look out for your mates, never leave drinks unattended.

For more information about personal safety, please visit [West Yorkshire Police Personal Safety](#).

## **Finance department**

The Finance Department is responsible for the administration of all matters relating to the payment of tuition fees through Advanced Learner Loans, Sponsors and for self-funding students. Please ensure that you reply to any correspondence from the Finance Department promptly.

Please refer to the [FE Tuition Fee Policy 2023-24](#) on the portal. If you have any difficulties regarding your Advanced Learner Loan or making a payment on the agreed instalment plan dates, Finance can be contacted at [studentfinance@leeds-art.ac.uk](mailto:studentfinance@leeds-art.ac.uk).

## **Course costs**

We appreciate that you may already have had to pay towards fees, and living expenses, so we try to keep costs as low as possible. Costs are variable according to students' requirements. This is because you may have different ideas about what materials you wish to use from others in your group.

## **Online store**

The [University's online store](#) is a 24-hour payment system which allows payments for print credits, educational visits and other services to be made online in a safe and secure environment. You can also use it for Leeds Arts Union clubs and activities. If you need to replace your Student ID card you can do this through the online store.

You are able to access the online store from your mobile phone or personal computer. In this way you will be able to manage the use of your personal finance details.

## **Further Education financial support**

Funds are available to help students whose annual household income is below £30,000 per year. The funds are available to help with the associated costs of learning for example, travel to University and course materials. There are separate funds available for 16-18-year-old students and students who are 19 or over on the first day of their course.

Further information and the relevant application forms are available on [the Student Finance pages on eStudio](#).

## **Advanced Learner Loan and bursary**

Students aged 19 and over may be eligible to apply for an Advanced Learner Loan to cover the cost of their tuition fees. The loan is repayable upon the completion of the course and once the student is earning £27,295 per year or above. More information regarding Advanced Learner Loans can be found at <https://www.gov.uk/advanced-learner-loan/how-to-apply>.

Students in receipt of an Advanced Learner Loan can apply for the Advanced Learner Loan Bursary. Priority for the fund is given to students who have extra support needs due to a disability or learning difficulty. Remaining funds can be allocated to students experiencing financial difficulties and whose household income is under £30,000 per year.

Further information on the Advanced Learner Loan Bursary can be found on [the Student Finance pages on eStudio](#).



### **Part-time employment**

You may wish to obtain a part-time job to help with your finances. Please remember when considering what jobs to apply for, that being over-tired is one of the chief reasons that students are not able to cope with their course. Try to limit your work to one or two evenings a week or weekends.

### **Employment and the Student Ambassador scheme**

We offer a number of employment opportunities for existing students. Most of these opportunities fall under the student ambassador scheme and include:

- Working at student recruitment events such as open days, applicant days, enrolment and careers fairs, the work may be in person or online
- Reception and office work
- Progression Widening Participation activities, engaging with Schools, Colleges and Community Groups on and off campus. Activities can include After School Art Club, Easter and Summer Schools, Creative Pathways Programme, School group visits.
- Gallery Invigilation.
- Students are also employed to work in the library and workshops.

To apply students must fill in an application form, and if selected, attend an interview for the role. When work is available it is then promoted via student email to student ambassadors. Usually further education ambassadors are recruited in September, though depending on demand ambassadors can be recruited at any time of the year.

You will be told more about the student ambassador scheme during induction.



## **International students**

We are pleased to welcome students from all around the world, and are proud to have over 200 international students representing 70 different nationalities on our campus. Certain rules, regulations and obligations apply exclusively to International students (non-UK) who are studying with us under a Student Route student visa. For such students the information below should be read in conjunction with the International Arrival Guide.

If your Confirmation of Acceptance for Studies number (CAS) has been used successfully to obtain a Student Route student visa, we are considered to be your sponsor (for immigration purposes only).

All sponsors must keep the following records or documents, and make them available to UK Visas and Immigration (UKVI) officials on request:

- a copy of your passport
- a copy of your United Kingdom immigration status document (you should keep the original)
- your current address and contact details.

As part of the enrolment process we will take copies of your passport, your arrival vignette and your UK Biometric Residence Permit to hold on file. If your UK immigration status is digital only, we will ask for you for a share code.

You must inform us if you obtain a student visa using a CAS issued by Leeds Arts University, but no longer intend to enrol on your course as expected.

Once you are enrolled you must inform us if you:

- leave your course (for any reason)
- temporarily suspend your studies (for any reason)
- change your immigration status
- change your address
- change your course
- transfer to a different University.

In addition, you must not breach the conditions of your student visa or allow your visa to expire. You must remain in full-time study and you must not work more hours than you are allowed (see below). You must not suspend your studies without first seeking advice from the International Office.

If you do breach any of your visa conditions, this could incur serious consequences including detention, fines or possible removal from the UK.

## **Working in the UK**

If you are studying in the UK with a Student Route student visa you are able to work:

- term time: part-time - no more than 10 hours a week
- holiday time: full-time.

The University has an obligation to report to the UKVI any students who fail to register as required, fail to attend as required or who are found to be in breach of any other conditions of their visa.

## **What happens when my visa is due to expire?**

If your studies are continuing, you should inform the International Office at least two months in advance of your visa expiry date. We will help you complete the online application form and go through the UKVI requirements so that you can provide the documents to support your application.

## **English as an Additional Language (EAL)**

If English is not your first language, specialist English language support is available to assist you in your language development. Tuition is in small groups or on a one-to-one basis which can be in person or online, with provision tailored to individual needs.

Language development areas may include:

- discipline specific academic English for writing
- support with presentations & pronunciation
- general/social English
- grammar and structure
- seminar/discussion skills
- reading, vocabulary and notetaking.

All international students are welcome to make an appointment to discuss their needs. Please contact the International Team ([international@leeds-art.ac.uk](mailto:international@leeds-art.ac.uk)) to make an appointment or [book online via eStudio](#).

## **Risk and Safety**

We are committed to ensuring that all activities undertaken on our premises are carried out to the highest possible standards of health and safety. All students and staff have a responsibility for themselves and others to ensure we work in a safe environment. You are required to attend a general health and safety induction provided by the Risk and Safety Manager at induction. Also, when you are introduced to workshop areas you will be required to attend a specialist induction to address specific health and safety issues within that area.

We are now in a period of living with COVID, which is now seen as a health issue in the same category as other respiratory illnesses such as colds and flu. It is therefore important that everyone takes personal responsibility in relation to their own health and the wellbeing of others and we encourage you to practice good hand hygiene.

## **Risk assessment**

At certain times of the year there may be a requirement for you to produce risk assessments for approval prior to undertaking certain activities or practices, these include:

- Internal/external exhibits
- Offsite events or activities (including performances)
- Location shooting (film/photography)
- Using externally sourced materials or objects (other than standard art products and materials).

You are encouraged to experiment your individual creative style in a way that does not pose a risk to your health and Safety nor the health and safety of other people who may be affected by your activities. The University has therefore, produced a 'Guidance document on the use of externally sourced objects and materials'. This will help you identify items that pose a higher risk and their management.

[Please click here to access the Guidance on the use of externally sourced objects and materials.](#)

If you would like to carry out an activity that is not covered by the generic studio risk assessment then you must prepare an individual risk assessment following the procedure below:

1. The safety assessment form can be found on eStudio or by following the following link. [Please click here to view the Student Risk Assessment Form](#). You may get advice from the pathway leader/course team to support with the technical aspects and support with how to complete the form if unsure.
2. Submit your form to your module leader for approval.
3. Pathway Leader will check the form and make the necessary enquiry to Risk and Safety/ Course Leader if required for higher risk activities.
4. The Pathway Leader will then return the form either approved or not approved with reasons provided. A copy will be sent to the FE Administrator for your file and to all parties so that they are aware and can support you accordingly.
5. If the form is not approved, the Pathway leader should make other parties aware as necessary and they will also check in on you to support you in revising your project proposal.

## **Smoking**

Smoking or vaping is not permitted anywhere on the Vernon Street or Rossington Street campus.

You should also be careful when smoking in the public realm outside of the University buildings (including the Leeds City Museum Steps) as Council wardens do issue on the spot fixed penalty notices if they witness people dropping cigarette ends or littering.

## **Fire evacuation**

It is important to familiarise yourself with the evacuation routes from within the building at the earliest opportunity, and to locate the fire alarm call point closest to your space. In the event of fire, you must activate the fire alarm by breaking the glass. Exits must always be kept clear. If you hear the fire alarm, do not wait to collect your belongings, you must immediately make your way to the nearest fire exit and your nearest external assembly point.

## **First aid**

First aiders and first aid provision are provided at strategic locations throughout the building. A first aid contact can be found by dialling reception on 0113 202 8000 . If an emergency occurs outside of hours then please call the emergency services by dialling 999.

## **Accident reporting**

If you have an accident, you must report it. This is in everybody's interest, including your own, so that every measure possible can be taken to avoid a recurrence. Near misses, potential hazards and any damage must also be reported immediately to your tutor, Course Leader, Reception or Risk and Safety Team. The accidents and near misses will be recorded in the [accident book](#) and kept confidentially.

You can find further details and information in the [Risk and Safety](#) pages on the portal.

## **Protect your belongings**

Please do not leave any of your belongings lying around or unattended. We try to reduce the risk of theft by the student ID card system, but nevertheless some students do become victims of theft and we do not compensate financially for any loss, theft or damage.

# STUDENT VOICE

## Leeds Arts Union

As a Leeds Arts University student, you are automatically a member of Leeds Arts Union, however you can opt out at any time.

Throughout your time on your course there will be plenty of opportunities to express your views on the curriculum, facilities and your study environment and the Union helps facilitate this.

There are many ways in which you can get involved with the Union; allowing you to have your say, have fun and meet new people. If you want to find out more, please visit [leedsartsunion.org.uk](https://leedsartsunion.org.uk).

## Meetings with the course team

These meetings contribute to the running of the course. They identify and monitor actions taken to improve the course and the student experience. Student Representatives from each level of the course may attend these meetings.

## End of Unit Evaluation / termly questionnaires

At the end of each unit, you are encouraged to give written feedback on the content of briefs, input of staff and access to facilities and resources. You will also have the opportunity to complete a termly questionnaire where you can make suggestions as to how your university experience can be improved.

## Student engagement with the committee structure

Students can contribute to the academic development of their course and other academic provision in the University. There is Student Representation on the following formal committees:

- Further Education Committee
- Board of Governors
- Academic Board
- Equality, Diversity and Inclusion Committee
- Sustainability Committee
- IT and Infrastructure Advisory Group.

## Contact us

You can find the Union by the Mosaic Café at Blenheim Walk. Please get in touch with us by email or social media at:

Email: [student.union@leeds-art.ac.uk](mailto:student.union@leeds-art.ac.uk)

Twitter: [@leedsartsunion](https://twitter.com/leedsartsunion)

Instagram: [@leedsartsunion](https://www.instagram.com/leedsartsunion)

Facebook: [/leedsartsunion](https://www.facebook.com/leedsartsunion)

Website: [www.leedsartsunion.org.uk](https://www.leedsartsunion.org.uk)



# STUDENT RESOURCES

## IT and computing

### Student email

All students are provided with an individual student email address, once enrolled. This will be the principal method of communication that we will use to send important information to you. Please make sure that you check your University email account regularly to avoid missing updates and important information about your course or other University related activities. We will not be responsible if you fail to be aware of information because you have not read your University emails.

Students are responsible for maintaining the security of their assigned passwords. Passwords must not be shared with any other person.

The University may, under certain specific circumstances, access or block access to your email account. We will make you aware of this, including next steps, at the earliest reasonable opportunity. Please note that this right will remain for as long as the account is active, which may include after you are no longer enrolled at the University.

We do not contact students via their personal email except in exceptional circumstances.

### Use of the internet

The University's internet access is provided through JANET (the Joint Academic Network). We are required to abide by JANET's Acceptable Use Policy and other current legislation in regards to internet usage.

Unacceptable use includes (and is not limited to) the following:

- the creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- the creation or transmission of materials which is designed or likely to cause annoyance, inconvenience or needless anxiety
- the creation or transmission of defamatory material
- the creation or transmission of material with the intent to defraud
- the transmission of material so that this infringes the copyright of another person
- the transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks
- deliberate unauthorised access to facilities or services accessible via JANET.

Deliberate activities with any of the following characteristics:

- wasting staff effort or networked resources, including time on end systems accessible via JANET and the effort of staff involved in the support of those systems
- corrupting or destroying other users' data
- violating the privacy of other users
- disrupting the work of other users



- using JANET in a way that denies service to other users (for example, deliberate or reckless overloading of access links)
- Other misuses of JANET or networked resources, such as the introduction of 'viruses'.

Where JANET is being used to access another network, any abuse of the 'acceptable use policy' of that network will be regarded as unacceptable use of JANET. We regard any infringement of these rules as very serious and it will lead to disciplinary action being taken.

### Office 365 for students

The University can offer digital copies of Office 365 to enrolled students on courses of 1 year in duration or longer. You will receive an email to claim your licence a week after you enrol on your course. If you have any issues with the licence or passwords, you can email [selfservice@leeds-art.ac.uk](mailto:selfservice@leeds-art.ac.uk) for assistance.

### Saving your work

You will receive 6GB storage space on the University Student File Server. This is secure storage and can usually hold sufficient files for any one 'project'. Your student email account (GMail) also has associated 'Google Drive' storage space that has more capacity. This is useful for backing up completed work, storing files that can be accessed from any location and, again, is very secure. USB 'memory sticks' and external hard drives are also possible ways to store and move digital files. These are not as secure (they can be broken) as the University Student File Server or Google Drive Storage and we recommend not keeping the *only* copy of important work on these. While the University Student File Server and Google Drive Storage are very secure we highly recommend keeping **copies** of important work in different locations to mitigate against any 'disaster' scenarios that may occur. It is your responsibility to manage your digital files.





## **The Library Space**

There are two libraries, one at Vernon Street for Further Education students and the other at Blenheim Walk for Undergraduate and Post Graduate students. As well as accessing a collection of books specially collected to support the FE courses, there are computers, photocopiers and desks for you to use.

## **Resources**

The library collections contain around 60,000 books and 170 journal subscriptions carefully selected to reflect the needs and interests of all Leeds Arts University courses, student career routes, and staff research interests. You will also find a range of digital resources, including online journals, e-books, and streaming services. You can access all of our online resources using your normal student username and password.

Print magazines and journals are housed at both libraries, and Blenheim Walk holds the University's Special Collections, including Artists' Books, Illustrated book, Photobooks and Archives. These physical resources can be great inspiration for your projects. If you would like to get access please [contact the library team](#) directly.

Our [library catalogue](#) is where you can search for whatever you need and find out if its available. You can also reserve books for later, extend your loan period and more via your [library account](#).

At Vernon Street library there is a self-service kiosk. Using your student ID card, you can issue, return, or renew library loans. The information desk is also staffed if you need further assistance.

Loans are for three weeks; up to 25 items may be taken out at any one time. Please see the [Library Loan Policy](#) on the portal for further information.

To make things easier, the library allows generous borrowing periods and you can extend your own loan period on your [library account](#) provided no one else has requested the book. You are also issued automatic e-mail notifications to remind you when you need to return your books. If your loans are overdue or lost, or you have any other issues, please contact the friendly library team who will help to resolve the problem. Fines are only charged if you hang on to a book that another student has requested.

The library will communicate with you occasionally by sending a message to your student email address to tell you about changes to opening times, loan extensions, returning books and other things that arise during the year. Make sure to check your account often enough and to respond to any messages you receive. You can also feel free to contact the library whenever you have a question.

## **Special collections and exhibitions**

Leeds Arts University has its own Special Collection within the main library collection. This includes historically or artistically significant publications by artists, photographers, illustrators and more, and many of these books are works of art in their own right. It also includes the University's archive, with historic material about the institution dating back to 1846. These items are often rare and of special value, so they are held safely at Blenheim Walk, but you can access them whenever you like by [making a request with the library](#). You are encouraged to use this exciting and unique resource to enhance your learning, practice and research.

## Help and advice

Things the library can help you with:

- expand your research and discover new things to watch, listen to and read
- search the online catalogue
- understand the different digital platforms and resources
- find a book in the physical collection
- explore and access publications online
- use the library facilities and equipment
- access the special collections
- find out about other things the library can offer
- refer you to guidance that will help with your course work
- and much more.

## Shop

There is a well-stocked art shop in the Library that sells a range of materials and stationery at discounted prices, with a further 20% discount on production of your student card.

## Social media

The library uses Instagram to showcase the collection and highlight news related to the library. Following these accounts is a great way to connect with the library team and discover books and topics you might not come across through other channels.

## eStudio

[The library eStudio page](#) is packed full of instructions, guidance and information about the library and how to use it. The library team aim to update and enhance the page regularly so that it is clear and easy to use, however, if you experience any difficulty or you can't find what you're looking for, please report this to the library team who will review the information on eStudio and help you with your query.

## Opening hours (Vernon Street)

Monday – Friday: 08:30 – 17:30

Saturday & Sunday: Closed

## Contact us

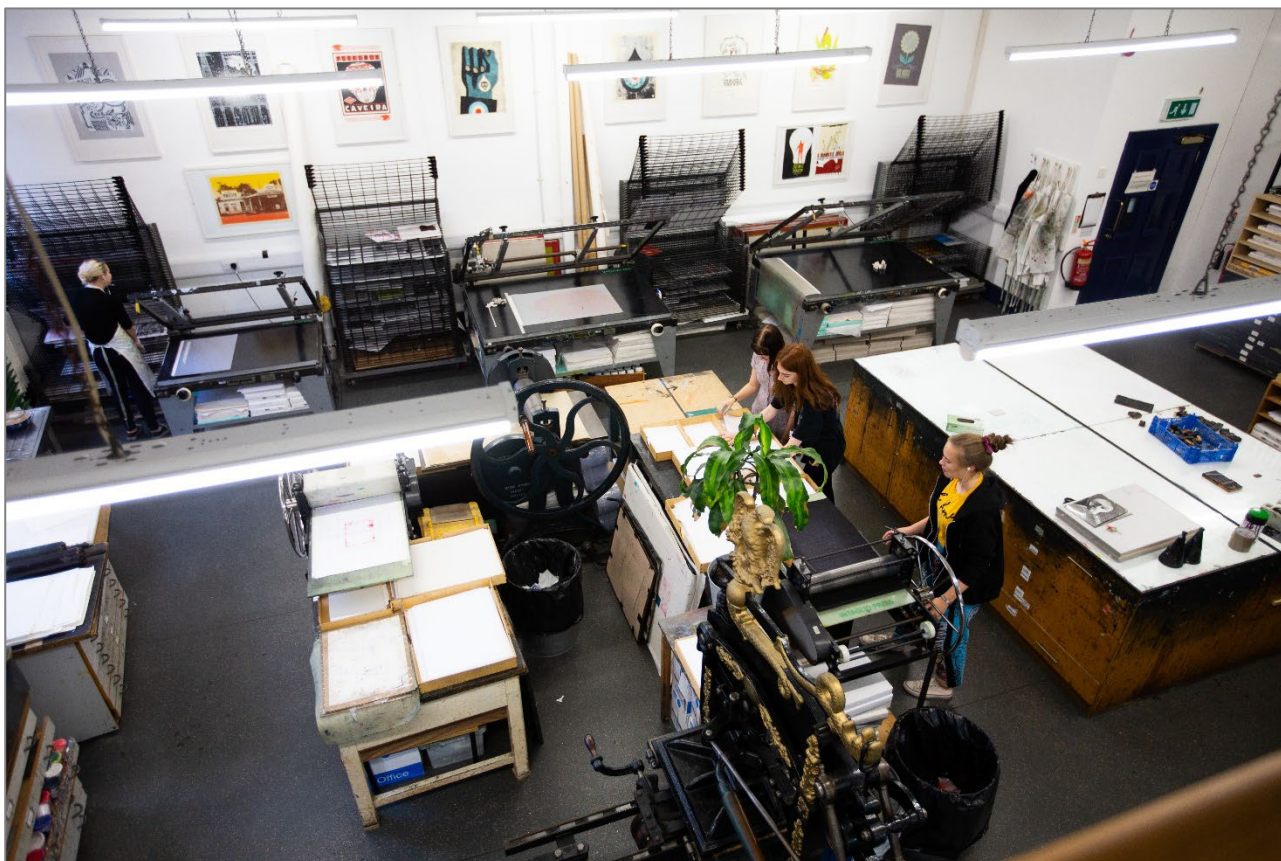
Email: [libraryadmin@leeds-art.ac.uk](mailto:libraryadmin@leeds-art.ac.uk)

Vernon Street Library information desk: 0113 202 8096

Blenheim Walk Library information desk: 0113 202 8169

Twitter: @LAUlibrarydept

Instagram: @LAUlibrarydept



### **Loan of equipment (workshops)**

Our resources are accessed through successful completion of inductions and thereafter can be booked by students for practical work.

We aim to provide you with sufficient and proper access to equipment to enable you to achieve your course aims. There is a variety of equipment, from small items to larger portable items, which are available for you to borrow. The loan of equipment will be made available to you once you have completed the necessary workshop inductions relevant to your course of study.

Loans are registered and monitored and the equipment will become your responsibility once loaned. Equipment is loaned for a set period of time and fines are in operation for late returns in order to ensure availability for other users. Please make sure that you return equipment on time.

Equipment loans are restricted through certain holiday periods and summer. Please see the [Student Loan of Equipment Policy](#) on the portal for further information.

### **Sustainability**

Leeds Arts University recognises the importance of embedding sustainability within its practices, both operationally and educationally. We are committed to establishing the highest possible standards of sustainability across all our core activities.

Sustainability at the University is about operating within a [framework](#) that helps to equip staff and students with the knowledge and understanding of the skills and attributes that are needed to live and work in a way that safeguards environmental, social, cultural, and economic wellbeing. The University is a signatory of the [Sustainable Development Goal \(SDG\) Accord](#) which is a commitment to embed the [United Nations Sustainable Development Goals](#) into all its practices and to report annually on progress made.

To recognise and celebrate innovative and outstanding student work that addresses the Sustainable Development Goals, the University holds an annual Sustainability Award that is open to all students. To be considered for the award, students submit a piece of work that addresses one or more of the Sustainable Development Goals.

If you would like to get involved with sustainability across the University, you can look at joining the Conscious Creatives society. The society has organised workshops and exhibitions and has been awarded funding for its own sustainability projects. Throughout the year you can expect to see the Students' Union run sustainability-focused activities, creative opportunities and campaigns dedicated to raising awareness of the importance of sustainability. For more information about how to join the Conscious Creatives society and for other ways to get involved with sustainability please visit [www.leedsartsunion.org.uk/sustainability](http://www.leedsartsunion.org.uk/sustainability).

### **What does this mean for me?**

All students and staff are asked to play their part and contribute to sustainability by:

- Proactively reducing waste from campus activities. Before any items are purchased or disposed of, consider ways that items can be reused, look for more sustainable options and primarily ask whether you really need them or if there are alternative approaches that achieve the same aim;
- Using the correct bins for general and recycling waste;
- Turning off lights in rooms that are not occupied;
- Turning off electrical appliances (including computers and monitors) when not in use (unless equipment is required for research or health and safety reasons);
- Travelling actively to and from the university; walking, wheeling or using public where possible;
- Embedding sustainability in your work, through content, processes and materials used;
- Consider applying to present at and/or attend our Expanding Communities of Sustainable Practice Symposium;
- Sharing best practice and case studies with each other and with our Sustainability Manager.

### **Car parking**

There are no blue badge parking spaces at any of our campuses. A road map can be downloaded from Leeds City Council showing the locations of blue badge parking facilities. If you have a disability and are experiencing difficulty with parking, please contact your tutor who can enquire about feasible options with our Estates department.

### **DISCLAIMER**

This Student Handbook (and the documents referred to within it) is prepared well in advance of your arrival. Every effort is made to ensure that the information in the handbook is accurate at the time of publication. However, over time circumstances may change and we reserve the right to change or amend the information provided. The University does not accept any liability arising out of or in connection with any such changes.

This handbook should be read in conjunction with your Course Handbook, [available on Portal](#).