



Leeds Arts University

Undergraduate
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 that may be available to you. I hope you find it useful.

The University values inclusivity and respect in the treatment of others, please act responsibly and respectfully, both on and off Campus, so you can make the most of the opportunities available to you.

I wish you an enjoyable and rewarding course of study.

Professor Simone Wonnacott

Vice-Chancellor



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WHAT YOU NEED TO KNOW

Introduction

This student handbook provides you with important information for all our undergraduate 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.

Important Dates & Times

Undergraduate Semester Dates

Please see our website for [undergraduate semester dates](#).

Important Dates for Undergraduate Students

Submissions	These will be stated on the Module Brief and on the relevant eStudio page
Examination Board Dates	8 February - 9 February 2024 18 June - 20 June 2024
Results Day	Semester 1 - 21 February 2024 Semester 2 - 4 July 2024
Graduation Ceremonies	8 July - 9 July 2024

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 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 to 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. Student ID cards can be purchased using the [Online Store](#) on the 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](#), which you can find under Academic Regulations 2023/24 on the portal.

Data Protection

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

Your Data Collected by HESA

Every year we will send some of the information that we hold about you to HESA (Higher Education Statistics Agency). HESA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education colleges in Wales. HESA is a registered charity and operates on a not-for-profit basis.

Your HESA information is used for a variety of purposes by HESA and by third parties as described in the link below. HESA may charge other organisations to whom it provides services and data. Uses of your HESA information may include linking parts of it to other information, as described in the link below. Information provided to HESA is retained indefinitely for statistical research purposes. Your HESA information will not be used to make automated decisions about you. HESA is now part of JISC, who will be the named Data Controller for the information provided to HESA.

For more information please see the [HESA website](#).

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

Freedom of Information

Under the Freedom of Information Act 2000 (the Act), all individuals have 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 provided 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. You can find the full policy on the Academic Regulations 2022/23 pages on the portal.



UNDERGRADUATE ACADEMIC REGULATIONS

Our [Academic Regulations](#) apply to students undertaking higher education courses.

You can find the regulations on the portal. 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 portal, including:

- Course Handbooks
- Course Specifications
- HE Extenuating Circumstances Procedure
- HE Academic Misconduct Procedure
- HE Student Complaints and Resolution Policy and Procedure
- HE Academic Appeal Procedure
- Student Charter
- Student Disciplinary Procedure
- Harassment, Sexual Misconduct and Bullying Policy

Extenuating Circumstances

Extenuating Circumstances (ECs) is a process designed to support students who have unavoidable, unforeseen circumstances that affect their assessment period and/or ability to meet the deadline.

In these cases, the process can be used to request a short extension to your deadline (normally 7 days, maximum 14 days).

EC claims should be reserved for serious situations, such as significant illness, bereavement, being a victim of crime, or sudden significant illness of a close family member. More information is available in the [Extenuating Circumstances Procedure](#).

If you have a long-term condition, illness or disability, the University can provide support with the management of those conditions. Such conditions do not generally fall under the Extenuating Circumstances procedure, as other measures, such as reasonable adjustments,

may be more appropriate forms of support. Students who apply for extenuating circumstances on the basis of the impact of long-term conditions impacting their studies may be referred to Academic Support or the Fitness to Study procedure.

Before applying for an EC

Please read the [Extenuating Circumstances Procedure](#) as this includes important details such as what is and isn't considered as grounds for an EC claim, what evidence will be required and the possible outcomes from the EC panel. We'd also recommend speaking to your course team for academic advice before making a claim.

How to apply for a EC

Step 1 - Speak with your Course Team.

Step 2 - Complete [the application form](#) and add your evidence.

Step 3 - Email your completed form to HEAdministrators@leeds-art.ac.uk along with your evidence.

Step 4 - Refer to the EC policy, linked above, for guidance, and keep an eye on your emails as you will be emailed if there is any further information that you might be required to provide, and with an outcome to your claim.

Step 5 - Continue working towards your original deadline whilst awaiting your outcome.

Timings for applications

The schedule of [application deadlines, meetings and outcome deadlines](#) is available on the [academic regulations page of the portal](#).

Claims should be made before the assessment deadline, or within 10 days of the circumstances. Applications made after the deadline should be on exceptional grounds, such as hospitalisation. A claim for extenuating circumstances cannot be made after you receive your mark for a module.

Further information

If you need any further information, are unsure about the EC procedure, or have any questions, [please contact HEAdministrators@leeds-art.ac.uk](mailto:HEAdministrators@leeds-art.ac.uk)

Academic Misconduct

Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted and unfair, academic advantage in a summative assessment.

The University takes academic misconduct very seriously and the penalties can be severe and include termination of your studies. A full list and explanation of categories of academic misconduct and the possible penalties are included within the Academic Regulations. In summary academic misconduct might include, but is not limited to:

- **Plagiarism:** Passing off another's thoughts, ideas, writings or images as one's own. In order to avoid accusations of plagiarism it is very important to fully reference your work using the Harvard referencing system.
- **Self-plagiarism:** Submission of your own work which has previously been submitted for assessment of another module.
- **Collusion:** Submitting work for assessment that has been completed in collaboration with others as entirely your own work. This does not apply where you are submitting group projects or assessments that are intended to be produced collaboratively.
- **Falsification:** Claiming to have carried out any form of research which you have not undertaken, or falsifying, fabricating, or misrepresenting research outcomes or other data. Fabricating false references or bibliography.

- **Contract Cheating:** Submission of work presented as your own which has been purchased, commissioned, or otherwise acquired from another person, company, or generative AI source (including internet sellers).
- **Impersonating someone or being impersonated:** Assuming the identity of another student (of this University or any other institution) with the intention of gaining an unfair advantage for that student, or allowing someone else to assume your identity in order to gain unfair advantage.

It is your responsibility to ensure that any work presented for assessment is your own. To reinforce this responsibility, you are required to sign at enrolment and re-enrolment a declaration of academic integrity. This declaration applies to every piece of work you present for summative assessment in that academic year.

The [Academic Regulations and HE Academic Misconduct Procedure](#) available on the portal clearly outline what will happen if you are suspected of academic misconduct, including the role of the Academic Misconduct Panel in investigating suspected cases and the penalties that can be applied. Plagiarism detection software may be used as part of any investigation.

You are advised to familiarise yourself with the definitions and procedures contained within these documents. You will be introduced to good academic practice as part of your studies, including use of the Harvard referencing system. However, if at any stage you are worried about how you reference or otherwise cite your sources, you should not hesitate to speak to a member of your Course Team or the Academic Support Team.

Withdrawal, Suspension and Change of Study

We hope that you will enjoy a full and productive 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.

Should you need to suspend your studies you will be asked to complete a Suspension Form and to discuss your situation with your Course Leader and a member of the Academic Registry. If you suspend your studies because of ill health, you will be asked to provide medical evidence to confirm you are fit to study on your return.

If you decide to withdraw, you will be asked to complete a Withdrawal Form and to participate in an exit interview.

You can find more information, including FAQs about fees, student loans, accommodation on the HE Administration eStudio page.

Change to another Course

If having started your studies you wish to change to another course within the University, you must complete a Student Change form available on the portal. More information and a list of FAQs is available on the HE Administration eStudio page. You can only change courses with the agreement of your Course Leaders, the Course Leader of the course you wish to move to, the Academic Registrar and a Director of Undergraduate Studies. You cannot be admitted to a course that you have been rejected from during the admissions process. A number of things have to be taken into account in reaching this agreement including the capacity of the new course to accept you, any work you have already undertaken in your old course and whether you meet the entrance criteria for the new course. Changing courses is not automatic, but within reason we will try to accommodate your changing aspirations.

For more detailed information about transferring to another course, please see the HE Administration eStudio pages.



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 Higher Education [Student Complaints and Resolution Policy and 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 HE Student Complaints Policy and Procedure. An academic appeal is a request to appeal the decision of a Final Examination board, which can include (but is not limited to):

- a decision that the student be withdrawn from their course on grounds of unsatisfactory progress;
- a requirement that the student suspend their studies on grounds of unsatisfactory progress or failure to meet academic or professional requirements;
- the result of a formal assessment or the award of a particular degree classification.

You can only appeal on the basis:

- that there exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Final Examination Board and/or the extenuating circumstances panel may not have been made aware when the decision was taken and which might have had a material effect on the decision if they were made aware of them. If students wish to appeal on such grounds, they must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made.

- that there had been a material administrative error or procedural irregularity in the assessment process.

Disagreement with academic judgement (a decision made by academic staff on the quality of the work submitted for assessment or the criteria being applied to mark the work) is not grounds for an appeal.

Before you make an appeal we strongly recommend that you read the Academic Regulations and Academic Appeal 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.

Additionally, you are advised to:

- speak to your tutor and/or Course Leader informally to attempt to resolve the issue;
- speak to the Quality and Standards Office or Students' Union for further advice regarding the procedure;
- speak to the Students' Union Team or Student Advice and Wellbeing for independent advice or support.

If you still wish to appeal, you must submit your appeal on the Academic Appeal Form, available on the portal, to the Quality and Standards Office within 21 calendar days of formal notification of the result of a decision from the Final Examination Board.

Student Charter

The Student Charter is an important document as it outlines your responsibilities as a student and sets out the University's commitments to its students. 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 find the [Student Charter](#) on the Academic Regulations pages on the portal.

Student Disciplinary

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.

Harassment, Sexual Misconduct and Bullying

We are a community built upon respect, fairness and compassion. Harassment, sexual misconduct and bullying in all forms are unacceptable. It is our responsibility to support our community to challenge and speak out against injustice, you can help us to do this by making a report. You can also choose to report directly to the police, or talk to us about how to do this. If you are a student and want to speak to someone about this you can contact Student Advice and Wellbeing directly

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 which can be found on the Portal.

[Report an incident of bullying, harassment, or sexual misconduct.](#)

How do I get my results?

Information will be forwarded to you in February and June 2023 with any information you may need about your results.



STUDENT SUPPORT SERVICES

Student Support

Being at university is an exciting and transformative experience, however it can also be quite daunting and can bring challenges. Our support teams are here to support you with your journey. Our approach is friendly and inclusive, we have curated a wide range of options to support you, and encourage students to build confidence in their abilities. We are sensitive to different needs and experiences.

Student Advice and Wellbeing

A team of professionals who offer services to support students to manage their wellbeing whilst attending university.

What we offer:

- We can help with transition to university life and culture, to help you find your feet
- A range of wellbeing workshops and practical advice on managing university life
- Same-day appointments with a Student Advice and Wellbeing Advisor
- 1:1 Counselling Support
- 1:1 and group work with a Mental Health Advisor
- Art Therapy sessions
- Financial advice, help with budgeting and accessing financial assistance
- Care Leavers and support for student estranged from their family
- Report an incident of harassment, sexual harassment, or bullying using our online reporting tool
- Consent Matters: Boundaries, Respect, and Positive Intervention is a course which talks about sexual consent, communication and relationships, and bystander intervention, encouraging best practices to encourage good communication, clear

boundaries, and mutual respect in relationships, as well as exploring ways that students can support others and make a positive impact in your community.

Student Assistance Programme

Designed to complement and support our in-person support services, the Student Assistance Programme provides:

- 24/7 telephone help helpline to ensure you always have someone to talk to.
- My Healthy Advantage app including self-help resources and live chat
- Unlimited access to BACP-accredited 24/7 mental health and counselling confidential helpline, every day of the year
- An interpretation service in over 240 languages and dialects for students with English as a second language
- Debt and Financial, Legal, and Medical information and advice

Reducing Financial Stress

Managing your finances can be complicated. We can give advice and tips about a host of tools to help you if you are experiencing difficulties managing your money. You may be eligible for one of our bursaries or if you find yourself in unexpected financial difficulty, you may be eligible for hardship funding. We can explain what you can apply for and how to go about it. More info and forms are on eStudio.

Accommodation

You may be living away from home for the first time, in halls of residence, or in a privately rented house. We know that learning to navigate new living situations can be challenging, whether you have flatmates or are just getting used to dealing with a landlord and paying your rent.

You may already have found your accommodation and have discovered all about signing the contract, putting down a deposit and taking out insurance. If you have any problems over accommodation contact Student Advice and Wellbeing as soon as possible. Never sign anything before reading it through and if it looks complicated, ask for advice first. Make sure that you have contents insurance and take as many valuable possessions away during vacation times as possible.

Some problems are caused when you are sharing a house if neither you nor the people you are sharing with have had to share before, if things get difficult we can support with mediation to help iron out disagreements.

Counselling Service, Mental Health Advisor and Art Therapy

Our counsellors and Mental Health Advisor are experienced in working with creative students, they understand the pressures and problems that our students sometimes face, and can offer a safe space to explore the challenges of student life. The team use a variety of therapeutic approaches, and adhere to either the BACP (British Association for Counselling and Psychotherapy) or UK PC (UK Council for Psychotherapy) Code of Ethics and Practice, which binds us to a high level of confidentiality. We understand that students sometimes experience severe difficulties or exceptional circumstances which may put them at risk of harm to themselves or others. If this were the case, your counsellor would attempt to discuss this with you before considering breaking confidentiality. We also have an Art therapist working one to one or in groups which some students find very beneficial and empowering.

The service will not reveal anything to anyone unless you ask us to do so (or where there is a serious risk). This means that your tutor or other University staff will not know that you are having counselling unless you want us to tell them, this also applies to your family or partner.



University Chaplaincy

Chaplains are people appointed by religious communities to look after you where you are. You can talk with a chaplain not just about matters of faith and spirituality, but about anything that bothers you. We are here for you no matter what your faith is, but if you want to speak to someone of your own faith, we'll try and arrange that. We observe the same confidentiality counsellors do and we are independent of the universities we serve.

To speak to a chaplain, ring us on 0113 343 5071, or email us at chaplaincy@leeds.ac.uk. We are based at the Emmanuel Centre, in the old church building opposite the Parkinson Building on the edge of the University of Leeds campus. You can see the grey stone spire from the Blenheim Walk building. Don't be put off by the fact that it's on the University of Leeds campus, it's your chaplaincy too!

University staff and students are welcome to drop in to relax with a cup of tea or coffee in our Common Room or to visit the Chapel for prayer or quiet time.

To find out more, check out the [University Chaplaincy](#) website at or find us on [Facebook](#).

Academic Support

The Academic Support office is located at Blenheim Walk on the ground floor. We offer targeted support for students who have Specific Learning Difficulties or other conditions/disabilities which pose a barrier to learning. The team can help with:

- Guidance on disability-related support costs and funding, including Disabled Students' Allowance and assistance applying for DSA funded support

- Academic skills support for students with SpLDs or disabilities such as Dyslexia, Autism Spectrum Condition and ADHD
- Specialist mentoring support for students with mental health conditions and Autism Spectrum Condition
- Academic writing
- Understanding briefs
- Reading strategies
- Note-taking
- Organisation, planning and coping with workload
- Critical thinking
- Using academic feedback
- Presentation skills
- Referencing
- Working in groups
- Screening for Dyslexia and ADHD

If you are unsure about your entitlement to DSA, we will help you to access support and obtain evidence for DSA funding. Please contact academicsupport@leeds-art.ac.uk

Assessment for Dyslexia and ADHD

Opportunities for diagnosis are available for students, to find out more please contact academicsupport@leeds-art.ac.uk , who will be able to discuss your circumstances with you and explain how to book the assessment

Students who exhibit indicators of one or more Specific Learning Differences are then asked to talk to a member of the team, so that we can discuss the next steps and the possibility of a formal assessment. We can organise the assessment for you. If you do require an updated or new diagnostic assessment, we ask for a contribution of £100 towards the assessment. Most undergraduate and postgraduate students are eligible for financial assistance if they are in financial hardship and unable to meet this cost.



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 risk and safety implications, practicality, cost and resources available. Therefore, before students are enrolled on a course, they will have received 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. You can find the Guidance on [Reasonable Adjustments](#) on the [Academic Regulations section of the portal](#). Please contact academicsupport@leeds-art.ac.uk if you require further information.



Health Matters

Registration with a Doctor

You should register with a doctor when you arrive in Leeds - don't leave it until you need medical treatment. [The Leeds Student Medical Practice](#) is a modern practice further along Blenheim Walk. It is student-focused, you can book appointments and order repeat prescriptions online.

You can contact them by phone on 0113 295 4488 and their address is:

Leeds Student Medical Practice
4 Blenheim Court
Blenheim Walk
LEEDS LS2 9AE

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.

If you are unable to submit your work for assessment due to sickness or ill health, please see further information about the [Extenuating Circumstances Procedure](#) in the Academic Regulations and on the portal.

Health and Personal Problems

You may at some point start worrying over some medical or health problem and prefer to contact someone confidentially. You will find useful advice regarding health matters and contact details of people you could talk to on the portal under [Student Health](#).

Travelling at Night

The bus services are regular and safe, and go right through some of the student residential areas. Taxis can work out cheaper if you are in a group, but make sure you phone a licensed company or use a black cab if you are out in the city at night. For more information about personal safety, please visit [West Yorkshire Police Personal Safety](#).

Finances

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.

You should estimate to spend between £200 to £250 per week on accommodation, travel, food and entertainment.

Finance Department

The Finance Department is responsible for the administration of all matters relating to the payment of tuition fees through the Student Loan Company and for self-funding students and for the administration of bursaries and payment of hardship funds. Please ensure that you reply to any correspondence from the Finance Department promptly. Please refer to the HE Tuition Fee and Bursary Policy 2023/24 on the portal.

If you have any difficulties regarding your tuition fee or Maintenance Loan, Finance can be contacted on 0113 202 8006 or via email at: 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, and therefore we can only estimate it beforehand.

Please refer to the Key Information for details regarding course-specific costs. Key Information for each course is available on the [website](#).

Contribution to your costs

We want to support you with your costs on the course. You will receive £110 per year. This will be paid in two payments of £55. At level 6 there is an additional £75 paid in the summer term to help you with your final year costs. These payments are in addition to any other payments you may receive if you are eligible for any other bursaries.

Please note, these payments are not available to incoming exchange students.

Online Store

The [Online Store](#) is a 24 hour portal 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.

Undergraduate Financial Support

Tuition fees and loans for home students

You should have already applied to Student Finance England for your tuition fee loan, or maintenance loan. If you have applied online you can view the progress of your loan online. If you are having any difficulties with your Student Loan instalment look at your online account with the Student Finance England, if you need further information or advice please contact the Student Advice and Wellbeing Team.

You get the first payment after you have enrolled and we have confirmed your enrolment to the Student Loan Company. You will receive the second and third payments as per the payment schedule you receive from Student Finance England.



Bursaries

Internally Progressing Students

A one-off cash scholarship of £500 (payable only in the first year) is available to students who stay with us and progress from one of our further education courses to an undergraduate course. This bursary will be paid during the first semester.

Creative Practice Support Bursary

A Creative Practice Support Bursary is payable to those whose household income is below £25,000 and are in receipt of the higher rate student maintenance loan. This cash bursary will be £250 in the first year rising to £350 in the second year and £500 in the third year. This bursary will be paid in the Spring term once your attendance has been confirmed.

Care Leavers Bursary

A bursary of £3,000 per year is available to students. This bursary will be paid in 3 instalments of £1,000 each term after confirmation of satisfactory academic engagement. This bursary does not require an application form. Eligible students will be identified by the Student Loans Company when assessing your maintenance loan.

Estranged Students Bursary

Undergraduate students who are estranged from their family will be awarded £3,000. This bursary will be paid in 3 instalments of £1,000 each term after confirmation of satisfactory academic engagement. The bursary is paid only to undergraduate students who are considered estranged from their family under the Student Finance England (SFE). Students should contact studentfinance@leeds-art.ac.uk. The bursary does not require an application. Eligible students will be identified by the Student Loans Company when assessing your maintenance loan.

Charities and Trust Funds

You may be able to get support from a charity or an educational trust fund. To find out call the Educational Grants Advisory Service on 0207 254 6251 to ask for a questionnaire. You can also search online at Family Action and Turn2Us.

Part-Time Employment

Some of you may obtain part-time jobs to help with your finances. Please remember when considering what jobs to apply for, that being over-tired is one of the main 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 events (which may be online) including open days and careers fairs
- Reception and office work
- Progression activities to widen participation such as engaging with schools, colleges and community groups, the After School Art Club, and Easter and Summer Schools.
- 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. All student ambassadors will attend at least one training session before starting work. When work is available it is then promoted via student email to student ambassadors, and you can sign up to as many or as few shifts as you would like to fit around your studies.

Usually FE student ambassadors are recruited in September, Postgraduate student ambassadors are recruited in November, and undergraduate student ambassadors are recruited around Easter each year., This can change depending on demand, and ambassadors can be recruited at any time of the year. When recruitment starts students will be contacted via their student email with more information about the role, and how to apply.



International Students

We are pleased to welcome students from all around the world, and are proud that we have over 200 international students representing over 70 different countries on our campus! Certain rules, regulations and obligations apply exclusively to International students who are studying with us under a Student Route visa. For such students the information below should be read in conjunction with the International Arrival Guide, which you should already have received.

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 officials on request:

- A copy of your passport, identity card for foreign nationals or United Kingdom immigration status document (you should keep the original)
- Your address and contact details.

As part of the enrolment process you **must** ensure we take copies of your passport/visa/UK Biometric Residence Permit to hold on file.

You must inform us if you obtain a student visa using a CAS from us and then for whatever reason do not 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 visa (NOT a student visitor visa) you are able to work:

- term time: part-time - no more than 20 hours a week
- holiday time: full-time.

The University has an obligation to report to the Home Office 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 requirements of UK Visas & Immigration so that you can provide the documents to support your application.

English as an Additional Language (EAL)

If English is not your first language, and you are an international fee paying student, 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 (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 & note-taking.

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

Risk & 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. You are required to attend a general Health and safety induction provided by the Risk and Safety Manager in your first week.

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.

You will be required to complete risk assessments prior to carrying out activities as part of module assessment, the forms and guidance documents can be found on eStudio. Your Module Leader can help you with this.

At certain times of the year there will be also a requirement for you to produce risk assessments for approval prior to undertaking other activities or practices, including:

- 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).

The course team can support you but it is your responsibility to complete the form and follow the process.

Risk & Safety information and guidance can be found on eStudio.



Smoking

The University operates a smoke free campus, please do not smoke or vape on University premises, this includes the external entrances areas of our buildings.

First Aid

First aiders and first aid provision are provided at strategic locations throughout the building. A first aid contact list can be found on the portal, to request first aid assistance contact a member of staff or call 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 at the University, 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 & Safety Team. The accidents and near misses will be recorded in the online accident book and kept confidentially.

You can find further details and information in the [Risk & 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.

Working Off-Site

We encourage you to engage with outside agencies and to collaborate with professionals, other students and members of the public. Students must note that in these situations you are representing the University and must act professionally, ethically and responsibly. You will find detailed guidance on what working off-site involves on the [Risk & Safety](#) pages on the portal. Please note that the guidance on required behaviours relating to the coronavirus pandemic must also be read and followed, in conjunction with the general risk and safety pages.

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 facilitate this in addition to providing activities, information and support to help you during your time with us.

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. The Students' Union website is a 24-hour hub of information. If you want to find out more, please visit: leedsartsunion.org.uk.

You can find the Union at Blenheim Walk. You can reach [Leeds Arts Union](#) by email (student.union@leeds-art.ac.uk).



Students' Union President Contact

Email	president@students.leeds-art.ac.uk
Twitter	@leedsartspres
Instagram	@leedsartspresident

Course Team Meetings

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 attend these meetings. The meetings are held three times per year.

Student Module Feedback surveys

At the end of all modules, you are encouraged to give written feedback on the content of briefs, input of staff and access to facilities as well as suggestions as to how your educational experience can be improved.

Your Student Survey (Level 4 and 5 students)

Your Student Survey (YSS) is a survey initiated by the University, asking students to provide feedback on a range of areas and aspects of their experience whilst studying here. The survey provides students with the opportunity to provide honest feedback about their learning experience so far, what they have enjoyed and liked about their course as well as things that they feel could have been improved. Your feedback will allow the University to continue to improve the student experience.

National Student Survey (Level 6 students Only)

During their final year of study, Level 6 students will be invited to complete the National Student Survey (NSS). The survey gives final year students the opportunity to rate the quality of your higher education experience and also help prospective students decide on their choice of study. A detailed analysis of your comments is used to create an action plan by the University in response to the NSS results each year.

Meetings with a Director of Undergraduate Studies

All Student Representatives are invited to meet regularly with a Director of Undergraduate Studies. Relevant issues relating to the running of the University are addressed including any comments that have been raised by you or your fellow students.

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:

- Board of Governors
- Academic Board
- Equality, Diversity and Inclusion Committee

- Sustainability Committee

Students are also able to take part in the review or approval of courses by being a panel member or representing your course to external academics or professional bodies. You will be contacted by your Course Leader, Leeds Arts Union or staff from the Quality Office for these opportunities.

STUDENT RESOURCES

Student Email

All students are provided with an individual student email address which you **must** use during your studies. The main form of correspondence from the course and administration teams to students will be via this email account. We do not contact students via their personal email except in exceptional circumstances.

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 following graduation or after you are no longer enrolled at the University.

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.

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 additional 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.



LIBRARY

There are two libraries, one at Blenheim Walk for Undergraduate and Postgraduate students and the other at Vernon Street for Further Education students.

Resources

The library collection contains over 60,000 books and 170 print journal subscriptions carefully selected to reflect the needs and interests of Leeds Arts University's courses, student career routes, and staff research interests. As well as textbooks there are many wonderful visual resources to inspire creativity.

Collection items can be requested and transferred between Vernon Street and Blenheim Walk libraries where needed.

Our Library Search gives you a clear indication of the type of resources we hold and their availability. You can locate physical items, or directly access online material, through your devices both on and off campus.

Our digital library provides access to a range of resources including online journals, eBooks, databases and ,moving image. Further information can be found on the catalogue and on eStudio.

There are easy-to-use self-service kiosks available where you can use your LAU Student Card, to issue, return, or renew Library loans. The Information Desks are staffed by our friendly team, who can offer support and signposting to everything from borrowing books and using the online library, to collection research and some academic skills.

Loans are for three weeks; up to twenty-five items may be taken out at any one time. You can renew a loan (online or at the Information Desk) up to three times. Please see the [Library Loan Policy](#) on the portal for further information.

Please note that you may be required to pay a fine if you do not return a book that has been recalled by the library. Any item issued via your card is your responsibility and a replacement fee can be charged if it is lost. The library will send communications to your student e-mail so please remember to check this inbox.

Special Collections, Archives and Exhibitions

The Special Collection is housed at Blenheim Walk Library and contains three distinct sub-collections: Artists' Books, Photobooks and Illustrative Books. These represent examples of originality or excellence, which can inspire and expand understanding of the book as a work of art. Students are encouraged to view these materials, but advance booking is required; this can be done via eStudio.

The library also has care of the Archive, which represents the history of the institution dating back to 1846. Please contact the library for more information about the Archive and how to access it.

The Library creates regularly updated displays to showcase items from the Special Collection and Archive. Social media is also used to spotlight these materials.

Help and Advice

The library can help with searching for resources , using the digital library, and navigating and accessing the physical library. There is also support and guidance available around some academic skills, research, accessibility needs, and resources to help with your interests and assignments. You are encouraged to approach and ask questions, either in person or online. The team are happy to help!



Access to Other Libraries

Higher Education students can apply for SCONUL access (Society of College, National and University Libraries). This gives you access to other University libraries. We also have an inter-library-loan service from the British Library. We can request journal articles and books that might not be contained on LAU's specialist art collection.

Shop

There is a well-stocked art supply shop in both branches of the Library. These sell a range of relevant products at discounted prices, with a further 20% discount on production of your student card.

Library Opening Hours

Blenheim Walk

Monday - Friday	08:30 - 21:00
Saturday	10:00 - 17:00
Sunday	Closed

Vernon Street

Monday - Friday	08:30 - 17:30
Saturday - Sunday	Closed

N.B. the Vernon Street Library closes over Summer.

Changes to library opening hours are posted on eStudio.

Contact Us

Email	libraryadmin@leeds-art.ac.uk
Blenheim Walk Library Information Desk	0113 202 8169
Vernon Street Library Information Desk	0113 202 8094
Twitter	@LAUlibrarydept
Instagram	@LAUlibrarydept

MS Office for Students

A copy of Microsoft Office is available for your use at home whilst you are studying with us. For further information please see the [Computer Support page on eStudio](#).

Loan of Equipment

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



Work-Related Activities and Employability

The Careers Employability and Enterprise Team offer all higher education students an opportunity to engage with a welcoming, professional and accessible service that supports your career development needs through advice, guidance, information and a range of interactive programmes and events. The Creative Networks series of public talks invites leading practitioners to talk to students and staff. High-profile speakers entertain, challenge and inspire their audiences as they recount their career journeys and provide insights into the latest industry developments.

Sustainability

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 and economic wellbeing. To aid in this process, the University is a signatory of the 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.

You can find more information and the relevant reports, policies and procedures relating to the University Sustainability Framework, on the portal and eStudio.

To recognise and celebrate innovative and outstanding student work that addresses the SDG's, 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 work across the University, you can look at joining the Conscious Creatives society. The society has organised workshops, exhibitions and has been awarded funding for their 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 on the importance of sustainability. For more information about how to join the Conscious Creatives society and to learn more about the Union's sustainability work please visit:

www.leedsartsunion.org.uk/sustainability.

Environmental Policy

Our commitment to sustainability and carbon reduction is seen not only in the curriculum but across the campuses. The University recognises its activities have an impact on local, regional, national and even global environments.

All students and staff are asked to assist and participate in reducing our carbon emissions by:

- Using the correct bins for waste;
- Turning off lights in rooms that are not occupied;
- Turning off electrical appliances (including computers, monitors and portable heating units) when not in use;
- walking, using bicycles or public transport whenever possible.

Please take care not to leave litter around the campuses at all times.

Further details about our Estates Sustainability plan and waste statistics can be found on the Sustainability page on the website and on the sustainability walls.

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 Estates.

Bike Parking

The University can provide secure bike parking for students and staff (Subject to availability) at our Blenheim Walk building. For more details on how to register for Bike parking please contact a member of the reception team. Bikes are not permitted inside University Buildings.

Multi Faith & Contemplation Room

The Multi Faith & Contemplation room is on the second floor of Building 2 and is next to room B2.2.29 on the Textile Design corridor at Blenheim Walk. This room is available for any student who may want a quiet place to sit or pray. You will need your student ID card to access this room. Please respect the use of this room.

GLOSSARY OF TERMS

The following terms are commonly used by tutors to describe different aspects of your course and the procedures relating to assessment. Please refer to this glossary if you are unsure of the meanings of any of these terms.

Academic Regulations	The Academic Regulations provide the definitive source of regulatory information relating to your degree such as assessment procedures.
Award	The qualification given to a student following the successful completion of an approved course of study.
Brief	The brief is the means by which we identify what it is that you are required to do for a specific assessment. It will contain clear information about the context of the project and identify the specific learning outcomes for each of the relevant modules.
Contact Hours	Contact hours represent the proportion of the course during which time you will be in contact with a tutor/instructor.
Course Specification	Course specification provides information about what, when and how you will learn, including the expected standard of the award you are studying towards.
Course Team Meeting	The operational meetings with students and the Course Team.
Credit Value	The credit value is a numerical weighting that is applied to each of the modules. Modules have 20, 30, 40 or 60 credits. One credit is equal to ten hours of work. Completing each module will provide you with credits towards your degree.
Critiques (Crits)	Crits provide an opportunity to receive formative (developmental) feedback on your work. They are tutor led sessions that usually involve smaller numbers of students presenting their work for discussion and critical feedback on its strengths and areas for improvement. There may be different types of crits depending on when they are timetabled during a module or project.

Exit Award	A lower award than one for which the student is registered. Such an award may be conferred if a student completes part, but not all, of the requirements of the course for which they are registered.
Module Expectations	The content of modules is defined through module expectations expressed as 'what you are expected to learn'.
Assessment Fields	Student work is assessed through five assessment fields which remain consistent throughout the levels of study. The five fields are: Presentation, Process, Idea, Documentation, and Technical.
Course Learning Outcomes	Course Learning Outcomes (CLOs) comprise the Level Learning Outcomes, which define what you are expected to be able to do on completion of each level. Level Learning Outcomes are achieved through successfully completing all modules at that level.
Module	A module is the term used to describe one of the subject areas that the course is divided into. Details of the contents of each module are provided in the module specification.
Module Specifications	Module specifications outline the aims and objectives of each module that you will study, including module content, credit value and assessment methods.
Private Study Self-Directed Study	This is time during your normal working week which you should use to develop the understanding and skills that you have been introduced to during your contact hours.
Recognition of Prior Learning (RPL)	Assessment of prior learning that has occurred in any of a range of contexts including school, college and university, and/or through life and work experiences. Once recognised through this process, prior learning can be used to gain credit or exemption for qualifications and/or personal and career development.
Student Module Feedback	You are encouraged to complete a Student Module Feedback for each module. It is made up of two qualitative questions. The Student Module Feedback is used by course teams in the review and evaluation of modules and courses.
Student Representative	The elected member of the group who acts as a formal voice for the other students at University-wide meetings.
Studio Workshops and Activities	These are designed to introduce core practical and conceptual skills such as ideas generation and visual or performative skills and usually support the development of initial responses to modules and/or briefs. They are timetabled and structured in a variety of ways depending on the course, may feature one-to-one guidance or in groups, and may be supported by more than one tutor.
Tutorial	An individual or small group discussion with a member of academic staff to consider academic progress or an individual discussion with a tutor to consider personal/pastoral issues.

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 this 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 at any time. The

University's terms and conditions set out how and why we may make changes to courses and how these changes will be communicated to students [<https://portal.leeds-art.ac.uk/content/terms-and-conditions-higher-education-students-2023-24>]. We will endeavour to ensure that significant changes are communicated to students promptly.