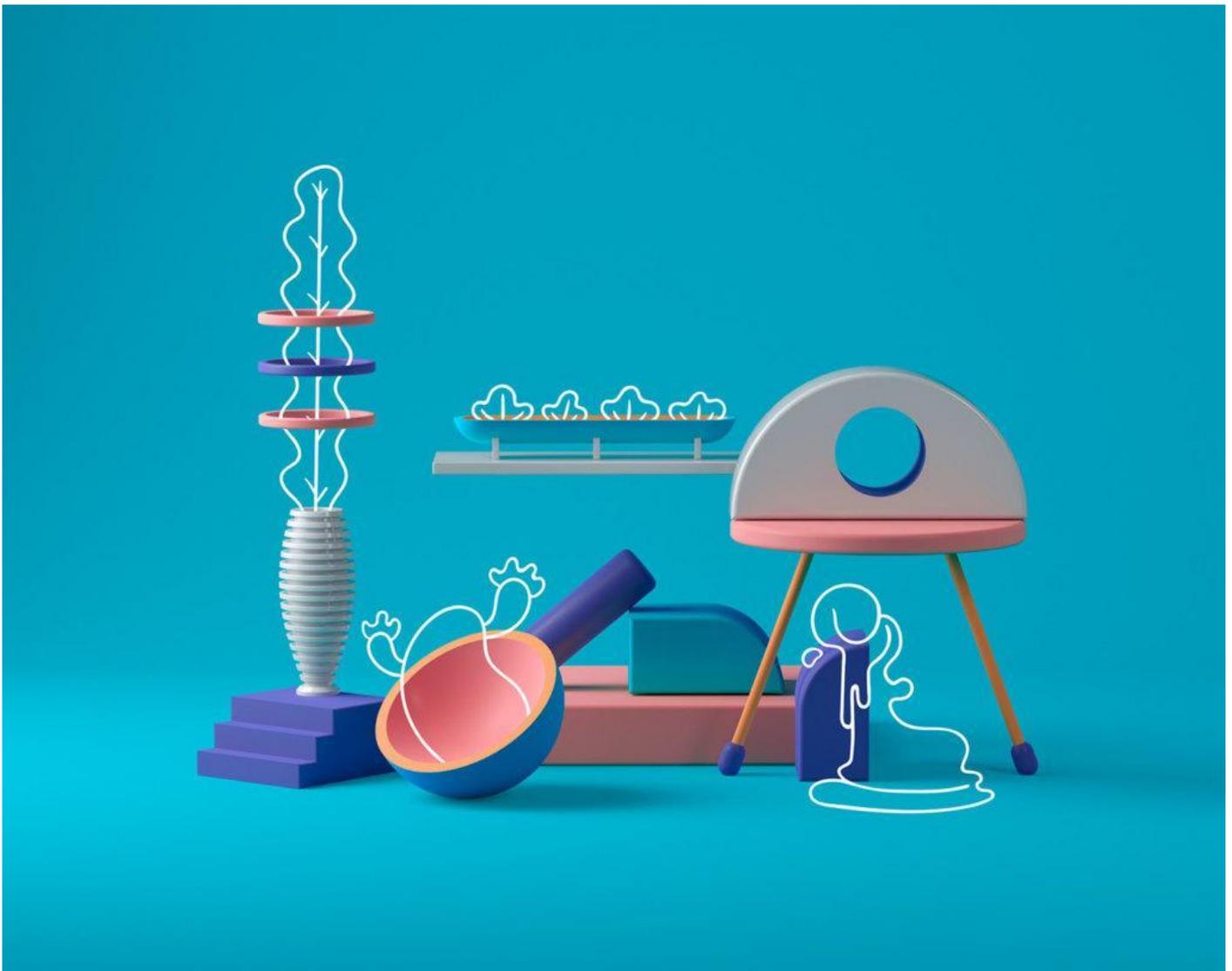


HIGHER EDUCATION
FD Graphic Design & Illustration
PROGRAMME HANDBOOK 2021/22



Cristian Malagon Garcia via Behance.net

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1 Welcome

1.1 Welcome from the Principal



I am delighted to have this opportunity to welcome you and thank you for choosing to study a Higher Education course with us.

Our provision continues to be commended externally. In a recent HE inspection, carried out by the Higher Education Quality Assurance Agency in May 2016 (The QAA inspects all Universities and colleges) the high quality of our HE programmes was confirmed and it was noted that our approach to supporting and facilitating scholarly activity and the implementation of our new Virtual Learning Environment were areas of good practice.

We regularly seek the views of our students on the quality of their courses and use this information to make improvements. Student satisfaction is consistently high, with students commenting on the level of support provided and the quality of feedback they receive on their work.

At Leeds City College we know that the whole HE experience is at the heart of student success. That's why, in addition to the actual teaching and learning experience, our campuses have a friendly, supportive atmosphere and we offer a range of support services which cater for individual needs.

We hope you enjoy your time with us.

Bill Jones
Deputy Chief Executive & Principal of Leeds City College

1.2 Welcome from the course team

Welcome to the School of HE Creative arts and in particular the FD Graphic Design & Illustration.

This handbook provides you with information about your FD Graphic Design & Illustration course (which is validated by Leeds City College), the school, your responsibilities as a student, support available to you, in addition to information about assessment and other regulatory issues.

Now that you have enrolled, our aim is to offer you all possible help and support to enable you to gain the qualification, prepare you to be successful in the Graphic Design & Illustration industry and also for progression onto a BA (Hons) Degree top-up course if that is your choice.

The team is looking forward to meeting you and hopes that your time in Leeds is both enjoyable and successful.

Best wishes to you in your future studies.

Tom Poultney
Head of Department

1.3 Which Department is my course in?

The course is part of the Creative Arts School in which we deliver a range of courses at both FE and HE level. Your peers at HE level also consist of dance, acting, film screen and media, photography and media makeup students studying Foundation Degree and BA Hons, which allows for you to work in an interdisciplinary manner and collaborate if you choose. As part of your experience you have the opportunity to get involved in other aspects of the department and because of this we hope that we are able to provide a creative environment for you to thrive in. The HE Creative Arts department runs a professional gallery at Quarry Hill campus, holds art exhibitions, screening events, puts on performances in our theatre and puts together a brochure of events every term.

1.4 What facilities are available?

- As a Foundation Degree in Graphic Design & Illustration student you will have access to:
- HE Base room containing a suite of Macs
- Teaching rooms containing Macs, Cintiq tablets, and iPads/pencils
- A silver-based darkroom with 16 enlargers

- Two bookable Photographic studios with professional equipment
- Checkout counter for equipment hire
- Studio space in the centre of Leeds
- HE Creative Arts library

1.5 What can I do once I graduate?

You will gain a nationally recognised qualification, which will develop your specific subject knowledge, provide you with a wide range of theoretical understanding, practical skills and will build on your ability to become a competitive practitioner. On successful completion of the foundation Degree, students may have the opportunity to study towards our BA (Hons) top-up degree.

2 About your course

2.1 Welcome to the course

This course places priority upon the wide vocational, academic and professional skill sets and personal attributes that are required by employers in order to provide substantive opportunity to develop their personal professional and creative portfolios to enable students to promote and showcase their creative skills.

2.2 Aims of the course

The overall aims of the programme are to:

- Provide a challenging, high quality practical Graphic design & Illustration programme
- Produce graduates with an aesthetic sensibility and an appreciation of quality and detail
- Develop graduates with the ability to factor ethical considerations into creative practice
- Produce graduates who can work independently, with resilience and self-determination
- Produce industry ready creatives able to work across a range of disciplines
- Equip graduates with a wide range of skills, such as communication, team working, project management and interdisciplinary working, enterprise, and entrepreneurialism
- Deliver a wide range of professional skills relevant to the contemporary industry, including emerging technologies
- Instil an interdisciplinary approach to Graphic Design and Illustration by collaborating with other creative disciplines on internal and external projects
- Produce creatives with skills that reflect the needs of the contemporary industries by embedding emerging technologies

2.3 Course Learning Outcomes

Learning Outcomes

The programme will enable students to develop the knowledge and skills listed below. On successful completion of the programme, the student will be able to:

Knowledge and Understanding

K1	Critically evaluate a variety of ideas, contexts and frameworks within graphic design and illustration
K2	Critically explore issues relevant to the graphic design and illustration industry

Cognitive/Intellectual Skills	
C1	Analyse evidence from a variety of sources to create balanced, logical and supported arguments
C2	Interpret theories and concepts to establish the relationship between critical debate and graphic design and illustration practice
C3	Identify problems within graphic design and illustration and generate solutions employing appropriate working methodologies
Practical/Professional Skills	
P1	Operate ethically in a professional context
P2	Autonomously create distinctive graphic design and illustration projects with reduced need for supervision and direction
P3	Demonstrate experimentation, intellectual flexibility and openness to new ideas in the production of graphic design and illustration
P4	Produce technically accomplished graphic design and illustration work using specialist equipment, drawing skills and working methodologies
Key Transferable Skills (insert additional rows as necessary)	
T1	Reflect systematically on performance
T2	Develop knowledge, skills and competencies informed by career aspirations
T3	Effectively use a range of communication methods appropriate to context

2.4 What will I learn?

Level 4

Semester 1	Typography	Image making	The Creative Professional
Semester 2	Visual Communication	Commercial Practice	Graphic design & Illustration in Context

Level 5

Semester 1	Collaboration	Live Brief	Contemporary Issues in Graphic Design & Illustration
Semester 2	Personal Project		Industry Event

2.5 How will I be taught?

A mixture of lectures, tutorials and seminars will be used. The lecture programme will impart the necessary principles and concepts. The seminars will be a mixture of student and tutor led sessions considering practical examples of the principles and concepts. The tutorials will take the form of individual support and feedback for students by tutors or other students. Tutor led sessions will be held to provide an opportunity for students to work on examples and case studies in the areas covered by the lectures.

Student-led tutorials will consist of action learning activities, discussion groups and report-back sessions which allow students to develop their research, communication and teamwork skills.

The teaching and learning strategy will enable students to develop an understanding of the creative industry, whilst robustly testing students' skills through formative and summative assessment to ensure

that students are fully equipped for the world of work, with the occupational skills required by this exciting industry.

As the FD Graphic Design & Illustration course is a Higher Education qualification, you will be expected to demonstrate a certain level of independence in your learning. Making a thorough set of notes during lectures and seminars, while carrying out additional reading can provide an excellent base for your assignment tasks.

2.6 How will I be assessed?

Assessment strategies used within this course include methods such as presentations, essays, portfolios, workbooks, online blogs and case studies.

See Appendix 3 for Assessment Grid

You will have opportunities to engage in a range of activities in addition to your Higher Education studies, volunteering, student societies, playing in University Centres' sports teams and being a student academic representative.

3 Student Support System

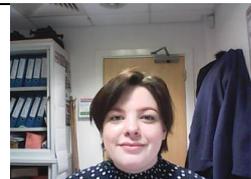
3.1 Higher Education Registry Office

The Higher Education Registry Office has an overarching responsibility for the operation of the Higher Education provision.

We are committed to providing a supportive and positive environment for all members of our community. However, we recognise that there will be times in everybody's University life when things do not go as well as they would wish. In times like these, there is a comprehensive support and welfare structure available to help with all kinds of different problems. If you have a question or want information or need help over and above that which your tutors are able to provide then contact the Higher Education Registry Office. If we cannot help you immediately, we will let you know who can help you, and in many cases, book an appointment for you if required.



Janet Faulkner
Dean of Higher Education
Janet.faulkner@ucleeds.ac.uk
0113 2354692

	<p>Sarah Marquez Associate Dean of Higher Education Sarah.wilson@ucleeds.ac.uk 0113 2354864</p>
	<p>Vicky Sunderland HE Registrar Vicky.sunderland@ucleeds.ac.uk 0113 2354566</p>
	<p>Jenna Wilkinson HE Admissions Officer Jenna.wilkinson@ucleeds.ac.uk 0113 2354450</p>
TBC	<p>HE Policy and Compliance Officer hequality@ucleeds.ac.uk 0113 2354407</p>
	<p>Sam Lee HE Data Analyst Sam.lee@ucleeds.ac.uk 0113 2846513</p>
	<p>Caroline Harnett-Mcmillan HE Administration Lead Caroline.harnett-mcmillan@ucleeds.ac.uk 0113 2354419</p>
	<p>TBA HE Administration Assistant 0113 2354484</p>
	<p>Laura Macgregor HE Progression and Wellbeing officer Laura.macgregor@ucleeds.ac.uk 0113 22354876</p>
	<p>Nena Skrbic HE Research and Development Officer Nena.skrbic@ucleeds.ac.uk 0113 2354894</p>

	<p>Simon Wilson HE Learning Support Officer Simon.wilson@ucleeds.ac.uk 0113 2846389</p>
	<p>Emma Lockwood HE Student Support Manager Emma.lockwood@ucleeds.ac.uk 0113 2846330</p>
	<p>Sonia Ghafoor HE Learning Support Officer Sonia.ghafoor@ucleeds.ac.uk</p>
	<p>HE Research Librarian David.Hartshorne@harrogate.ac.uk 0113 2354697</p>
	<p>Jo Tyssen Head of WP, Outreach and Projects Joanne.tyssen@ucleeds.ac.uk 0113 2354510</p>
	<p>Sophie Clayton NCOP Outreach Officer Sophie.clayton@ucleeds.ac.uk 0113 2354661</p>
	<p>Hannah McKay HE Outreach Officer Hannah.mckay@ucleeds.ac.uk</p>
	<p>Donna Marshall HE Curriculum Administrator (Evenings) Donna.mrshall@ucleeds.ac.uk 0113 2354876</p>

3.2 Who is going to teach me?

Your module lecturers are the members of the University Centre staff who you will have most contact with. Their job is to manage and deliver their part (module) of your programme of study, assess and grade your work, and also give you continuous feedback on how you're doing.

Lecturers aim to develop adult, professional relationships with students. You are encouraged to voice any concerns that you might have about your work with the lecturer concerned.

Our job is to do all we can to help you succeed but we can't do this unless you talk to us about anything that is worrying you.

You will be allocated a personal tutor whose job it is to deal with any problems that can't be settled at lecturer level, plus more general concerns that you might have, for example any problems you might have which may be affecting your work.

The Programme Manager (PM) has overall responsibility for the running of the Foundation Degree and the well-being of the students.

The department has a number of roles that are assigned to staff. Listed below are the team members and their key roles and research interests.

 <p>Head of Department Tom Poultney tom.poultney@ucl Leeds.ac.uk</p>	<p>Tom Poultney is the Head of Department for Higher Education Creative Arts. Tom has worked across the Art Enterprise and Photography degrees at Leeds City College. Tom is a practicing artist and is interested in many forms of creative practice; current research is focussed on internet culture, and particularly the creation of online communities through the development of new forms of communication</p>
 <p>Deputy Head of Department</p>	<p>After training in Fashion, Theatrical and Hair and Media Make-up, I began to promote myself as a freelance make-up artist. Whilst working freelance I was employed in a variety of different contexts within the fashion, film, television, bridal and editorial industry. Current interests include future forecasting for trends, evolving retail strategies and gender neutrality in beauty and fashion. I am currently studying an MA in Fashion Management and Communication.</p>

<p>Estelle Greenhalgh Estelle.greenhalgh@ucleeds.ac.uk</p>	
 <p>Programme Manager Sarah Bateman Sarah.bateman@ucleeds.ac.uk</p>	<p>Sarah Bateman is the Programme Manager for Higher Education Art Enterprise and Art enterprise (graphic design and illustration). Sarah is a practicing artist and is interested in many forms of creative practice; Ongoing research is focused on objects or artefacts that demonstrate ideas of loss and memory. Her current work explores maternal space and experience.</p>
 <p>Course Leader Amy Fishlock amy.fishlock@ucleeds.ac.uk</p>	<p>Amy Fishlock is Course Leader for the Higher Education FD Art course at University Centre Leeds. Amy is interested in language and boundaries and her current research focuses on language and digital communication. Other interests include music, sculpture, critical theory and deconstruction.</p> <p>Research Interests:</p> <ul style="list-style-type: none"> ● Deconstruction ● Illustration ● Language in a digital age ● The body in sculpture
 <p>Lecturer Tony O'Keeffe tony.okeeffe@ucleeds.ac.uk</p>	<p>Tony O'Keeffe is a specialist drawing tutor currently working on the Creative Arts and Concept Art for Computer Games courses at University Centre Leeds. Tony is a practicing artist across many two-dimensional forms including painting (traditional) and digital applications that focus on drawing. Current research explores CCTV and its ability to provide unique source material.</p>

 <p>Lecturer Anthony Shields anthony.shield@leedscitycollege.ac.uk</p>	<p>Anthony Shields is a specialist graphics tutor currently working on the Creative Arts course at University Centre Leeds. Anthony is a versatile digital artist that operates across many different forms of creativity, he loves to break things down into shapes so he can experiment with composition and concept. Current research interests explore the world of pop culture and social commentary, often at the same time.</p>
 <p>Jaime Slater Technician jaime.slater@ucleeds.ac.uk</p>	<p>Jaime is the technician for the HE Creative Arts department. Jaime has developed her practice both on her own and previously as part of a collective. She enjoys large scale installation projects and has worked closely with venues and the local music scene to create site specific environments. Her current research interests are squinting and peepholes, Immersive environments and Fabricating strange worlds</p>
<p>HE Librarian Paul Howley paul.howley@ucleeds.ac.uk</p>	<p>Paul Howley is the creative art HE librarian on hand for all your library needs. Please see Paul's dedicated Creative arts library and learning centre classroom; 'HE Creative Arts iLearn Skills Hub'.</p>

For each module, the module leader will set out the preferred method of communicating general information about that module to you, which may be by e-mail or notices posted on the VLE.

3.3 What study facilities are available in the Learning Resource Centre (LRC)?

Leeds City College LRCs are located across its campuses and centres. The main HE-supporting library is located in the University Centre. LRCs provide accessible and supportive study facilities for students, including multiple spaces for individual and group study, personal computers, and multifunctional devices for printing, photocopying, and scanning.

Information about LRC opening hours, contact details, facilities and resources is available on the LRC website, accessible from the College's Student Intranet, and the College's G suite for Education

What learning and research resources are available?

The LRC's learning and research resources are provided in a range of formats relevant to student needs, including:

- an extensive collection of printed books and e-books, including reading list titles and other academic books, fiction, non-fiction, and comics;
- a broad range of online periodicals, including academic journals, magazines and newspapers;
- other collection items, including DVDs, audiobooks, and games; and
- academic and study skills support guides.

HE students are entitled to borrow up to ten collection items at a time. Most items will have automatic renewals up until the end of the academic year unless reserved by another student. There are also one-week loan items, and reference items that may be consulted in the LRC but not borrowed. **PLEASE NOTE:** Students must present their student ID card to borrow books and other LRC collection items. Fines apply to items not returned when reserved by another person or by a final due date.

The LRC's online resources are made available through the LRC website, which is accessible on or off campus. Students may search the LRC's book collection and directly access e-book and e-journal collections using the LRC's online discovery tool 'Search+'.

How can I get advice and support?

HE students are supported by a team of librarians, based both in the campus LRCs and in the University Centre Library. Students also have their own full time HE and Research Librarian based at University Centre. Librarians work with curriculum staff to ensure that relevant, accessible resources are available to students. Librarians provide dedicated support to HE students in developing their academic literacy and study skills. Support sessions are available on Web and LRC-based research skills, academic referencing, academic reading and writing, and study skills. One-to-one and group support sessions may be booked with librarians in person, by email, or through the LRC website. Students will be introduced to their librarian during the induction week.

A team of Study Support Officers are also available in LRCs to assist students with locating and borrowing books and other materials, using LRC facilities, and making the most of the College's learning and study resources.

3.4 Study Facilities

Our newly refurbished University Centre provides a range of study facilities, accessible only to Higher Education students, in the Study Zone and library, where you can seek help with academic writing,

referencing etc. In the Study Zone you will find a combination of individual and small group study areas with access to PCs. In addition to the provision of PCs there are also a small number of MACs available for use.

Our other campus' also provide HE specific study spaces which will be pointed out to you during your induction.

4 Your responsibilities as a student

4.1 What are my responsibilities?

It is your responsibility as a student to comply with the scheme, course and module requirements for attendance and for completion of assessments. This includes meeting deadlines for assessments. In order to achieve this you should be aware of the following Core Principles:

- Be Respectful – For example, ensure your interactions are always respectful and professionally conducted and College facilities are appropriately used.
- Be Sensitive – For example, be aware of your language and behaviour to ensure it respects others and recognises diversity.
- Be Understanding – For example, ensure there is mutual respect by listening to others (be aware your voice may be more easily heard in some venues than others).
- Be Punctual – For example, make sure you arrive, start and finish on time. Let the appropriate person know if you are delayed. To avoid disruption to others, late entry to a session/appointment may not be possible.
- Be There – For example, actively participate to get the most out of the time available.
- Be Prepared – For example, make sure you have done the necessary preparatory work. If insufficient preparation has been done it may not be possible for the planned activity to take place. Students who have attempted but had difficulty with preparatory work should bring this to the attention of the relevant staff member.
- Be Considerate – For example, use mobile phones and electronic devices with an awareness of how this might impact on others.

Please note that the College has a Behaviour Policy which can be found at <https://leedscitycollege.ac.uk/wp-content/uploads/2019/10/behaviour-policy-2018-19.pdf>

4.2 Where can I find out about general student regulations?

These are available via the following <https://ucleeds.ac.uk/wp-content/uploads/2019/11/Foundation-Degree-Academic-Regulations.pdf>

4.3 What if I'm an international student?

There are new requirements relating to immigration procedures in the UK with the introduction of the Points-Based System. Information is available at: <https://www.gov.uk/browse/visas-immigration/student-visas>

4.4 Are there any guidelines about attendance?

The modules on the course will help you to develop both skills and academic knowledge. Most modules will require you to undertake formative work, which will help you to apply your knowledge and understanding, which in turn will help you to achieve a good grade in the summative assessments. Therefore it is important that you attend regularly. Research has demonstrated a clear link between attendance and success rates therefore we recommend that a minimum attendance of 80% is maintained.

The University Centre policy is to withdraw a student from a course if they do not attend for 4 consecutive weeks. The Student Loans Company will be informed of your withdrawal and will then stop any future payments to your account. Therefore, it is important that you contact Sarah Bateman the Programme Manager if you are going to be absent for any length of time.

During your course of study, there will be times when you are not able to attend classes because of illness, personal and domestic crises. It is therefore all the more important that you do attend when you are able to otherwise it is very easy to lose the thread of what is going on and become disheartened.

We do not advise that you take holidays in term time. Please see the HE calendar in Appendix 1 for details.

If you are absent you must telephone or email your personal tutor to notify them. Doctor's notes will be required for absences of more than a couple of days or recurring illness. Please keep your module tutors informed if you are having difficulty attending your classes for whatever reason. We are here to support you but cannot do that unless you keep us informed of problems you are experiencing.

Please note – Those students who are eligible for a bursary will find that their payments will be cancelled if they have not met the minimum attendance requirement, and we do not receive a sick note covering any periods of absence, and/or are not up-to-date with their assessed work. (Please see the Bursary Policy on the VLE for full details)

If you are absent through illness immediately prior to an examination or assignment deadline and wish to submit a case for mitigating circumstances, you must provide us with details and any available evidence as soon as possible.

If you are absent through illness on the day of an examination or assignment deadline, you must also provide us with details and any available evidence as soon as possible.

Depending on the nature of your illness you may be able to apply for Mitigating Circumstances. For information please see the Student Guide to Extensions and Mitigation which can be found on the VLE.

You can hand in or send medical certificates to Sarah Bateman .

Notification of infectious disease

If you have been diagnosed with or have had contact with an infectious disease, you must notify us in writing within 24 hours of diagnosis. You must not return to College until a medical practitioner's certificate of clearance has been submitted.

4.5 What do I do if I am going to be absent?

In case of absence from College, you should contact your course tutor and Sarah Bateman on 07956554209 or e-mail at sarah.bateman@leedscitycollege.ac.uk.

4.6 How do I withdraw from my course?

If you are considering withdrawal from your course you should speak to your personal tutor or the Students' Union to discuss your reasons. If there is a problem, University Centre staff or Students' Union staff may be able to help.

If you decide to withdraw from your course or programme of study, you must notify us in writing. This notification must be sent immediately to your Head of Department or Programme Manager and be copied to the HE Registrar Assistant at the following email address: heregistrar@leedscitycollege.ac.uk

4.7 Are there any specific course requirements (e.g. placements, DBS checks)? [Delete if not appropriate]

Your work is assessed in terms of its ability to demonstrate the learning outcomes for the module. You'll see the exact assessment criteria in each module handbook. The levels of achievement are categorised in percentages.

For each module of study, you will complete summative assessments. In addition, lecturers may set "formative" assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assignments. At the end of the module, a mark is awarded based on the evidence of the summative assessments.

4.8 What do I do if I change my details?

Whenever you change your address and contact details, particularly your mobile phone number, you should inform your Course Tutor and Programme Manager immediately. This will ensure we can always contact you in an emergency.

The school will inform you of cancelled classes as soon as possible via text to the mobile phone number we have for you on our contact records. It is your responsibility to ensure that we have your most up-to-date mobile phone number.

5 Assessment

Your work is assessed in terms of its ability to demonstrate the learning outcomes for the module. You'll see the exact assessment criteria in each module handbook. The levels of achievement are categorised in percentages.

For each module of study, you will complete summative assessments. In addition, lecturers may set "formative" assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assignments. At the end of the module, a mark is awarded based on the evidence of the summative assessments.

5.1 How will I get my results and feedback on my work?

You will normally receive written comments, verbal feedback or group feedback on your work within 3 working weeks of submission of your work. Your module leader will advise as to the format of the feedback. These results must be considered as interim until they are ratified by a board.

Feedback on your progress comes in many different forms including written comments about your work, verbal comments from your tutors in class or on a one-to-one basis, discussions with peers in the classroom or outside it, electronic discussion, emails, feedback grids and generic feedback proformas. Receiving and acting on feedback is a continuous part of your learning experience and will help you to develop knowledge about your strengths and weaknesses and improve your learning and performance. Previous students have advised that it is important that you:

- Do not be afraid to acknowledge your successes
- Reflect on the feedback you receive and think about what you have done well and how you could improve. For example, you could keep all of your feedback together and draw up an action plan based on common areas of strength or concern
- Try not to focus on the mark and ignore the feedback. If you have done well, your feedback will tell you why and if you haven't, it will suggest ways in which you can improve
- Consider the marks you are given and if you are disappointed in them, give yourself some time before going back to the feedback to look for ways to improve
- Try not to take negative feedback personally. It is given to help improve
- Do not be afraid to approach tutors and lecturers for more feedback. Asking questions can be an important part of receiving feedback – and remember, your peers can be a valuable source of information too
- Use feedback to self-assess your work against the assessment criteria, where possible. This can help you to address any areas you need to improve on.

5.2 Where can I find the University's assessment regulations?

Your progression from Level 4 to Level 5 and achievement at level 5, and your graduation and classification, are all subject to satisfying the University's assessment and progression regulations. These regulations are available via the following <https://ucleeds.ac.uk/wp-content/uploads/2019/11/Foundation-Degree-Academic-Regulations.pdf>

5.3 What is the marking scheme?

For each module, you will complete one or two assessments. In addition, tutors will set ungraded or formative assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assessments.

At the end of the module an overall module mark is awarded based on the evidence of the summative assessments.

Please refer to the Assessment Regulations.

% Scale Score	Performance Standard
70+	Excellent pass
60-69	Very Good pass
50-59	Good Pass
40-49	Pass
0-39	Fail

Overall grades – Foundation Degrees

In order to determine the overall grade for your foundation degree, the average of the grades you achieved in the second year will be considered and applied as follows:

Overall Grade	Percentage
Distinction	70% - 100%
Merit	60%-69%
Pass	40%-59%

Please note that the above table is a guide only. For more specific information regarding grading of modules and awards please refer to the Assessment Regulations which can be found on the website.

5.4 Will I have to follow a word limit?

All module specifications and assessment briefs will detail the word count for each task and it is important that you work within this, as this will help to develop your evaluative and analytical skills. It is your responsibility to submit work which is within the specified limit and to include a word count on all written assessed course work. If you go beyond this limit assessors will disregard the part of assessed work which exceeds the specified limit by 10% or more.

For example if the word count for the piece of work is 2,000 words, once your tutor has read the first 2,200 words they will then stop reading and disregard the remaining words. If it is considered that you have falsified the word count on an item of your course work, you will be subject to Student Disciplinary action.

The word limit does not include footnotes and bibliographies (or appendices if relevant).

The reason for this is that it is part of the assessment to work to the word limit. This develops your analytical and evaluative skills as you have to be selective as to which information you include and leave out.

5.5 Academic Appeals

Your module lecturer will explain to you how the criteria have been applied to produce your mark. If you wish to appeal the decision of an Assessment Board, you may do so but only under specific grounds and after your results have been ratified by an Assessment Board. Please note that this is not a procedure to challenge academic judgment. If you feel you have grounds for an academic appeal you will need to contact the HE Policy and Compliance Officer at hequality@ucl Leeds.ac.uk to put forward a claim for an academic appeal. The Assessment Regulations can be found on the VLE

Please note : You may not appeal on the grounds of academic judgement.

5.6 How and where do I hand in an assignment?

For each summative assignment a deadline for submission/presentation of the work will be set. Completing the work within this time period and meeting the deadline is part of the assignment.

Work must be handed in according to the instructions given by the module tutor, which will be detailed in the module handbook. **In the majority of cases this will be via Turnitin.**

Only work that is ready by the agreed deadline can hope to qualify for a good grade.

Work is submitted digitally via Google Classroom or turnitin uk (for essays and written tasks), this includes practical work which should be photographed or video for submission. Information regarding each submission can be found in the module handbooks.

PLEASE NOTE : Computer failure will not be accepted as a reason for late submission.

Students must submit assignments in the following format.

- Assignment feedback sheet
- Assignment task sheet
- Assignment
- Bibliography
- Turnitin report

5.7 Can I submit a draft?

The following guidelines have been drafted to promote consistency across the Higher Education provision within Leeds City College.

When can I submit a Draft?

The latest date for draft submissions to be submitted will be 2 weeks prior to the hand in date for the assessment. You must remember that it could take up to a week for the tutor to give you feedback so you may wish to submit your draft earlier than 2 weeks before the deadline so that you have more time to incorporate the feedback into your work.

How much can I submit?

The draft submission should be no longer than 25% of the maximum words for the assessment component e.g. for a 2000 word report a draft of up to 500 words could be submitted.

How many times can I submit a draft?

You are allowed to submit one draft submission per assessment component.

What form can the draft take?

Draft submissions can consist of:

- Assessment plans – so that the tutor can give comments regarding whether you are on the right lines.
- Extracts – for comments on style.
- Referencing – for the tutor to check that your referencing style is correct.
- Reference materials to see if your reading is wide enough for the assessment.
- Data tables.

The above are examples of what could be submitted and is not meant to be an exhaustive list. Drafts can be submitted electronically or in hard copy.

5.8 What do I do if I can't meet a deadline for an assignment?

It is the responsibility of all students to attend examinations and to submit work for assessment by the set date.

Extensions to submission date

There may be times when, for reasons outside your control, there may be circumstances that prevent you from submitting a summative assessment on time or attending an examination.

It is important that you discuss your situation as soon as possible with an appropriate member of staff, such as your Module Leader or Programme Manager, who will be able to provide you with guidance on the most appropriate course of action from the following list:

- A **Short Extension** - usually for 5 working days (not available for a resit attempt);
- **Suspension of study** for a period of up to 2 years;
- Alternatively, if your problems are exceptional and outside of your control, you can apply for **Mitigating Circumstances**.

If you realise that you are not going to meet the agreed deadline date because of illness or other exceptional circumstance, you must request an extension using the appropriate form. It is important to note that an extension will only be granted when it is clear that exceptional circumstances are preventing you from completing your work on time. Please make sure that you follow the guidance provided on the form and attach appropriate evidence. Please see the Student Guide to Extensions and Mitigation for full details here: <https://ucleeds.ac.uk/related-documentation/>

Applications for Mitigation should be submitted prior to the assessment deadline, however can be submitted up to 5 working days after the assessment deadline. In exceptional circumstances late applications, submitted up to 5 working days late may be considered, if there is a valid reason for the lateness. Please note any forms submitted after this time will not be considered.

NB Extensions are an exception rather than the norm.

Please note that short extensions are only available for first submissions.

Fit to Sit/Submit

The University Centre's Extenuating Circumstances and Mitigation regulations are based on the Fit to Sit/Submit principle. This means that when you take an assessment you are declaring yourself fit to take the assessment.

If you feel that you are not fit to take the assessment then you may wish to apply for an extension or submit a claim for your extenuating circumstances to be considered by the Mitigation panel.

In the event that you do not take an assessment and have not submitted a claim for extenuating circumstances, then your assessment will normally be recorded as a non-submission.

If extensions are granted, your work will be marked as if it was handed in on time. Work that is late and which is not covered by extensions or mitigation will be penalised in accordance with the Assessment regulations.

Short extensions can be requested via the Short Extension Form on your google classroom. This should be completed before the assessment deadline and be accompanied by an email to your module tutor who will let you know if the extension has been granted.

Mitigation application forms can be requested from the course tutor (Amy Fishlock) or programme manager (Sarah Bateman) who can check the form and evidence and should be submitted before the assessment deadline.

Late submission

If you fail to submit work by the published date, but submit it up to 6 days late, it will receive a maximum mark of 40%.

This does not include work that has been granted an extension or mitigating circumstances.

Work submitted more than 7 calendar days after the published deadline will not be marked and a mark of zero will be returned.

Please note that these deductions normally apply to weekends, Bank Holidays and University Centre Closure Days.

5.9 What if I have extenuating circumstances and require a longer extension?

What follows is a brief summary of the Extenuating Circumstances Regulations. A student guide is available on the VLE

You are strongly recommended to read these Regulations. They provide a detailed explanation of Extenuating Circumstances and the procedures expected to be followed when you feel that your performance in a summative assessment would be affected.

Extenuating Circumstances are defined as unforeseen and unpreventable circumstances outside the control of the student, which may significantly affect performance and/or attendance in a summative assessment and could not have been remedied in the time available.

The University Centre recognises that there may be times when your circumstances are such that you cannot complete assessments to the best of your ability, are unable to attend an examination, or are unable to meet an assessment deadline due to adverse circumstances beyond your control. In such circumstances the

Extenuating Circumstances Regulations enable you to request that your situation is taken into consideration. You are expected to have taken reasonable steps to ensure that you could not have prevented the circumstances from taking place. It is your responsibility to notify your Programme Manager of any Extenuating Circumstances, which you feel will affect your ability to undertake a summative assessment.

Remember, any application you make has to be approved and may not be granted.

Students can apply for Extensions, or Mitigating Circumstances for all forms of summative assessment. You can also apply for Mitigating Circumstances for re-sit opportunities offered by the relevant Examination Board. However, Short-Extensions will not normally be allowed for re-sits because of the need for timely progression to the next stage at the beginning of the academic year.

It is important that you discuss your situation with a tutor who will be able to provide guidance on the most appropriate course of action. In circumstances which are likely to affect your progress over a longer time period, you may be advised to suspend your studies until the circumstances no longer have an impact on your studies.

The following points will help you when submitting an application:

Do

- Review the grounds for applying for extenuating circumstances (see Student Guide to Extensions and Mitigation).
- Seek guidance from your Programme Manager or Personal Tutor if you are experiencing difficulties in completing your work on time.
- Meet with a tutor prior to the submission/examination date.
- Discuss with a tutor whether an extension would be appropriate.
- Request an extension where you are unable to meet the deadline.
- If applying for Mitigation submit an application that covers all module assessments you are taking during the period of difficulty.
- Submit the application prior to the submission/examination date and for claims of Mitigating Circumstances within 5 working days from the submission or examination date.
- Complete all sections of the form.
- Include evidence to support your application.
- Make sure that you have received a receipt from your Programme Manager when you submit your application.

Don't

- Apply for any formative assessment pieces of assessment that do not count to your overall module mark.
- Use evidence that is undated or solely from family members supporting your application. You have to provide independent evidence.

Short extensions can be requested via the **Short Extension Request Form on your google classroom**. This should be completed before the assessment deadline and be **accompanied by an email to your module tutor** who will let you know if the extension has been granted.

Mitigation application forms can be requested from the **course tutor (Amy Fishlock)** or **programme manager (Sarah Bateman)** who can check the form and evidence and should be submitted before the assessment deadline.

5.10 Re-sit

If you have submitted an in-course assessment by the defined hand-in deadline and are deemed by the Module Leader not to have passed the assessment, or if you have failed to submit anything (non-submission), following the assessment board you may be permitted to re-sit the module assessment. If this is the case the resulting mark achieved for the final piece of work will be capped at the pass mark (40%). Only one re-sit opportunity is possible for any assessment component.

Suitable feedback will be provided to students who are offered a re-sit and a hand-in deadline will be set for the re-sit.

Key points

- Always submit something for every assessment.
- You must attempt all assessments at the first opportunity.
- You must do each assessment (essay, project, report, portfolio, exam etc.) for every module. You should do this even if you don't think you can fully complete them.
- You do not have an automatic right to resit or to repeat a year of study.
- The maximum mark that can be awarded for reassessed components is 40%.

See the Assessment Regulations for full details. These are available on our website-

5.11 Re-study

If, following a re-sit you are still unable to pass a module, the Board of Examiners may, at its discretion, permit you to pay and repeat the module in the next academic year.

6 Academic and student regulations

6.1 Where can I find the University's academic regulations?

Your progression from level 4 to level 5 and achievement at level 5, your graduation and classification, are all subject to satisfying the University's assessment and progression regulations. These regulations are

available on our website on this link <https://ucleeds.ac.uk/wp-content/uploads/2019/11/Foundation-Degree-Academic-Regulations.pdf>

If you have any difficulty accessing or understanding the information, please discuss this with your Programme Manager.

6.2 What is Academic Misconduct?

The University Centre Leeds has signed up to the Academic Integrity Charter for UK Higher Education and is committed to implementing its principles. These include working with students to promote academic integrity and take action against all forms of academic misconduct, including plagiarism, self-plagiarism and contract cheating.

The [International Centre for Academic Integrity \(ICAI\)](#) define academic integrity as a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage (ICAI, 2021). You will be introduced to the concept of academic integrity as early as possible in your studies and will receive guidance on the development of academic integrity capabilities and values.

What follows is only a brief summary of the Academic Misconduct procedure and should be read in conjunction with the Student Guide to Academic Misconduct which is available on the VLE.

You are strongly recommended to read the guide. It provides a detailed explanation of academic misconduct, the procedures which must be followed when an academic misconduct offence is suspected and the possible penalties.

In order to avoid academic misconduct, the University Centre is committed to continually educating its students on good academic practice and writing skills. The following support is available and it is recommended that you take advantage of this:

- Guidance from the [Academic Skills Support for HE Students](#) team.
- Advice and guidance from the Students' Union.
- Facility for students and staff to use plagiarism e:detection software – Turnitin.
- Briefings on academic integrity and academic misconduct provided at student induction events and during relevant modules.

The University Centre Leeds has also produced some helpful guidance documents for students. These include a Contract Cheating Guide which explains the nature of contract cheating and informs you about the alternatives to engaging in this form of academic misconduct, along with the consequences of doing so. We also have a Proofreading Guide which clarifies the types of support you are permitted to receive in relation

to proofreading when completing your work and the extent of this support. You are strongly encouraged to read these documents which can be found on the VLE.

Academic misconduct is defined by the College as any activity or attempted activity which gives an unfair advantage to one or more students over their peers and is treated very seriously.

To ensure that students are treated fairly and equitably, academic misconduct is divided into the following two types:

Academic Negligence: This is regarded as the least serious offence and covers first time minor offences. It includes plagiarism that is small in scale, not related to the work of other students, and which is considered to have resulted from ignorance or carelessness.

Academic Malpractice: This covers extensive paraphrasing of material with no acknowledgement of the source, systematic failure to reference, cheating, collusion and subsequent cases of Academic Negligence.

If suspected of academic misconduct, you will be required to attend either an informal or formal meeting and if subsequently found guilty, you will receive a penalty, the most serious of which can be exclusion from the College. The processes and penalties are described in The Student Guide to Academic Misconduct. If you are found guilty of academic misconduct after the end of your course, any award that you have received may be withdrawn. This can be done after you have graduated.

The following tips may help you to avoid academic misconduct:

Do

- Familiarise yourself with the regulations and penalties that can be incurred. For professional programmes, a single case of academic misconduct may result in you being discontinued from your course.
- Make sure that you know how to correctly acknowledge other people's work or opinions, and seek feedback from your Tutor or the Academic Skills Support for HE Students team on whether or not you are doing this correctly.
- Take care when making notes from books or articles. Always keep a record of whether your notes are a paraphrase of the source or a direct quotation, so that you don't inadvertently include quotes without proper acknowledgement (this is a frequently cited reason students give when accused of academic misconduct).
- Seek support from your Module or Personal Tutor if you are experiencing difficulties in completing your work on time.

Don't

- Cut and paste (or reproduce) chunks of material from electronic sources or books/articles (even if you acknowledge the source, material not stated as being a direct quotation will make you vulnerable to an accusation of academic misconduct).
- Loan your work to other students (if it is then copied, you may be accused of academic misconduct).
- Borrow work from current or previous students.
- Submit the same work for different assessments.
- Get someone else to do your work (essay-writing web sites don't always keep their promises and have been known to inform universities of students who have purchased work). The University Centre Leeds has a number of measures in place to prevent contract cheating sites engaging with our students whilst they are on-site, including blocking specific essay mill sites on the College network. These sites are both generic and discipline-specific and include:
 - <https://essaymills.com/>
 - <https://essaywritingserviceuk.co.uk>
 - <https://www.lawteacher.net/>
 - <https://revisesociology.com/>

6.3 Are there any regulations relating to use of social media?

Social media provides wonderful opportunities for life and for learning. The term social media describes the online tools, websites and services that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself. These tools include social networks, blogs, message boards, podcasts, microblogs, livestreams, social bookmarking, wikis and vlogs. The feature that all these tools, websites and services have in common is that they allow conversations and online interactions between groups of people. These guidelines are not intended to deter individuals from using these communication tools but are necessary to help protect staff and students and to prevent them damaging the college either inadvertently or intentionally.

All students should be aware that failure to follow these guidelines could lead to disciplinary action, and in more serious cases could be considered gross misconduct and may lead to exclusion.

Leeds City College is committed to the responsible use of social media. The College may routinely monitor social media and it reserves the right to instruct relevant parties to remove unauthorised sites. Any information posted on social media sites must comply with the Data Protection Act.

For further information and full details please refer to the Student IT and Social Networking Policy which can be found on the Student Intranet.

6.4 Are there any regulations relating to research?

When planning your research, you must identify the ethical issues involved at an early stage. Ethical problems may arise at any stage of the research process, but typically feature at the data collection and interpretation stages.

All work related and research projects will have to be agreed by your research supervisor to make sure that your plans conform to the Research Ethics Guidelines set by the University Centre Leeds. The guidelines can be found on the VLE. The ability to act ethically is a key graduate attribute and professional skill, so it is important that you follow these regulations closely and adhere to the guidance of your research supervisor.

Before starting your research, you will be required to complete an institutional research proposal form which will ask you to consider the ethical issues associated with your research. Any research that involves human subjects (particularly individuals who may not be able to give fully informed consent to participate in your research project) will have ethical implications. In addition, any research that involves access to confidential personal data, or where there is any potential physical, mental or emotional threat to participants, carries significant ethical risks and will require detailed discussion with your research supervisor.

It is also extremely important to consider the research setting; for example, you may be conducting research with the employees of a company and it is essential to seek permission from the research setting before approaching any employees to participate in your research or accessing any data.

Once you have completed your research proposal form, you should submit this to your research supervisor to be considered and countersigned. The form will then be presented at the next Research Ethics Committee which will conduct an ethical review of your research proposal. At this stage, approval to undertake your research will either be granted, or withheld. If ethical permission is withheld, you will be given an opportunity to action any suggested amends to your research and re-submit your form which will then be presented at the next panel. It is imperative that you do not begin your research before approval is formally granted by the committee. You will be informed of the outcome of the committee's decision in writing.

7 Quality Control

The course is not subject to an external examination regime. All student work is continually assessed by the lecturers and is subject to internal and external moderation.

A range of checks and safeguards is in place to ensure that the qualification you receive at the end of the course continues to be acceptable to the College, HE institutions and employers.

The Awarding Body is Leeds City College. In order to be able to offer this qualification, the College has to gain approval from The Office for Students, meeting strict criteria on things like staffing, resources and quality systems. Leeds City College monitors the quality of the awards through a range of measures. The College is also subject to inspections undertaken by the OFS (Office for Students) in order to ensure that prescribed quality standards are being maintained.

Finally all of your tutors will have been observed in action by the College's Learning Observation Team. All Leeds City College tutors have to be observed annually.

7.1 End of Year Procedures

Once you have completed all of your assessments and these have been marked, moderated and seen by the External Examiner, your tutor will compile your mark profile. These profiles will then be submitted to the Examination Board for ratification.

The Examination Board looks at the mark profiles of each student and will make a decision as to whether you can progress onto the next level or whether you have passed the course.

NB. If you have not paid your fees in full your profile will not be presented to the Examination Board and you will not be able to proceed into the second year or receive your award.

Within 15 working days of the Board, the Chair of the Examination Board will write to you informing you of the decision of the Board and will give you a copy of your grade profile. If you, when you consider your grade profile, think you might have grounds to request an Academic Appeal (see the Academic Appeal Regulations/Guide for information relating to grounds) you must initially engage in an informal discussion with the Higher Education Policy and Compliance Officer within 10 days of the results being published.

Any issues that cannot be resolved through an informal discussion may result in the submission of an application for an Academic Appeal – please see the Student Guide to Appeals, which can be found on the website on this link <https://ucl Leeds.ac.uk/assests/terms-and-conditions/student-guide-to-appeals-and-complaints.pdf>

N.B. It is your responsibility to ensure that your Programme Manager has your correct address. The College will not be responsible for results which are sent to old addresses if you have not updated your contact details. If you do not receive your results within the agreed time it is your responsibility to contact the Higher Education Registry Assistant at heregistrar@ucl Leeds.ac.uk to obtain a replacement letter.

7.2 Programme specification

A programme specification is a concise description of your course's aims and objectives and how you will be taught and assessed to achieve the required learning outcomes. It includes information on admissions, course structure and the maintenance of academic standards. This can be found on our website here: <https://ucl Leeds.ac.uk/programme-specifications/>

7.3 External Examiners

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called external examining which is one of several ways that we confirm that standards are met. An external examiner is generally an experienced lecturer from another university who offers an independent view as to whether

the work of students on the course is of the correct standard. The external examiner does this by looking at a sample of work (e.g. assignments, exam answers, dissertations), discussing the work with your lecturers and attending the assessment boards to endorse results. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The external examiners' reports are made available to students on the VLE.

The main external examiner for your course is Alyson Aygar and she works at The Northern School of Art. Sometimes, your modules may have a different external examiner and your module leader can provide details on request.

Please note that students are not permitted to contact external examiners directly and external examiners will not respond to any communication from individual students. If you have any concerns about your course then please speak to your Programme Manager.

8 Have your say

8.1 Student representatives

Our College is committed to ensuring that the views of students are heard and responded to. This is partly achieved through student representatives (student reps), who are recruited across all courses.

Student reps seek out, identify and promote the views of their fellow students on issues relating to academic matters and the student experience. They then represent these views at various forums within the quality assurance process, including Course Committee meetings.

Course Committee meetings are an essential part of the College's quality assurance process and provide opportunities for both staff and students to use a range of feedback and indicators to ensure that issues affecting students on the course are promptly dealt with alongside a broader discussion of academic matters.

Course Committee meetings will take place twice per academic year – dates for your Course Committee meetings are:

w/c 15th November 2021

w/c 14th March 2022

Student reps will have various opportunities to collect feedback and voice the opinions of their peers throughout the academic year. Details of these meetings will be provided at the mandatory training session for reps, which usually takes place in October/November.

Engaging with the Students' Union is also an important element of the Student representative role. Our College and the Students' Union work together to raise awareness of student academic representation and to provide training and development for student reps. The Students' Union office is located at the Park Lane Campus and they can be contacted at su.enquiries@leedscitycollege.ac.uk

8.2 Module evaluation

We value your feedback. Our College undertakes module evaluations to give you the opportunity to tell us what you think about module delivery, assessments and the learning resources available to you. We are interested in hearing about areas that have exceeded your expectations as well as those that have not met your needs or requirements. There is also a free text comments section where you can submit additional remarks and suggestions.

Module evaluations are confidential and completed anonymously. This feedback is used at both course and faculty level so that the student experience can be continuously improved. By undertaking module evaluations you can help us to refresh and revise our module delivery to enhance the learning experience and continue to improve upon our academic provision.

8.3 Your feedback

There are many ways that you can tell us about your experience here at our College. The Students' Union runs regular meetings where you can come along, meet students from other courses, and discuss your concerns with members of staff from across all faculties and services.

The student rep from your course will also collect feedback in advance of Course Committee meetings, (details of which can be found in section 8.1). Please ensure that you communicate any feedback with your rep in advance of these meetings so that they can be fed into the formal monitoring and review process.

If you are entering into your final year you may also be invited to participate in the National Student Survey. This is a survey for all final year students in all universities in England and the results are made public to help prospective students make choices about where and what to study. Again these results are used by staff on your course to make improvements and to share good practice. Your feedback matters – so take these opportunities to get involved.

8.4 What happens with my feedback?

We take your comments very seriously and you can find out what actions have been taken in response to your feedback through your Student Representative, the Students' Union, your tutors or your course Moodle page.

Some examples of how students requests and feedback have been acted upon and positively impacts and shapes the course are; Wacom tablets purchased for area, installation of procreate to technical services ipads, discount on ipad instead of chromebooks for device offer, purchase of lightbox.

8.5 How would I make a complaint?

We always hope that your experience of the college and your course will be a positive one, however at times things do go wrong. If you have cause for complaint we would encourage you to talk to your Programme Manager in the first instance, however if you wish to make a formal complaint you will find information on the website on this link: <https://ucleeds.ac.uk/assests/terms-and-conditions/student-guide-to-appeals-and-complaints.pdf>

9 Where to get help

9.1 Student Support

As a University Centre Leeds student, you will have learning, wellbeing, careers and financial support, all designed to suit your needs and ensure your experience is as stress-free as possible.

You will have access to coaching tutors for study support, and our learning support team can help with alternative assessment arrangements, applications for Disabled Students' Allowance or help you improve your study skills.

You will have access to mental health support, professional counselling and guidance about wellbeing support available should you want someone to talk to confidentially. Students can refer themselves to the HE Counselling and Mental Health Officer for an initial assessment to discuss their mental health support needs, or tutors can refer students to the service.

Our financial support includes help with Student Finance applications, access to extra funding and bursaries, a student hardship fund to help you in times of need and access to personalised advice on budgeting.

Our progression and careers support can provide you with face-to-face advice, skills development, paid work opportunities and placements, and resources to help you build your CV and professional networks.

The University Centre Hub is the home of your online classroom, news, events and study information. It also features useful services from our Student Support Team, along with the referral forms for any of the support mentioned above. You also have access to lots of information on wellbeing, finance, additional learning support available and all the key information you need whilst you study. You can use The UC Hub to connect with other students, discover opportunities or keep up to date with University Centre news.

9.2 The Virtual Learning Environment (VLE)

All programmes are supported by the College's VLE which provides a range of resources, activities and information for students. The College utilises Google Classroom as a VLE and you will find that there is a section that provides general information, made available to all Higher Education students, in addition to a programme specific area, which only students on your programme will have access to. It is important that you familiarise yourself with both areas to ensure that you have access to all the relevant information you need.

9.3 Students' Union advice

If you need independent advice, information or representation, the Students' Union Advice Service provides a free, confidential and non-judgemental advice service.

The service is staffed by professionals, who are specialists in providing information and advice on all regulations, policies and procedures, including academic appeals, student complaints, disciplinary hearings, cheating and plagiarism.

9.4 Safety, health and well-being

Fire safety procedures

Fire prevention is everyone's responsibility. You can help to prevent fires by:

- Good housekeeping
- Safe use of electrical and gas appliances
- Observing our College no-smoking policy

Fire information

Fire information is present on Fire Action Notices displayed in all College buildings. These are normally present in corridors or inside classrooms.

They inform you of the appropriate action to take, the location of the nearest Fire Alarm Call Point, the location of fire fighting equipment and the location of fire assembly points.

All fire exit routes are clearly identified. You should take the opportunity to familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies.

If you discover a fire

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire by calling 999 – indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

Fire evacuation

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Please assist visitors.

Follow the route to get out of the building and continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building.

Take appropriate action to assist mobility impaired persons or wheelchair users to a safe refuge.

- Do not stop to collect belongings and do not try to leave by your usual entry route unless this is the way indicated by the escape signs.
- Do not attempt to use the lifts.
- Do not restrict emergency service access routes.
- Do not re-enter building until officially authorised to do so

Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled students

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair.

If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you, as appropriate.

First Aid

First Aid Notices (green and white) are displayed in all College buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. Each first Aid Notice gives the following information:

- The location and contact number of the nearest First Aiders(s)
- The location of the nearest First Aid box
- The College emergency telephone number 3333 (Park Lane campus – for other campus' please check
- Other emergency contact numbers

The names and telephone numbers of the nearest First Aiders can also be obtained from the Health and Safety team at health&safety@leedscitycollege.ac.uk

Accident and incident reporting

All accidents, incidents and dangerous occurrences must be reported to, and recorded by College staff.

Accident report forms (HS1) are available on the intranet.

Policy statement

Leeds City College Corporation accepts both moral and legal responsibility as an employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of all its employees. The College will ensure to conduct its undertakings in such a way that persons not in direct college employment (i.e. students, contractors and members of the general public) who may be affected, are not exposed to risks to their safety and health. In addition the College will actively endeavour to limit the adverse affects on the environment in which operations are carried out.

All safety, health and welfare matters will be treated as a management responsibility equal to that of any other managerial function.

Leeds City College Corporation is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards throughout the college.

Appendix A
HE Calendar 2021-22

<i>College Weeks</i>	<i>Commences Monday</i>	<i>Calendar/Assessment Deadlines</i>	<i>HE Weeks</i>
2	02-Aug-21		
3	09-Aug-21		
4	16-Aug-21		
5	23-Aug-21		
6	30-Aug-21	Bank Holiday Monday (30th)	
7	06-Sep-21		
8	13-Sep-21	INDUCTON WEEK	
9	20-Sep-21	START OF TEACHING	1
10	27-Sep-21		2
11	04-Oct-21		3
12	11-Oct-21		4
13	18-Oct-21	College Staff Development day (Friday 22nd)	5
14	25-Oct-21	HALF TERM	
15	01-Nov-21		6
16	08-Nov-21		7
17	15-Nov-21		8
18	22-Nov-21		9
19	29-Nov-21		10
20	06-Dec-21		11
21	13-Dec-21		12
22	20-Dec-2021	CHRISTMAS HOLIDAYS	
23	27-Dec-2021	CHRISTMAS HOLIDAYS	
24	03-Jan-22	BANK HOLIDAY MONDAY	13
25	10-Jan-22		14
26	17-Jan-22		15
27	24-Jan-22	SEMESTER 2 STARTS	16
28	31-Jan-22		17
29	07-Feb-22		18
30	14-Feb-22		19
31	21-Feb-22	HALF TERM	
32	28-Feb-22	College Staff Development Day (28th February)	20

33	07-Mar-22	MID-YEAR EXAM BOARDS	21
34	14-Mar-22		22
35	21-Mar-22		23
36	28-Mar-22		24
37	04-Apr-22	EASTER HOLIDAY	
38	11-Apr-22	EASTER HOLIDAY	
39	18-Apr-22	BANK HOLIDAY MONDAY	25
40	25-Apr-22		26
41	02-May-22	Bank Holiday Monday	27
42	09-May-22		28
42	16-May-22		29
44	23-May-22		30
45	30-May-22	HALF TERM	
46	06-Jun-22		
47	13-Jun-22		
48	20-Jun-22		
49	27-Jun-22	END OF YEAR EXAM BOARDS	
50	04-Jul-22		
51	11-Jul-22		
52	18-Jul-22		

NOTES:

- The College main sites will be closed for the days stated above and also to students on the Staff Development Days.
- Some programmes may vary from the 2 semester calendar. Students will be informed of these dates at the start of their programme.
- Students may take additional leave for festival days associated with their practised religion. Tutors must be notified in advance.

