

POSTGRADUATE STUDENT HANDBOOK 2022-2023



SOTHEBY'S INSTITUTE OF ART
London



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Welcome to Sotheby's Institute of Art - London

In 1995 the University of Manchester recognised the excellence of the teaching at Sotheby's Institute of Art - London and established a partnership with the Institute to validate and award its postgraduate degrees. The University of Manchester is one of the largest and most prestigious universities in the UK and the Institute in London has a close working relationship with the University's School of Arts, Languages and Cultures.

At postgraduate level, the Institute now offers Postgraduate Diplomas and Master of Arts degrees in Art Business, Contemporary Art, Fine and Decorative Art and Design, and Luxury Business. A number of semester courses are also validated by the University of Manchester. In addition, the London Institute offers a residential Gap year and a range of short executive and bespoke courses throughout the year.

Sotheby's Institute of Art - London has continually developed since it was founded by Sotheby's auction house in 1969 and now offers a wide range of validated programmes.

Sotheby's Institute of Art - London and its staff

Please refer to your programme handbooks for information about the academic members of staff associated with your programme. You can also find information about the Director, Programme Directors, and other faculty members on the Institute's website (www.sothebysinstitute.com).

KEY ADMINISTRATIVE STAFF WHO ARE NOT ASSIGNED TO PROGRAMMES:

Dawn

**ASHDOWN-
HARRIS**

Counselling and Student Support Manager

Email: student.support@sia.edu (1)

Email: d.ashdown-harris@sia.edu (2)

Karen BARNETT	Finance Manager Email: k.barnett@sia.edu
James BLAKE	Assistant Librarian Email: j.blake@sia.edu
Rabin CHAND	IT Support Analyst Email: : itsupport@sia.edu
Lewis GLYNN	Student Engagement Officer Email: l.glynn@sia.edu
Joanna MILLS-FOY	Registrar and Head of Projects Email: j.mills-foy@sia.edu
Duncan MURRAY	Head of Quality Email: d.murray@sia.edu
Ruth MILLINGTON	Head of Career Services Email: r.millington@sia.edu
Victor NARCISO	IT Support Analyst Email: itsupport@sia.edu
Heidi RASMUSSEN	Librarian Email: h.rasmussen@sia.edu
Aimee SAWICKI	MA Programmes Manager Email: a.sawicki@sia.edu

INFORMATION ABOUT THIS HANDBOOK

The Postgraduate Student Handbook provides information about different aspects of Institute life and offers guidance in relation to your everyday life while a student here. The main section of the handbook relates to postgraduate taught regulations, as set out by the University of Manchester. This handbook is designed to be a user-friendly guide and contains the essentials of what you are required to know. The handbook makes reference to a number of regulations and further policy and procedural documents that are not included here but can be found easily on Canvas (student portal) for further detail. Canvas also provides you with a wealth of information about the programme on which you are studying, including your programme timetable, announcements, administrative documents and the Library Catalogue and e-resources.

We very much value and welcome your feedback in relation to your study programme and the services offered at Sotheby's Institute of Art - London, so that we can ensure that we do our best to support you during your studies. Feedback can be formally provided during the academic year by means of your student representatives and student surveys.

Please don't hesitate to let us know if you need further information or if you have any queries. We would be delighted to help.

Good luck with your studies!

REGISTRATION AND YOUR STUDIES AT SOTHEBY'S INSTITUTE OF ART - LONDON

Prior to registration, you are given access to this Postgraduate Student Handbook along with the registration forms which you need to complete. Please take time to read and familiarise yourself with this handbook because in completing the registration forms you will be required to confirm that you have read and understood the contents.

Terms and conditions

You will not be able to start your studies at the Institute until we have received by an agreed deadline full Semester One fees, and you have submitted your registration form along with copies of all requested documentation. Payment of the deposit is regarded as acceptance of Sotheby's Institute's Terms and Conditions in their entirety. Degree certificates cannot be awarded until fee payment has been received in full.

Personal and medical problems

It is your responsibility as a student to inform the Institute in writing and to provide medical certification of any illness or medical condition that may in any way affect your work, *prior* to the commencement of your studies. This can be via the Registration Form that you will receive at the start of the Semester, or via any member of staff.

It is important that we are informed of any specific needs due to a disability or learning difficulty (e.g. if you are partially sighted or dyslexic), so that reasonable adjustments can be made wherever necessary for you to make the best academic progress. Please also ensure that you keep us informed of any illness or difficulties that arise during your studies – particularly if it has an impact on your work. If we are kept informed, then it will help us give you the best support that we can provide.

The Institute adheres to the principle that a general respect for privacy means that matters relating to the support of students must be treated as confidential. The Institute is committed to supporting students and their academic progress and personal development. Information given by students to staff involved in their support will be treated with the utmost sensitivity and discretion.

Confidential information provided by students will only be shared with other members of the Institute on a 'need to know' basis. Students will always be asked for their consent for information to be shared with other members of staff. If, however, a student does not provide consent, the Institute may be obliged to consider the impact that not sharing information will have on the safety and wellbeing of the student and others, both within and outside the Institute. Consequently, there may be occasions on

which information is shared about students on a 'need to know' basis if there are serious concerns about the student's wellbeing and safety, or the wellbeing and safety of others.

You can inform your Programme Director, Personal Tutor, the Registrar or Student Support staff: Student.support@sothebysinstitute.com

Please also see the section entitled 'Reasonable Adjustments' below.

The programmes

Programme outlines will be provided in individual programme unit handbooks. Sotheby's Institute of Art - London reserves the right to amend the syllabus in consultation with the approval of the University of Manchester, as it considers necessary.

The following sections highlight information from the regulations that are likely to concern students during their period of registration.

Postgraduate degrees

Postgraduate degrees at Sotheby's Institute of Art - London are delivered by the Institute but awarded by the University of Manchester and are referenced against the National Framework for Higher Education Qualifications (FHEQ). The framework requires students to achieve credit at master's level in order to obtain an award.

For the award of pass a student must satisfy the minimum credit requirements specified in the following table 1:

Name of Award	Minimum Credit for the Award	ECTS	Minimum credits at the level of qualification	ECTS	FHEQ level
Master's (1 Year)	180	90	150	75	7
Postgraduate Diploma	120	60	90	45	7

Please note you must successfully complete 90-120 credits at MA Level if you wish to convert to an MA. Your average (including any compensated or referred original marks) must be 50%, or greater.

All requests to convert the Postgraduate Diploma registration to an MA registration will be considered by the Conversion Board in Semester II, and a decision will be made on academic grounds as to whether you are a candidate for conversion.

EXAMINATIONS AND ASSESSMENT

Whilst there are similarities with modes of assessment across all postgraduate programmes, methods of assessment take different forms depending on the subject and approach of each postgraduate degree. Modes of assessment include research-based essays, oral presentations, group work, written examinations, review papers, etc. All Master's students are required to complete a dissertation after they have passed their taught programme units, and the rules for the format and preparation of dissertations apply across all programmes.

Anonymous Assessment

Sotheby's Institute of Art - London has an anonymous marking system and as many assignments as possible are thus assessed anonymously, although this cannot apply to work such as oral presentations. Candidates' identities will also be concealed during Examination Boards that decide on the award of qualifications.

The purpose of anonymous assessment is to eliminate any bias that might exist on the part of examiners and to reassure students that assignments have been marked and considered in an impartial way. **Students will be allocated ID numbers at the start of the academic year and should always use these numbers when submitting written work, undertaking examinations and tests, etc.** These numbers will not be known by the staff marking assignments.

Second Marking and Moderation

Assignments across all programmes are assessed via a system which includes moderation.

Formative Assessment

Formative assessment is a kind of assessment which has a primarily developmental role, and helps students gain preliminary feedback on their work in order to help them with summative assessment, which counts towards their degree. Although the results of formative-only assessment will not contribute towards your unit marks, this kind of assessment is an extremely valuable means of identifying your strengths and weaknesses, in order to improve your overall academic performance. It is unsurprising that students who fail to submit formative assessments tend to perform less well in summative assignments because they have missed a valuable feedback opportunity.

For this reason, students are fully expected to complete and submit formative assessments as and when required.

Word Limits

All programmes have agreed assessment lengths for written assessments. The target word count or range for a written piece is indicative of the optimum length required to compose a successful piece of work at that level and is designed to correspond as closely as possible to the weighting that the assessment has within the course unit. The purpose of enforcing word limits is:

- a) to ensure parity and fairness by creating a level playing field;
- b) to help students produce well-focused and cogent written work;
- c) to instil the discipline essential for real-life writing tasks, where word limits are often rigid;
- d) to ensure that students acquire the ability to edit their writing effectively and cut away inessential material, skills invaluable both for academic work and the workplace.

With that in mind, students must observe the word limit specified for each assessment. The upper limit is an absolute maximum and must not be exceeded (there is no '10% rule').

- Material that exceeds the upper limit will not be read or considered in the marking
- Work that is significantly under length will be unlikely to meet the learning outcomes of the particular assignment, and so may have this reflected in the mark awarded.
- The word count for each piece of written work must be displayed clearly on the top right-hand side of the first page.
- Word count is here defined as including quotations and the footnotes in the essay itself. It does not include image captions, the bibliography or any appendices. Appendices are for supporting, illustrative material only; they may not be used to elaborate or extend the argument.

Submitting your assignments to Canvas

If you have difficulty uploading your assignment to Canvas, please instead submit it immediately via email, to your Programme Coordinator in order to avoid marks being deducted for late submission.

Return of Student Assessment

Sotheby's Institute of Art is committed to returning student assessment in a timely fashion. Normally this means that marks and comments will be released no later than 15 working days after submission. Longer pieces of coursework may require up to 20 days for marks and comments to be produced and you will be informed if this is the case at or before the point of submission. These days do not include weekends, public holidays or days when the Institute is closed.

Occasionally, overriding factors, such as illness or events beyond our control, might preclude the return of assessment within these deadlines. Where this occurs you will be informed of the reasons for this delay.

Mitigating Circumstances

What is Mitigation?

Occasionally, circumstances or events that are beyond your control may negatively affect your ability to perform in an assessment to your full potential or to complete an assignment by the set deadline. In such cases it might be agreed to treat marks or results in a way that takes into account the negative impact that may have resulted from those circumstances, or events, or by waiving (i.e. not applying) penalties that arise from late submission.

Mitigation will not result in the changing of any marks unless penalties for late submission are waived after an assignment has already been marked. In some exceptional cases it is possible that marks may be ignored, and the assessment be excused because it was negatively affected. Mitigation might also result in a review of your overall performance as borderline even though the marks you obtained would not normally be high enough, thereby considering you for a more favourable result such as a higher degree class.

Nature of mitigating circumstance:

- a) It is important to remember that in order to qualify for consideration the adverse circumstances, or events, must be unforeseeable or unpreventable and sufficiently disruptive to have a considerably negative effect on your academic performance or your ability to complete assignments by the assignment submission deadline.
- b) Circumstances or events that merit consideration might include:
 - Severe illness or injury
 - The death or critical illness of a close family member
 - Family crises or major financial problems leading to acute stress
- c) Circumstances or events that would not normally merit consideration include:
 - Holidays and events which were planned or could reasonably have been expected
 - Assessments which are scheduled closely together
 - Misreading the timetable or misunderstanding the requirements for assessments
 - Inadequate planning and time management
 - Failure, loss, or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer. Students have access to the Office365 software suite which provides

autosave to the cloud.

- Consequences of any kind of employment
- Exam stress or panic attacks not diagnosed as illness

How it could help you

The outcome of the mitigation request is dependent on your particular circumstances. If your request is approved by the Mitigating Circumstances Committee then the Examination Board will decide how to apply it, given your assessment results. Some of the options available to the Examination Board include:

- Permission to resit a test, or examination;
- Permission to resubmit a piece of coursework;
- Arrangement for an alternative mode of assessment.

Claiming mitigation

If you miss an assignment submission deadline or you believe that the quality of your assignment has been negatively affected and you feel that your circumstances are sufficient to deserve consideration by the Institute's Mitigating Circumstances Committee, you must ensure that you submit your Mitigating Circumstances application within two days of the submission deadline (please note that we appreciate that obtaining third party evidence to support your application may sometimes take a little time but please submit a completed Mitigating Circumstances form in the first instance and supporting evidence as soon as possible afterwards). **If you have any queries about your application – either before applying, or whilst applying, please contact the Registrar (j.mills-foy@sothebysinstitute.com)** for assistance.

You can download a copy of the Mitigating Circumstances form from Canvas – please go to:

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

Please give your application to Joanna Mills-Foy, Registrar, within two (2) days of the official submission deadline, together with independent third-party supporting documentation. Your supporting documentation must be sufficiently independent to confirm the validity of the case you are making (e.g. a signed letter/medical certificate from a doctor, documents from external agencies, etc.). Please ensure that information of a confidential nature is included in a sealed envelope.

Even if you are unable to submit your assignment on time, you are strongly advised to hand it in as close to the submission deadline as possible.

Please note that if more than one Mitigating Circumstances form is submitted (i.e. more than one assignment is adversely affected), or if negative circumstances result in the late submission of your assignment for a prolonged period, then in very exceptional circumstances, a revised submission deadline might be set by the Committee.

Your application will need to include appropriate evidence that fully supports the statement that you have made on your application. Please note that the Mitigating Circumstances Committee will be unable to consider applications that do not include appropriate evidence. When considering applications, the Committee may request applicants to provide additional documentation if the evidence already provided is not sufficient.

Students are expected to comply with the Committee's requests, otherwise there may be a danger of their applications being rejected.

If circumstances are such that you are unable to continue your studies for a period of more than two weeks, then an Interruption of Studies might be required (please see below).

The Mitigating Circumstances Committee will carefully consider your application and will need to agree if your circumstances were unforeseeable and unpreventable resulting in them having a negative effect on your academic performance. The Committee will then report its decision to the Examination Board which will confirm, in the case of mitigating circumstances applications that have been approved, that late submission penalties will not be imposed.

Interruption of Studies

Sotheby's Institute of Art's expectation is that you will undertake a continuous period of study until your study programme is completed, within the usual time period. However, from time to time, circumstances outside of your control might arise. If you have serious reasons for doing so, it may be possible for you to take a temporary break from your studies. This is referred to as an Interruption of Studies. Once you have spoken to your Programme Director/Course Leader and it is agreed that an Interruption of Studies is the appropriate course of action, you must submit to the Registrar supporting documentary evidence with your Interruption of Studies application. Please contact the Registrar if you require further information about this process (please see her contact details above).

You will find an Interruption of Studies application form on Canvas by going to:

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

Your Interruption of Studies application will then be forwarded to the Mitigating Circumstances Committee for consideration, as soon as possible. An Interruption of Studies is usually for a period of up to a maximum of one year only. Your exact date of return and any other programme-related details will be agreed between you and your Programme Director.

It is important to realise that we may not be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been available. Programmes of study and regulations change to reflect developments in the subject, and the resources available to the Institute.

Please note that you may be asked to provide evidence (e.g. a letter from a doctor) that you are fit to continue with your studies upon returning from an Interruption.

Please also note that in the case of any students on a Student Route Visa, the Institute is legally required to report to the UK Visas and Immigration (UKVI) any interruption of studies.

You should be aware that putting forward a submission for Mitigating Circumstances, or Interruption of Studies, does not necessarily mean that it will result in a positive outcome.

Reasonable Adjustments

Sotheby's Institute of Art - London (SIAL) celebrates a diverse community of students and is committed to creating a supportive and non-discriminatory environment for all who study at the Institute. The Institute's Disability Policy applies to all students who may have an existing disability or who develop a disability while studying at the Institute.

Disabilities are considered by government legislation such as the Disability Discrimination Act 2010 that entitles students to suitable support and specific reasonable adjustments in respect of their participation in a programme of study and as service users of the Institute. Such adjustments would take the form of an agreed Learning and Teaching Support Agreement (L TSA) to be observed by both the student and the Institute, and it may include, but is not limited to, the adaptation of the way in which oral presentations are delivered, recording teaching sessions, access to specialist computer hardware and software packages to support learning, the use of a real-time interpreter, short extensions for assignment submission deadlines, or being offered additional working time in examinations.

Documentary evidence of a student's disability will be required in order for reasonable adjustments to be considered.

The full Student Disability Policy can be found on Canvas at:

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

Please note that in advance of adjustments being agreed, sufficient, up-to-date, independent supporting documentation will need to be provided by the student. If sufficient information is not provided, then we may not be able to provide support.

External Examiners and Examination Boards

The standards of all degree programmes in Great Britain are overseen by External Examiners, all of whom are academics of high standing and specialists in the various disciplines taught. The University of Manchester oversees the appointment of External Examiners for Sotheby's Institute of Art – London programmes. The Examiners' role is to ensure that sound assessment practices are in place.

The External Examiners' written annual reports are scrutinised (and acted upon, as necessary) by both the University of Manchester and Sotheby's Institute of Art - London, thus ensuring the maintenance of high standards. Please note that programme-specific External Examiner reports are available on Canvas.

It is the responsibility of the Examination Board to review all the results anonymously and make decisions on the award of credit, and it will consider eligibility for compensation and referral. It is also the role or responsibility of the Examination Board to decide on the progression of students and whether they are required to leave the Institute with an exit award. Normally, all staff involved in the assessment of the programme units will be present at Examination Boards. The External Examiner, who will be present at both the Postgraduate Diploma and MA Examination Board meetings, will confirm marks and will be consulted when decisions on awards and classifications are made.

Please note that marks are not finalised until they have been ratified by the Examination Boards. If an Examination Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. See the Institute's Student Attendance Policy below. You will find further details about your External Examiner in your Programme Handbook.

Late Submission of Assignments and Dissertation

Electronic submission of assignments is usually via Canvas.

You must ensure that every piece of submitted written work has an accompanying authenticity statement. Any work that has been submitted after a deadline has passed is classed as late except in cases where mitigating circumstances apply. There should be no discretionary periods or periods of grace. A student who submits work at one second past a deadline, or later, will therefore be subject to a penalty for late submission.

This guidance relates to first attempts only. No calculations are made for part-days. The mark for any work submitted at any time within the first 24 hours following the published submission deadline will reduce by 10% of the maximum amount available per 24 hours. The work would continue to attract further penalties for each 24 hours the work is late, until the assignment is submitted or no marks remain. Penalties are applied to calendar days and include both weekends and weekdays.

All submission dates and times are in UK local times and it is the responsibility of students to ensure that they check the relevant time zone (if work is submitted from outside of the UK).

Students who submit work late and whose original mark was a pass, but whose mark falls below a pass as a result of a late penalty, will not be asked to resubmit but their mark will be treated as a referral. For marks which were originally in the compensation zone before the deduction of a late penalty, normal compensation procedures apply to the treatment of the mark after the late penalty is applied.

Work submitted more than 10 calendar days (240 hours) late will be deemed as a non-submission and automatically given a mark of zero. Work submitted within 10 calendar days (240 hours) will be marked and feedback provided.

Students who submit referral assignments after the deadline will be automatically subject to a mark of zero.

Pass, Fail, Merit and Distinction

The academic regulations in use at Sotheby's Institute of Art - London are derived from the University of Manchester's October 2020 Degree Regulations for Postgraduate Taught Degrees which take priority over the present text in case of contradiction or doubt. The University of Manchester regulations can be found in full at: <http://documents.manchester.ac.uk/display.aspx?DocID=29208>

The pass mark for all MA programmes is 50%. The pass mark for the Postgraduate Diploma is 40%.

Compensation

Postgraduate students can be compensated up to 40 credits for PG Diploma/Master's. Compensation for postgraduates applies to marks between 40 and 49 for Master's programmes and between 30 and 39 for PG Diploma/PG Certificate programmes. Note that postgraduate dissertations are normally not compensatable because of their high credit weighting, but a failed dissertation can be resubmitted (please see the above link to the PGT Degree Regulations, paragraph E14-E19).

Decisions regarding compensation will normally be made at the Progression Examination Board (at the end of Semester 2), once the full profile of marks for the taught element of the programme is known.
Resits / Resubmissions – Referrals

Where the overall unit mark is below the compensation zone or the number of compensatable fails has been exceeded, reassessment may be taken, in up to half of the taught credits; this includes credits on a PG Diploma award. Students may also resubmit the dissertation (or equivalent) on one occasion. Reassessment as a result of a fail is known as a 'Referral'. Please note that if an Examination Board has documented evidence that, (a) a student's work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse the student reassessment. An Examination Board may allow a student one attempt, per unit, at reassessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances.

MA Distinction

A Distinction will normally be awarded if the following criteria are met:

- An average mark, at first assessment, of at least 70%, based on the weighted programme as a whole;
- In order to achieve the distinction, a student must have passed the requisite minimum credits listed in Table 1 (below) of the degree regulations in accordance with the unit marking scheme and mark descriptors;
- Students with credit awarded as a result of a referral or compensated mark will not be eligible for the award of distinction, only a merit or a pass. This also includes referrals, or compensation, as a result of the Summary Findings Committee process.

MA Merit

A Merit will normally be awarded if the following criteria are met:

- An average mark, at first assessment, of at least 60%, based on the weighted programme as a whole;
- In order to achieve the merit, a student must have passed the requisite minimum credits listed in Table 1 (below) of the degree regulations in accordance with the unit marking scheme and mark descriptors.

Borderline Zones

A student whose total mark at the first assessment is within the boundary zone specified in the Postgraduate Regulations (please see Classification Thresholds and Boundaries table, below), must be considered for the higher award as long as the following are satisfied:

- For the award of distinction, all course units must have been passed at the first attempt without any compensation;
- 120 out of 180 credits are equal to/ or higher than the final award.

If a student is in the boundary zone and does not satisfy the additional criteria, a further stage of 'Classification Review' may be applied by asking the External Examiner to oversee a review of the marks of submitted work.

PG Degree Classification Master's based on 180 credits	Classification thresholds: average mark (mark range 0 to 100)	Boundary zone average
Distinction	70.0	68.0 to 69.9
Merit	60.0	58.0 to 59.9
Pass	59.9 or less providing the credit requirements have been met	

Classification Review is based upon inspection of a student's work to determine whether there are any academic grounds for the award of a higher degree. Note that this does not involve changing marks and that External Examiners should support this process e.g. through advice on standards but they are not expected to act as a 'third examiner'. This holistic approach is to ensure that every consideration has been given to marginal candidates. Classification Review will make a recommendation to the Examination Board, which will take the decision on degree classification. If a student's classification is raised as a result of Classification Review, this would not be noted on the student's transcript.

Progression from Postgraduate Diploma to MA

Eligible students registered on Diploma programmes which offer the possibility of progressing to the MA degree programme (often referred to as “upgrading to Master’s”), must normally attain the MA pass mark of 50% to progress. Where Diploma students have failed to attain the 50% mark, they can benefit from compensation as explained previously.

Postgraduate Diploma Exit Award

The Postgraduate Diploma will normally be awarded where a student has successfully passed at Diploma level, (i.e. achieving 40% or above) 120 credits of postgraduate course units and does not wish, or is not eligible, to continue with the MA programme/dissertation.

Early Submission of Assignments

If you submit an assignment before the due date, you cannot then submit an additional, amended version in place of the first assignment submitted. Assignments and dissertations will not be marked before the due date.

Translation

Please note that having your work translated (by a third party) from another language into English is forbidden.

Classification Thresholds and Boundaries

Generic Assessment Criteria

Assessed Coursework

Marks below 30%

The work fails to provide a competent description of the topic, and falls far short of a competent discussion. It is poorly structured and has no coherent argument. The style and presentation are so poor as to seriously impair communication and there is no evidence that the principles applicable to academic writing in the Humanities have been understood. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Diploma or Master’s level.

Marks 30 - 39%

The work is almost wholly descriptive. It displays no awareness at all of theoretical or critical ideas such as those learned on the core programme units. It displays some potential to move from description to discussion of the topic and to structure a basic argument derived from this descriptive approach but it fails to achieve this in clearly identifiable respects. The style and presentation are poor. There is little evidence that the principles applicable to academic writing in Humanities have been understood, but communication is maintained. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Diploma or Master's level.

Marks 40 - 49%

The work provides a superficial discussion of the topic but remains predominantly descriptive. It demonstrates a basic grasp of the topic but is lacking in critical or analytical insight in general. It reveals a very limited awareness of theoretical or critical ideas such as those learned on the core programme units, and no attempt is made to use such ideas in practice. An identifiable argument is discernible but this is poorly and inconsistently sustained. The style and presentation exhibit a large number of errors but there is some evidence that the principles applicable to academic writing in the Humanities have been understood. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Master's level.

Marks 50 - 59%

The work demonstrates a reasonable understanding of the topic and can discuss it competently even if it is not able to develop complex ideas in relation to this topic. There is an awareness of critical or theoretical ideas such as those learned on the core programme units accompanied by limited attempts to use them in practice. The approach is generally unambitious, but a coherently structured argument is in place and there is an awareness of relevant secondary literature. The work exhibits a certain number of errors of style and presentation but an adherence to the principles applicable to academic writing in Humanities is predominant.

Marks 60 - 69%

The work demonstrates thorough understanding of the topic, and provides a good discussion of it with appropriate examples. The work shows an awareness of critical or theoretical ideas such as those learned on the core programme units, supported by a sustained ability to use these ideas relevantly in critical practice. The argument will be clearly structured and the student has begun to develop new ideas on the texts or objects of study, revealing an ability to critically evaluate existing research in the area. There are few errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood.

Marks 70 - 79%

The work demonstrates a sophisticated grasp of the topic supporting critical analysis with pertinent

examples. An in-depth awareness of critical or theoretical ideas such as those learned on the core programme units is relevantly applied in critical practice. The work is based on wide reading in a range of source materials and shows clear originality. The work goes well beyond the mere exposition of ideas, providing a consistently sustained and lucid argument. It demonstrates the ability to critically evaluate existing research on the object of study in a confident, directed manner giving evidence of very strong potential to complete a research degree successfully. There are no substantial or recurrent errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood and internalised as good practice.

Marks above 80%

The work shows extensive knowledge of both the topic and the academic context(s) in which it is applied, such that it begins to make a significant contribution at the forefront of scholarship in the given field. A complex, original and relevant application of critical or theoretical ideas such as those learned on the core programme units is demonstrated in critical practice. There is clear evidence of an ability to critically evaluate existing research on the object of study as the basis for identifying and defining new fields of research. The work demonstrates considerable originality and is of publishable or near-publishable quality. The style and presentation are virtually faultless.

Assessment Criteria for MA Dissertations

Marks Below 30%

The work fails to provide a competent description of the topic, and falls far short of a competent discussion. It is poorly structured and has no coherent argument. It displays no awareness at all of theoretical or critical ideas such as those learned on the core programme units. The style and presentation are so poor as to seriously impair communication and there is no evidence that the principles applicable to academic writing in the Humanities have been understood.

Marks 30 - 39%

The work is almost wholly descriptive. It reveals little awareness of theoretical or critical ideas such as those learned on the core programme units and makes no sustained or developed attempt to apply them in practice. The work displays some potential to move from description to discussion of the topic and to structure a basic argument derived from this descriptive approach but it fails to achieve this in clearly identifiable respects. The style and presentation are poor. There is little evidence that the principles applicable to academic writing in the Humanities have been understood, but communication is maintained. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Master's level.

Marks 40 - 49%

The work provides a superficial discussion of the topic but remains predominantly descriptive. It demonstrates a basic grasp of the topic but is lacking in critical or analytical insight in general. It reveals some awareness of theoretical or critical ideas such as those learned on the core programme units, but attempts to apply them in practice are inappropriate or confused. An identifiable argument is discernible but this is poorly and inconsistently sustained. The style and presentation exhibit a large number of errors but there is some evidence that the principles applicable to academic writing in the Humanities have been understood. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Master's level.

Marks 50 - 59%

The work demonstrates a reasonable understanding of the topic and the discussion provides some evidence of analytical thought. The work also shows comprehension of critical or theoretical ideas such as those learned on the core programme units, but attempts to use these ideas relevantly in practice are limited in scope. The approach is generally unambitious, but a coherent argument is in place. There is an awareness of relevant secondary literature and an ability to evidence assertions by reference to relevant literature/research. The work exhibits a certain number of errors of style and presentation but an adherence to the principles applicable to academic writing in the Humanities is predominant.

Marks 60 - 69%

The work demonstrates a thorough understanding of the topic, and provides a good discussion of it with appropriate examples. The work shows an awareness of critical or theoretical ideas such as those learned on the core programme units, supported by an ability to use these ideas relevantly in critical practice. The argument is clearly structured and the students have begun to develop new ideas on the texts or objects of study, revealing an ability to critically evaluate existing research in the area. There is some evidence of potential for conducting research at a higher level, but this may not be wholly consistent. There are few errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood.

Marks 70 - 79%

The work is focused and comprehensive, demonstrating a thorough and sophisticated grasp of the topic. The work is based on wide reading in a range of source materials and shows clear originality. The work goes well beyond the mere exposition of ideas, providing a sustained and lucid argument. An in-depth awareness of critical or theoretical ideas, such as those learned on the core programme units, is demonstrated through relevant and consistent application in critical practice. The work demonstrates the ability to critically evaluate existing research on the object of study in a confident, directed manner, giving clear evidence of the candidate's ability to complete a research degree successfully. There are no substantial or recurrent errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood and internalised as good practice.

Marks above 80%

The work is excellent in every respect. It shows extensive knowledge of both the topic and the academic context(s) in which it is applied. A complex, original and relevant application of critical or theoretical ideas such as those learned on the core programme units is demonstrated in critical practice. There is clear evidence of an ability to critically evaluate existing research on the object of study as the basis for identifying and defining new fields of research. The work demonstrates considerable originality and is of publishable or near publishable quality making a significant contribution at the forefront of the discipline. The style and presentation are virtually faultless.

Assessment Criteria for MA Practice-Based Dissertations

Marks Below 30%

The work fails to provide a competent description of the topic and falls far short of a competent discussion. It is poorly structured and has no coherent argument. It displays no awareness at all of theoretical or critical ideas such as those learned on the core programme units. Where relevant, evidence of practice is unfeasible in a professional context. The style and presentation are so poor as to seriously impair communication and there is no evidence that the principles applicable to academic writing in the Humanities have been understood.

Marks 30 - 39%

The work is almost wholly descriptive. It reveals little awareness of theoretical or critical ideas such as those learned on the core programme units and makes no sustained or developed attempt to apply them in practice. The work displays some potential to move from description to discussion of the topic and to structure a basic argument derived from this descriptive approach but it fails to achieve this in clearly identifiable respects. Where relevant, evidence of practice is unfeasible in a professional context. The style and presentation are poor. There is little evidence that the principles applicable to academic writing in the Humanities have been understood, but communication is maintained. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Master's level.

Marks 40 - 49%

The work provides a superficial discussion of the topic but remains predominantly descriptive. It demonstrates a basic grasp of the topic but is lacking in critical or analytical insight in general. It reveals some awareness of theoretical or critical ideas such as those learned on the core programme units, but attempts to apply them in practice are inappropriate or confused. An identifiable argument is discernible but this is poorly and inconsistently sustained and (where relevant) the evidence of practice is below professional standard. The style and presentation exhibit a large number of errors but there is some evidence that the principles applicable to academic writing in the Humanities have been

understood. The candidate may be permitted to resubmit (once only) and attempt to rectify faults identified if they wish to achieve a pass at Master's level.

Marks 50 - 59%

The work demonstrates a reasonable understanding of the topic and the discussion provides some evidence of analytical thought. The work also shows comprehension of critical or theoretical ideas such as those learned on the core programme units, but attempts to use these ideas relevantly in practice are limited in scope. The approach is generally unambitious, but a coherent argument is in place. There is an awareness of relevant secondary literature and an ability to evidence assertions by reference to relevant literature/research but lacks depth, imagination, and evidence of practice that in parts nears professional standards. The work exhibits a certain number of errors of style and presentation but an adherence to the principles applicable to academic writing in the Humanities is predominant.

Marks 60 - 69%

The work demonstrates a thorough understanding of the topic, a sound grasp of the issues relevant to the area of practice and provides a good discussion of it with appropriate examples. The work shows an awareness of critical or theoretical ideas such as those learned on the core programme units, supported by an ability to use these ideas imaginatively and relevantly in critical practice. The argument is clearly structured and the students have begun to develop new ideas on the texts or objects of study, revealing an ability to critically evaluate existing research in the area and (where relevant) evidence of professional-level practice and reflection. There is some evidence of potential for conducting research at a higher level, but this may not be wholly consistent. There are few errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood.

Marks 70 - 79%

The work is focused and comprehensive, demonstrating a thorough and sophisticated grasp of the topic. The work is based on wide reading in a range of source materials and shows clear originality and is innovatively analytical and reflective. The work goes well beyond the mere exposition of ideas, providing a sustained and lucid argument. An in depth awareness of critical or theoretical ideas, such as those learned on the core programme units, is demonstrated through relevant and consistent application in critical practice. The work demonstrates the ability to critically evaluate existing research on the object of study in a confident, directed manner, giving clear evidence of the candidate's ability to complete a research degree successfully and evidence of professional-level practice. There are no substantial or recurrent errors in style and presentation and the work demonstrates that the principles applicable to academic writing in the Humanities have been fully understood and internalised as good practice.

Marks above 80%

The work is excellent in every respect. It shows extensive knowledge of both the topic and the academic context(s) in which it is applied. A complex, original, innovatively analytical and reflective, and relevant

application of critical or theoretical ideas such as those learned on the core programme units is demonstrated in critical practice. There is clear evidence of an ability to critically evaluate existing research on the object of study as the basis for identifying and defining new fields of research. Where relevant, the work will display evidence of outstanding professional practice. The work demonstrates considerable originality and is of publishable or near publishable quality making a significant contribution at the forefront of the discipline. The style and presentation are virtually faultless.

Compensation

Award	Compensation Zone	Maximum Number Compensation (credits)	Max no. Credits referred	Total Compensation and/or referral permitted
PG Dip	30-39%	40	60	60
MA	40-49%	40	60 (excluding the dissertation)	60 Taught + opportunity to resubmit the dissertation on one occasion

The compensation zone for a Master's student is 40-49%; for a PG Diploma student the compensation zone is 30- 39%. Where a student fails a unit, with a mark within the compensation zone, the Examination Board may grant compensation in up to 40 credits for PG Diploma and Master's students. The mark can be compensated for credit only and the original mark will stand and be used in the weighted average for the calculation of the final classification/award. Transcripts of results will show the actual mark achieved (e.g. 47C).

Compensation can only be applied up to the maximum amount specified in the table above. Beyond this maximum threshold, the Examination Board will make a decision on which reassessment can be taken.

Referral marks are compensatable, provided the number of compensated credits permitted has not been exceeded. If you achieve a mark at referral of between 40-49% at Master's level, and 30-39% at PG Diploma level, then this can potentially be compensated. Compensated referrals will be capped at the lowest compensatable mark (40% for Master's students and 30% for PG Diploma students). This is the mark (40R/30R) that will show on your transcript of results and will be used to calculate your final degree classification.

Resits/Resubmissions - Referral

Where the overall unit mark is below the compensation zone or the number of compensatable fails has been exceeded, reassessment may be taken, within the credit limitations set out in table 1.

The maximum allowable cumulative failure of course units for PG Diploma and MA students at the first attempt is 60 credits of the taught component of the programme. A student whose failures at the first attempt of the taught element exceed 60 credits will be deemed to have failed the programme. Students may also resubmit the dissertation on one occasion. Students should note that a dissertation referral fee will be payable, as set out in the SIAL Terms and Conditions.

Reassessment as a result of a Fail is known as a 'referral' or 'referred assessment'. Referral pass marks will be capped at the lowest compensatable mark (30% for PG Diploma students and 40% for Master's students), unless the previous mark was within the compensation zone, in which case the original mark will stand. This mark is used in the weighted average mark for the final award. The capped mark is applied to the unit level mark, not just the failed element.

A student's final results will not indicate any mitigating circumstances but will have annotated course unit marks that have been compensated (c) and passed at referral (r).

When referred assessment for a postgraduate student includes independent work such as a dissertation or project resubmission, students should be permitted a reasonable amount of time within six (6) calendar months from the date of the Examination Board.

If a student fails a group project, or presentation, and it is not possible to re-arrange for the assignment to be submitted or presented, they will be required to undertake an alternative (substitute) piece of work.

An Examination Board may allow a student one attempt, per unit, at reassessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Where a student has approved and verified mitigating circumstances the student can be allowed to take the unit again as a first sit – this is known as a 'deferral'.

The regulations permit two attempts at meeting the intended learning outcomes (ILOs) of the unit as a whole. Students may resit as many of the component assessments as required to meet the ILO of the unit. Which elements to take is an Examination Board decision.

Please note that the Postgraduate Diploma Examination Board may request that you resubmit failed coursework even after all other taught elements of the programme have been completed.

Submission of Dissertation

Your programme handbook will contain dissertation guidelines that will be relevant to your programme of study.

Candidates for the MA must submit a satisfactory dissertation, within a field approved by their supervisor. The dissertation shall be between 12,500-15,000 words (60 credits) including references and citations but excluding bibliography and appendices.

Dissertations must be submitted by the specified deadline electronically. If the dissertation is not submitted by the deadline, a late submission mark reduction will be imposed, unless there are approved Mitigating Circumstances.

With the permission of their Programme Director, students may be able to submit a practice-based dissertation in place of the regular dissertation. This comprises a practical or creative component that may take a variety of forms and focus on one of a variety of themes, as specified within your MA Programme, together with an 8,000 - 10,000 word commentary and analysis.

Please note: if you need, as part of your dissertation research, to make contact with someone at an auction house, or in the commercial art world, then you should discuss approaching them with your dissertation supervisor first and, as a result, your dissertation supervisor may be the one to make the first contact. You must not, under any circumstances, approach new contacts directly and without the knowledge of your supervisor. Please refer to the Interview Protocol which can be found on Canvas, if needed.

Dissertation Resubmissions

You will normally be allowed one resubmission of a failed dissertation or project, and this will normally be within six months of the date of the publication of the result. The Examination Board may, exceptionally, decide not to allow resubmission. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Master's award. Normally one hour of consultation with your supervisor will be provided.

Dissertations must be submitted via email to the Programme Coordinator on or before the agreed submission date.

Use of Proofreaders

If you choose to approach another person to act as a proofreader, you must consider the following principles:

- i. it is your responsibility to ensure that all work submitted is your own, and that it represents your own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the authorship of your work;
- ii. proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- iii. proofreading undertaken by a third party must not change the content or meaning of the work in any way.

The Institute has a list of external proofreaders that can be provided by the Registrar (Joanna Mills-Foy), if requested. Please ensure that you provide plenty of advance notice when engaging a proofreader as they are often extremely busy with other work.

Dissertation Embargoes

Dissertations which are awarded a Merit or a Distinction grade are made available through the library. This will mean that dissertations are available both to students and to external visitors to the Institute's library. However, there may be a small number of cases where an embargo can be applied. This means that access to your dissertation will be restricted for a limited time period, up to a maximum of 2 years, with the agreement of the relevant Programme Director. The criteria for an embargo include the following:

- Commercial sensitivity of subject matter
- Intention to publish the material as an article, book or online
- Application for a patent.

If you believe that it is necessary to restrict access to your dissertation, you should send a request in writing to your Programme Director, stating the reason for this. You should do so as early as possible and at the latest on the dissertation submission deadline date. On receiving an approved embargo request from the Programme Director, the library will keep the dissertation in a secure location for the duration of the embargo and there will be no record made for it on the library catalogue. Once the embargo period has ended, your dissertation will automatically become available in the library.

You are entitled to request one further year of embargo towards the end of the two-year period, again

on application of the Programme Director, who needs to give his/her consent. Again, once this embargo period has ended, your dissertation will automatically become available in the library. Students should bear these factors in mind when choosing a dissertation topic and undertaking dissertation research.

Rescinding Awards

Students exiting with a Postgraduate Diploma may be permitted to rescind this award and 'upgrade' to a Master's by successfully completing the appropriate further component of the programme providing the following conditions are met:

- The rescinding occurs within five years of the award, subject to the programme still being available.
- An overall pass, at the appropriate standard to assure admission to a Master's programme, was obtained for the Postgraduate Diploma including any capped or compensated grades.
- An award may be rescinded when academic misconduct has been proven after graduation.
- In such cases the student will be given a reasonable opportunity to appear before and state his or her case to a committee appointed by the Board of Examiners, and the report of this committee will be considered by the Board before any decision is reached. The decision to rescind an award under these circumstances will be taken as part of the formal business of a Board of Examiners.

The University of Manchester's guidance on Examination Boards can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=24362>

Plagiarism and Academic Malpractice

Please read the following section carefully. You must ensure that you understand the following section. If you have any queries or do not understand any part of the information, please ask your Programme Director or a member of the Academic Quality team.

Definition

Academic malpractice is any activity – intentional or otherwise – that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of data or results, and anything else that could result in unearned or undeserved credit for those committing it.

Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated under the Student Misconduct Policy. Students who have engaged in academic malpractice will be penalised.

Plagiarism is the presentation, intentionally or unwittingly, of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It includes the copying of the work of any other person, including another student, and the submission, in whole or in part, of a student's own work - self-plagiarism - where, for example, such work may have been previously submitted for a different assessment.

Collusion is when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised.

Contract (or commission) cheating is a serious form of academic malpractice whereby a student arranges to have all, or part, original work improved by, commissioned, purchased or obtained from a third party (e.g. family members, essay mills or other students).

Fabrication or falsification of data or results by individual students or groups of students is the presentation or inclusion in a piece of work of figures or data which have been made up or altered and which have no basis in verifiable sources.

Please note the following very important points:

- i. All assessed work, either written (including the dissertation) or oral, must be the student's own work, except in the case of group projects where a joint effort is expected and is indicated as such. Students must complete authenticity statements for any substantial pieces of written work.
- ii. As mentioned above, unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the internet or from a computer-based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.
- iii. Use of quotations or data from the work of others is entirely acceptable, and is often very valuable, provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own and can be construed as plagiarism. When quoting word-for-word from the work of another person, quotation marks or indenting (setting the quotation in from the margin in the case of quotations longer than three lines) must be used and the source of the quoted material must be acknowledged.
- iv. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is also plagiarism. Taking a piece of text from whatever source and substituting words or phrases with other words or phrases is plagiarism. Any paraphrasing of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources. This is academic misconduct and a form of plagiarism.
- v. Direct quotations from an earlier piece of the student's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
- vi. Sources for quotations, and for other authors' ideas and information, should be professionally referenced using footnotes, and should be listed in full in a bibliography at the end of the piece of work

Penalties

Plagiarism is a serious offence and will always result in the imposition of a penalty. In deciding upon the penalty, the Institute will take into account factors such as the extent of the proportion of work that has been plagiarised and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (with or without allowing re-submission) through the downgrading of degree class, the award of a lesser qualification (e.g. a diploma rather than a master's degree) to disciplinary measures such as suspension or expulsion. A viva voce may, exceptionally, be held where it is suspected that academic malpractice has been committed but where no textual evidence can be produced, e.g. in cases where it is suspected that the student has commissioned the work from a third party.

The full Viva Voce Procedure can be found at:

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

Process

- i. Students are required to submit their assignments electronically and the Institute uses plagiarism software called 'Turnitin' in order to monitor possible student plagiarism. Students agree that by taking a course at the Institute all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Usage Policy posted on the Turnitin site.
- ii. Cases of alleged academic misconduct may be referred to a Summary Findings Committee (a member of the Institute's Academic Quality Team together with the Programme Director) for consideration. Students will be given the opportunity to state their case prior to any decision being made by the Summary Findings Committee (SFC). The following penalties may be imposed by SFC:
 - a) A reprimand and warning about future behaviour and/or practice.
 - b) The assigned marker to be informed that the component assessment be marked, and that the mark awarded for the piece of work be appropriate to/reflect the extent of the poor academic practice (accompanied by a Turnitin report, where appropriate).
 - c) A recorded mark of zero for the assessed work in which malpractice occurred. When recording a mark of zero for academic malpractice, the (re)assessment must be re-submitted within four (4) weeks. If this passes, then it will be capped at 40R (MA or Semester/Summer Study) or 30R (PG Dip). The Committee decides at this stage if the zero is 'without loss of credit', or carries 'loss of credit', see * below.
 - d) A recorded mark of zero for the course / programme unit(s) in which the malpractice occurred.*

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- e) The student being not allowed a re-assessment of the piece of work or course/ programme unit(s) in which the malpractice occurred, as a consequence of (c) or (d).

* This penalty may be imposed 'without loss of credit' in circumstances in which it is judged that the penalty would otherwise have a disproportionate consequence. 'Without loss of credit' means that the student will retain the credit associated with the assessment point, regardless of mark. 'With loss of credit' means that the student must re-submit the assessment to either i) an MA pass (50%) or ii) a PG Dip pass (40%) or iii) a semester unit pass (40%), as appropriate, to regain credits for progression.

- iii. Cases of more alleged severe academic misconduct may be referred by the Summary Findings Committee to the Misconduct Committee. Students will be expected to attend the Misconduct Committee meeting in person.
- iv. The Committees, taking into account the extent of the academic misconduct, will decide the academic penalty. There is a range of penalties that can be applied by one or other Committee. The following penalties can be imposed:
 - a) A written reprimand which will then be added to the student's file;
 - b) Reduction or cancellation (e.g. a recorded mark of zero), with or without loss of credit, of the examination paper or other assessed work in relation to which unfair practice occurred; *
 - c) Reduction or cancellation (e.g. recorded marks of zero), with or without loss of credit, of all assessed work for the course / programme unit(s) in which the malpractice occurred;*
 - d) Disallowance of a re-assessment of the piece of work in which the unfair practice occurred or of all assessed work for the course / programme unit(s) in which the malpractice occurred;
 - e) Reduction or cancellation (e.g. recorded marks of zero), with or without loss of credit, of all examination papers and other assessed work taken during the particular examination period; *
 - f) Reduction or cancellation (e.g. recorded marks of zero), with or without loss of credit, of all examination papers and other assessed work taken during the academic year; *
 - g) Reduction by the Examining authority of the class of degree by one or more classes from that which would have been awarded in the event that any examination paper or any other assessed work to which the misconduct relates had not formed part of the syllabus for the degree;
 - h) Award of a lesser qualification;
 - i) Suspension from the Institute or exclusion from classes and/or further examinations for a specified period;
 - j) Expulsion from the Institute;

* In the event of b), c), e) or f) above, when a student is awarded a mark of zero or a failing mark for academic malpractice, he/she will normally lose the associated credits, and therefore will be expected to re-sit/resubmit an assessment in order to achieve the credit for that unit.

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- v. Students may appeal against penalties imposed by the Summary Findings Committee, or Misconduct Committee in the case of procedural irregularity or in the light of new evidence which could not have been presented to the original hearing.
 - vi. Students with credit awarded as a result of a referral or compensated work will not be eligible for the award of distinction but only a merit or a pass. This also includes referrals, or compensation, as a result of the Summary Findings Committee process.

Please note that Sotheby's Institute of Art – London's full Student Misconduct Policy which sets out definitions of misconduct, the procedures used to deal with it, penalties, such as referral, which might be imposed and the way in which you can appeal, can be found on Canvas.

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

Process for Complaints

The Institute strives to deal with all students in a fair, efficient and courteous manner; however, there will be rare occasions where a student feels that her/his expectations have not been met. In these circumstances the student is entitled to give feedback or to make a complaint about the programme/course or service in question.

There are a number of informal channels by which it is hoped that most problems can be resolved. If, however, you need to pursue a complaint formally, the complaint will be considered seriously and impartially, on the basis that is set out in Institute's 'Complaints Procedure' document. In the first instance it is advised that you speak to your Personal Tutor, Unit Leader or Programme Director. Information about the Complaints Procedure can be clarified by a member of the Academic Quality Team.

The SIAL Complaints Procedure can be found on Canvas at:

'MySIA' – 'Modules' – 'Postgraduate Academic Policies & Procedures'

When SIAL appeals and complaints processes are complete, students may wish to approach the University of Manchester for a review of their case. More details can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=28682>

ATTENDANCE

Students are expected to attend all taught sessions in person as specified in their timetables and to engage with any online activities available, ideally when they are live. Students should engage with materials on Canvas (including session recordings) and undertake all preparation and written assignments required of them by the dates specified. Failure to attend classes or engage with online learning is a serious matter and advance notification of a planned absence must be given to the Programme Coordinator.

There will be occasionally circumstances where ill health or other legitimate reasons prevent students attending sessions or engaging online. Students are responsible for informing the Programme Coordinator of these circumstances. If a student is absent or not engaged for more than 5 working days, some form of documentary evidence, such as a doctor's note, should be given to the Programme Coordinator to support the absence. If the reason for absence is Covid 19 related, the Programme Coordinator must be informed immediately. In the event a student's attendance is persistently poor, without a satisfactory reason, they may receive a written warning and continued failure to commit to their study programme could involve disciplinary action, could have visa implications and may also be reflected in any references that are provided.

If you are absent from class for five days or more, you may need to complete a Self-Certification Form or obtain a letter from your doctor. If you do not inform the Institute of any illness or difficulty before work has to be submitted, the examining board will not take such evidence into account afterwards. Medical or other special pleas will not be accepted after examination results are published. Please refer to the section 'Mitigating Circumstances' for further guidance on this.

The Institute's policy is that lateness is not tolerated. Punctuality is essential; joining late disrupts lecturers and fellow students. Consistent lateness may result in you being marked as 'absent'. Each student is responsible for keeping track of their absences. You should also carefully plan journeys in advance in order to avoid arriving late at scheduled visits.

Recording Attendance

- When classes take place in the building, you must swipe in using your student ID card at the start of every taught session. Each classroom has a grey reader which you touch your card against. This automatically maintains your attendance record and is emailed to programme staff daily. Where sessions are conducted in locations other than the Institute, including on trips and visits, a paper register will be taken to confirm attendance. If you are late, please ensure that you touch your card, or sign in on a break or when exiting. You will be shown how this works when on campus activities start. You may only swipe in for yourself. If it is discovered that other

students have been swiping/signing in on your behalf, or that you have been swiping/signing in on the behalf of other students, then disciplinary action may be taken.

- Students who have forgotten or lost their ID cards must sign in at Reception before the start of each session. In the case of a lost ID card, a new one should be purchased from Reception at the cost of £10. This should be done as soon as possible after the ID card is lost.
- Students' engagement with learning resources and teaching activities is monitored through the CANVAS LMS system which tracks the sessions a student participates in, the pages on the system that they have viewed, including recorded sessions and the submission of assignments, timely or otherwise.

Preserving your 'Student Route Visa' status

If you have a Student Route Visa, your permission to reside temporarily in the UK will be subject to certain conditions imposed by the UK Home Office/ United Kingdom Visa and Immigration (UKVI). It is essential that you fully understand these conditions as a breach of them could have very serious consequences for both your current status in the UK and any future immigration applications that you may make.

Enrolment

All new Student Route Visa students sponsored by Sotheby's Institute of Art must provide Sotheby's Institute of Art with original documents during the in-person enrolment session to confirm their qualifications, identity and status. Failure to do so could prevent you from being able to enrol on the day.

Photocopies, faxed, other non-original documents or ID documents will not be accepted when you arrive to enrol in person. If you do not have your Biometric Residence Permit (BRP) when you arrive, you will only be fully enrolled if you provide us with the original of at least one of the following:

- Your Home Office decision letter
- Short term visa vignette
- UK Visa and Citizenship Application Services (UKVACS) / Service Support Centres (SCC) receipt of your valid Student Route Visa application.

During in-person enrolment you should bring originals of the following documents:

- Current and valid passport(s);

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- Biometric Residence Permit (BRP) (if available)
 - Short term visa vignette and Home Office decision letter/ UKVCAS/SCC
 - Receipt of Student Route Visa application (for in country-applicants only);
 - Original educational certificates/transcripts;
 - Original English language test results, if applicable; and
 - Police Registration certificate, if applicable

Digital Visa Holders

If you hold a fully digital visa (all EU citizens, and an ever increasing number of other nationals) you will instead provide a share code and your passport, this will allow the institute to take an electronic copy of your visa status for our records. Your visa confirmation from UKVI will provide details of how to generate a sharecode.

Holders of digital visas will not hold BRP cards in the same way as some of our students.

If you are unable to arrive in the UK by the in-person enrolment deadline you must inform the Admissions team as soon as reasonably possible by emailing:
admissionslondon@sothebysinstitute.com

Please note that if you fail to enrol on your course by the published enrolment deadline, and do not receive permission from Sotheby's Institute of Art to arrive later, your offer to study will be withdrawn and a report will be made to the Home Office to cancel our sponsorship of your Student Route Visa.

Tuition Fees

Semester tuition fees and other charges must be paid in full in advance of or by the in-person-enrolment deadline, unless given permission to pay at a later date in order to be fully enrolled at Sotheby's Institute of Art.

Student Route Visa - Student Responsibilities

By completing enrolment all new and continuing students whose Student Route Visa is sponsored by Sotheby's Institute of Art, are also confirming that they will adhere to the following student responsibilities:

- As a holder of a Student Route Visa, the Home Office/UKVI and Sotheby's Institute of Art expect you to meet the terms and conditions of your visa as defined by the Home Office/UKVI. It is your responsibility to comply with all your visa responsibilities and failure to do so may result in Sotheby's Institute of Art withdrawing its sponsorship of your Student Route Visa.

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- Ensure that you provide Sotheby's Institute of Art with your most up to date contact details and inform Registry and the Programme team immediately of any changes to your:
 - Address in the UK;
 - UK Telephone/Mobile number;
 - Permanent Residential (overseas) Address; and
 - Personal and institutional email address
 - You agree to stay in London or within reasonable distance of the Sotheby's Institute of Art campus during term time.
 - You also agree to inform the Home Office/UKVI of any changes to your UK contact details, if applicable. You can update your details directly to the UKVI.

Immigration Permission

You must provide Registry and the Admissions team with a scanned copy of your passport and immigration permission (Student Route Visa BRP and decision letter) by uploading to MySIA or another relevant online portal before you arrive at Sotheby's Institute of Art.

Inform Sotheby's Institute of Art of any changes to these documents, e.g. if you obtain a new passport, get a new Biometric Residence Permit (BRP) or if you change your immigration status.

Leave the UK within 60 days of Sotheby's Institute of Art making a report to UKVI or the date detailed on the curtailment letter you receive from UKVI if your Student Route Visa sponsorship is withdrawn by Sotheby's Institute of Art in the event that you take an authorised leave of absence, accept an early award, defer, withdraw from your course or retake exams and you will not be attending during the year.

Attendance and Engagement Monitoring

Attend all scheduled classes, contact points, work placements, meetings with tutors or supervisors and all other required contact points. Sotheby's Institute of Art is required to monitor attendance and engagement of all Student Route Visa holders it sponsors and report persistent unauthorised absence to the Home Office/UKVI. If you are unable to attend your classes or other Sotheby's Institute of Art contact points due to illness or other reasons you must inform your tutor and the Programme team in advance, to avoid your absence being recorded as unauthorised. If you are absent on ten unexplained consecutive 'contact points' (a 'contact point' is deemed to be a day in which you have a scheduled, required learning activity such as a lecture, seminar, visit, tutorial etc.), Sotheby's Institute of Art is legally required to report you to the Home Office/UKVI. This could result in the withdrawal of our sponsorship of your visa.

Interruption and withdrawal from studies

Sotheby's is required to report you to UKVI if you withdraw from or interrupt your programme of studies. In this case your visa will be curtailed (shortened) and you will be expected to leave the UK. Your visa will be shortened to sixty days at this point you either leave the UK or submit a fresh application.

Early Completion

Should you complete your course earlier than the date stated on your CAS, Sotheby's Institute of Art is required to report this to UKVI. UKVI will curtail your leave to remain in the UK to the normal entitlement period following a course end date.

Working Rights

Only work the number of hours as permitted by your Student Route Visa. Postgraduate students are currently permitted to work 20 hours per week during term-time, and without limits during official Sotheby's Institute of Art vacation periods and during the last four months of your student visa, after you have completed the programme. Please check Canvas for official semester dates. Please note that Postgraduate students must adhere to the 20 hours per week rule during the Dissertation semester too.

Ensure that you comply with the working conditions of your Student Route Visa leave as set by the Home Office/UKVI. It is best practice to check with the Programme team if you are unsure prior to commencing any work, paid or unpaid. If you plan to undertake any work in the UK whilst on your Student Route Visa, it is important you read the full information provided by the UKVI, particularly as they make a specific distinction between volunteering and voluntary work. Immigration advice is available from the Visa Compliance department who can be contacted at visa.compliance@sothebysinstitute.com.

Communication

Ensure that you check your Sotheby's Institute of Art official email regularly so you can act appropriately and in a timely manner to any communication related to your status as a Student Route Visa holder. Sotheby's Institute of Art will normally use this email to contact you during your studies. Visa Compliance may contact you via your personal email address after your course has ended.

Please note that the terms and conditions which apply to visa sponsored students studying at Sotheby's Institute of Art University London are subject to be amended/changed in line with changes to the UK Immigration Policies, Rules and Regulations that apply to visa sponsored students.

GENERAL INFORMATION

Personal details

If any of your details change after you submit the registration form, please ensure that your Programme Coordinator is kept informed! You will be asked to provide updated contact details at the start of each semester.

Communication with students: Notice boards, Canvas and e-mail

Useful information will be displayed on the relevant notice boards around the Institute and on Canvas. Please also let us know if your personal email address changes. Please also note that you will be issued with an Institute email address once you begin your studies and all correspondence with staff will take place via this address.

The administrative staff cannot accept telephone messages for students. We will, of course, try to reach a student if we are told of an emergency concerning them. The Institute's telephone number is (020) 7462 3232.

Contact with third parties

Please note that the Institute can only deal with issues directly via contact with the relevant student. The Institute cannot liaise with student family members, or student friends, apart from when there is an emergency.

Employment during your studies

Study programmes at Sotheby's Institute of Art - London are taught very intensively. If you wish to undertake part time employment, you will be required to seek approval from your Programme Director.

According to Student Route Visa regulations, students in London on a Student Route Visa have the right to work a maximum of 20 hours per week during term time, including the Dissertation semester. Students who have Student Route Visas should consult the section (under General Information) which relates to protecting their visa status.

Students under a Visitor's Visa do not have the right to work at all, including volunteering and non-paid roles.

Facilities

Lecture Rooms

When classes take place in the building, no food or drink, apart from water, may be taken into the lecture rooms at any time. Any rubbish collected during lectures must be disposed of before you leave. Do not leave litter in any rooms! Snacks may be eaten in the common areas only (if open), where provision is made for the disposal of cans and cups containing liquid.

If social distancing and other Covid safety measures, including wearing a face covering, are in place, they must be adhered to wherever indicated. When a lecture has finished, please ensure that you leave your classroom promptly to allow staff enough time to set-up for subsequent classes.

The recording of lectures by students is strictly prohibited, unless you have reasonable adjustments, as the Institute retains copyright of taught material.

Mobile phones are to be switched off during all teaching sessions, including tutorials and committee meetings, whether at Sotheby's Institute or on visits; this also applies to the library.

Booking Classrooms

If you require a space for group work, you may enquire about the availability of classrooms with Reception. Available classrooms may be booked for up to two hours and can only be booked one day in advance of the time required. Please note, if one of our programmes/courses requires the classroom at short notice, their booking will take priority and yours will be cancelled.

Lockers

Lockers may be available for you to hire when teaching is taking place in the building. You can request a locker by emailing lockers@sothebysinstitute.com. You will be sent a 4-digit code and locker number. You must ensure that you clear the contents of the locker at the end of your programme.

Sotheby's Institute is not responsible for students' possessions and compensation will not be made for the loss of items on any of our premises.

Smoking

Sotheby's Institute operates a no smoking or vaping policy. Please note that this includes the front steps of Number 30 and 31, immediately in front of the building. It is the Institute policy not to tolerate smoking.

Student ID Cards

Each student will be issued with an ID card when teaching begins in the building. The card will provide access to the building, attendance recording, use of the photocopier and can also be used in the library to borrow books. You should submit your ID photograph using Canvas with YOUR NAME as the file name.

Please note that if your card needs replacing, there will be a £10 fee to pay unless you can provide a crime reference number in the event of theft.

Accommodation

Although the Institute does not arrange accommodation on behalf of students, we are pleased to work in partnership with the University of London Housing Service (ULHS) <http://www.housing.london.ac.uk>

The ULHS offer an [online database of accommodation provided by registered landlords](#) and letting agents, these include flats and houses for groups as well as rooms in shared flats and houses. ULHS aim to ensure that all Landlords are reputable and ask them to sign up to a code of good practice. They also have offers of short-term accommodation on their database and other information on short stay options on their website which includes accommodation with host families, private halls of residences, hostels and hotels.

ULHS can offer guidance on which London areas to consider, how to find housing and helping you budget amongst other things. They produce a London Student Housing Guide that includes a range of useful information that can be found online at <http://www.housing.lon.ac.uk/housing-guide>; the Institute also holds copies, available during student Registration.

ULHS also provides a contract checking service before you sign up with landlords, and if you experience any difficulties they can also provide legal advice and support to you as and when you need it. Contract checks and legal advice are given on an appointment basis.

If you have any questions about finding accommodation in London please contact: ULHS:

www.housing.lon.ac.uk

Email: housing@london.ac.uk

Tel: +44 (0)20 7862 8880

Facebook: www.facebook.com/UoLHousingServices Twitter: @ulhs

The Student Support team are also on hand to assist you with registering for ULHS so please do make contact via MySIALondon@sothebysinstitute.com

Travel

As a full-time student, you will be eligible to obtain a Student Photocard that entitles you to thirty per cent off the price of tube and bus passes. You will be emailed a student ID number prior to the start of the Semester, which you then use to apply online at Transport for London (TFL). TFL only accepts applications via its website tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard

Travelling on London Underground is the quickest way to get around London. Tickets can be purchased from a station ticket self-service machine. Bus and tube fares are based on a zone system. There are nine zones stretching 12 miles (20km) out from the centre of London. Beware of on-the-spot fines for anyone caught travelling without a valid ticket.

The Travelcard and Oyster card are the cheapest options for getting around London, and are available as daily, weekly or monthly tickets. The Travelcard allows you to travel throughout the applicable zones during the day as many times as you like and it can also be used on buses. If you are travelling to the same destination every day you can also buy a carnet of tickets, which works out to be a cheaper option.

Travel Insurance while on Study Trips

Students travelling on Sotheby's Institute of Art organised field trips have insurance coverage through the Institute, unless they are travelling to their own country, in which case they do not have medical coverage. Students attending field trips in their own country may wish to take out their own medical insurance. Students travelling to field trip destinations before or after the official trip should also ensure they have personal insurance coverage. Students are also strongly advised to obtain travel insurance when travelling independently of the Institute or as part of organised field trips.

Please note that where a visa is necessary for a scheduled trip it is the student's responsibility to apply for it correctly and in good time – the Institute will provide confirmation of your status where requested.

Students must also ensure that their passports are valid for at least 6 months at the times they are travelling during the academic year. Most EU countries state that people can only travel if their passport is valid for more than 6 months.

Please note that students will not be reimbursed for vaccinations.

Medical Care

Covid-19

If you at any time experience any of the symptoms of COVID-19 (high temperature, continuous cough, change or loss of sense of taste and smell) you must not come to the Institute. Please stay at home and access a test (these can be purchased at chemist shops or online). Inform your Programme Coordinator of your situation, and share the outcome of your test with them.

General Health Care

In the UK a General Practitioner (GP) oversees all of your healthcare and can refer on to more specialist health and welfare services as necessary. All full-time students who are studying for six months, or more, can use the National Health Service (NHS) while studying in the UK - as an MA/PG Diploma student you are entitled to NHS treatment.

The Sotheby's Institute has made links with local medical practices that are a ten-minute walk from Bedford Square. The Holborn Medical Centre (HMC) <http://www.holbornmedicalcentre.com/> and Gower Street Practice (<https://www.gowerstreetpractice.org.uk/>) are happy to see MA students who fall within their catchment areas.

If you live outside of the catchment areas, then please go to <https://www.nhs.uk/service-search/find-a-gp> to find a Doctor's surgery/medical practice closer to where you live.

Please see the Health and Welfare sheet (Appendix 1) for more information about how to register with a Doctor/ GP. The Front office and Student Support team are always available to assist you if you have any queries with health-related issues or information or advice about how to find a GP
MySIALondon@sothebysinstitute.com

Emergencies

NHS 111 can help if you have an urgent medical problem (non-emergency) and are not sure what to do, available 24 hours a day, 7 days a week – telephone 111.
www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/

Accident and Emergency Department (open 24 hours)

The nearest hospital A&E Department to the Institute can be found at:

University College Hospital 235 Euston Road
London, NW1 2BU
Telephone: 020 3447 0011/ 020 3447 0012
www.uclh.nhs.uk/OurServices/ServiceAZ/ES/AE

Please note: it is vital that staff are made aware of any medical condition a student has which might require special treatment while they are following a course.

Sotheby's Institute staff cannot, under the Health and Safety Act, issue any form of medication but we can offer first aid. If first aid is needed, please go directly to the reception.

Staff must also know the name of the next of kin or another person that each student would wish us to contact in the event of an emergency. In addition, if you are temporarily studying remotely, we request the name and contact details of someone nearby who could be called upon to help in an emergency. It is your responsibility to inform us of these contacts, provide information and updates if anything changes – this information will be held confidentially.

Any accident occurring on the premises must be reported to a member of the administrative staff. Sotheby's Institute of Art – London is legally required to record and report any such incident, no matter how minor.

FURTHER INFORMATION RELATING TO YOUR STUDIES

Careers Support

Career support is provided throughout the academic year and is fully confidential and impartial. Career Services provides employability education to enable students to enhance their professional skill sets and understanding of the jobs market. The service provides support through extra-curricular career management workshops, employer talks and employability 'Fairs'. Students can also book 30-minute, 1:1 appointments or 'Quick Fix' CV Drop-Ins with the Head of Careers via 'SIACConnect'; these are self-managed bookings and can be made online 24/7. Services include:

Services to Students:

- 1:1 appointments – online and in-person when viable
- Employability and Enterprise Workshops - online
- Internship and Job Opportunities
- Careers Events – online and on-site when viable
- Career Management Resources Located Online and in the Library

Services to Graduates/Alumni:

- 1:1 Appointment – e-guidance
- Access to Career Management Workshops
- Alumni Networking Events
- Vacancy Handling

Students and graduates also have access to our exclusive online vacancy site, 'SIACConnect', where employers are encouraged to upload their latest opportunities. There is also a Jobs Board within the Institute where the most recent opportunities are advertised.

To contract the Careers Service please email: Careerslondon@sia.edu

Student Support

At Sotheby's Institute of Art we are committed to supporting your academic and personal development for the duration of your time with us and beyond. We offer a range of services that you can access, your Programme Coordinators can help with any programme-related questions you may have or point you in the right direction with any other queries. You will be able to access a friendly and discrete information and signposting service from your Programme Coordinator or a member of reception/front office staff.

In addition, the Counselling and Student Support service offers specialist and professional support for your wellbeing. You will be introduced to the services and given more information during the Orientation programme.

To find out more please see the MySIA Student Support page on Canvas, or send your queries to the Counselling and Student Support Manager, via counselling@sia.edu or student.support@sia.edu

Personal Development Plans

Your Personal Development Plan (PDP) will be developed throughout the academic year. The purpose of the PDP is to enhance your self-awareness of your strengths and weaknesses, the knowledge and skills that you acquire during your studies and of directions for your development.

Disabilities, Neurodiversity or Medical Conditions

We welcome all our students and are here to support you throughout your studies.

If you are likely to require additional support for disabilities, neurodiversity or diagnosed medical conditions we ask you to declare, ideally in advance of your studies or as soon as possible after enrolment. We can then meet to discuss your specific needs and plan ahead for any adjustments that may be required. It is your responsibility to notify us of any disability, neurodiversity or health condition that might impact on your studies in good time so that arrangements can be made. If your needs change during the course of your studies, please let us know as soon as possible.

If you are a UK student you may be eligible for funding from Student Finance, and we recommend applying for Disabled Students' Allowance (DSA) as soon as possible. Details for how to apply can be found here <https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>

You can email Student Support directly for assistance with disabilities, neurodiversity or medical conditions at student.support@sia.edu

Counselling

While your studies will be your main priority at SIAL, you may feel that you need some extra support during the academic year for your personal life, health and wellbeing. To that end Sotheby's Institute offers a professional Counselling Service for emotional and psychological support during your studies – this is free of charge, private and confidential.

Counselling is available by appointment. We will ask you to complete pre-counselling paperwork to register with the service, then invite you for an initial consultation to discuss your needs and how we can help. Following on from this we may offer guided self- help, ongoing counselling sessions or help you to access alternative services externally that are more appropriate to your needs.

Counselling is available in person but may also be offered online via video conferencing platforms such as MS Teams. We can provide online counselling to students who are currently in the UK; for those who are elsewhere in the world, we offer support via a Wellbeing Check-in and will help you to find appropriate support in your home country. To make an appointment with the Counselling Service email counselling@sia.edu

Student Representatives: The Student Voice

Obtaining feedback and suggestions from students on academic and other issues is vitally important for the Institute. We use a variety of means in order to seek views and feedback from students through their representatives, on an individual basis, or collectively.

The Institute's vision is of a partnership between the Institute and its students, wherein students have shared ownership of the learning process, contribute to a continuously improving learning experience, and participate in informed decision-making, with every student having adequate opportunity to fully engage with their learning and to reflect on their experiences at the Institute. This partnership also ensures that, with a diverse student body, the Institute offers equity of opportunity to all, and reflects on how that diversity can be made more inclusive.

Students will be represented on all matters that affect the learning experience by well-trained representatives who have been selected by their peers. Each MA programme will have a minimum of two Student Representatives but the total number of representatives will depend on the number of students in each cohort.

The role of a Student Representative will be to gain feedback from and represent the views and needs of their peers. Student Representatives will be given opportunities to gather student feedback and then relay it to Programme Directors and Course Leaders through Programme Committee meetings, and

to highlight best practice and encourage improvements. The Institute will ensure that Student Representatives receive appropriate training and support and that the demands of this role do not adversely affect their own academic performance. Student Representatives may also participate in a range of Institute wide committees and forums. There may, however, be instances in committees of 'closed business', which for reasons of confidentiality will be restricted to Institute staff and/or faculty.

Effective student engagement offers a range of benefits to the Institute and its students. These principally revolve around optimising the student experience, enhancing the learning outcomes and employability of students, and improving the performance and reputation of the Institute.

Student Representatives are invited to attend and participate in a number of forums, including:

- Programme Committee meetings
- Academic Board meetings
- Academic Standards Committee meetings
- Student Misconduct Committee meetings
- Complaints Committee
- University of Manchester and external review meetings where student feedback is sought

In order to ensure that student representation is embedded within the Institute's practices, a Student Representative from one of the Master's programmes may also be asked to be a member of any Student Misconduct Committee or Complaints Committee that is convened.

Students will also be given programme/unit evaluation forms at the end of each semester. It is vital that we receive your feedback, so please ensure that you take time to complete and submit feedback questionnaires. Many thanks.

Safety and Security

Building Security

The main entrance door to Sotheby's Institute is protected by way of a card security system that will require each person to present their student ID card to a 'reader' at the side of the entrance door. You will be issued with your own student card and this should be kept safe at all times. You must carry this card with you at all times because it is the method by which we electronically record attendance in each classroom. Please remember to use the student card when entering the building. If you lose your student card please inform the front office immediately; a charge of £10 will be made for a replacement.

For your own safety, please ensure that fire/security doors are firmly closed behind you and that doors are not latched. Please also be aware of strangers following behind you as you pass through the doors and notify the front office immediately if you are concerned about anyone in the building. Students who forget their ID cards will be asked to sign in at Reception.

Bedford Square may not be a very busy thoroughfare, but you should nevertheless take care of your belongings at all times! The Institute cannot be responsible for loss/theft of personal items.

Accidents and Illness

Should there be an incident, Reception should be contacted who will then contact an available First Aider and call an ambulance if needed. They will also ensure that if necessary, a member of the senior management team is kept informed.

Emergency Procedures

All students are made familiar with the following procedures on their first day. It is essential that everyone responds to these whenever they hear the alarm.

1. On detecting smoke or a fire, break an alarm call point;
2. Inform RECEPTION on the ground floor (no. 30) or the nearest member of staff. They will call the Fire Brigade.

Evacuation Procedures

- Remain calm;
- Leave the building by the nearest exit - you should know the primary and alternative escape routes. If you do not, ask a member of staff;
- Check that no-one is in difficulty around you. Do not waste time by collecting your belongings;
- If possible close doors and windows - it will prevent the spread of the fire - but do not put yourself at risk;
- On reaching the street go immediately to the fire assembly point which is in front of No. 42 Bedford Square (turn right out of the building and cross the road at the corner of the Square);
- Do not enter the building until authorised to do so by staff or emergency services.

Fire Fighting Equipment is situated at call points around the building for staff use. Alarm call points are situated on staircase landings.

Fire Prevention

Good housekeeping is essential to everyone's safety so please remember:

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- There is no smoking or vaping allowed in any area of our buildings; this includes the steps into the building for both #30 and #31 Bedford square.
 - Passageways and exits must be kept clear of rubbish and obstructions;
 - Open flame burners or candles are not to be used.
 - Fire evacuation practices do take place, but never without warning. If the fire bell sounds you must follow the evacuation procedures from a trained fire warden and get out and stay out until you are told it is safe to re-occupy the building;
 - Never use fire extinguishers to hold back doors.

Exits

1. Primary: The principal staircases to exit out of the front doors of 30 & 31 into Bedford Square;
2. Secondary: Rear exit from the ground and basement of No. 30 into Morwell Street;
3. Secondary: Front exit from basement through Student Study Room onto Bedford Square

Important

- The alarm system is tested at approximately 8.00 am each Monday;
- At all other times the alarm MUST be treated as an emergency.

Bomb Alerts

- Suspicious packages, envelopes, bags, etc., must not be touched;
- Any such item should be reported to a member of staff;
- If the decision is made to evacuate the building, the procedure for emergency evacuation in the event of a fire should be followed (as above), except that all belongings should be collected before evacuation. If possible, please ensure that windows and doors are left open before leaving the building.

Emergencies Occurring Outside the Building

We will follow the advice of the Police and will not evacuate the building unless told to do so. If we are required to evacuate, then the fire bell will be the signal to move in an orderly way to street level via the fire exits. The bell will be sounded until the last person has left the building and the building has been checked.

The Prevent Duty on Higher Education Institutions

As part of UK anti-terrorism law, Sotheby's Institute of Art – London, like all higher education institutions in the UK, has to comply with the government's legal requirement that institutions '*prevent people from being drawn into terrorism and ensure they are given appropriate advice and support*'. This is known as the Prevent Duty and is about safeguarding students against outside influences, which may seek to encourage them into terrorism (of any sort) whilst also safeguarding the right of students (and staff) to discuss political issues within the law.

If you want to know more about the Prevent Duty and how it works, you can find more information on the Office for Students' website. (<https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/>)

Although it is considered highly unlikely that an SIAL student would be drawn into terrorism or extremism, it is always possible that a student who may already be vulnerable for other reasons could, for example, be groomed towards extremist views by someone exploiting that vulnerability. If so, it is likely that any such activity would represent a significant change in that student's behaviour, attitudes and conversation, and may first be noticed by other students. It is also possible that a student might be concerned that a sibling or family member may be in this position and seek advice on what they might do.

We see ourselves very much as a community at SIAL, so if you have any concerns about the wellbeing of anyone, particularly with regard to someone who might be being radicalised, please speak to your personal tutor who will have received training in what to do in this circumstance. Alternatively, contact Duncan Murray (d.murray@sia.edu), who is responsible for implementing the Prevent Duty at the Institute.

One other aspect of the Prevent Duty to be aware of is that it requires us to block and monitor access from the Institute's IT network to websites promoting hate speech, terrorism and extremism. Whilst we think it is highly unlikely that any of our students would try to do this, it is possible that a student may be researching a contemporary artist who makes work exploring these themes. In that scenario, it is also possible the web filters may (wrongly) interpret the student as trying to access prohibited material. If you have any concerns that a subject you are researching might, for this or any other reason, be misinterpreted as trying to access prohibited material, please speak to your personal tutor or contact Duncan Murray.

Harassment

Sotheby's Institute of Art is committed to creating a work and study environment which is free of harassment, and which protects the dignity of staff and students, irrespective of their sexual

orientation, racial or ethnic background, religion or disabled status. Harassment is offensive and prejudicial to a productive working and studying environment. It is indicative of a lack of respect for the person harassed, undermines their position and may have a negative impact on health, job performance, course work, examinations and their sense of personal security.

The Institute regards sexual, racial or personal harassment as an extremely serious matter. Formal complaints will be thoroughly investigated in such a way as to protect those who complain and those who are the subject of complaint. In cases where the complaint is substantiated the individual responsible may be subject to action under the appropriate disciplinary procedure.

Any students who have been subjected to harassment should inform their personal tutor, the Registrar or the Student Support Manager, who will be able to offer help and support.

Non-academic student misconduct

Students are reminded that they are in a professional environment and need to always act accordingly. Students will be treated courteously by staff with the expectation that this courtesy is reciprocated and extended to both staff and other students.

Any member of the academic staff may require any student to withdraw from any particular teaching session because of inappropriate behaviour on the part of the student. Any such incident will be brought to the notice in writing of the Programme Director from the programme on which the student is studying. Students who continue to exhibit unacceptable behaviour may face disciplinary action in respect to their conduct. Please see the Institute's Misconduct Policy – London (available on Canvas) for further information.

INFORMATION SERVICES

Library Services

Sotheby's Institute of Art - London Library is a small, specialized resource that supports teaching at the Institute. The Library provides key resources for the taught elements of the MA/Postgraduate Diploma programmes during semesters one and two as well as for the Semester and Summer School courses. These resources enable students to fulfil programme and course work including seminar papers, group projects and cataloguing exercises.

The Institute library also provides a useful starting point for dissertation research. However, as a stand-alone resource it is not comparable with a large-scale university library. Detailed research is further supported by the number of internationally renowned research libraries located in London, including the British Library and the National Art Library. Sotheby's Institute of Art - London students have free access to both of these libraries and should make use of them during their period of study. Please bear in mind that these and other resources in London work on a reference only basis.

You will be invited to introductory sessions with the Library during the early weeks of your programme. Please ensure that you are familiar with accessing materials and who to contact for support. The Library website can be accessed via the following link: <https://sia.libguides.com/londonhome/>

Library Collection

The library has a collection of around 22,000 books and pamphlets covering the fine and decorative arts including painting, luxury, drawing, ceramics, furniture, interiors and design. Coverage of specific subject areas includes art business, Asian art and design, photography, museum collections, exhibition catalogues, art theory, patronage and connoisseurship. In addition, the library holds many of the last 10 years of Christie's and Sotheby's sales catalogues. The library takes some current journal titles in hardcopy format including titles such as *Artforum*, *Art Newspaper*, *Apollo*, *Burlington Magazine* and *Yishu*. Bound copies of Sotheby's Institute of Art - London MA dissertations dating back to 1992 are available for consultation in the library.

The Library Environment

Students can bring drinks to the ground floor of the library. To make the library a safe, pleasant environment to work in please respect your fellow students by: not eating or drinking in other parts of the library; turning your mobile phone off and also keeping noise to a minimum. You are also expected to adhere to any social distancing guidelines that may be in place.

Library Opening Hours and Times

During term time the library is open from 9.30am to 7pm Monday to Friday. Opening hours may vary during vacations.

Library Catalogue

Liberty is the library's online catalogue. It is accessible from the library website.

Borrowing Policy

Each MA student can borrow a maximum of 8 books. Loan periods vary depending on the status of the book. Most books are 1 Week Loans and key titles are 3 Day Loans. Students with approved LTSAs automatically have extended loan times. Journals, sales catalogues, dissertations and some specialist books are not for loan and must be consulted in the Library.

Book Reservations

Library staff can place a reservation for you on items that are on loan. When returned reserved items are held at the issue desk ready for collection for 3 days.

Renewing Items

You can renew items up to 3 times providing there are no reservations placed on them. Renewals can be made in person, by phone or by email.

Online Databases

The library subscribes to a number of online bibliographic, full text, image and art market research databases. Art market research databases include: *Art Net*, *ArtTactic* and *Art Price*. In addition, the library subscribes to full-text databases such as Business Source Premier and JSTOR. We also provide access to ebooks with Ebook Central. All the library's e-resources are available for current students from the library website.

Requesting Books from Storage

Nearly 15% of the Library stock is kept in the basement store and Library staff will collect items in storage for you at set times during the day.

Photocopying and Scanning Facilities

The library has one multifunction scanners/copiers located on the ground floor. You need to use your ID card to log in to the machines.

Quiet Study Area

The quiet study area is located on the 2nd floor of the library. It has Wi-Fi and provides an additional work area for students for private study.

IT Services

IT Suite

The IT suite is located in the basement of building No. 30 and provides access to the following computing facilities: ten Windows 10 networked computers; Microsoft Office 2019 suite and access to two multifunction Canon copiers for scanning/photocopying/printing.

Printing

Printing is managed by PaperCut and the cost per A4 sheet is 5p for black and white and 10p for colour. You can top up your PaperCut printing account online. Costs are subject to change and other printing costs can be found in the student IT Suite.

Wireless Access

The SIA-Student Wi-Fi network access points are located throughout the building, with strongest signals being in the following areas: Student IT Room, Library 3rd Floor, Library 2nd Floor, Student Coffee Lounge and Lecture Rooms.

Canvas LMS

SIA's Canvas learning management system (LMS) provides a virtual classroom environment to support teaching and learning at the Institute. The LMS provides access to course material, such as syllabi, readings, and assignments, as well as campus and program information. Communication between faculty/staff and students may take place within Canvas in many forms, including pages,

announcements, messages, and discussion posts. Students are expected to log in and check for updates on a regular basis. Training and support are available from IT who can be reached at ITSupport@sothebysinstitute.com

Access: Students will be given access to the Canvas LMS at <https://sso.sothebysinstitute.com> during their first week at the Institute. Students should keep their own copy of content they contribute to Canvas, such as assignment submissions, discussion posts, file uploads etc. to “My Files,” and contributions to ePortfolios. Courses change in Canvas to a read-only state after the last day of the class, after which students can no longer contribute to assignments, discussions, quizzes, or other interactive areas. Courses that have switched to read-only can be found at: <https://online.sothebysinstitute.com/courses> under “Past Enrolments.” Students maintain read-only access until the time of their graduation or if they leave the Institute for any reason, after which they lose all access to the LMS. Students withdrawn or dismissed from a course will immediately be removed from the course in Canvas. Students should contact ITSupport@sothebysinstitute.com with any questions about system access.

Terms of Use: By logging into Canvas, students agree to the Terms of Use for the Sotheby’s Institute of Art – Online Learning Management System, and may be removed from the system if they fail to comply with those terms.

Communication Methods: The Canvas “Inbox” is a method of messaging other users in Canvas and is different than Institute email. By default, various activities in Canvas generate an email notification to students’ Institute email address. Students can update their [notification settings](#). It is important that students continue to regularly check their Institute email address in addition to Canvas since time-sensitive, and ALL official materials will come via Institute email.

Student Profile: At the time of account creation, a profile with basic information about the student is created; this includes first name, last name, display name, and course enrolments. Students can update their profiles via their [Canvas settings](#), where they can add a profile picture, bio, web links, or other information.

Note: To ensure that your assignments are submitted on time, please ensure that your Time Zone is set to London.

Zoom

When possible, sessions will be recorded and made available to all students as an additional learning resource.

Preparing to give presentations in class using PowerPoint

We recommend that you save your work on a USB stick in preparation for delivering a presentation; you will not be able to use your own computer to present, as this can cause delays when setting up our computer system in the lecture room. The format of your document can either be in PowerPoint or PDF. If your document requires to be presented using other formats, please liaise with our IT department in advance of the day of your presentation.

IT hardware Student Support

Please be aware that the Institute does not offer laptop repair and troubleshooting or laptop rental, and that all hardware and software faults are the responsibility of the student, although staff are happy to offer advice when possible. We do not supply laptop or mobile phone chargers.

Technical Specs and Recommendations for Personal Computers

If you use an Apple Mac computer, then it is recommended that you have a current version of Microsoft Office for Mac.

Supported Software:

- Microsoft Office applications (Word, Excel, PowerPoint)
- Adobe Reader
- MS PowerPoint (Canvas does not support other presentation software)

Operating Systems:

- Windows 10/OSX

Minimum Processor (Recommended)

- Intel Core i5 or similar

USB Drives

A USB flash drive that can store documents. If you do not currently own one it is recommended that you purchase one before coming to the Institute, which has a minimum of 4 GB memory, although 8 GB is preferable if you are going to store images.

Cybersecurity

We take cybersecurity very seriously and continuously monitor all our systems and analyse them for unusual activity. In line with our policy, we strongly recommend that students follow the guidelines below:

- Install anti-virus software on computers and mobile devices and ensure that you keep it up to date.
- Create unique passwords and do not share them with anyone
- Back up your work – this can be achieved by simply saving it to cloud based storage, such as OneDrive, or an external hard drive
- Activate Two-Factor authentication (MFA) on your email accounts where possible
- Keep your Operating System up to date – if possible, use the latest OS and download updates when available

LEAVING SOTHEBY'S INSTITUTE

Questionnaires

Towards the end of their programme students will be asked to complete a questionnaire designed to give information about what they intend to do after leaving. This serves a number of purposes. It enables us to give new and prospective students information based on past experience, it gives us the information we need in order to assist in the careers of current students, and it provides the basis upon which we maintain an active and complete alumni network.

Transcripts

If you request additional copies of your final transcript once you have left the Institute, you may be charged a nominal fee for further copies. At least two weeks' notice needs to be provided for the production of transcripts.

References

Should a student require a reference after leaving the Institute, tutors are usually happy to provide one. However, permission must be gained before quoting a tutor as a referee. It is vital that you provide the tutor who is to act as your referee with advance notice so that they have ample time to write your reference. The name of the person and the institution to whom the reference is to be sent must always be included in the request, together with an exact description of the course/position applied for. The reference will not be given to the student, but sent to the employer/educational institution directly. Please also note that open ended references will not be supplied.

The Sotheby's Institute of Art Alumni Association

Sotheby's Institute of Art is committed to fostering and developing its international network of graduates and welcomes all graduates to join our Alumni Association. Graduates of Sotheby's Institute of Art remain connected to the Institute and represent art organisations all over the world. For further details, please contact the Alumni Association at: alumni@sothebysinstitute.com.

The University of Manchester Alumni Association

The University of Manchester Alumni Association is the organization for former students who have studied at partner institutions, and it aims to help you remain in contact with the University and with each other through a programme of events, reunions, networking opportunities and the alumni magazine, "Your Manchester". For further details, please see:

<http://www.manchester.ac.uk/connect/alumni/>

Health and Wellbeing

Whilst we anticipate that you will remain fit and healthy during your studies, it is important to take some time to familiarise yourself with the options open to you should you require extra support or medical care. We strongly encourage you to speak to a member of staff, faculty or student support if you feel unwell, especially if you are unable to attend classes for any reason. It's often best to seek support before things escalate.

NHS

In the UK we have a service called the National Health Service (NHS) that provides healthcare for all UK citizens based on their need for healthcare rather than their ability to pay for it. As an MA/PG Diploma student in the UK you are entitled to NHS treatment.

Please make sure you register with a General Practitioner (GP) doctor.

It takes a few days after registering to be able to make an appointment to see a doctor, so rather than wait until you feel ill, make sure you register with a GP practice as soon as possible. This can be with one of the medical centres near the Institute or one closer to where you live. You search for a practice that is local by inputting your post code at <https://www.nhs.uk/service-search/find-a-gp>.

The Sotheby's Institute has made links with two local medical practices a ten-minute walk from Bedford Square. The Holborn Medical Centre (HMC) <http://www.holbornmedicalcentre.com/> and Gower Street Practice (<https://www.gowerstreetpractice.org.uk/>) both are happy to see our students. These are friendly GP practices who are experienced in working with students and will be delighted to answer any questions you have.

Holborn Medical Centre

64-66 Lambs Conduit Street

London

WC1N 3NA

<https://www.holbornstudenthealth.com/sothebys/>

Gower Street Practice

20 Gower Street

London

WC1E 6DP

<https://www.gowerstreetpractice.org.uk/#>

Alternatively, search for a practice closer to where you live by inputting your post code at <https://www.nhs.uk/service-search/find-a-gp>. Please ask a member of staff if you need help with contacting a doctor.

For international students it is advisable to take out medical insurance before arrival in the UK. This would be especially useful if you require any dental treatment while in the UK, as this can be quite expensive.

You can attend A&E (accident & emergency) departments if required and also Sexual Health clinics for free treatment. However, if you are transferred to a hospital outpatient clinic, or to a ward as an inpatient, you may be charged a fee and this can be expensive.

If you take regular medication, please bring a sufficient stock with you to allow time for repeat prescription to be issued once registered with a doctor in London. It's advisable to bring evidence of diagnosis and all documentation with you. All medications sent overseas via postal mail are subject to UK taxes.

There are several staff who are trained as First Aid Officers – please contact the front office for further details.

USEFUL RESOURCES AND SERVICES

NHS 111

NHS 111 can help if you have an urgent medical problem (non-emergency) and are not sure what to do, available 24 hours a day, 7 days a week – telephone 111. www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/

If you want to see a GP straight away, there is a Walk-in Centre close to the Institute. Follow the link to check the location and current opening times before visiting:

<https://www.nhs.uk/Service-Search/other-services/Walk-in%20centre/LocationSearch/663>

Sexual health

Mortimer Market Centre (including the Margaret Pyke Centre) offers free and confidential sexual health and contraception services.

Mortimer Market Centre
Capper Street
London, WC1E 6JB

Telephone: 020 3317 5252

<https://www.sexualhealth.cnw1.nhs.uk/>

Dental practices

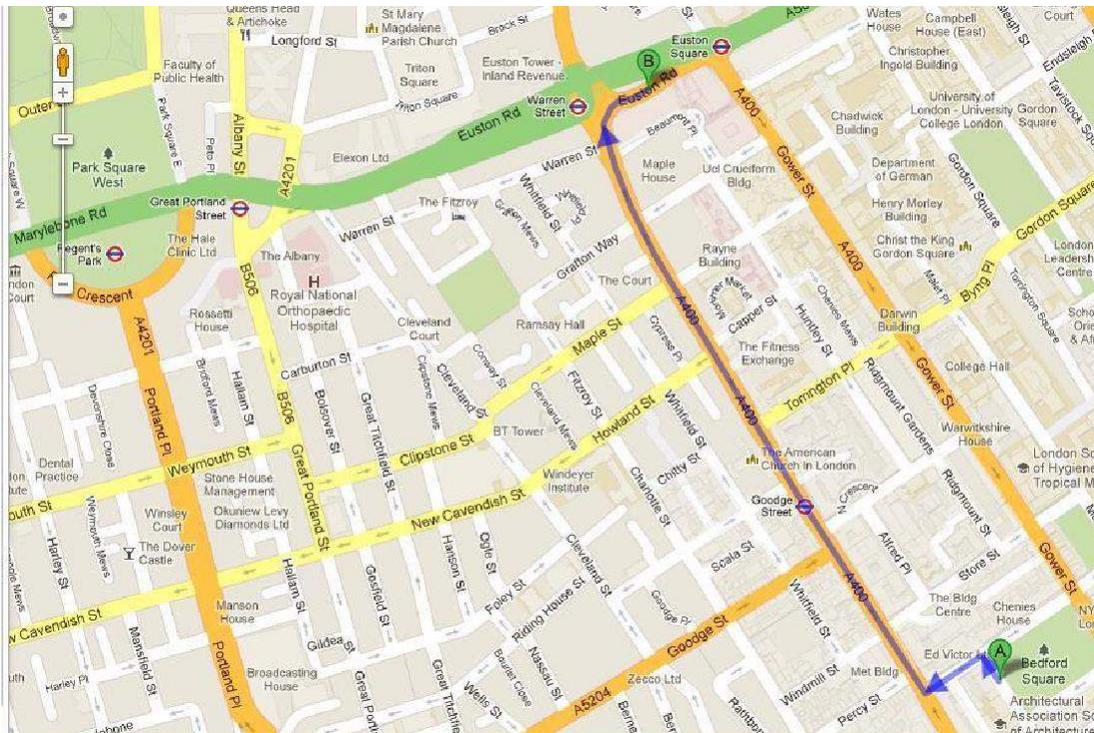
Search here to find a surgery where you live www.nhs.uk/service-search/find-a-Dentist

For example: Centre Point Dental Practice (0.2 miles away from Bedford Square)

www.centrepointdental.co.uk/

Accident and Emergency Department (open 24 hours)

The nearest hospital A&E Department to the Institute can be found at:



University College Hospital

235 Euston Road

London, NW1 2BU

Telephone: 020 3447 0011/ 020 3447 0012

www.uclh.nhs.uk/OurServices/ServiceA-Z/ES/AE

In an emergency where you are unable to take yourself along to A&E telephone: 999 and ask for an ambulance, have the full address for your location to hand.

Emotional Support, Advice and Information

Counselling

See section on 'Medical Care' for information about how to access counselling within Sotheby's Institute.

If you would prefer to seek counselling externally, the Holborn Medical Centre also has counsellors and a referral system depending on individual cases.

Alternatively, the British Association of Counselling and Psychotherapy (BACP) has a searchable database of qualified therapists who abide by their code of ethical practice. For further information see: www.bacp.co.uk/search/Therapists

Most therapists charge a fee for an appointment, but some may be able to offer a sliding scale of reduced rates for students or those on lower income.

Samaritans (24/7)

The Samaritans are there to support people in distress - free to call on 116 123 for confidential emotional support, all year round, anytime day or night.

www.samaritans.org

Nightline

The Sotheby's Institute subscribes to London Nightline, a telephone helpline offering confidential listening, support and information to students in London on any issue. Nightline is run by students for students, open every night of term-time from 6pm to 8am. Telephone: 020 7631 0101 or visit

www.nightline.org.uk

Mind

Mind is the leading mental health charity in England and Wales. <http://www.mind.org.uk/>
Helpline - 0300 123 3393

Other Services

[Student Minds](#)

[Students Against](#)

[Depression SANE](#)

[Mindful](#)

[Action for Happiness](#)