

# STUDY ABROAD STUDENT HANDBOOK SPRING 2024



SOTHEBY'S INSTITUTE OF ART  
London



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# TABLE OF CONTENTS

INFORMATION ABOUT THIS HANDBOOK .....	5
REGISTRATION AND YOUR STUDIES AT SOTHEBY’S INSTITUTE OF ART - LONDON .....	6
EXAMINATIONS AND ASSESSMENT .....	8
Grade Descriptors.....	11
Mitigating Circumstances.....	15
Reasonable Adjustments.....	17
External Examiners and Examination Boards .....	18
Late Submission of Assignments .....	18
Plagiarism and Academic Malpractice.....	19
Process for Complaints.....	22
ATTENDANCE.....	23
GENERAL INFORMATION .....	24
Facilities.....	24
Accommodation .....	25
Travel around London.....	26
Medical Care.....	26
FURTHER INFORMATION RELATING TO YOUR STUDIES .....	29
Careers Support.....	29
Student Support .....	29
Student Representatives: The Student Voice .....	31
Safety and Security.....	32
INFORMATION SERVICES .....	36
Library Services.....	36
IT Services.....	38
APPENDIX - Health and Wellbeing.....	42
Emotional Support, Advice and Information .....	44

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# Welcome to Sotheby's Institute of Art - London

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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 Master of Arts degrees in Art Business, Contemporary Art, Fine and Decorative Art and Design, and Luxury Business. A Study Abroad programme, aimed at undergraduate students at partner universities worldwide, is 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 course syllabi and Study Abroad Canvas LMS pages for information about the members of faculty and staff associated with your programme. You can also find information about the Director, Academic Lead, and other faculty members on the Institute's website ([www.sothebysinstitute.com](http://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](mailto:student.support@sia.edu) (1)

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**Shanice ANDALL**

Programme Coordinator – Gap and Study  
Abroad  
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## INFORMATION ABOUT THIS HANDBOOK

The Study Abroad 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 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 programme 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!

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

At the time of registration, you will be given access to this Study Abroad Student Handbook, along with the registration form 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 your fees in full, and you have submitted your registration form along with copies of all requested documentation.

### **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 programme. This can be via the registration form that you will receive, 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 most of your programme. 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.

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## The courses

Course outlines will be provided in the course syllabus, and class schedules are published on the online Canvas LMS, along with learning support documents and important announcements. **Canvas LMS should be checked for updates on a daily basis.** Sotheby's Institute reserves the right to amend the syllabus in consultation with the University of Manchester, as it considers necessary.

## Travel

Programme Managers and Coordinators will make standard travel arrangements for students when visits outside of London are timetabled. A 3-star hotel will be provided as standard. Trips are booked up to six months in advance to allow for group availability. Travel bookings are non-changeable and non-refundable. Airlines will definitely not allow students to travel back on a group flight ticket if they have not already departed on the booked flight from the UK. This is an airline policy and the Institute cannot arrange separate journeys for individual students. **It will not be possible for Programme Coordinators to make special arrangements for individual students.**

### *Travel Insurance while on 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 as Institute provided coverage is only valid for the duration of the field trip. Students are also strongly advised to obtain travel insurance when travelling independently of the Institute.

### *Travel Entry Requirements while on 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.

Students are also responsible for complying with any country's entry requirements; this could include but is not limited to vaccination requirements (Covid or otherwise). Please note that students will not be reimbursed for vaccinations.

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## EXAMINATIONS AND ASSESSMENT

Modes of assessment include essays, oral presentations, group work, projects, written examinations, visual analysis tests etc. Details will be given to you at the beginning of the programme.

### Credits

Each full-time study abroad program is composed of units, and each unit is accredited for either 10 or 20 University of Manchester undergraduate credits. Successful completion of each unit leads to the award of these University of Manchester undergraduate credits. This, together with students' overall marks for each unit, is documented in a transcript from the University of Manchester. Students will either receive a transcript from the University of Manchester or the earned credits and overall marks will be documented on their transcript issued by their home institution. Any questions regarding the transcript and documentation process should be referred to the home campus. A student who successfully completes a study abroad program also receives a certificate from the Institute.

### 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 programme 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

Marking of assignments across all programmes will be carried out by members of faculty of Sotheby's Institute of Art, or by a member of consultant faculty who has been approved for assessment marking by the University of Manchester.

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,



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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 instill 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 and Programme Manager in order to avoid marks being deducted for late submission.

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## **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.

## Grade Descriptors

SOTHEBY'S INSTITUTE OF ART - LONDON STUDY ABROAD COURSES GENERIC GRADE DESCRIPTORS FOR WRITTEN WORK (FROM UNIVERSITY OF MANCHESTER SCHOOL OF ARTS, LANGUAGES AND CULTURES)

Grade description	Exceptional First Class (90-100)	Excellent First Class (80-89)	First Class (70-79)	Upper Second Class 2.1 (60-69)	Lower Second Class 2.2(50-59)	Third Class (40-49)	Fail (30-39)	Fail (16-29)	Poor Fail (0-15)	Zero (0)
<p>Structure and Argument</p> <p><i>How the argument is introduced, developed and concluded</i></p>	<p>Outstanding with respect to cogency of argument, exhibiting exceptional analytical and critical skills.</p> <p>Exceptional work of the highest quality. Likely to be of publishable quality.</p>	<p>Excellent in terms of structure and clarity of argument.</p> <p>Excellent analytical and critical skills, with high level of accuracy and relevance.</p> <p>Exemplary range and aptness of exemplification.</p>	<p>Introduction lucidly sets out issues and methodology.</p> <p>The candidate's argument is proposed clearly and developed systematically.</p> <p>Conclusion expresses the candidate's own independent judgement in a mature way.</p>	<p>Introduction sets out problem(s) and method of approach systematically.</p> <p>Different arguments presented clearly.</p> <p>Concludes with a synthesis that is not just a summary and which shows some independence of view.</p>	<p>An attempted argument, even if it does not always flow smoothly, with a conclusion which summarises the position argued and shows some critical awareness of relevant issues.</p> <p>Not always clearly structured.</p>	<p>A discussion of relevant points in some order.</p> <p>Deals with some of the issues but treats them superficially; too descriptive.</p> <p>Does not answer the question directly or come to a justifiable conclusion.</p>	<p>Inadequate structure.</p> <p>Argument difficult to follow and/or mostly irrelevant.</p>	<p>Argument confused and ineffective, and/or virtually impossible to follow.</p> <p>Totally/almost totally irrelevant.</p>	<p>Poor and extremely inadequate work.</p> <p>Argument virtually impossible to follow and/or totally/almost totally irrelevant.</p>	<p>Absent, work not submitted or unacceptable performance, work of not merit.</p> <p>Penalty as a result of misconduct or academic malpractice.</p>

<p>Knowledge and Understanding</p> <p><i>How the student grasps the relevant issues and concepts</i></p>	<p>Outstanding work that is thoroughly independent, original and insightful.</p> <p>Exceptional understanding of all issues with all aspects covered.</p>	<p>Exemplary accuracy and originality, demonstrating a comprehensive knowledge.</p> <p>Very clear understanding of the issues with all aspects covered.</p>	<p>Deep and detailed knowledge and understanding, with sophisticated use of concepts.</p> <p>Shows wide-ranging awareness of context and an independent approach to the issues.</p> <p>Makes interesting and/or original connections, and independent judgements.</p>	<p>Good knowledge and understanding with accurate and well-contextualized use of concepts/technical terms.</p> <p>Shows awareness of the implications of issues raised.</p> <p>Shows some independent judgement.</p>	<p>Work shows general knowledge and understanding.</p> <p>Relevant issues are discussed and concepts/technical terms are used, but not always appropriately.</p>	<p>The work shows some knowledge of the subject, but the candidate has not identified the key issues and/or has handled material inaccurately.</p>	<p>Only isolated instances of attempts to engage with the topic and/or limited appropriate knowledge.</p>	<p>No serious attempt to engage with the topic or evidence of appropriate knowledge.</p>	<p>No attempt to engage with the topic or evidence of appropriate knowledge or understanding.</p> <p>The work is also seriously deficient in quantity. In some cases, no real effort has been made to provide an answer.</p>	<p>Absent, work not submitted or unacceptable performance, work of no merit.</p> <p>Penalty as a result of misconduct or academic malpractice.</p>
<p>Use of Sources</p> <p><i>How critically and accurately the student handles the sources</i></p>	<p>Exceptionally impressive response to primary/secondary sources.</p>	<p>Impressive evidence of engagement with primary/secondary sources.</p>	<p>Wide-ranging and insightful use of primary/secondary sources, at least some of which are located by the candidate.</p> <p>Excellent range and depth of reference to primary sources.</p> <p>Engages critically with evidence in secondary sources.</p>	<p>Critical use of sources, showing ability to make comparisons between different secondary interpretations, to quote aptly and to reference accurately.</p> <p>Good range and depth of reference to primary sources and to relevant critical and background material.</p>	<p>Use of and reference to several sources, though summarizing rather than analysing.</p> <p>Based largely on secondary sources and class notes.</p> <p>Shows adequate reading but little originality.</p>	<p>Limited use of sources with inconsistent referencing.</p>	<p>Work below the standard for an Honours degree. Inaccurate handling of sources.</p>	<p>Deficient or no use of sources. No examples given or not deployed effectively.</p>	<p>No evidence of appropriate use of sources.</p>	<p>Absent, work not submitted or unacceptable performance, work of no merit.</p> <p>Penalty as a result of misconduct or academic malpractice.</p>

<p>Style and Presentation</p> <p><i>Use of grammar, punctuation and academic conventions (e.g. footnotes, bibliography)</i></p>	<p>Exceptionally well presented and clear using all academic conventions appropriately.</p>	<p>Excellent presentation and style using academic conventions appropriately.</p>	<p>Excellent standard of work.</p> <p>Efficiently and lucidly written.</p> <p>Excellent presentation, expression and bibliography.</p> <p>Carefully presented with judicious use of academic conventions.</p>	<p>Accurate and lucid expression.</p> <p>Good standard of written English.</p> <p>Clear and correct presentation with very few errors of form or style.</p> <p>Footnotes and bibliography follow appropriate conventions as detailed in course unit descriptions and handbooks.</p>	<p>Moderately good standard, though room for improvement in matters of stylistic expression and/or grammar and punctuation.</p> <p>Some capacity to present work with appropriate references and, in coursework, a bibliography.</p>	<p>Needs to be improved in most respects. Writing is unsophisticated.</p> <p>A basic knowledge of grammar, syntax, spelling and punctuation.</p> <p>Weakened by inappropriate or inaccurate language.</p>	<p>Poor use of language with less than basic knowledge of grammar, syntax, spelling and punctuation.</p> <p>Inappropriate use of academic conventions, often with limited or no use of footnotes or bibliography.</p>	<p>Deficient in style and presentation.</p> <p>Muddled and poorly written.</p>	<p>Highly deficient and weak in style and presentation.</p> <p>Only a few short sentences have been written.</p>	<p>Absent, work not submitted or unacceptable performance, work of no merit.</p> <p>Penalty as a result of misconduct or academic malpractice.</p>
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SOTHEBY'S INSTITUTE OF ART – LONDON STUDY ABROAD COURSES GENERIC GRADE DESCRIPTORS FOR ORAL PRESENTATIONS (FROM UNIVERSITY OF MANCHESTER SCHOOL OF ARTS, LANGUAGES AND CULTURES)

	First Class (70-100)	Upper Second Class 2.1 (60-69)	Lower Second Class 2.2 (50-59)	Third Class (40-49)	Fail (0-39)
<p>Structure/Argument (including critical awareness)</p> <p><i>How you introduce, organise and conclude your presentation</i></p>	Outstandingly well-structured as a whole presentation; complex material from different viewpoints presented clearly; conclusion proposes independent judgment from presenter(s).	Well-structured as a whole presentation; alternative views presented so audience can follow clearly; conclusion shows some independence of view.	Orderly. Each part of the presentation is put together well; audience can follow separate parts clearly; conclusion shows some critical awareness of issues.	Unstructured. Parts of presentation need better ordering, may overlap; audience needs more help to grasp issues being presented; conclusion addresses issues but without critical awareness.	Unstructured and incomplete. Parts of the presentation are missing, e.g. proper introduction, conclusion or part of main body of presentation.
<p>Understanding/Use of Sources</p> <p><i>How you show your grasp of key issues and concepts, including how you use sources and how you handle questions</i></p>	Sophisticated use of concepts/technical terms. Shows wide-ranging awareness of context, and an independent approach to the issues raised. Makes interesting and/or original connections. Insightful use of primary/secondary sources.	Well understood. Accurate use of terms and concepts. Shows awareness of the implications of issues raised. Shows <i>some</i> independent judgement. Appropriate use of sources.	Shows general understanding. Concepts/technical terms are used, but not always appropriately. Relevant material gleaned from sources.	Working in the right area, but the candidate has not identified the key issues and/or has handled material inaccurately. Use of sources needs development.	Misses the point of the assignment. Material has been misunderstood and concepts/terms are mishandled. Use of sources weak or inappropriate.
<p>Presentation Skills/Use of Audio-Visual Material</p> <p>The skills you use to make your presentation interesting and clear</p>	Excellent presentation, voices clearly audible, not too loud, appropriate speed and well-paced; eye contact maintained with audience; excellent and imaginative use of AV material.	Clear presentation; voices audible, appropriate speed; eye contact at some points with audience; clear and interesting use of AV material.	Mainly clear presentation; voices usually audible, speed usually appropriate; eye contact tried with audience; clear use of AV material	Basic presentation; voices can be heard, but are sometimes too soft or too quick; eye contact is minimal; some AV material used	Inadequate presentation; voices are consistently too quiet and/or too quick to follow; no eye contact; no AV material used
<p>Group Work (where relevant)</p> <p><i>How you handled the issues that arise in group work, and/or your individual contribution to the group work. If you found a way to retrieve a difficult situation you may have learned more than in the group worked together easily.</i></p>	The group seems to have found a productive cycle of joint strategy sessions and individual study feeding into each other and/or you seem to have shown strong commitment to the group work, and/or is evidence that you learned something important from the process.	The group seems to have found a way to synthesise the independent work done by individuals and/or you seem to have contributed appropriately, and/or there is evidence that you gave some thought to the problems you encountered.	The group seems to have delegated tasks with reasonable success but without working cooperatively and/or you seem to have contributed adequately and/or you seem to have tried to find a solution if things went wrong.	The group seems not to have worked together beyond a bare minimum, and/or you seem to have worked individually for the most part, though maintaining contact with the group, and/or you seem to have avoided conflict or engagement with others' ideas.	The group seems not to have worked together at all, and/or you seem to have worked in parallel to the group rather than attending group sessions and contributing.

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# 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

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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](mailto:j.mills-foy@sothebysinstitute.com))** for assistance.

You can download a copy of the Mitigating Circumstances form from Canvas.

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.



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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.

## 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 Student Support 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 Individual Learning Plan (ILP) 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.

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The full Student Support Policy can be found on Canvas.

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 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.

## Late Submission of Assignments

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

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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.

## 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 Manager 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 Institute's Academic Integrity and Malpractice Policy and Procedure. Students who have engaged in academic malpractice will be penalised.

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Below is a non-exhaustive list of various types of academic malpractice:

*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.

*Unauthorised use of Artificial Intelligence* is presenting work for an assessment generated by artificial intelligence software as student's own work. Unless otherwise stated in an assignment brief, students are only allowed to use generative artificial intelligence tools to generate materials, ideas and key themes by way of background research for an assignment. Students are not allowed to use AI to generate large quantities of text or partial text for direct use in their assignments, with or without acknowledgement. Please also see the Institute's guidance on using AI - *Using Generative AI (Artificial Intelligence) Tools in your Academic Work and Assignments*, available on Canvas.

The Institute is committed to encouraging and educating students in good academic practice and ensuring that all students understand the academic requirements expected of them. To this end, dedicated support will be available and students will be made aware of academic integrity and academic malpractice through in-person lectures and/or workshops at the start of their studies. Dedicated study skills support will also be available through the Library to those students who may require additional help.

Please note that it is the responsibility of the student to clearly indicate any lack of understanding concerning academic malpractice, and engage with the resources made available on this subject as required. Ignorance of the Institute's procedures or guidelines on referencing will not of itself constitute a defence to an accusation of having committed academic malpractice.

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**Please note the following very important points:**

- i. All assessed work, either written 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

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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, 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.

## Process

Students are required to submit their assignments electronically and the Institute uses plagiarism software called 'Turnitin' in order to monitor possible student plagiarism, which includes using generative AI software without proper acknowledgement. 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.

Cases of alleged academic malpractice may be referred to an Academic Integrity Review Panel for consideration, where students will be given the opportunity to state their case prior to any decision being made. The Panel may then impose a range of penalties.

For more in-depth information about the Institute's approach to academic integrity, the processes around identified academic malpractice, and the potential consequences for breaching the Institute's rules of academic integrity, please see the *Academic Integrity and Malpractice Policy and Procedure*, available on Canvas.

## 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 Programme Manager or Academic Lead. Information about the Complaints Procedure can be clarified by a member of the Academic Quality Team.

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## 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 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/Manager.

Your attendance is recorded by touching your student ID card on the grey readers found in every classroom. You will be issued a Sotheby's Institute of Art ID card at the start of the Semester. You must "touch in" your card between 09.00-12.30 for a morning session, and 12.45-16.00 for an afternoon session. This automatically registers you to the session. Programme Coordinators/Managers are emailed attendance reports daily. You still be instructed in this procedure during your orientation day at the start of the Semester. If you forget your ID card or are waiting for a replacement card, please sign the paper register in the front office before each session. We will not make retrospective amendments to the attendance record.

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 or Manager to support the absence. 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.

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## GENERAL INFORMATION

### **Personal details**

If any of your details change after you submit the registration form, please ensure that your Programme Coordinator/Manager is kept informed!

### **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.

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.

## 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.

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.



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## 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](mailto: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

The Institute arranges accommodation for students participating in the Study Abroad program. SIA provided accommodation is managed in partnership with London Nest, a trusted accommodation provider, and is located in central London. Students are notified of their accommodation address and provisions approximately one month before their program start date.

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Students can select SIA housing at the point of application. If a student opts out of SIA arranged accommodation, they are responsible for securing their own accommodation for the duration of their program. The Institute neither assists students in arranging independent accommodation nor is responsible for providing students accommodation if they are unable to secure independent accommodation.

## Travel around London

Study Abroad students are provided with a Travelcard for Zones 1 – 2, valid for the duration of their program. 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.

The Institute will cover the costs of any academic related travel outside of Zones 1 and 2; however, students are responsible for the costs of personal travel outside Zones 1 and 2. Students who do not bring their Travelcard with them on academic field trips or excursions are responsible for the costs of travel for that activity.

Students are expected to keep their Travelcard in a safe and secure space. Lost or stolen Travelcards can be replaced via Transport for London (TfL). The Institute cannot assist a student with replacing a lost or stolen Travelcard, and students are responsible for covering the costs of travel until a replacement card is received. The Institute is not responsible for paying nor assisting students with any fines or additional fees received due to improper use of the Travelcard, including but not limited to travel outside the designated Zones.

Information related to Travelcards, traveling between Zones and throughout London transport, and reporting a Travelcard lost or stolen can be found on the TfL website: [www.tfl.gov.uk](http://www.tfl.gov.uk).

## Medical Care

### General Health Care

In the UK there is a service called the National Health Service (NHS) that provides healthcare for all UK

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citizens based on their need for healthcare rather than their ability to pay for it. As a Study Abroad Student you are entitled to a limited range of NHS treatments, such as emergency or routine care, but not dental services or complex treatment. You can attend A&E (Accident & Emergency) departments for emergency care and also Sexual Health clinics for free treatment. However, if you are referred to specialist services or admitted to hospital as an in-patient, you may be charged a fee and this can be expensive.

If your course is less than six months, you are strongly advised to take out private medical insurance, as you will be liable for NHS charges for the treatment you receive in the UK except for in a medical emergency and this is limited.

Some countries have a reciprocal agreement with the UK which may entitle you to some free healthcare on the NHS but you should seek advice from the health authorities in your home country about exactly what treatment will be covered.

If you take regular medication please bring a sufficient stock to give yourself time to access a prescription when in London. All medications sent overseas via postal mail are subject to UK taxes.

Sotheby's Institute has made links with 2 GP Practices. One is a 10min walk from us, called the **Holborn Medical Centre** <http://www.holbornmedicalcentre.com/>

The other is the **Gower Street Practice**, also located quite near to the Institute: <https://www.gowerstreetpractice.org.uk/register-online/>

Both are happy to see Sotheby's Institute of Art students, who can register on a temporary basis - you will need to register with them before you can see a GP (General Practitioner).

If you prefer to see a GP near to where you live, you can search for a practice that is local to you by inputting your post code at <http://www.nhs.uk/Service-Search>

### **Address**

Holborn Medical Centre (HMC)  
64-66 Lambs Conduit Street  
London  
WC1N 3NA  
020 3077 0044



## 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/](http://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/ServiceA-Z/ES/AE](http://www.uclh.nhs.uk/OurServices/ServiceA-Z/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.

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## FURTHER INFORMATION RELATING TO YOUR STUDIES

### Careers Support

Career support is provided throughout the program 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 and other career events. Services include:

Services to Students:

- Employability and Enterprise Workshops - online
- Access to the 'SIACConnect' Jobs Board
- Careers Events – online and on-site when viable
- Career Management Resources Located Online and in the Library

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 contact the Careers Service please email [Careerslondon@sia.edu](mailto: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. We offer a range of services that you can access, your Programme Coordinator/Manager 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/Manager 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](mailto:counselling@sia.edu) or [student.support@sia.edu](mailto:student.support@sia.edu)

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## 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](mailto: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](mailto:counselling@sia.edu).

Your mental health is as important as your physical health and asking for help is not wasting anyone's time, we would always prefer to hear from you. Contact the Counselling Service at [counselling@sia.edu](mailto:counselling@sia.edu).

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## 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 Study Abroad 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 the Programme Team and Course Leaders through Programme Committee meeting, 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
- University of Manchester and external review meetings where student feedback is sought

All students will also be asked to complete anonymous, online programme/unit evaluation surveys at the end of each semester to enable the Institute to further understand the range of student experiences. By collecting feedback from individual students via surveys this gives us an opportunity to further expand the feedback from Student Representatives and ensure that every student has a voice.

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# 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;



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- 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:

- 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 Friday;
- 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.

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## 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 a 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 can 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](mailto: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.

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## 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 Manager 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 *Student Code of Conduct* and the *Non-Academic Misconduct Policy* – London (available on Canvas) for further information.

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# 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 Study Abroad programme. These resources enable students to fulfil programme and course work.

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*, *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.

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## **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 Study Abroad 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. 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.

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## **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: six 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,

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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](mailto: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](mailto: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.

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## **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, Outlook)
- Adobe Reader
- MS PowerPoint (Canvas does not support other presentation software)

### Operating Systems:

- Windows 10/ MacOS 10.15

### 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.



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## 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

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## APPENDIX - Health and Wellbeing

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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.

### 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/](http://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.cnwl.nhs.uk/>

#### **Dental practices**

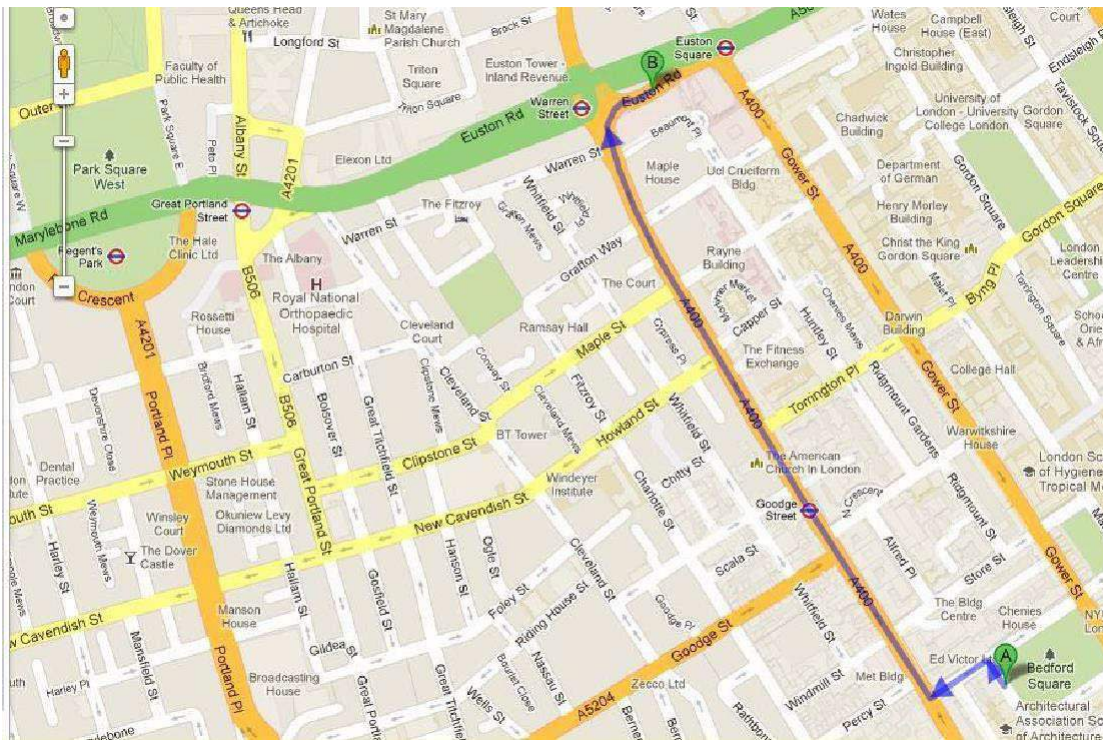
Search here to find a surgery where you live [www.nhs.uk/service-search/find-a-Dentist](http://www.nhs.uk/service-search/find-a-Dentist)

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

[www.centrepointdental.co.uk/](http://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](http://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.

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## 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](http://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](http://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](http://www.nightline.org.uk)

### **SHOUT 85258**

For free, confidential, 24/7 mental health crisis text support service: <https://giveusashout.org/>

### **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](#)