



## **SCHOOL OF THE ARTS**

## **STUDENT HANDBOOK**

***UNDERGRADUATE AND TAUGHT POSTGRADUATE PROGRAMMES***

**2019-20**

**On request, information in this Handbook can be made available in an alternative format. Please contact the School of the Arts Student Support Centre at [sscarts@liverpool.ac.uk](mailto:sscarts@liverpool.ac.uk) or 0151 795 0500**

On behalf of everyone here, a very warm welcome to the School of the Arts

This Handbook has been written to provide all the information you need to help you understand how the School is organised, where you can obtain further information and assistance, what you can expect from the School and your department, and also what we expect from you.

You should read it thoroughly during the early weeks of your programme, and also keep it handy for reference during your time as a student at the University.

I hope that by the end of your student career you will have come to regard this Handbook as a well-known, good and trusted companion.

With every good wish for a happy and successful student career.

Professor Peter Buse  
Dean of the School of the Arts

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## Purpose of the handbook

This handbook aims to be a guide to life in the School of the Arts. It contains information on the structure of the School, its staff, its committees, and other information useful to you throughout your studies. You are advised to read it thoroughly, in order to familiarise yourself with the practices and procedures of the School/Department. It does not replace any other communications you receive from the University, Faculty, or individual subject department, but should be read in conjunction with them. You should also be aware of the general rules and regulations of the University which apply to all students and should take note of the additional information issued by the University such as the 'Your University' handbook (available here: [Student Handbooks](#)) and other paper-based booklets and web links.

## Information about the School

The School of the Arts comprises five separate departments: Architecture, Communication and Media, English, Music and Philosophy.

The School Student Support Centre is situated in the ground floor reception area of 19 Abercromby Square. This is where you will go for all matters concerning your studies at Liverpool, including submitting assessed work, making general inquiries, or seeking help and support in relation to Extenuating Circumstances. The Student Support Centre can be contacted on: [sscarts@liverpool.ac.uk](mailto:sscarts@liverpool.ac.uk)

## Communication with students

### Email

Incoming students are provided with a University email account and once your registration is completed, all University communications will be sent to this account. It is very important that you check this daily during term-time, and also regularly during vacation periods.

Email is usually not a good way to get an answer to an urgent query; you will generally get the information you need more readily by visiting your Student Support Centre (SSC) (Reception) at 19 Abercromby Square or seeing your module leader in class or during their office contact hours.

If you do email academic staff or professional services staff, please do so only from your University email account. Write in a professional polite style, and remember to use an appropriate greeting and sign-off in all mails.

**When contacting your SSC, it is important to indicate your student ID number, which degree programme you are on and your year of study in all communications;** this will help us to identify you more easily and respond to your enquiry.

Academic and professional services staff will not normally reply to emails outside of normal office hours—in other words you should not expect a reply to your email in the evenings or at the weekend.

Please try to find information in this handbook or through the School or University web pages in the first instance; if you cannot find what you are looking for, let us know so that we can post that information for the benefit of other students. Your SSC will also be able to answer many of your non-academic queries.

### VITAL

Students are expected to monitor information concerning their modules on the VITAL network regularly. Information about your programme will be communicated via your VITAL programme page.

### Twitter

This is where the School will post all the important gossip you need to know as a School of the Arts student. Top tips, useful guidance and some fun things will also be tweeted. Please follow @SotaSSC

### School newsletter

Emailed to all students every Tuesday within term-time

### School Website

The intranet contains information for current students at: <https://www.liv.ac.uk/intranet/school-of-the-arts/>

### External post

Sometimes we need to contact you via the external postal system so it is important that your school is kept informed of any changes to your address – both term-time and vacation. You can update your details via Liverpool Life. **Please check that your postal details and mobile phone details are accurate and up to date!**

### Telephone contact

All staff have a direct telephone number and many have voicemail. Please note that when telephoning staff on a University telephone, you only need to dial the last 5 digits (e.g. for 7941234 you simply dial 41234). Calls made from outside the University or from a mobile require the full number. If you are dialling from outside the UK, use the prefix +44 (151).

### Key dates for action for students in the academic year

Information is available on VITAL.

## Programme information

Full programme specifications for our UG and PGT programmes may be viewed here [A-Z Programme Specifications](#)

## Learning, Teaching and Assessment Policies/Strategies/Processes

### The programme assessment regime

Information is available on VITAL.

### Online coursework and submission

The majority of modules in the School of the Arts will follow the e-submission only policy where work has to be submitted electronically. However, some modules (especially modules belonging to Architecture, English and Music) may require dual submission. You should keep a close eye on announcements on the VITAL page of each module and this will explain what type of submission is needed. If the module requires dual submission, the hard copy will usually be expected to be submitted via the student support centre reception (**19 Abercromby Square**). Electronically submitted work will be marked anonymously, unless the nature of the assignment prevents this.

The deadline for all electronic submissions of work is **2pm**. All submission deadlines will be set during term time and during a weekday.

Work with an electronic submission is to be submitted via VITAL. VITAL is currently experiencing issues with 'Safari', therefore when submitting work, please use either 'Google Chrome' or 'Firefox'.

There are two types of submissions, 'Turnitin' and 'Blackboard Assignment'. The appropriate submission format will be made available through your VITAL module page.

**Turnitin** accepts a restricted set of file types: see [Turnitin file types](#). It can alter your formatting at the point of submission if you have used text boxes, coloured fonts etc. Therefore, we recommend that wherever possible you complete your work in Microsoft Word and convert to a pdf before submission. If your document contains images, please consider the impact this will have on your file size and reduce the image size (or the whole file if necessary). You should allow enough time when submitting your work to ensure it submits successfully and that you are happy with the appearance of your submission.

**Blackboard Assignments** are used for assignments that are of a larger file size/non-standard file types e.g. Music compositions. Please note that although Blackboard Assignments accepts larger file sizes, it will not accept more than 100Mb. The larger your file, the longer it will take to upload, depending on your internet connection. It is your responsibility to allow for this and we recommend that you submit your work from a campus machine if possible. You should follow the submission instructions given by your module convenor, and compress your files into a zip folder if advised to do so.

#### Penalties for Late Submission of Coursework

Work submitted after the submission deadline will be subject to 'late penalties'.

The University's standard penalties for the late submission of electronically submitted work (as detailed in the [Code of Practice on Assessment](#)) are as follows: 5% of the total marks available (usually 100 marks) will be deducted from your mark for each day after the submission date, up to a maximum of five days (including weekends).

For example, if your assignment has a maximum of 100 marks available and you submit one day late, five marks will be deducted. A submission which is two days late will receive a 10 mark deduction, three days late will received a 15 mark reduction, and so on.

A 'day' is classed as 24 hours from the time of the submission deadline. For example, if your deadline is at 2pm on a Monday, but you submit your work at 3pm on the Tuesday, this will be subject to two days' worth of late penalties. This is because it is more than 24 hours after the deadline, despite it being a difference of one calendar day.

Work submitted more than five days after the submission deadline will receive a mark of zero.

Please note, for a coursework item that is not required to be submitted electronically, late penalties are applied differently. In this circumstance, the University defines a day as when the University is open and staff would normally be available for contact by students (i.e. not weekends, Bank Holidays or the Christmas break). Therefore, for non-electronic submissions, penalties will be applied up to 4.30pm Monday to Friday.

If you experience issues whilst submitting your coursework, please visit the School of the Arts Student Support Centre at [19 Abercromby Square](#) (open Monday to Friday, 9am – 4:30pm). Here you will find Student Experience Administrators who will be able to assist you with your submission. In addition, we have PCs in our reception area that can be used to submit work. Alternatively you can contact us by telephone on 0151 795 0500 or by email at [SSCArts@liverpool.ac.uk](mailto:SSCArts@liverpool.ac.uk) (we aim to respond to emails within 24 hours but this may vary during heavy workload periods).

Please note, we cannot accept work from students more than 21 days late, nor can we accept any work submitted after the end of the assessment period (last day of exams in each semester).

#### Exemption from Late Penalties

You may apply for exemption from late penalties for any coursework submitted late (and providing the coursework has the opportunity for late submission) because of unforeseen medical or other exceptional circumstances. You will need to complete an Application for Exemption From Late Penalties form which is available [online](#). The completed form should normally be submitted with appropriate independent documentary evidence to the SSC in the School of the Arts that delivers the module at the same time as the late coursework or at the earliest opportunity thereafter. You should submit documentary evidence to support your application (normally the type of contemporaneous independent evidence required for extenuating circumstances claims) ideally at the same time as the late coursework. However, if you are unable to submit an application for exemption from late penalties and/or to provide supporting evidence with the late coursework the final deadline for any request for exemption from late penalties and supporting evidence would be the same as the deadline specified by the relevant Extenuating Circumstances Committee for receipt of extenuating circumstances applications.

The latest you can submit coursework after a deadline is the earliest of:

- (i) The time of release of feedback on the assessment task that would benefit you, or
- (ii) Two working weeks from the date of the original deadline, or
- (iii) The last day of the relevant assessment period.

Coursework submitted after this time will be treated as a non-submission and dealt with under the Policy on Extenuating Circumstances (Appendix M).

#### Extensions

Extensions to coursework submission deadlines are only available to students undertaking programmes delivered in partnership with Laureate Online Education and students with a Support Plan confirmed with Disability Advice and Guidance

Further information about exemption from late penalties and extensions can be found [here](#) and in the [Code of Practice on Assessment](#) (sub-sections 6.4 to 6.5.)

#### Marking criteria and descriptors

Marking descriptors (assessment criteria) are included in programme specifications. Students are reminded of these in the run-up to submission of marked assignments.

Information concerning the timing of coursework assignments assessments is published online at the start of each academic year. Students are sent reminders and submission links in the run-up to assignment deadlines.

## General feedback policy

Feedback is advice about the progress of student learning and development of understanding, knowledge and skills. Feedback aims to be helpful and constructive, identifying strengths, areas for development and how to improve in the future.

Coursework feedback is generally provided through Turnitin and consists of a grade, summary feedback comments and a completed rubric. Feedback is customised in accordance with the varied types of assessment on different modules (essays, projects, reports, journals, compositions, videos etc.).

Feedback on coursework is provided on a timely basis, generally within three weeks of submission. Where there are exceptional unforeseen circumstances which mean that feedback cannot be provided within three weeks, students are informed of the revised date.

Feedback also includes a much wider range of academic advice provided in different settings and through different methods. For example, students may be provided with oral feedback during class, within office hours or other one-to-one meetings. Students may be provided with feedback on their learning generally, or in relation to specific ideas and plans for assignments. Feedback may also be provided in the form of computer-generated feedback, self-assessment and other forms. Depending on the nature of the programme, students may have the opportunity to gain feedback from others such as peer reviewers or industry experts.

Students should carefully review and record feedback within a Feedback Diary, to reflect on how to improve, and create an action plan for development. Students are encouraged to discuss feedback and their plans for improvement with academic advisors and other relevant University staff.

There are many procedures in place within School of the Arts to ensure that work submitted for assessment is marked fairly, including:

- **Anonymity** - A system of anonymous submission and assessment is in place - where this is not possible (eg. within some presentations, performances or dissertations) students are informed in advance.
- **Assessment criteria** - Submissions of the same type (essays, exams, presentations etc.) are assessed using the same assessment criteria wherever possible.
- **Double marking** - Dissertations and some other assignments, such as Work Experience assignments and final year projects, are double-marked, with feedback provided by both markers.
- **Moderation** - Submissions are internally moderated before provisional marks are released to students – this means a selection of assessed work is reviewed by a second examiner (a moderator) to check the assessment criteria have been applied fairly and consistently.
- **External moderation** - Submissions which count towards degree classifications are externally moderated – this means a selection of assessed work is reviewed by an External Examiner<sup>1</sup>

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<sup>1</sup> External Examiner – an academic or expert external to the University of Liverpool who has knowledge and understanding of UK QAA Subject Benchmark Statements and the UK Quality Code for Higher Education and competence and experience in the

to check assessment criteria have been applied fairly and consistently and in line with UK HE quality standards.

- **Ratification** - Marks awarded during the academic year remain provisional until they are checked and ratified by a University Board of Examiners. Marks for work submitted through the year is ratified in June; marks for summer resits are ratified in September.

Students are reminded they are required to conduct themselves, both on and off the campus, in a manner which demonstrates respect for the University, its staff, fellow students and property. The University places great emphasis on the good behaviour of its students and has a formal procedure for dealing with misconduct. Further information is available at

<https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline/#conduct>

For further information on assessment and feedback please visit the SOTA Student Support VITAL site.

## Exams

Your Exam timetable will be provided to you through Liverpool Life before each exam period.

The date you will receive your examination marks will also be communicated to you in advance, and your results will be communicated to you via Liverpool Life.

You are strongly advised to read the [Regulations for the Conduct of Examinations](#) and [the Notes of Guidance for Examination Candidates](#) before they sit a University of Liverpool exam.

Some key information for you to be aware of regarding examinations is:

- You must attend all exams unless prevented by illness or other extenuating circumstances (Regulation 1: General Regulation 1).
- You must bring your Student ID card with you and have it on display
- You must not enter an exam room more than half-an-hour after the start of an exam.
- You must not leave an exam less than half-an-hour before the end (Regulation 1: General Regulation 2).
- You **must** arrive at the exam room at least 15 minutes before the exam is due to start in order to hear any announcements (Regulation 1: General Regulation 3).
- If you arrive late, you **will not** be allowed extra time. If you believe that there is good reason why you could not arrive on time, you **should** submit an Extenuating Circumstances claim (Regulation 2: Late Arrival at Examinations)
- If you have a disability and need adjustments made to your exam arrangements, you should seek advice as early as possible before the exams from the Disability Advice and Guidance Team (Regulation 10: Disability and Alternative Examination Arrangements).

## Exam results

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programme of study – see COPA appendix H for further details [https://www.liverpool.ac.uk/media/livacuk/tgsd/code-of-practice-on-assessment/appendix\\_H\\_cop\\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tgsd/code-of-practice-on-assessment/appendix_H_cop_assess.pdf)

Once the examiners have approved your results, these will be made available to you on the Liverpool Life system.

The date when end of year results and degree classifications will be available on the system is given at <http://www.liv.ac.uk/student-administration/exams/results/>.

Staff are NOT permitted to give you your results for individual modules by any other means. Exam Marks for Semester 1 modules are made available as soon as possible, usually towards the end of February and remain provisional until they are approved by the Board of Examiners after the Semester 2 exam period. Exam marks for resit exams are normally made available in the middle of September. If you are on financial suspension because you owe money to the University, you will NOT be able to access your results until your debts are settled.

To access your results on Liverpool Life:

- Go to the University Homepage and click on Liverpool Life
- Enter your student ID details and password in the appropriate boxes and then click on login
- Click on the Academic tab
- Use the Results portal to view your marks, clicking on the relevant semester button

You can also download an unofficial transcript of your marks from Liverpool Life:

- Go to the University Homepage and click on Liverpool Life
- Enter your student ID details and password in the appropriate boxes and then click on login
- Click on the Academic tab
- Use the Transcript portal to view your unofficial transcript
- Select the relevant session and click on submit to view your marks
- You can then print the unofficial transcript if you wish to do so

#### Process for obtaining feedback following formal examinations

Feedback is not provided on written examinations in the form of comments on scripts. However, students may request individual feedback on examinations. This may be delivered orally, in line with the general policy on this that is operated by the School of the Arts. Students should submit such requests to the relevant module convener or their academic advisor. You will not be able to take a copy of your exam script away.

#### Extenuating Circumstances

Extenuating circumstances are usually short term, unforeseen circumstances which have affected performance in assessments (whether an examination, essay, practical or other form of assessment). If you miss an examination or an assessment deadline for reasons beyond your control and/or believe that extenuating circumstances may have affected your performance in assessments and examinations, you will need to formally submit an Extenuating Circumstances application form. The form is available [online](#). Completed forms should be submitted in accordance with the procedures set out in the University's Extenuating Circumstances Policy available here:

[Code of Practice Appendix M - Policy on Extenuating circumstances in Relation to Performance in Assessments and Examinations](#)

[Extenuating Circumstances Policy Guidelines for Students and Staff](#)

#### **Code of Practice on Assessment for Undergraduate programmes**

The University has a Code of Practice on Assessment which brings together the main institutional policies and rules on assessment. The Code is an authoritative statement of the philosophy and principles underlying all assessment activities and of the University's expectations in relation to how academic subjects design, implement and review assessment strategies for all taught programmes of study. The Code of Practice includes a number of Appendices which provide more detail on the regulations and rules that govern assessment activity; these include:

- The University marks scale, marking descriptors and qualification descriptors;
- The model for non-clinical first degree programmes;
- The system for classifying three-year, non-clinical, undergraduate degrees;
- The system for classifying four-year, non-clinical, undergraduate degrees that include a year in industry or a year abroad;
- Information about students' progress, including guidance for students;
- The procedure for assessment appeals;
- Regulations for the conduct of exams;
- The University's policy on making adjustments to exam arrangements for disabled students.
- The code of practice relating to external examining (see also below)
- The Academic Integrity Policy, which covers matters such as plagiarism and collusion and includes guidance for students;
- The policy relating to extenuating circumstances which explains what you should do if you have extenuating circumstances that have affected assessment; and
- The policy on providing students with feedback on assessment.

Please click [here](#) to access the Code of Practice on Assessment and its appendices; this link will also give you access to assessment information that is specific to your cohort.

### **Code of Practice on Assessment for Postgraduate Taught programmes**

The University has a Code of Practice on Assessment which brings together the main institutional policies and rules on assessment. The Code is an authoritative statement of the philosophy and principles underlying all assessment activities and of the University's expectations in relation to how academic subjects design, implement and review assessment strategies for all taught programmes of study. The Code of Practice includes a number of Appendices which provide more detail on the regulations and rules that govern assessment activity; these include:

- The University marks scale, marking descriptors and qualification descriptors;
- The framework for modular, postgraduate programmes;
- Information about students' progress, including guidance for students;
- The procedure for assessment appeals;
- Regulations for the conduct of exams;
- The University's policy on making adjustments to exam arrangements for disabled students.
- The code of practice relating to external examining (see also below)
- The Academic Integrity Policy, which covers matters such as plagiarism and collusion and includes guidance for students;
- The policy relating to extenuating circumstances which explains what you should do if you have extenuating circumstances that have affected assessment; and
- The policy on providing students with feedback on assessment.

Please click [here](#) to access the Code of Practice on Assessment and its appendices; this link will also give you access to assessment information that is specific to your cohort.

## Student support

You are expected to engage pro-actively with your Academic Adviser, Student Experience Team and Peer Mentors (if appropriate). You will also take responsibility for making and implementing plans, reviewing your achievements and reflecting on your progress in order to enhance your student experience with us and maximise your attainments and employability.

### Student Services

The University's Student Services offer comprehensive support and welfare services to students through two teams: Student Welfare Advice and Guidance via [advice@liverpool.ac.uk](mailto:advice@liverpool.ac.uk) or 0151 794 5863, and the Counselling and Mental Health Advisory Service via [counserv@liverpool.ac.uk](mailto:counserv@liverpool.ac.uk) or 0151 794 3304. The University also has a free online 24/7 support service through Big White Wall which students can access directly at [www.bigwhitewall.com](http://www.bigwhitewall.com) using their University email account when they log in. Students can independently contact central Student Support Services at any time during their studies; more information is available here: [Student Support](#)

### Learning and Teaching Support Officer

The Learning and Teaching Support Officers can help if you are experiencing difficulties with any aspect of University life. The Learning and Teaching Support Officers will be able to provide advice and support with welfare and pastoral concerns, ensuring that you are guided to the most appropriate specialised support for your needs.

You can contact the Learning and Teaching Support Officers via the SSC or directly at [sotalts@liverpool.ac.uk](mailto:sotalts@liverpool.ac.uk)

Drop in sessions are available at the following times:

Monday: 10 am – 12 pm

Thursday: 2 pm – 4 pm

Friday: 10 am – 12 pm

Live Chat:

Monday – Friday (excluding Wednesday): 4 pm – 5 pm

### Disability Support

Our Student Learning and Teaching Support Officers are the nominated DDC leads in School of the Arts. If you have any issues relating to disability support please contact an LTSO on [sotalts@liverpool.ac.uk](mailto:sotalts@liverpool.ac.uk) or attend a drop in service at the times specified above.

### **Academic Advising and Student Success framework**

A new framework for academic advising and student success will be rolled out at the start of the new academic year 2019-20. The framework focuses on a team approach to supporting students and comprises four pillars: academic advisers, student experience teams, peer mentors, and students themselves.

### Academic Advisers

Every student is allocated an Academic Advisor who provides academic advice and guidance to support your academic progress. You can find the name of your Academic Advisor via Liverpool Life. Your Academic Advisor will meet you when you begin your studies and regular meetings will be available with him/her either via one-to-one or in groups throughout your programme to discuss and review your progress.

You may ask your Academic Adviser to write your reference for employment/further study in your final year, so it is essential that you enable him/her to get to know you over the course of your studies by attending regular meetings. You will be given more information about the role of the Academic Adviser and arrangements for meetings during Welcome Week or within the first few weeks of teaching.

### Peer Mentors

Peer Mentors are existing students who have been recruited by the University and specially trained to provide a 'near peer' welcome to new students during the first few months at University. They will help students to settle in to their new surroundings while assisting in the transition to higher education. Peer Mentors are based within Schools and will focus on:

- Improving retention
- Reducing feelings of isolation
- Increasing belongingness within the University community
- Strengthening cohort identity and developing key friendships at an early stage

### Student Experience Teams

Student Experience Teams are based in Schools and are the main point of contact for advice and guidance unrelated to academic progress in a number of areas, including:

- Timetabling
- Module Registrations,
- Assessment arrangements
- Extracurricular and placement activity
- Welfare and pastoral queries or concerns, eg extenuating circumstances
- Student mobility including Semester Abroad, Year in China, Year Abroad, Year in Industry and Summer programmes

Your Student Experience Team can be contacted via 0151 795 0507, by email on [sscarts@liverpool.ac.uk](mailto:sscarts@liverpool.ac.uk) or you can drop in to the Student Support Centre at Reception desk at 19 Abercromby Square.

## Procedures for handling absences

### Attendance monitoring

Attendance and engagement with your programme of study is crucial to the successful completion of coursework and examinations, and those are in turn central to your progress from one year to the next. The great majority of our students play a full part in their degree study and gain enormously from it.

The objective of attendance and engagement monitoring is to support student wellbeing and the expectation is that students will take responsibility for managing their learning and will demonstrate engagement by the following interactions:

- Attending all timetabled lectures, seminars, tutorials, meetings with Academic Advisors, Study Skills and other extra-curricular learning activities
- Accessing learning resources via the virtual learning environment
- Completing formative and summative assessment tasks
- Registering their own attendance and monitoring their data.

Schools and Departments are responsible for monitoring attendance across all Programmes of Study within the Faculty. Monitoring will be undertaken by using VITAL and the Blackboard app at each **timetabled Lecture session** each week throughout your year of study.

It is expected that all students will attend a minimum of 75% of their weekly Lectures. If attendance falls below this threshold the following support mechanism for contacting students will apply:

Students below 75% Attendance	Students below 25% Attendance	Students with 0 % Attendance
An email* will be sent to you of the support available within your School and via Central teams.	An email will be sent reminding you of the support services available. Details of your attendance will also be sent to your Academic Advisor.	You will be invited to a Progress meeting. Failure to attend will result in an engagement HOLD being placed on your account.
Students who have a Tier 4 visa will also be invited to a supportive meeting with a member of the Student Experience Team.	Students who have a Tier 4 visa will also be invited to a supportive meeting with a member of the Student Experience Team.	

\*It is important to regularly check your University email and personal email accounts. Any such emails will come from [artsatt@liverpool.ac.uk](mailto:artsatt@liverpool.ac.uk)

In serious cases of a lack of attendance and engagement you may be referred to a School Progress Panel acting on behalf of the Board of Examiners who can recommend that your studies are terminated.

International students (from outside the European Economic Area) who, under Tier 4 of the points-based immigration system, require a Biometric Residence Permit (BRP) to study in the UK should be aware that the University is registered as a UK Visa and Immigration (UKVI) Sponsor. The University has statutory responsibilities to monitor and report to the UKVI any international student who is not meeting the attendance requirements of the programme. A guide for Tier 4 students can be found at <https://www.liverpool.ac.uk/media/livacuk/student-support/ist/pdfs/Tier,4,Guide,for,Students,web,version,2017.pdf>

Non-attendance or poor attendance is likely to lead to a decision of termination of studies by a Board of Examiners. The consequence of this for a Tier 4 international student is that the University

would cease its immigration sponsorship of the student and this would mean that they could no longer study in the UK. Students should be aware that fee liability continues to accrue, even if they are not attending. If students wish to stop attending for reasons of ill health or other personal reasons, they should make arrangements to change their registration status.

If you are a sponsored student your sponsor will contact the University regularly for return of attendance and progress data.

#### Falsifying attendance

Students should be aware that they are not penalised for low attendance levels, there is nothing to gain in attempting to falsify attendance registration. Students must only register their attendance when physically in the activity. Any attempt by students to falsify their attendance registration will be deemed misconduct in line with the Universities policy on student conduct and discipline, section 7m. <https://www.liverpool.ac.uk/media/livacuk/student-administration/student-administration-centre/documents/Policy,on,Student,Conduct,and,Discipline.pdf>

Students believed to have falsified their attendance registration will be emailed reminding that any attempt to falsify attendance records will be deemed misconduct. Students who are found to have falsified their attendance registration for a second time will be invited to an informal meeting in which guidance will be provided on registration of attendance. This is also a wellbeing opportunity to ensure that student's ability to engage with their studies is not being affected by external factors leading to their attempts at falsifying attendance records. Should students fail to respond or attend this meeting and make no attempt at re-arranging, then the School or Department will have no option but to invite the student to a summary jurisdiction meeting for consideration of formal or final warnings. This would also apply if a student is found to have falsified their attendance records on a third occasion.

Complete procedures for summary jurisdiction can be found

<https://www.liverpool.ac.uk/media/livacuk/student-administration/student-administration-centre/documents/App,D,Procedures,for,Summary,Jurisdiction.pdf>

## Student representation and feedback within the School

#### Staff Student Liaison Committees

Staff-Student Liaison Committees are established in accordance with the University Code of Practice on Student Representation available [here](#).

Staff-Student Liaison Committees will normally meet at least three times a year. The membership, its terms of reference, and the manner in which it conducts its business will conform to the requirements of the Annex to the Code of Practice on Student Representation. Elections to the Staff-Student Liaison Committee will be carried out within the structure determined by the University Student Representation Steering Group, and Programme Representatives will be encouraged to attend the training provided for them by the Guild of Students. More information about becoming a student representative is available here: [Course Representatives](#)

The School tries to be as open as possible in the way it runs, and students are encouraged to make their views heard. This is not to say every opinion will be acted upon because ultimately academic staff are responsible for using their judgement about how their subject should be taught and assessed. But student opinion will always be listened to and seriously considered.

### Representation on Committees

There are committees at Faculty and School Level and both include student representation. Committee reps are usually recruited through the SSLCs and you will hear more about these opportunities at the first SSLC. You can also find out more by contacting the Faculty Student Voice Coordinator ([GuildHSS@liv.ac.uk](mailto:GuildHSS@liv.ac.uk)) who is based in the Guild but works very closely with staff in the Faculty.

### Other ways a student can get his/her opinion heard

- There is student representation on all Curriculum Boards for each Department and on the School of the Arts School Scrutiny Panel. Students interested in such opportunities should speak to Programme leads
- Students are invited to complete online Module evaluation questionnaires near to the end of each semester. Module evaluation gives students the opportunity to make their voice heard and allows them to give feedback about the content and structures of modules based on their personal experience.
- If a Student would like to give feedback about the School of the Arts, they can visit the Student Support Centres reception at 19 Abercromby Square or email us at [SSCArts@liverpool.ac.uk](mailto:SSCArts@liverpool.ac.uk). Alternatively, if the student would like to provide feedback about the School of the Arts, but not directly to the School, or provide feedback about a university wide topic they can contact the Student Opinion Team by email on [studentopinion@liverpool.ac.uk](mailto:studentopinion@liverpool.ac.uk), or fill out an online feedback form which can [accessed here](#).

### Opportunities for CV enhancing activities

The [My Liverpool](#) interactive resource is a website where students can find out about a wide range of co- and extra- curricular activities that they can take part in to make the most of their time at Liverpool. These opportunities include sports, music, volunteering, mentoring, taking an additional course, learning a new language, being a Student Representative, joining a sports club or any of the 150+ Guild societies, and many more. The My Liverpool e-Portfolio system provides students with a summary of co- and extra- curricular activities that they have taken part in lasting more than 7 hours, and which will also include the opportunity for students to reflect on the skills developed through participating in these activities. Activities from the My Liverpool e-Portfolio will populate the Higher Education Achievement Reports (HEARs.)

### Work Experience Opportunities

#### SOTA300

SOTA300 is an undergraduate Work Placement Module worth 30 credits. The module involves undertaking 48 hours of placement activity as well as attending 6 supporting lectures and 6 tutorials with a designated Academic Supervisor. Assessment comprises a self-reflective report, portfolio and presentation.

Examples of recent roles include; Digital Marketing Assistant, PR placement, Online Journalism Assistant and Event Management. We have worked with a variety of arts & cultural organisations including; Liverpool Sound City, FACT, Open Eye Gallery, Ditto Music and The Everyman Theatre. A significant number of SOTA300 students have reported that their placement has helped them to gain longer term employment or options for post graduate study.

For further information on SOTA300 or employability and placements generally, you can contact Sam Bird, Employability and Placements Officer, on [sam.bird@liverpool.ac.uk](mailto:sam.bird@liverpool.ac.uk) or e-mail our dedicated placements e-mail address [artsplacements@liverpool.ac.uk](mailto:artsplacements@liverpool.ac.uk). If you have any academic queries about SOTA300 please e-mail Amy Gerrard, Academic Coordinator for Employability and Placements [amy.gerrard@liverpool.ac.uk](mailto:amy.gerrard@liverpool.ac.uk).

#### Year in Industry

For the second year, The School of the Arts is running a Year in Industry programme. Currently, the programme is only available to eligible Communication & Media students. However, we plan to extend the Year in Industry across other departments in the School.

You will spend Year Three on a paid placement within an organisation in the media industry, broadly defined. Support for your placement will be provided by the Department and the School of the Arts. Your reflexive written account of the experience, connecting it to your academic studies, will contribute towards your final degree result, before your programme concludes with a fourth and final year of academic study in Liverpool.

### Volunteering Activities

The Liverpool Guild of Students has a dedicated team on hand to explore volunteering opportunities. Volunteering can be a great opportunity to enhance vital skills through extra-curricular projects. Further details can be accessed through the link below: <https://www.liverpoolguild.org/main-menu/volunteer>.

### Other activities

The School of the Arts has a comprehensive programme of employability and activities throughout the academic year including guest speakers from industry to student-led programmes such as the Journalism Showcase.

You can also attend Art Works sessions, which are HEAR accredited and are designed to give you industry insights from a mix of industry professionals and alumni, sharing how they started their careers, and the things that you can do at university to help you succeed.

You can get involved in the Bright Ideas initiative, which is a HEAR accredited series of interactive workshops designed to help you explore an idea that you would like to test out at university. We help you to develop your idea, identify a target market and the steps you need to get going. We then support you to implement your idea and evaluate your progress.

The School of the Arts Employability Support Award is available to students who might benefit from financial support to help take up opportunities for career related activities that a lack of funding could otherwise prevent them from undertaking. For more information on this award please contact Sam Bird, Employability and Placements Officer [sam.bird@liverpool.ac.uk](mailto:sam.bird@liverpool.ac.uk).

## **Study Abroad**

As part of your degree programme you may have the opportunity to study abroad. Studying abroad has huge personal and academic benefits, as well as giving you a head start in the graduate job market. We share good links with a wide range of worldwide exchange partners, resulting in many opportunities for students. More information is available here: [Study Abroad](#)

### Year in China

The Year in China is the University of Liverpool's exciting flagship programme enabling undergraduate students, from a huge range of departments the opportunity to spend one year at our sister university Xi'an Jiaotong-Liverpool University (XJTLU), following XJTLU's BA China Studies degree classes. More information is available here: [Year in China](#)

### Semester Abroad

The Semester Abroad involves going abroad for a semester (around 4-6 months) in Year 2 or Year 3 and does not add any extra time to your degree programme and is credit bearing. More information is available here: [Semester Abroad](#)

### Summer Abroad

Summer Abroad programmes are short term summer placements, either participating in a summer school or a research project. The programmes do not count towards your degree and add no extra time to your studies. This means you can benefit from a university-supported study abroad experience outside of your degree programme. You can apply to many of the summer options

regardless of your degree programme or your year of study. In some cases, you will be able to take subjects from outside your chosen academic discipline. For a full list of Summer Abroad opportunities available, check the Study Abroad [search tool](#).

### Year Abroad (MLC)

If you are studying a subject within the School of Arts alongside a language for example Music and/or French, your year abroad will be coordinated by the Modern Languages and Cultures department. Click [here](#) to find out more

### **Open Languages**

Open Languages gives students the chance to study a language alongside their named degree programme. Students can start as a beginner, intermediate or advanced learner and progress accordingly depending on their previous experience with the language.

More information is available here: [Open Languages](#)

### **Prizes**

The School offers a number of prizes for academic excellence across its various programmes and subject areas. Some are approved by the Board of Examiners in June (undergraduate) and November (postgraduate) and students notified by email. For final year students, awards are made at the graduation receptions in July (undergraduate) and December (postgraduate).

### **School-specific health and safety information**

The University is committed to providing you with a safe learning and living environment but we can only achieve this if we have your full support and participation.

In the same way we expect all our staff to work to high safety standards, we ask that you undertake the safe working practices outlined in the University, Faculty and School guidelines by:

- Taking reasonable care for the health and safety of yourself and others;
- Ensuring you are aware of the safe working procedures and policies;
- Acting in accordance with University safety rules.
- Ensure you are aware of, and apply, the fire safety and evacuation procedures in all buildings that you use, including what to do if you discover a fire, what to do if the alarm sounds and where to assemble should you have to evacuate the building. The normal way into a building may not be available to you in the event of a fire or evacuation situation so ensure that you are aware of the alternative routes out of a building.
- Know the number to use in an emergency – on the University telephone system this is **2222** from a landline. Save the full number in your mobile 0151 794 2222
- Never wedge open fire doors or obstruct escape routes.
- Always report accidents, near misses or dangerous conditions to a member of staff or email [safearts@liverpool.ac.uk](mailto:safearts@liverpool.ac.uk).
- Always follow any health and safety instructions you are given. If you are unsure of safe working practices, seek advice.
- Ensure you complete the online application for Out of Hours Access to Music and Architecture areas at the start of the year.
- Ensure you complete any Architecture Workshop Inductions at the start of the year.

- If you have a Disability Support agreement in place, you will be required to engage in completing your Personal Emergency Evacuation Plan (PEEP) with your Learning and Teaching Support Officer.

More information can be found on the [Safety Advisors Intranet](#)  
The link below has a specific section for Student Safety advice  
[Safety – What You Need To Know](#)

For students undertaking field or lab work, additional health and safety requirements will apply. You may also be required to undertake a risk assessment. Tutors and supervising staff can advise on the Risk Assessment process when required as part of your degree programme

## University initiatives

### KnowHow

KnowHow is a programme of workshops designed to help students succeed in your studies. The programme operates from a dedicated flexible space in the Sydney Jones Library and workshops include topics such as time-management, referencing, digital literacy, academic integrity, and wellbeing. Further information is available at <http://libguides.liverpool.ac.uk/KnowHow>. This is a very valuable resource for students and it is important that, where necessary, tutors signpost their students to the programme as part of the academic feedback process.

### Writing@Liverpool

Writing@Liverpool is a free service for students which can help them boost their academic skills. The service provides additional support in:

- analysing questions
- becoming more critical
- planning and structuring writing
- developing proof-reading techniques
- expressing yourself clearly.

Students will receive support from experienced tutors (usually PGR students). Further information is available from:

Email: [writing@liverpool.ac.uk](mailto:writing@liverpool.ac.uk)

Website: <https://www.liverpool.ac.uk/writing/>

Twitter: @writingatliv

### Study4Skills

Based on the work of expert Stella Cottrell, international bestselling author of The Study Skills Handbook, this interactive resource will students you hone and develop their study skills at your own pace. Each module has been carefully designed so they can assess your current proficiency, track their progress, become more confident and get the most out of their programme. To access this recourse, please [click here](#).