

# **ART ACADEMY** LONDON

**Fine Art Foundation Programme Handbook**  
Academic Year 2021/22

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### **Note**

Every effort is made to ensure that the information provided to students prior to starting at the Academy is accurate e.g. at Open Days, interviews, on the website and in our prospectus. We also make every effort to keep students up-to-date with relevant information throughout their studies.

We take all reasonable steps to provide the educational services described in our Prospectus. However, the content of individual courses and the curriculum for any given programme are under constant academic review and may change from time to time, with some elements being modified, discontinued or replaced. It is important to appreciate that we respond continually to student feedback to make improvements and these will include modifications to curriculum content.

# 1. Introduction

Welcome to Art Academy London's Fine Art Foundation: a unique course offering an alternative approach to most fine art education models. The programme is distinctive from other Foundation courses in that it also provides unprecedented skills training whereby you will be introduced to a wide variety of disciplines through the choice of elective skills workshop courses throughout the year which will enrich and inform your individual emerging artistic practice. Our intensive and supportive tutoring enables students to plan and enact progression to further study through the development of a comprehensive portfolio, personal statements and all the necessary information and skills for entry into Higher Education.

This document sets out for you the key things you need to know about your Foundation course, including the programme structure, the key requirements of the course, how it is assessed and how it is taught. It should be read alongside the **Student Handbook** which tells you all you need to know about the organisation, staff and facilities here at the Academy to support you in your studies. Art Academy London's Fine Art Foundation is internally awarded.

You will be able to access additional information about the programme, and information more generally about the Academy, via our Virtual Learning Environment, Moodle, once you have been inducted in its use. This is where you will find up to date information about your modules, your tutors, your timetable and other aspects of the programme. You will also be able to access all the Academy's regulations and policies. If there is any further information you need, the Academy staff are here to help you. Please feel free to ask questions of any staff member, or tutor, at any time.

As we emerge from the pandemic, which has affected so many aspects of our lives over the past 18 months, I'd like to reassure you that Art Academy London remains committed to doing everything we can to keep everyone in our community safe. We will continue to review the arrangements we have had in place to protect people against the transmission of the virus, carefully following government guidance. We are asking all our students to work with us to help to keep themselves and other members of the community safe: we are sure you will want to cooperate with us on this.

At the time of writing, it looks likely that we can relax the social distancing arrangements we had in place last academic year; we will keep this under review. It is likely, however, that we will continue to ask students, tutors and members of staff to wear masks at the Academy for the foreseeable future; again, we will continue to review this over the course of the academic year. We will also continue to ask you to wash or sanitise your hands frequently, and to stay away if you have any symptoms of Covid 19, and to inform a staff member and leave the building immediately should you develop those symptoms whilst at the Academy. We will continue with the increased frequency and thoroughness of the Academy's cleaning regimes. If you have any questions relating to Covid 19 and the Academy's response to it, please do ask any member of staff. You can also find information on Moodle.

Our aim is to ensure you get the most from the time you spend with us, tailoring your course to suit your interests and aptitudes. Our staff and tutors are here to support, guide and challenge you, in order to help you to develop your artistic and academic skills to the very best of your ability.

We wish you every success during your studies with us.

Sue Spaul  
Director of Programmes

## 2. Academic calendar

Art Academy London runs three terms per academic year, the first two have a reading week, but the third runs straight through.

### 2021/22 Academic year

#### Term 1 (2101)

Term starts 20/09/21

Reading week 25/10/21

Term ends 03/12/21

#### Term 2 (2102)

Term starts 10/01/22

Reading week 14/02/22

Term ends 01/04/22

#### Term 3 (2102)

Term starts 19/04/22

No reading week

Term ends 21/06/22

Please note: No classes run on Mondays, term three. There are extra Bank Holidays on Thursday 2<sup>nd</sup> & Friday 3<sup>rd</sup> June for which the Academy will be closed. Replacement Elective Skills classes for these days will be scheduled for 20th & 21st June.

For graduating students, the graduate exhibition is scheduled to open the 23rd June and these students will be expected to be on site during the exhibition run (23rd - 26th June inclusive) and the following week in order to take it down.

Below is a timetable for all three terms outlining key points when modules start and are submitted for summative assessment. More detailed timetables for specific modules and their associated delivery are available on the relevant programme and module pages of Moodle.

Term 1 (2101)	Induction Wk 13/09/21	Wk 1 20/09/21	Wk 2 27/09/21	Wk 3 04/10/21	Wk 4 11/10/21	Wk 5 18/10/21	Reading week 25/10/21	Wk6 01/11/21	Wk7 08/11/21	Wk8 15/11/21	Wk9 22/11/21	Wk10 29/11/21	Studio Practice module 1 start	Art Theory Session 1	Art Theory Session 2	Art Theory Session 3	Assessment days Studio Practice module 1.  Holiday project set				
	Term 2 (2102)	Wk 1 10/01/22	Wk 2 17/01/22	Wk 3 24/01/22	Wk 4 31/02/22	Wk 5 07/02/22	Wk6 21/02/22	Reading week 14/02/22	Wk7 28/02/22	Wk8 07/03/22	Wk9 14/03/22	Wk10 21/03/22	Wk11 28/03/22	Holiday project presentation	Art Theory Session 4 & writing skills session	Art Theory Session 5	Essay draft submission	Art Theory Session 6	Assessment days Studio Practice Module 2  Holiday project set		
		Term 3 (2103)	Wk 1 19/04/22	Wk 2 25/04/22	Wk 3 Tuesday 03/05/22	Wk 4 09/05/22	Wk 5 16/05/22	Wk6 16/05/22	Wk7 23/05/22	Wk8 30/05/22 BH 02 & 03/06	Wk9 06/06/22	Wk10 13/06/22	Wk11 20/06/22	Holiday project presentation	Bank Holiday Monday 2 <sup>nd</sup> - closed			Bank Holiday Thursday 2 <sup>nd</sup> & Friday 3 <sup>rd</sup> June – no (elective) classes. Closed. Hang-over classes from Thursday & Friday in wk 10.	End of electives term	Extra (elective) classes from Wk 8 bank holiday closure  Grad show prep	Studio Practice module 3 submission  Grad show & graduation
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### 3. Attendance

Art Academy London aims to enable all students to enhance their learning experience and develop their personal skills by requiring them to take a professional attitude to attendance and punctuality.

*The Academy expects the following of all students:*

- To attend all timetabled classes as required by the programme on which they are enrolled.
- To arrive on time for classes; late arrival causes disruption to other class members and is unfair to the tutor.
- To notify the Academic Team of any known lateness in the morning so it may be brought to the tutor's attention.
- To notify the Academic Team in advance of any absences so it may be brought to the tutor's attention.
- To independently make arrangements to catch up on any work missed during absence.
- To not book holidays during term-time.
- To give a week's prior notice to the Academic Team of any absence or lateness where extra-curricular arrangements unavoidably conflict with classes (acceptance of the validity of the request is at the discretion of the tutor).

The Academy's expectation is that you should attend 100% of your timetabled hours and arrive punctually at the beginning at each session. Attendance is monitored on a regular basis and if your attendance falls below 90% it will be subject to a review process which could lead to sanctions being applied. The Academy sets a minimum benchmark for attendance expectations. You must have an overall attendance record of at least 80% in order to successfully complete your programme; however it should be noted that personal and unavoidable circumstances will always be taken into consideration.

Electronic registers are taken at the start of each day and again after lunch. You must also be present for 80% of each individual class to be regarded as having attended that class: e.g. if you arrive after the morning break for a whole day class you will be marked as absent. Likewise if you arrive on time but leave at the afternoon break.

If you are having difficulties attending classes because of personal, financial or academic problems please talk at an early stage to the relevant staff - Academic Programme Manager or your Programme/Pathway Leader.

*A poor attendance or punctuality record could result in the following:*

- Bursary payments being withheld.
- The Academy informing any relevant funding body who may then withdraw the student's funding.
- Possible action under the Academy's Disciplinary Policy and Procedures which identifies unauthorised absenteeism or poor punctuality as misconduct and as such is subject to disciplinary procedures.
- The student's registration on the programme may be terminated.

Please contact the Academic Programme Manager or the Academic Administrator regarding any attendance issues on the number provided below under Staff, Academic Team.

*Further details can be found in the [Attendance policy](#)*

### 4. Staff

#### Key Academic Staff (Programme Delivery)

Lynn Dennison	Foundation Programme Leader	<a href="mailto:lynnd@artacademy.org.uk">lynnd@artacademy.org.uk</a>
Alex Virji	Foundation Studio Practice tutor	<a href="mailto:alexv@artacademy.org.uk">alexv@artacademy.org.uk</a>
Tom Morgan Evans	Art History & Theory Department Leader	<a href="mailto:tom@artacademy.org.uk">tom@artacademy.org.uk</a>

All the teaching staff at the Academy are practising artists, and therefore don't work full time. Lynn is usually in for two days of the week, Alex only during studio practice days. You are able to contact Lynn via email when she is

not on-site (please be aware she may not be able to respond straight away, due to her commitments to her own artistic practice. The Academic team are always available for immediate assistance). Key teaching staff are directly contactable by Academy email (there is a full list on Moodle). All Core tutors can be contacted through Moodle messages.

You will also be taught by a number of staff in Elective Skills Workshop Courses who may only be in for their teaching days - one day a term for one or more terms over the year. Should you need to contact these tutors, the academic team can contact them on your behalf (see below).

## Academic team

Sue Spaul	Director of Programmes	<a href="mailto:sue@artacademy.org.uk">sue@artacademy.org.uk</a>
Rebecca Kunzi	Academic Programme Manager	<a href="mailto:rebecca@artacademy.org.uk">rebecca@artacademy.org.uk</a>
Aimee Briggins	Academic Administrator	<a href="mailto:aimee@artacademy.org.uk">aimee@artacademy.org.uk</a>
	Admissions Administrator	<a href="mailto:admissions@artacademy.org.uk">admissions@artacademy.org.uk</a>
Tomas Chandler	General Administrator	<a href="mailto:tomas@artacademy.org.uk">tomas@artacademy.org.uk</a>

The Director of Programmes, Sue Spaul, works part time and the days she is in the Academy may vary from week to week. Sue has overall responsibility for academic affairs at the Academy and heads the team of Programme/ Department/ Pathway Leaders. She also has overall responsibility for student welfare. She can also generally be contacted by email (or phone via the office) on the days she's not in. Sue deputises for the Principal as necessary.

The Academic Team is responsible for the day-to-day organisation and running of all academic programmes. Most members of this team are full time and can be found in the main office (both during term time and during most holiday periods). Rebecca, the Academic Programme Manager, works closely with Sue, the Programme/Department/ Pathway Leaders and Tutors to ensure the smooth running of your programme, that all students are happy, safe and making progress in their studies. The Admissions Administrator looks after the admissions process, working with the Director of Academic Quality, Standards and Student Experience.

Members of the Academic Team are available to speak to students at any time during office hours (9am-5pm), when they can also be contacted on **020 7407 6969**.

## 5. Full time mode

The full time programme is one year. You will be tutored three days a week in the Academy but are expected to work independently on projects for two days (ten hours minimum) a week. One tutored day a week (10am - 5pm) will be spent on your Studio Practice project(s) in the Foundation studio space and two days of the week in various skills workshop courses based in different studios and workshops in the Academy.

The tutored skills workshop courses run every day of the week 10.30am - 4.30pm and students have access to the Foundation studio space during advertised hours for project work and self-directed study, although students may complete this work elsewhere. This would, for example, allow you to undertake paid work on those days if needed and to catch up on your self-directed study at other times.

### Term 1:

- 1 day Foundation skills module - Drawing (5 wks/ ½ a term)
- 1 day Foundation skills module -Painting (5 wks/ ½ a term)
- 1 day Foundation skills module - exploring Digital techniques (5 wks/ ½ a term)
- 1 day Foundation skills module - exploring 3D skills (5 wks/ ½ a term)
- + Wednesday studio practice module 1

**Term 2:**

2 elective skills workshop course days (students have free choice of a range of 10 week long courses)

+ Wednesday studio practice module 2 + UCAS portfolio prep & Application

**Term 3:**

1 or 2 elective skills workshop course days (*in term 3 students may wish to devote more time to the studio practice project and graduate exhibition and are therefore able to opt out of 1 skills day when they elect their choices with the agreement of the programme leader*)

+ Wednesday studio practice module 3

## 6. Part time mode

The part time programme is two years. You are tutored two days a week but are expected to work independently on projects for an additional five hours minimum a week. One tutored day a week will be spent on your studio practice project and one day of the week in various elective skills workshop courses based in different studios and workshops in the Academy. As part time students do not complete the Foundation skills modules in digital and 3D in the first term, they are encouraged to select a 3D and digital elective skills workshop course where relevant.

**Term 1:**

1 day Foundation skills module -Drawing (5 wks/ ½ a term) and Painting (5 wks/ ½ a term)

+ Wednesday studio practice module 1

**Term 2:**

1 elective skills workshop course days (students have free choice of a range of 10 week long courses)

+ Wednesday studio practice module 1(to half term)/ Wednesday studio practice module 2 (second half of term)

**Term 3:**

1 elective skills workshop course days + Wednesday studio practice module 2

**Term 4:**

1 day Foundation skills module\* - exploring Digital techniques (5 wks/ ½ a term) and exploring 3D skills (5 wks/ ½ a term)

+ Wednesday UCAS portfolio prep & Application

**Term 5:**

1 elective skills workshop course day

+ Wednesday UCAS prep & Application (to half term)/ Wednesday studio practice module 3 (second half of term)

**Term 6:**

1 elective skills workshop course day + Wednesday studio practice module 3

*\*if you take digital or 3D electives in your first year, you may not need to take the 3D and Digital skills module and substitute this with an elective instead.*

## 7. Programme Structure

### Term one (2101)

You will actively explore the different notions of what art is considered to be and thereby, how different artists are situated in the wider context of the art world, becoming confident in your expressive abilities and exploration in a wide range of media.

***Full time students follow a module comprising of five-week long modules over the first term (along with a studio based studio practice project day) Part time students will undertake only the drawing and painting modules in the first term (along with a studio practice/ studio practice project day)***

#### **Drawing**

This first module is designed to settle you into the programme, encourage free expression, and illustrate the huge potential and versatility of 'drawing' in its widest sense and of drawing as a primary medium of expression and observation. A wide range of styles and materials will be used.

#### **Photo, video and digital**

In this module you will get the chance to explore photography, video and other digital media as an artistic medium and as a means of documentation. This will include introductions to key software for photographic work (including Adobe Photoshop) and video editing. You will also explore narrative, storyboarding and presentation of time-based work, as well as learning how to photograph your work for documentation and portfolio presentation.

#### **Painting**

The aim of the module is to develop your exploration of the medium of paint and its basic techniques through experimentation, still life and developing work from another painting. You will primarily consider the materiality of various paint mediums, how it feels to handle them and how materiality can inspire and direct approach.

#### **3D**

The aim of the course is to introduce students to the practices of Installation, Sound and Performance. You will explore how space is used as a medium and vehicle of expression. You will continue to develop a sensitivity to 3D language; processes, materials, and form. You will also develop the confidence to work on a large/architectural scale in a variety of mediums and learn the value and nature of working on a collaborative project and how this may function within your singular practice. You'll investigate the potential of an experimental multi-media approach, working with sound, movement, performance, installation and more.

### Term two (2102)

You will have the opportunity to select elective skills workshop courses in areas that particularly appeal to you. Full time students choose two courses (each course is one day a week) from a range of focused skills workshop courses available from the Academy's programme which combine a selection of skills aimed at giving students a wider introduction to different mediums and techniques. The third day will be spent on a studio based studio practice module.

Part time students choose one elective skills workshop course to accompany their studio practice project day. This format is repeated for terms three, five and six for part time students.

### Term three (2103) - Final Term (terms five and six for part time students)

You will work towards a final exhibition as well as selecting one or two final elective skills workshop courses to complement and support the development of your studio practice project work in the final term.

The Foundation Programme Leader constantly monitors your progress and each studio practice project module will be followed by a critique and roundup session. You will be given constant care and guidance throughout the programme.

## 8. Programme content in detail

### **Foundation Skills Modules and Elective Skills Workshop Courses (Media experimentation)**

The tutors for each skills course are all practising artists who are specialist, highly skilled professionals in their particular field. The skills modules in the first term are purely for Foundation students. In terms two and three

Foundation students participate in their choice of elective skills workshop courses along with other academic students across the Academy.

The skills are all taught in such a way that students gain a real understanding of the techniques and creative opportunities within that medium, but we will also ensure that you understand how the skill is relevant within the broader context of your own creative practice. Each skill component explores such things as the language and nature of that medium, why you might choose it, how it combines with other media, and its individual aesthetics, concepts and contexts.

### **Visits**

Being situated in central London, regular gallery visits to key contemporary exhibitions will take place throughout the course, providing you an opportunity to engage with contemporary artists and curation. These will be complemented by visits to museums to study and observe the history of art and creativity first hand.

Please note that visits may be restricted this year, due to COVID.

### **Talks, seminars & lectures**

You will have the opportunity to participate in a range of practical and theoretical critiques, talks, seminars, lectures and workshops on subjects such as design process, portfolio preparation, the use of sketchbooks, what it is to be an artist, the language of art, art critique, and contemporary contextualisation.

The Academy runs a series of lunchtime lectures by visiting artists, which all students are welcome to attend.

### **Preparation and progression**

This element of the course is designed to help you prepare for application and interview for your chosen course for further study. The Foundation Programme Leader and tutors will make sure that you have a clear understanding of the subject area you aim to study, and will help you decide the institutions best suited to your personal study aims.

You will have individual tutorial sessions with the appropriate tutors to help guide choices, presentations and portfolio preparation. You have mock interviews and receive help with writing a statement and applying through UCAS. You will also have time to visit the institutions you are considering applying to.

You will also have ample opportunity to find out about Art Academy London's undergraduate programmes and speak to currently enrolled students should these courses be of potential interest. All Academy Foundation students get preferential early application to our degree programmes.

### **Studio Practice modules (integrating theory and practice)**

Throughout the course, Studio Practice modules\* are set each term to develop your practical and conceptual skills as an artist and allow room for extensive experimentation. The projects allow you to discover and develop the ideas and processes central to your practice. The final module (term three full time students and terms five and six part time students) uses skills gathered throughout the Foundation course and will partly form the basis of a final exhibition and is intended to help students consolidate the key elements of the course from research and conceptual development to formal interpretation. During each project, there will be constant individual tuition helping you with skills, exploration, and concept development from the Programme Leader, Studio Practice Tutor and visiting tutors.

\*Full time students undertake three studio practice projects; one each term. Part time students complete the same projects over a term and a half each time, with term four through to half term in term five being used for portfolio and UCAS application preparation.

### **Art Theory module**

This module introduces a series of fundamental questions about what art is and how we can study it. What is 'an artist'? What does it mean to view an artwork 'in context'? How can we compare the work of artists from different cultures? Does art communicate?

You will learn new models and vocabularies for discussing, experiencing and thinking about art. They will improve their visual skills and also become more aware of their own assumptions. We will also learn how theoretical questions can be useful for art practice — for instance, how they can influence decisions about making or exhibiting. The course will be taught through a combination of lectures, gallery trips, group exercises and student presentations.

The course will be assessed through an essay and you will undertake academic research and writing skills.

### **Graduate Show - end of year exhibition.**

The show will be a culmination of the work you make during the course, not only helping and pushing to develop and complete work to a deadline, but also channelling efforts into your chosen area and providing the invaluable experience of setting up and running an exhibition. All students are expected to assist in preparing the buildings for the show and to invigilate during the public opening.

All students have the opportunity to sell their work in the graduate show.

The Foundation programme results are released and a graduation ceremony is held on the private view evening of the graduate show.

## **10. Programme Assessment**

Term one skills modules and term two and three elective skills workshop courses are not graded as they are intended to allow you to take risks, experiment and learn skills that will inform and develop your personal projects, which are graded. Skills module work is also used as a diagnostic tool to assess where your strengths lie and to inform the advice given in regards to progression and personal practice.

However, it is Academy policy that **ALL** students must attend at least 80% of each skills module/ course to pass it and the overall programme.

*In exceptional circumstances, the Foundation Programme Leader may exercise their discretion to waive this requirement, taking account of any extenuating circumstances or other relevant factors as outlined in the Academy's extenuating circumstances policy. Any failed components need to be made up or credited in order to complete the programme (this will be arranged in consultation with the Foundation Programme Leader and Director of Academic Quality, Standards and Student Experience)*

**All three studio practice projects and the art theory essay contribute to the final grade.**

## **11. Assessment and progression regulations**

### **Assessment**

Assessment is entirely through coursework and is assessed against the criteria described in this programme specification and module assignment briefs.

Assessment takes two forms; formative and summative.

**Formative Assessment** is intended to be developmental and will be provided continuously throughout your time at the Academy. Formative assessment occurs mainly through active learning opportunities such as one to one and group critique sessions, which enable you to evaluate and analyse your own progress and take control of your learning in order to maximise strengths and address weaknesses. Most formative feedback is provided verbally and not recorded. The exception to this rule is where you are required to submit draft written assignments, for which you will receive written feedback.

Informal, formative feedback and assessment will happen at the end of each skills module/ elective skills workshop, so that students can monitor their own progress, assess strengths and identify areas of interest.

**Summative Assessment** is intended to assess your knowledge, understanding and skills at the end of projects/ modules. Summative assessment is subject to official deadlines and contributes to your final grade. Summative

assessment is subject to an internal and external moderation and standardisation process to ensure consistency and fairness (see below). You will receive written feedback for all summative assessment. *Under the Academy's assessment policy all the assessment and standardisation processes must be completed and results/ feedback sent to you within 21 calendar days of the module/ project deadline.*

***It is important that you familiarise yourself with the Academy's Academic Policies. The full policy documents are available on Moodle and explain all the rules and regulations concerning your programme.***

## **Submission of Work**

Work submitted for a summative assessment component cannot be amended after submission, or re-submitted. Requests for extensions to assessment deadlines will not be approved unless made in accordance with the Academy's extenuating circumstances policy, which is available on Moodle (see below).

All exact deadlines for summative assessment are provided in the relevant module project/ assignment briefs and your tutor will explain the assessment requirements and process at the start of each module/project. Copies of all assignment/ project briefs can be found on the relevant course pages on Moodle.

For Studio Practice modules (terms one and two) you will participate in an assessment day, where you will be required to present your work to tutors and peers and then leave your portfolios for further review. You will be required to submit all work and supporting work for these modules the day before the assessment day.

For the final studio practice project module in term three you will be required to mount work as part of the graduate exhibition and leave a portfolio of supporting work for review. Unlike the other two personal projects, you will not receive written feedback for this project.

Where written work is required for summative assessment (Art Theory module) you will be required to submit these assignments digitally, via moodle and Turnitin to the set deadline.

Where written coursework is submitted late and there are no accepted extenuating circumstances it will be penalised in line with the following tariff: Submission within six working days: the mark will be capped at a pass. Submission that is late by seven or more working days: submission refused and a fail will be recorded on the transcript.

Where practical coursework (studio practice modules) are submitted late and there are no accepted extenuating circumstances, due to assessment points being the last day of term (therefore meaning such modules can't be submitted until the first day of the following term) marks will be capped at a pass. Where a student fails to submit by the end of the first week of the following term: submission refused and a fail will be recorded on the transcript.

A working day is defined as ending at the time published on the module assignment brief (usually 10am or 5pm), submission after this time on the day of the deadline will be assumed to be the next working day. Where work is digitally submitted through Moodle, upload options will automatically switch off at this time the day of the deadline.

All submitted work must be submitted with a student declaration form and dated by the Academy office (unless submitted digitally through Moodle).

## **Resubmissions, resits and retakes.**

Where a student submits work to deadline and fails a module, a resubmission may be granted with the mark capped at a pass. The timeline for resubmissions will be decided by the Programme Leader and Director of Academic Quality, Standards & Student Experience. Students must undertake resubmissions independently, utilising original tutor feedback.

Where a resubmission of the final studio practice module is required over the summer, this will be subject to a resubmission fee. This fee does not apply to any other module.

Resits enable a student to resubmit (previously failed work) without any cap on marks. Resits will only be considered in exceptional circumstances with appropriate supporting evidence, at the discretion of the Academic Quality, Standards & Student Experience Committee. Students must undertake resits independently, utilising original tutor feedback.

Retakes: Where a student is allowed to sit the entire module again, with full tutor support and access to facilities. This will normally mean repeating a term and will incur pro-rata tuition fees.

## Word Counts

For modules where you need to submit written work for summative assessment, the module specification will detail the required word count. Sometimes the word counts will be described as ranges (i.e. 1,500 - 2,000). In such instances you can submit work with a word count at the lower or upper range, or anywhere in between. With all written work you are allowed a leniency of 10% either way; so your final word count can be 10% less than the minimum or more than the maximum the required word count. This is true regardless of whether the stated word count is fixed or a range.

Please be aware that your bibliography is not included in your final word count.

## Extenuating Circumstances

An Extenuating Circumstance is defined as a problem that a student has encountered which goes beyond the normal difficulties experienced in life and that has affected their academic performance adversely during the assessment period for which they are claiming. The Academy endeavours to ensure a fair and robust assessment procedure. To facilitate this we need to ensure that all our students receive equal opportunities to complete work to the best of their ability. This means we cannot allow one student longer to complete an assignment than another without good reason or penalty; it is not the intention of the extenuating circumstances procedure to mitigate failure or give students an unfair advantage over their peers. Illness or some other good reason may leave students unable to submit an assignment, but late submission is not a right. Applications for consideration will normally be accompanied by a medical certificate or other written evidence.

Students should be advised to first discuss their circumstances with the relevant tutor or Programme/ Pathway Leader or member of the Academic Team and should give due consideration to whether the circumstances are significant before submitting a form. The table provided with the full policy gives examples of reasons that are acceptable, reasons that may be considered and more importantly reasons that are likely to be unacceptable. It also provides examples of typical evidence that would need to be submitted to substantiate a claim. This table is for guidance only and will be referred to by staff when arriving at decisions.

Extenuating circumstances forms are available from the Academic Programme Manager or downloadable from Moodle. Applications are considered by an Extenuating Circumstances Panel during the academic year.

Extenuating circumstances claims should be submitted as soon as feasible. Submission of extenuating circumstances for an extension must be submitted before the stated deadline for assessment or within seven calendar days of the circumstances, whichever is the sooner

The Extenuating Circumstances Panel meeting is to determine whether the extenuating circumstances submitted are valid (that is, that they are exceptional, outside the student's control, and corroborated by appropriate independent documentary evidence). If a panel deems an application to be valid they will normally grant an extension of ten working days, but will decide timescales on an individual basis; All new deadlines will depend on how much work is required, availability of resources or other contributory factors.

Further details can be found in the "*Academic Misconduct and Extenuating circumstances policy*", which together with the Extenuating circumstances form can be found on Moodle. The policy contains guidance as to what qualifies as a valid extenuating circumstance. Further advice can be sought from the Academic Team.

## Moderation and standardisation

Art Academy London has in place guidelines for Assessment and Moderation of student work, the purpose of which is to clearly define responsibility for academic standards and ensure and enhance academic quality to maximise student learning opportunities.

The rationale for formal procedures is:

- To provide evidence that procedures have been conducted in a fair and consistent way;
- To provide evidence of robust and consistent assessment and moderation practice across all academic provision in the Academy;

- To ensure that the standards expected of and achieved by students are appropriate, reliable and consistent;
- To contribute to staff development through the sharing of good practice amongst colleagues across programmes.

All work and assignments you submit for summative assessment goes through a moderation and standardisation process. Essentially, this involves either more than one tutor marking your work and then comparing results to arrive at an agreed grade and/or another tutor (internal or external to the Academy) looking at a sample of work produced from across the cohort to ensure that grading decisions made by the assessing tutor are fair and consistent.

In the case of your studio practice project modules, all work is double marked (or sometimes marked by a team). Tutors mark in 'parallel', i.e. they arrive at assessment decisions independently before conferring and agreeing a final grade. Where there are significant differences between the grades of the first and second assessor, the opinion of a third assessor will be taken into account to arrive at a final grade.

For the Art Theory module assignments are subject to linear marking (standardisation) where a second tutor assesses a sample of assignments and verifies or disputes the associated grades.

All summative assessment projects/ modules are then subject to a moderation process, where an external examiner looks at a sample of work/ assignments to ensure that the grading is consistent and fair and that appropriate standards have been met.

Further details and the full assessment and moderation guidelines can be found in the *QA handbook*, available on Moodle.

## Academic Misconduct

The Academy regards any action by a student which may result in an unfair advantage, such as cheating, collusion, falsification, ghosting, personation and plagiarism, as a serious academic offence. All students are expected to maintain academic integrity, respect other members of the academic community, both within and outside the Academy, and uphold the ethical values of that community when producing work. Students should be made aware that this extends beyond ensuring that work presented is their own and may include encouraging or enabling plagiarism, including the reporting of any instances of misconduct of which they become aware.

It is the student's responsibility to ensure that all work presented for summative assessment is their own, and that any work (e.g. collaboration) or opinions of others are appropriately acknowledged. Students are required to submit a declaration of authenticity along with submissions for summative assessments. Students should not submit any coursework which has been previously submitted for another module and fully declare the roles of any other people who might have been involved in the production of collaborative work (regardless of whether they are fellow students or not). Where a student is unsure of what is acceptable, guidance should be sought from tutor(s) or the Academic Team before proceeding.

Obviously students obtain ideas from other sources during their research and adapt these ideas to their own requirements, making the distinction between this and academic misconduct often quite difficult to define. In this regard, research/sketchbooks and files are important, because these evidence the development of individual ideas and sources of inspiration, so that tutors can trace the train of thought.

You need to be aware of the law around copyright, and although this is recognised as a grey area with regard to the appropriation of images in the creation of works of art, as an artist and academic you need to understand that a creator has the rights to control the way their work can be used through copyright and the actions that can be taken against individuals for breach of copyright. A guide to copyright is available on moodle and you are advised to familiarise yourself with this.

Where academic misconduct has been found, the action taken and the severity of the penalty applied will depend on the individual circumstances.

*Where an offence of Plagiarism has been committed the following academic penalties may be applied:*

- a. Disallowing any piece of assessed work, in whole or in part, to be counted for assessment purposes; or

b. awarding any piece of assessed work a 'capped' mark ('capped' means that an upper limit is imposed on the mark); or

c. for an assessment that has been approved to be included in the examinable assessment component, allowing 'resubmission but with a 'capped' mark.

Any serious misconduct offence may be regarded as gross misconduct and may therefore lead to suspension pending a disciplinary hearing and possible expulsion. The Academy's Disciplinary Policy and Procedure may be invoked where gross misconduct is deemed to have taken place. In the event of an allegation/s of academic misconduct being proved after a student has been awarded credit or graduated, any credit, degree or other award that is held by the student may be revoked by the Academy.

*Definitions of what may constitute academic misconduct are set out below. Please note this is not an exhaustive list:*

### **Plagiarism**

- Representing another person's work or ideas as one's own (including text, data, images, sound and performance), for example by failing to follow convention in acknowledging sources, use of quotation marks, etc. This includes the unauthorised use of one student's work by another student and the commissioning, purchase and submission of a piece of work, in part or whole, as the student's own.
- Reproduction of published or unpublished (e.g. work of another student or the student's own work submitted for a previous module) material without acknowledgement of the author or source.
- Paraphrasing by, for instance, substituting a few words or phrases or altering the order of presentation of another person's work, or linking unacknowledged sentences or phrases with words of one's own
- Copying directly from a text (book, magazine, internet or printed source) without reference to its author.
- Direct facsimile of an image, a sound or performance without due acknowledgement of its source.

**Encouraging or enabling plagiarism:** Making available, selling or advertising for sale student work in any form or by any means (print, electronic, recording or otherwise) so as to enable plagiarism, whether or not the work includes marks, comments or any other materials produced by a tutor, supervisor or other marker, unless prior consent has been given by the college. The offence of encouraging or enabling plagiarism includes the act of posting student work on to any public website, whether or not it is done with the intention of enabling or encouraging plagiarism.

### **Collusion**

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

### **Falsification**

- Claiming to have carried out any form of research which the student has not carried out.
- Falsification of results or other data.

### **Ghosting**

- Submission of work presented as the student's own which has been purchased, commissioned or otherwise acquired from another person (including internet sellers).

### **Personation**

- Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student.
- A student allowing another person to impersonate him/her in order to gain an unfair advantage.

More details of the regulations concerned with Academic Misconduct can be found in the full policy and procedure (*Academic Misconduct & Extenuating circumstances policy and procedure*). This is available on Moodle.

## 11. External Examiners

The External Examiner for the Foundation programme is Kim Amis (City & Guilds Art School). The EE moderates all work and advises on national benchmark standards in Fine Art Foundation education.

Though you might meet with the External Examiner as part of your term three studio practice project assessment (they may wish to speak to some students as part of their moderation exercise), under NO circumstances are students permitted to contact External Assessors or Examiners whilst a student at the Academy.

## 12. Grading Criteria

### All practical work:

<i>All studio projects are graded by the following criteria and 4 levels.</i>	<b>Fail</b> (unsatisfactory standard)	<b>Pass</b> (satisfactory standard)	<b>Merit</b> (high standard)	<b>Distinction</b> (very high standard)
<b>Research, Analysis, Evaluation &amp; Interpretation</b>				
Systematic identification and investigation of a range of academic and cultural sources. Examination and interpretation of research material evident within preparation and final Piece.				
<b>Experimentation</b>				
Dynamic practical experimentation of ideas, materials and processes relevant to the selected methodology and concepts explored.				
<b>Self Management</b>				
Management of learning through reflection, evaluation, planning, self direction, subject engagement and commitment leading to a resolved final piece.				
<b>Technical Competence</b>				
Level of skills evidenced in the execution of ideas appropriate to the medium and expression of the concept				
<b>Communication and Presentation</b>				
Clarity of purpose/intention, awareness of context of own work (formal /conceptual / thematic/ historic etc.)				

### Art Theory:

<i>Your art theory module is graded by the following criteria and 4 levels.</i>	<b>Fail</b> (unsatisfactory standard)	<b>Pass</b> (satisfactory standard)	<b>Merit</b> (high standard)	<b>Distinction</b> (very high standard)
Demonstrate visual acuity and an ability to describe artworks in detail				

Demonstrate an understanding of how materials, techniques and processes communicate meaning and ideas in art work.
Demonstrate an understanding that the 'meaning' of any artwork is grounded in its objects and practices
Demonstrate an ability to think reflectively
Communicate and present ideas clearly

## 13. Determination of results

### Module results

You must complete the mandatory modules/ project as specified within this handbook. You will be awarded a grade of Pass, Merit or Distinction for each module. Results will be communicated by email along with written feedback (terms one and two modules).

### Fine Art Foundation Classification

Term one studio practice project module 1 presentation assessment – 30%

Term two studio practice project module 2 presentation assessment – 30%

Term three studio practice project module 3/ Final show assessment – 30%

Art Theory module – 10%

Students are awarded an overall programme grade of Pass, Merit or Distinction using the above weighting of elements.

*The assessment structure is devised to ensure that students make full use of the whole foundation programme and do not focus all their efforts on the initial stages and portfolio development for degree application, putting less effort into the latter stages of the course once acceptance to further study has been granted.*

In the calculation of your overall final grade, each module is assigned a value and cumulative value converted to a classification according to the scheme below

**Practical module:** Pass= 10, Merit =20, Distinction=30

**Art theory module:** Pass = 3, Merit = 6, Distinction = 10.

### Overall Value conversion:

Pass = <50

Merit = 50 - 79

Distinction = >80

### Records of results

Upon successful completion of the qualification you will be issued with a transcript which provides you with a record of your learning and achievement.

The Academy will issue a certificate for your Foundation, which will be presented at the Graduate show private view.

## Academic Appeals

The Academy has a duty to maintain and enhance the quality of provision for students and to provide an effective system for handling academic appeals. The Academy upholds the principle that students should have a full opportunity to raise appeals against academic decisions without fear of disadvantage and in the knowledge that confidentiality shall be respected. An academic appeal is defined as a request for a review of a decision concerning the following matters:

- (i) final award;
- (ii) progression from one stage or level of the programme to the next;
- (iii) assessment on the programme.

### ***Grounds for appeal must be founded on one or both of the following:***

(a) Where the student provides written evidence in support of a claim that performance in the assessment was adversely affected by extenuating circumstances which the student was unable or, for valid reasons, unwilling to divulge before the Examination and Progression Board has reached its decision; or

(b) Where there is prima facie evidence, whether provided by the student or otherwise, that:

- (i) there has been a material administrative error; or
- (ii) the examinations or other assessments were not conducted in accordance with the regulations for the programme and/or special arrangements formally agreed; or
- (iii) some other material irregularity relevant to the Examination and Progression Board's decision has occurred.

Academic appeals should not be confused with any case of complaint which should be taken up in accordance with the Academy's ***Complaints Policy and Procedure for Students***.

**Disagreement with the academic judgment cannot in itself constitute grounds for appeal i.e. a student cannot appeal against academic judgement.**

A student may not have a degree (or other qualification) conferred which is the subject of an appeal until the appeals procedure has been concluded. An appeal cannot be initiated once the degree (or other qualification) has been conferred. Students who wish their degree to be conferred at a ceremony but who are considering whether or not to appeal are advised to seek advice as above immediately on receiving their result.

More details of the regulations concerned with Academic Appeals can be found on Moodle in the full *Academic Appeals* policy and procedure.