

Teesside University
School of Arts & Media

MA DIGITAL ARTS AND DESIGN

Students' Handbook 2014/15

Contents

Contents	1
1.0 Introduction	2
1.1 Art and Design at Teesside.....	2
1.2 The MA Digital Arts and Design Programme	3
2.0 Staff Contact Details	4
2.1 Staff in Art and Design.....	4
2.2 School of Arts & Media Administration Office	5
2.3 A message from the School's Student Support officer.....	5
3.0 Communication.....	6
4.0 Term Dates 2014-2015.....	7
5.0 Attendance.....	7
5.1 Reporting Sickness Absence.....	8
5.2 The Learning Hub	8
6.0 Art and Design Structures and Programme Structure.....	9
6.1 Programme Structure Diagrams	10
6.2 Programme Structure Diagrams	11
6.3 MA Digital Arts and Design: Programme Content.....	12
6.4 Learning Outcomes	12
6.5 MA Digital Arts and Design: Table of Intended Learning Outcomes	13
6.6 Submission of Assessments – Regulations and Guidelines	14
6.6.1 Mitigating Circumstances	15
6.6.2 Degree Classifications.....	17
6.6.3 Assessment Regulations	18
6.6.4 Students with Disabilities or Specific Learning Difficulties	18
6.7 Academic Misconduct Procedure	18
7.0 Teaching and Learning	20
7.1 Learning experiences	20
8.0 Resources.....	23
8.1 Library and Information Services	23
8.2 Computer facilities	24
8.2.1 Phoenix Building Studio (P2.12).....	24
8.2.2 Graphics Digital Studio (A1.01)	24
8.2.3 PC STUDIO: Cook Building Room CK3.01	25
8.2.4 Rules for the Digital Studios	26
8.3 Audio Visual Equipment.....	26
8.4 Workshops.....	26
8.5 Studio Facilities / Room Numbers.....	27
8.6 External Links	27
9.0 School Boards	28
9.1 School Academic Standards Committee	28
9.2 School Programme Board.....	28
9.3 Module, Assessment, Progression and Award Boards.....	28
10.0 Student representation	29
11.0 Intellectual Property Rights.....	29
12.0 Visiting Speaker Series.....	29
13.0 External Examiners.....	30
Appendix 1 LIBRARY & INFORMATION SERVICES.....	31
Appendix 2 SCHOOL OF ARTS & MEDIA (SAM)	33

1.0

Introduction

Welcome to Teesside University and to MA Digital Arts and Design.

This Handbook is intended to introduce you to your programme, the staff, the subjects and the school. It also contains useful information on the management of your programme, on its structure, teaching methods, assessment, submission and administrative procedures. There is a section on intellectual property rights, and the handbook ends with information about our Visiting Speaker series, which we hope will inspire you.

1.1

Art and Design at Teesside

There are exciting new opportunities emerging all the time through postgraduate study in the School of Arts and Media. Digital innovation and sustainable futures are at the heart of the school's masters programmes: developing and nurturing high level creative research and enterprise project work.

Postgraduate programmes are a particularly dynamic and exciting place to work and study. Design at Teesside is constantly looking to maintain its position as one of the leading centres in the country and the project work conducted at postgraduate allows key issues and developments to be considered and addressed. We are presently engaged in a process of growth and expansion, and the range and variety of our programmes has been developed to meet the demands of the creative industries.

The studios for MA Digital Arts and Design are on the second floor of the Phoenix building. Design staff offices are in the Cook Building and you may also have contact with some members of Fine Art staff, who have offices in the Constantine Building. At undergraduate level Design at Teesside is organised into three Subject Area Groups, within which are clustered the different degree programmes. (There is a diagram of all the Subject Areas and their programmes on page 9). Fine Art is also based at the main University campus and contact between students on the various programmes is enthusiastically encouraged to ensure you are exposed to the wide range of creative approaches, methods and outcomes that are experienced here.

The School's administration is located on the 5th floor of the Middlesbrough Tower – School Office: M517. Friendly and helpful administrators will also answer your questions, or at least know where to find the answers.

General information and details of what the Students' Union and the local area have to offer are contained in the University's own excellent Student Handbook to be found on the University website; <http://www.tees.ac.uk/studenthandbook/>

1.2

The MA Digital Arts and Design Programme

The MA Digital Arts and Design programme seeks to enhance and broaden your understanding and expertise in a progressive way. The course provides fundamental knowledge and understanding of key features of creativity within a digital medium. It enables you to develop a reflective practice and to hone, consolidate and diversify the skills you have acquired previously.

The course structure has a balance between understanding the creative process and techniques with the digital methods and approaches to support and realize that process. You will negotiate your own direction, acquiring further specialist knowledge and exploring cultural and professional contexts to inform your practice and develop your critical abilities. Core elements of the course combine focus on the digital medium for supporting creativity. Classes allow students to customize the course to suit their own particular career aspirations.

Not only will you build knowledge, understanding and skills related to your chosen area, you will also be able to gain a broader view of the issues concerning artists and designers from associated and related disciplines. You will identify the key transferable skills to help you create or respond to career opportunities or to undertake further research. Throughout the course, there is an emphasis on integration, enhanced by group assignments, team projects, and industrial visits.

On completion, graduates will be equipped with state-of-the-art techniques, skills and knowledge to utilize, develop and apply new digital technologies to create digital concepts, environments or worlds. The course is aimed at developing high calibre masters graduates with the skills and knowledge to utilise new digital technologies in the creative process. Graduates may expect careers in a wide variety of sectors and disciplines including advertising, animation, architectural design, computer graphics, design, film, industrial design, marketing, media, multi-media development, virtual reality, and web development among others.

2.0

Staff Contact Details

Programme Leader: Neil McLaren, Email: neil.mclaren@tees.ac.uk | Tel: 01642 342146

Other Art and Design staff can be contacted via the School Office, Tel: 01642 384019 or at the email addresses shown below.

2.1

Staff in Art and Design

You have designated tutorial access to any and all members of the Design Section and School staff to support your learning needs. All design staff are active practice-led researchers and cultural producers:

Mark Beckwith

Senior Lecturer and Academic Workshop Manager

Tel: 01642 384674 | Email: m.beckwith@tees.ac.uk

Rob Burton

Principal Lecturer, Head of Design Section

Tel: 01642 384082 | Email: r.burton@tees.ac.uk

Marcus Diamond

Senior Lecturer, Graphic Design

Tel: 01642 342379 | Email: m.diamond@tees.ac.uk

Paul Denison

Principal Lecturer, Design History and Contextual Studies

Tel: 01642 384085 | Email: p.denison@tees.ac.uk

Mark Freary

Senior Lecturer, Product Design

Tel: 01642 342370 | Email: m.a.freary@tees.ac.uk

Leanda French

Senior Lecturer and Subject Area Leader, Interior Design

Tel: 01642 342371 | Email: l.french@tees.ac.uk

Michael Hall

Senior Lecturer, Programme Leader MA Future Design

Tel: 01642 342360 | Email: michael.hall@tees.ac.uk

Jo Hamill

Senior Lecturer, Graphic Design

Tel: 01642 342379 | Email: j.hamill@tees.ac.uk

Michael Harley McLean

Principal Lecturer, Interior Design

Tel: 01642 342378 | Email: m.mclean@tees.ac.uk

Michael O'Malley

Senior Lecturer, Graphic Design

Tel: 01642 348214 | Email: m.omalley@tees.ac.uk

Peter Reid

Senior Lecturer, Product Design

Tel: 01642 342369 | Email: p.reid@tees.ac.uk

Kate Sill

Senior Lecturer, Graphic Design

Tel: 01642 342560 | Email: k.sill@tees.ac.uk

Richard Sober

Principal Lecturer, Interior Design

Tel: 01642 342374 | Email: r.sober@tees.ac.uk

Charles Tate

Senior Lecturer, Graphic Design

Tel: 01642 348214 | Email: c.tate@tees.ac.uk

Penny Tiffeny

Lecturer, Interior Design

Tel: 01642 342588 | Email: P.Tiffeny@tees.ac.uk

2.2 School of Arts & Media Administration Office

The School's administration office is located on the 5th floor of the Middlesbrough Main Tower, M517 t **01642 384019**

2.3 A message from the School's Student Support officer

My name is Ellen Robins. As Student Support Officer within SAM it is my role to support students through any problems or issues they are experiencing which may impact on their time at TU. Starting university can seem quite daunting as there will be lots of information, new people to meet and new things to learn. I am available to all students within SAM to discuss any concerns or queries, no matter how small or large. I am not an academic member of staff but I am available to talk through concerns or answer questions that students may be unwilling or reluctant to discuss with their personal tutor, and can initiate contact with departments, individuals or organisations as required. I am also available for a chat or a coffee for anyone wanting support.

I am based in the main office on 5th floor of Middlesbrough Tower Block and am available Monday, Tuesday and Wednesday morning.

In addition, please note there is a Student Support Site available on Blackboard which includes useful contact numbers and links to helpful information.

My contact details are:

Email: e.robins@tees.ac.uk

Telephone: 01642 384087

3.0 **Communication**

Effective communication is a very important factor in the smooth operation of your studies, and will ensure that you make the most of your time here. Any academic difficulties experienced during the programme should firstly be addressed to the lecturer responsible for that particular element of study, the project or the module. If this is impossible, unsatisfactory or just awkward, see your Personal Tutor, who can also direct you to specialist advisers. The Personal Tutor is responsible for your academic and pastoral welfare. You will be allocated a Personal Tutor at the start of the course.

Your programme of study relies on project work and the communication between students and staff in the studio is at the heart of this learning process. **Attendance in the studio is therefore very important.** You will be expected to attend timetabled sessions when staff will be available, but students are also encouraged to work together in the studios whenever possible. Talking about your work and exchanging ideas with your peers is very much part of successful art and design practice.

Teesside University is a proactive supporter of e-learning and has adopted the Blackboard Virtual Learning Environment to facilitate this. Fine Art and Design use Blackboard as a communications tool for all modules as well as for the dissemination of timetables and other programme related information. This system is referred to as E@T and from the start of the course we will be looking to use this system as productively as possible to enhance your learning experience.

Communication between staff and individual students has been made much easier through the use of e-mail, but please note:

1. **All official e-mail communications from the University will be to students' University e-mail address and no other.**

2. **A student who forwards e-mail from a University account to a non-University (external) account does so at their own risk.**

3. **Students who wish to communicate with the University by e-mail should always use the University e-mail system. E-mails originating from non-University accounts may not be recognised by University staff as being from a student and external e-mails stand a higher chance of being filtered out by spam filter or other security systems. If a student does use a non-University e-mail address they do so at their own risk.**

4.0 Term Dates 2014-2015

Enrolment: Wednesday 24 September 2014

Autumn term:

Monday 06 October – Friday 10 October (Pre-induction)

Monday 13 October – Friday 17 October (Welcome Week)

Monday 20 October – Friday 19 December (Teaching Contact and Studio Weeks)

Spring term: 05 January – 13 March 2015

Summer term: 06 April – 25 September 2015 (includes 3 week summer break)

5.0 Attendance

As a student of the University you have a responsibility to engage actively with your studies (see below). Regular attendance is important to both your academic progression and your experience of University life. As such, it is important to note that:

All students are required to attend all formal teaching sessions, to engage with their studies, and to inform a designated member of staff if they are unable to attend classes (see below). If you persistently fail to attend or to engage with your studies the University reserves the right to withdraw you and report your withdrawal to external authorities (e.g. SLC, UKBA) as necessary.

International students should be aware that it is a condition of your visa that you attend all your classes and maintain contact with the University. You will therefore be required to sign in regularly throughout your studies, to ensure compliance with UKBA regulations. We will supply you with more information when you arrive.

The University's full Attendance Policy can be found here:

<http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Attendance%20Policy.pdf>

5.1 Reporting Sickness Absence

All students are required to attend all formal teaching sessions, to engage with their studies, and to inform a designated member of staff if they are unable to attend classes.

If you are ill, and not able to attend classes or scheduled contact hours, you should inform the School Reception desk by telephone before 10am. You should do this on every day of your illness.

If you are an international student, this will also apply if you are going to miss a required sign-in session.

Please note that if you are ill for five days or more, you will be required to provide a note from your doctor, certifying your illness.

5.2 The Learning Hub

Our Learning Hub is on the ground floor of the Library. We offer guidance to all students on developing their skills as independent learners and on related areas including maths and statistics. Drop-in workshops on topics such as referencing, finding information and writing essays are available throughout the year. Learning Hub staff collaborate with your School to ensure that you have in-depth help available to you.

Online information on topics such as referencing, academic writing and information literacy can be accessed online: lis.tees.ac.uk.

T: 01642 342100

Art and Design at Teesside is organised into one Fine Art and three Design Subject Area Groupings, within which the various undergraduate degree programmes are located. DADA utilises expertise from all of these subject areas and encourages synergies between artists, designers and projects. As Digital Designers your contact will mainly be with Design staff from various disciplines and subject areas.

This part of the handbook first gives an overview of all of the programmes in the Art and Design Sections, followed by a diagram of the MA Digital Arts and Design curriculum. Finally, you will be able to see an overview of all of the intended learning outcomes at this level of your learning, in other words, all of the things you should know and be able to do if you complete the year successfully.

Undergraduate programmes

Fine Art

BA Hons Fine Art

Graphic Arts & Design

BA Hons Graphic Design

Interior & Spatial Design

BA Hons Interior Design

BA Hons Interior Architecture

Product Design

BA Hons Product Design

BSc Hons Product Design

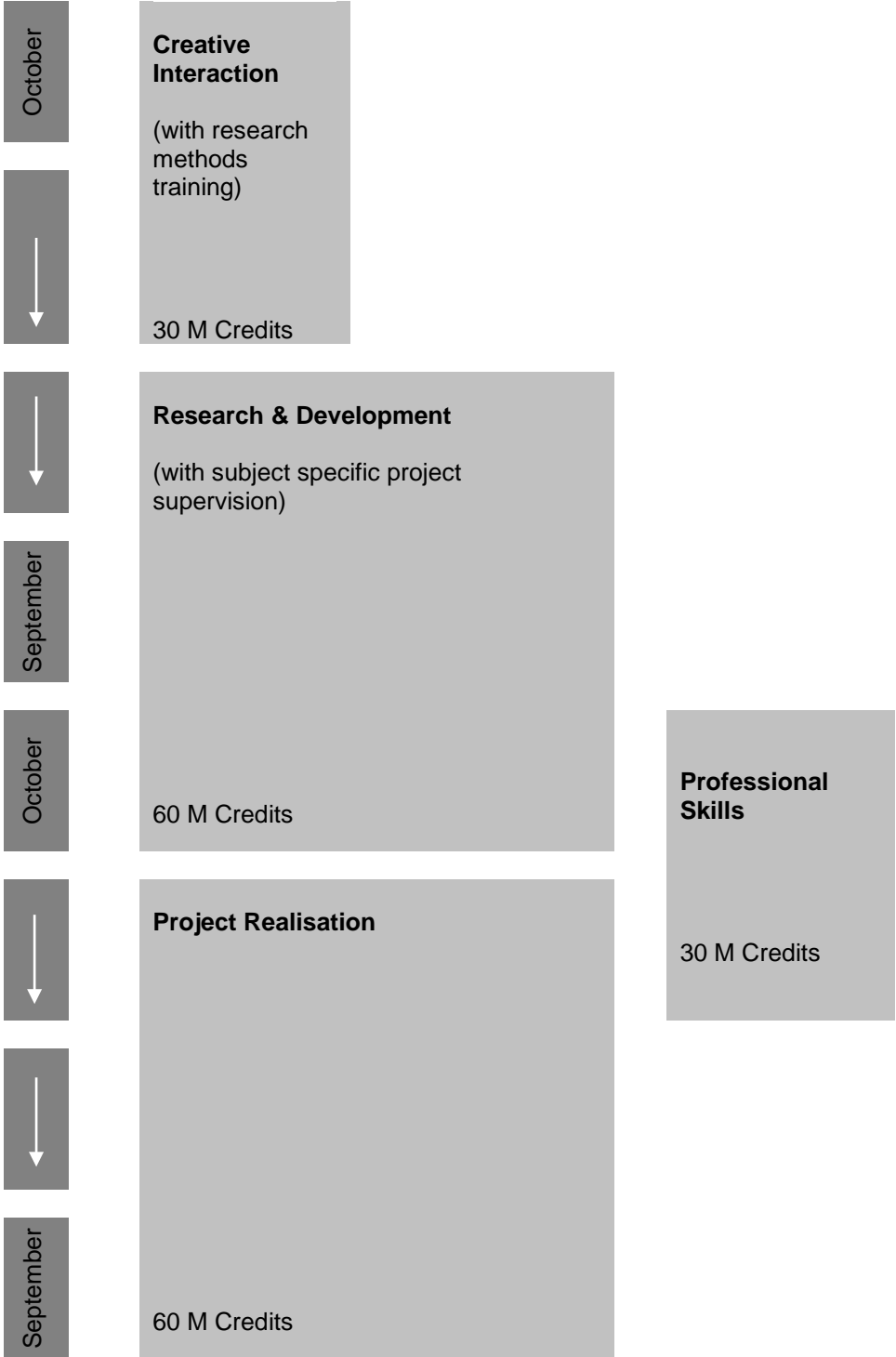
6.1 Programme Structure Diagrams

MA Digital Arts and Design: Structure for Full Time Route (1 year)



6.2 Programme Structure Diagrams

MA Digital Arts and Design: Proposed Structure for Part Time Route (two year example)



The above is provided as an example. It is possible to devise other schedules for individual needs.

6.3

MA Digital Arts and Design: Programme Content

The programme can be taken in one calendar year, full time mode, or two calendar years in part time mode. Arrangements can be made for longer periods of study if necessary.

The MA programme contains two intermediate qualifications, the Postgraduate Certificate and the Postgraduate Diploma. It is possible then to exit at each stage with a generic postgraduate qualification.

In order to qualify for the Certificate a total of 60 credits must be accumulated through two 30 credit modules. One is a Creative Interaction module which will explore common areas across all art and design disciplines and will involve research methodologies, teamworking and interaction with peers in response to a defined theme. This module aims to provide a solid grounding in research methods, information gathering and analysis appropriate to Masters level enquiry. Theory and practice are integrated by engaging in dialogue and creative activity in consideration of current issues and awareness of social, personal and professional contexts. Another module, Professional Skills, aims to develop an understanding of enterprise and business opportunities in the cultural and creative industries, alongside appraisal and evaluation of your skills and aspirations. This begins with broad consideration of the context of your professional skills, with particular attention given to the portfolio and plans for the future. You will negotiate a learning agreement with your tutor and then set out to gain a range of skills relevant both to your personal and professional development and to the current and emerging issues most relevant to your discipline. Ethical and legal considerations, including Intellectual Property Rights and design patents, are studied and reported upon.

In order to qualify for the Diploma you must add to your certificate credits a further 60 credits, by successfully completing the Research and Development module. This allows extensive exploration and testing of a variety of possibilities, informing the development of the portfolio and key decisions leading up to a major project.

In order to qualify for the Masters degree you must have successfully acquired the 120 credits of the Diploma and then passed the final 60 credit module, Project Realisation. This is most likely to be a single, major project, arising as a culmination of the preceding studies, reflecting your strengths, your interests and also your aspirations.

6.4

Learning Outcomes

On successful completion of the programme, students will be able to show knowledge, understanding and skills as shown in table 6.5. These learning outcomes are based on the University's guidance for postgraduate learning, adapted where necessary to suit the distinctive creative nature of this programme.

6.5

MA Digital Arts and Design: Table of Intended Learning Outcomes

MA Digital Arts & Design	
A Knowledge and Understanding	
A1	Demonstrate a comprehensive and critical understanding of techniques and methods appropriate to research and practice in digital arts and design.
A2	Demonstrate a comprehensive and critical understanding of the breadth and depth of knowledge in digital arts and design including a critical awareness of some issues at the forefront of professional practice.
A3	Demonstrate how contextual* and ethical issues can inform and be taken account of within the creative process. * philosophical, economic, social and/or technological as appropriate
B Cognitive and Intellectual Skills	
B1	Develop creative digital work that synthesises diverse knowledge, concepts, constraints, evidence, theory and practice.
B2	Promote and convey understanding and make reasoned conclusions in the context of creative project realisation.
B3	Demonstrate the ability to critically evaluate the effectiveness of the ideas implemented in project work.
C Practical and Professional Skills	
C1	Operate ethically and autonomously to select and use appropriate skills and methods to research, plan and implement a digital project at a professional level.
C2	Locate, evaluate and interpret information from diverse relevant sources and show how such information can be used within the realisation of digital projects.
C3	Demonstrate enterprise skills and knowledge and show how these can be applied to realise digital projects.
D Key Transferable Skills	
D1	Demonstrate the independent and collaborative learning ability required for continuing professional development.
D2	Demonstrate professional skills in presentation and communication of digital projects using techniques appropriate to the audiences and contexts.
D3	Reflect on practice and recognise and analyse own learning needs.

6.6

Submission of Assessments – Regulations and Guidelines

Attempting Your Assessments

The most obvious thing to say is that it is essential that you attempt *all* assessments at the first opportunity. You must do each assessment (essay, project, portfolio, or examination) for every module. You should do this even if you do not think that you can fully complete them or think that an assessment may not achieve a pass mark. If you are experiencing any difficulties you can talk to your Programme Leader or Module Tutor for help and guidance. More information on assessments will be given in Module Handbooks and/or via individual e@T/Blackboard sites.

Assignment submission

There are several ways to submit your assessment. Precise details of how to submit each assignment will be set out in the respective module handbook and on the associated Blackboard/E@T site.

All modules now have online assessment submission using the virtual learning environment (E-learning@Tees). If an assessment does not require online submission, you can hand it in to the Learning Environment Office (M2.08) on the second floor of Middlesbrough Tower. You can also use the drop-boxes located on the ground floor of the Library and the second floor of Middlesbrough Tower.

The Learning Environment Office opening hours are:

Monday - Thursday 10.00am - 5.00pm

Friday 10.00am - 4.30pm

The Regulations for the Submission of Assignments are available from www.tees.ac.uk/studentregulations.

Returning Your Work and Feedback

You will receive formal written feedback and a provisional mark for each assignment on an 'Assessment Feedback Form' (see above). This will be returned to you at the earliest opportunity, normally within 20 working days of submission. The form will normally be returned via the relevant module's Blackboard site (either through the 'My Grades' or 'Feedback' area), but it may also be returned either within a taught session or through the tutorial system. After receiving and reading the written feedback you can then, if you wish, seek further verbal feedback on assignments by booking a tutorial with your tutor.

Feedback on your progress comes in many different forms, including written comments about your work, verbal comments from your tutors, discussions with peers, electronic discussion, emails, feedback grids and generic feedback.

Receiving and acting on feedback is a continuous part of your learning experience and will help you to develop knowledge about your strengths and weaknesses and improve your learning and performance.

Assignment extensions

It is the responsibility of all students to attend examinations and to submit work for assessment by the set date. If circumstances mean that you feel unable to meet that deadline, you are strongly advised to seek advice as soon as possible. You should discuss your circumstances with an appropriate member of staff, such as your Module Leader or Programme Leader. The member of staff will help you identify a suitable type of extension, depending on circumstance. The possible types of extension are set out in paragraph 1.6.1 of the Framework for Assessment, Award and Progression (available from www.tees.ac.uk/studentregulations) and guidance is available for students and staff on the appropriate extension length/type in relation to circumstances. Requests for extensions must be received before the assignment deadline.

Extensions

If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of academic staff as soon as possible.

When discussing the extension(s), students and staff are asked to refer to the detailed guidance on selecting the appropriate extension length, which is available from the University's website. In summary:

- **Short Extension** is up to and including 7 days and is usually for one module only. It must be approved by either the Module Leader or the Programme Leader
- **Long Extension** is up to the end of the academic year/end of resit period and is normally only offered to full-time students. It must be approved by the Assistant Dean of the School, or nominee
- **Deferred Submission** is up to one calendar year from original submission date, normally only available to part-time students. It must be approved by the Assistant Dean of the School, on the recommendation of the Programme Leader.

When filling in the form, please give details of each assessment for which you are seeking an extension, not just the overall module. Forms are available online.

6.6.1

Mitigating Circumstances

What follows is a brief summary of the University's Mitigating Circumstances procedure and should be read in conjunction with the Regulations relating to Mitigating Circumstances (Taught Components and Programmes) available at:

<http://www.tees.ac.uk/policies>

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

The University's intention is, wherever possible, to support you in completing your programme of study. It recognises that there may be times when you, through unforeseeable and unpreventable circumstances, find that you are unable to perform in an examination (or other form of assessment) to the full extent of your abilities.

If you are unable to submit, or attend an examination, this procedure is also applicable to you. In such circumstances the Mitigating Circumstances Regulations enable you to request that your situation is taken into consideration.

You are expected to have taken reasonable steps to ensure that you could not have prevented the circumstances from taking place. It is your responsibility to notify your School of any Mitigating Circumstances, which you feel will affect, or may have affected, your performance in any summative assessment.

Remember, any application you make has to be approved by the Mitigating Circumstances Board and if it does not meet the criteria then Mitigation may not be granted.

An application for Mitigating Circumstances is only one of the support mechanisms available to you. There are other options for you to consider it is therefore important that you discuss your situation with a tutor who will be able to provide guidance on the most appropriate course of action. Where you are unable to meet the deadline for an assessment then an extension may be the better option for you. In circumstances which are likely to affect your progress over a longer time period, you may be advised to suspend your studies until the circumstances no longer have an impact on your studies.

The following points will help you when submitting an application for Mitigating Circumstances:

Mitigating Circumstances is defined by the University as circumstances outside of the control of the student that have significantly affected performance in any summative assessment.

Do

- Review the grounds for applying for mitigating circumstances (see Appendix 1 of the Mitigating Circumstances Regulations).
- Seek guidance from your Module or Personal Tutor if you are experiencing difficulties in completing your work on time.
- Meet with your tutor prior to the submission/examination date.
- Discuss with a tutor whether an extension would be appropriate.
- Request an extension where you are unable to meet the deadline.
- Submit an application that covers all module assessments you are taking during the period of difficulty.
- Submit the application within 2 weeks of the submission/examination date.
- Complete all sections of the form.
- Include evidence to support your application.
- Make sure that you have received a receipt for your application when you submit it.

Don't

- Apply for mitigating circumstances for a resubmission - Mitigating Circumstances applications are not normally granted for resubmission opportunities.
- Apply for Mitigating Circumstances if you have been granted a long extension for the *same set of circumstances*.
- Apply for any formative assessment (pieces of assessment that do not count to your overall module mark).
- Use evidence that is undated or solely from family members supporting your application. You have to provide independent evidence.

Resubmission of Assignments

Resubmission provides students who have failed to pass a piece of In Course Assessment (ICA) with an opportunity to undertake further work on the assignment and resubmit it prior to the work being formally considered by a Module Assessment Board. This opportunity is only available to students who have submitted work a) by the original published hand-in deadline; and b) who have made a genuine attempt to pass it (i.e. achieved a mark of at least 20%). If you are offered the opportunity of resubmission, then a revised deadline will be negotiated with the relevant module leader (you will normally have a minimum period of at least 4 weeks to work on any resubmission). A student producing a satisfactory resubmission will be awarded a maximum mark of 40%. Should the resubmission remain unsatisfactory and fail to achieve a pass mark then you can still be given a reassessment opportunity. Students will be allowed only one resubmission opportunity for any module that is assessed by an in-course assessment component.

Ethical Considerations

Students must always consider the ethical implications of everything they say and write. This means they must not seek knowingly to offend other people in terms of their beliefs, their culture, their politics, their race or sexuality. Research which includes participant individuals or groups requires consent. This is a legal procedure, and students should seek advice from their tutors who in turn will consult the School of Arts and Media Research Ethics Committee.

6.6.2 Degree Classifications

All modules contribute to your final assessment. Masters degrees are classified as follows:

70%-100% - Pass with Distinction

60%-69% - Merit

50%-59% - Pass

49% and below – Fail

6.6.3 Assessment Regulations

These regulations are available on the University Website,

<http://www.tees.ac.uk/docs/index.cfm?folder=Quality%20Handbook/D2-APREGS.doc>

There is also a section explaining 'Assessment Review' Regulations and student complaints procedures (also in the Student Handbook). If you have any difficulty accessing or understanding the information, please do discuss this with one of your tutors.

6.6.4 Students with Disabilities or Specific Learning Difficulties

The School of Arts and Media is wholeheartedly committed to the University's 'Statement of Provision for Students with Disabilities or Specific Learning Difficulties', and works hard to ensure that all its programmes and assessments do not discriminate against students with disabilities or specific learning difficulties. Any student who feels that they have a disability or any specific learning difficulty should discuss this with their Tutor so that they can be put in touch with the school Disability and Specific Learning Difficulties Coordinator, **Sarah O'Brien**. You can of course contact **Sarah O'Brien** directly:

Email: s.obrien@tees.ac.uk

Office: M6.14d Tel: (73) 8150

6.7 Academic Misconduct Procedure

What follows is only a brief summary of the University's Academic Misconduct procedure and should be read in conjunction with the Regulations relating to Academic Misconduct (Taught Components and Programmes) available at:

www.tees.ac.uk/docs/index.cfm?folder=student%20regulations&name=Academic%20Regulations

You are strongly recommended to read those Regulations. They provide a detailed explanation of academic misconduct, the procedures which must be followed when an academic misconduct offence is suspected and the possible penalties. In order to avoid academic misconduct, the University is committed to continually educating its students on how to develop good academic practice and writing skills. The following support is available and it is recommended that you take advantage of this:

- advice and guidance from The Link based in the Students' Union and/or Student Services
<http://www.tees.ac.uk/sections/stud/handbook/link.cfm>
- the Learning Hub, located on the ground floor of the Library, where academic tutors provide writing and study skills support
- facility for students and staff to use plagiarism e:detection software
- briefings on academic misconduct provided at student induction events and during relevant modules

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

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

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

Academic Malpractice: This covers extensive paraphrasing of material with no acknowledgement of the source, systematic failure to reference, submitting work which has already been submitted for another assignment, and subsequent cases of Academic Negligence.

Academic Cheating: This is regarded as the most serious offence and covers Plagiarism in dissertations/final year projects/taught doctorate modules, collusion with other students, theft, commissioning/purchasing work, falsification of results/data, and all examination irregularities.

If suspected of academic misconduct, you will be required to attend either an informal or formal meeting and if subsequently found guilty, you will receive a penalty, the most serious of which can be exclusion from the University. The processes and penalties are described in Appendix 2 of the Regulations. If you are found guilty of academic misconduct after the end of your course, any award that you have received may be withdrawn. This can be done after you have graduated.

The University has an Exceptional Cases Procedure, which can be used when it is suspected that a piece of work submitted by a student is not their own work. You could be interviewed to determine the authorship of work. You are therefore strongly advised to retain materials used in developing work.

The following tips may help you to avoid academic misconduct:

Do:

- Familiarise yourself with the regulations and penalties that can be incurred. For professional programmes, a single case of academic misconduct may result in you being discontinued from your course.
- Make sure that you know how to correctly acknowledge other people's work or opinions, and get feedback from your Tutor on whether or not you are doing
- this correctly.
- Take care when making notes from books or articles. Always keep a record of whether your notes are a paraphrase of the source or a direct quotation, so that you don't inadvertently include quotes without proper acknowledgement. [This is a frequently cited reason students give when accused of academic misconduct.]

- Seek support from your Module or Personal Tutor if you are experiencing difficulties in completing your work on time.

Don't:

- Cut and paste (or reproduce) chunks of material from electronic sources or books/articles. [Even if you acknowledge the source, material not stated as being a direct quotation will make you vulnerable to an accusation of academic misconduct.]
- Loan your work to other students. [If it is then copied, you may be accused of academic misconduct]
- Borrow work from current or previous students.
- Submit the same work for different assessments.
- Get someone else to do your work. [Essay-writing web sites don't always keep their promises and have been known to inform universities of students who have purchased work.]

7.0 Teaching and Learning

The programme is structured to enable you to build progressively upon your knowledge and experience. At MA level it is vital that you take an active role in structuring your own learning, and engage with the relevant methods and underpinning theories of your discipline.

Teaching and learning is a student-centred, activity based process that integrates the content, sequence and development of student learning. The development of knowledge, skills and practice is matched by appropriate teaching and learning strategies. The methods employed, and the philosophy behind them, are under constant review and appraisal to ensure they remain relevant, rigorous and progressive.

Approaches to teaching and learning tend to have the following underlying principles:

- The development of professional responsibility and autonomy in learning in order to ensure the integration of theory and practice
- The enabling of active and co-operative learning
- The provision of flexible and negotiated assessment opportunities directly related to the individual learning context
- Resources that match programme outcomes and needs

The use of a variety of methods, including tutorials, seminars and workshops, enables these principles to be applied to the day to day interaction between participants: benefiting tutors and students alike. Individual support, provided by a Personal Tutor is an integral feature of the learning and teaching strategy.

7.1 Learning experiences

Research

An intrinsic aspect of your main study area and its supporting subjects is research. You will need to find and make sense of a wide variety of information from books, newspapers, journals,

magazines, web sites, archives and many other sources. Often, primary research in the field, such as user trials, questionnaires or interviews, is required. The University's Learning Resource Centre (THE LIBRARY) offers varied means by which existing research can be accessed and studied. It is vitally important that you become familiar with these facilities. More information about how this essential and rich set of resources can help you is available in the Appendix at the end of this Handbook.

Research Ethics

Students must always consider the ethical implications of everything they say and write. This means they must not seek gratuitously to offend other people in terms of their beliefs, their culture, their politics, their race or sexuality. Research which includes participant individuals or groups requires consent. This is a legal procedure, and students should seek advice from their tutors who in turn will consult the School of Arts and Media Research Ethics Committee.

Projects

Projects form the basis of the modules on your programme and provide a wide range of experience in various areas of the discipline. This is the basic form of staff/student contact and the projects vary in length and focus, depending on the material being covered. Staff will monitor, encourage, advise and guide students through their work, hence attendance at these times is compulsory.

Lectures

Lectures and briefings are used to introduce topics and to impart key aspects of disciplinary knowledge, usually to larger groups.

Seminars

Seminars enable structured discussion and analysis to take place between groups of students and a tutor. Seminars are organised to be interactive and to facilitate the free exchange of ideas through which the student learns the process of argument and reason. At times you may be asked to present a short, researched talk on a particular subject, after which the group will discuss the matters raised. At postgraduate level it is likely that you will organise and hold some of your own seminar sessions, not necessarily with staff present or playing the lead role.

Presentations

The confidence and skills required to give effective presentations are consolidated and enhanced over the course of the programme. These skills are useful in many walks of life.

Individual Tutorials

Individual tutorials take place with one student discussing their work or their general progress and pastoral situation with one member of staff. Depending on the nature of the discussion, these will be held either in the privacy of a staff member's office, or in the studio.

Group Tutorials

Group tutorials consist of small groups of students and a tutor discussing individual student's project work or team efforts. These are interactive, and are intended to promote the exchange of ideas, brainstorming, analytical skills and feedback on project work. Through constructive comments offered by staff and peers during group tutorials, information and feedback can be disseminated to a number of students at once. Group tutorials normally occur at regular intervals during the course of a project.

Educational visits

Visits undertaken by students are intended to augment general coursework and studies. These may include visits to conferences and talks by artists and designers, exhibitions and places of cultural and architectural interest, both within the UK and, whenever possible, abroad.

E@T

E@T is a virtual learning environment accessed through the internet. It will be used during the programme in various ways; for example keeping you in touch with module information, access to the online planner and also copies of module handbooks will be held there. You will be introduced to E@T early in the academic year.

Critical reflection is key to all successful problem solving and is therefore essential to the design process. As students move from graduate to postgraduate level, this takes on an added significance. The 'proof-of-concept' stage of design project development will be particularly significant in the development of reflective practice at an advanced level; here, students will be expected to test and assess their solutions against design criteria that they themselves develop in the light of their research.

The development of practical and professional skills demands hands-on experience, informed by subject knowledge and critical understanding. Practical workshops are used to introduce specific skills, followed by independent learning, project work, tutorials and critiques.

Skills of a more general nature are also developed through practice that is informed by theory. Ideas about communication and presentation skills, working with others and reflection on learning, for instance, are discussed in group sessions and practiced through assignment work.

There are valuable opportunities for group work in the *Creative Interaction* module, where students from different subject areas will discuss their approaches to the common project and learn more about each other's disciplines. Students will also work together to exhibit and/or publish their work.

8.0

Resources

8.1

Library and Information Services

Library and Information Services (L&IS) provides a high-quality service based on an extensive range of print and electronic resources, and other learning materials to support all programmes of study. The Library provides approximately 1,300 varied study spaces in silent, quiet and group-study areas and 480 networked PCs. There are also bookable study spaces for group work.

You will receive an induction to L&IS after you have enrolled. Information skills sessions are provided as part of your programme of study. You can get a copy of the Library Guide from the Library or the [L&IS website](#).

When you have a Teesside University Smart Card (TUSC) you will have full borrowing rights for the Library. Your University IT account will give you access to L&IS computers and printing facilities. The networked computers give you access to the internet, Microsoft Office, the Library catalogue, online databases, ebooks and ejournals. Your TUSC, used in conjunction with your PIN, will enable you to borrow, return and renew materials. It also permits entry into the Library during self-service hours.

The Library iZone will deal with your queries about general information, TUSCs and registration, loans, reservations, and basic IT and printing. At the Learning Hub (ground floor) and the Information Desk (second floor) staff can answer questions about referencing and literature searching and can refer you for additional academic skills support. Assistive software and equipment is available to help students with disabilities and/or specific learning needs. Factsheets are available to help you use the facilities and services. These are available from any service point within the Library or from the [L&IS website](#).

Library study areas are zoned to facilitate diverse learning needs including group and silent work. Please be aware of the needs of other users and adhere to the noise policy in each zone. Refreshments are available in the cafe and from vending machines on the ground floor. Library opening times are displayed at the entrance to the Library and on the [L&IS website](#). Opening times are dependent upon staffing levels, and during holiday periods may vary from term-time opening hours. We will give you advance notice, except in emergencies, of changes to our opening hours and closures on bank holidays and University holidays. During self-service hours you will need your TUSC card to access the building, and limited facilities may be available.

For further information:

- 01642 342100
- libraryhelp@tees.ac.uk
- www.tees.ac.uk/lis.

8.2 Computer facilities

In addition to the computing facilities offered by the University in the THE LIBRARY, the following are available for Digital Arts and Design students:

8.2.1 Phoenix Building Studio (P2.12)

Twelve computers and related equipment are available for use in room P2.12 in the Phoenix Building. Six computers are Apple Macintosh iMacs, with 320GB Serial ATA Drive SuperDrive 8x (DVD±R DL/DVD±RW/CD-RW, 4GB RAM and 20" glossy widescreen LCD.

System software:-

As Graphics Digital Studio, below.

Application software:

As Graphics Digital Studio, below.

Six computers are PC, with the same specification as the Design Digital Studio in the Cook Building below, plus one or two extra pieces of software for more advanced digital work.

There is an additional iMac computer that is used for Open Source graphics. On this machine we can download Apps and test new software.

This studio is also equipped with an interactive whiteboard and A4 scanner. Printing is available via the MyPrint system. The nearest black-and-white printer is located in room P2.10. A3 black-and-white and colour printing is available in Athena and Cook buildings.

8.2.2 Graphics Digital Studio (A1.01)

A 28-workstation Macintosh studio is located on the 1st floor of the new Athena building. All computers are Apple Macintosh iMacs, with 320GB Serial ATA Drive SuperDrive 8x (DVD±R DL/DVD±RW/CD-RW, 4GB RAM and 20" glossy widescreen LCD. The digital studio is also equipped with an interactive whiteboard and 2 A3 scanners.

System software:

- Apple Mac OSX Snow Leopard

Application software:

- Microsoft Office:mac 2010
- Faronics DeepFreeze
- Faronics PowerSave
- Adobe CS6 Design Premium (*InDesign, Illustrator, Photoshop, Flash, Dreamweaver etc.*)
- Adobe After Effects CS6
- SketchUp Pro 8
- Type Tool 3
- Toast 8 Titanium

In addition to the range of Snow Leopard fonts on OSX, you have access to a large selection of fonts supplied by Agfa Monotype.

Please note: all users of the Graphics Digital Studio need to login with their own login credentials – these will be posted to your home address. Returning students who do not already have these should visit the Arts & Media Help Desk to collect them.

8.2.3 PC STUDIO: Cook Building Room CK3.01

A 30-workstation PC studio, designed specifically for CAD use. All computers are of high specification with DVD writer/CD-RW combo optical drives and 20” monitors. The PC studio is also equipped with an interactive whiteboard, scanners and a printer.

System Software:

- Windows 7

Application Software:

- Autodesk 3ds Max 2014
- SolidWorks 2013
- SketchUp Pro 8
- Adobe CS6 Design Premium
- AutoCAD, Architectural Edition 2014
- Corel Draw Graphics Suite X3
- Microsoft Office Professional 2010
- Microsoft Project Professional 2010

Studio PCs

There are also PCs with the same spec available in the Product Design and Spatial Design studios.

Digital Printing / Photocopying

You can make photocopies and also print proofs of your work using the “MyPrint” system that is standard throughout the University.

Use your TUSC card to collect your printing, having first credited your account in the Library or by using one of the self-service units around campus using cash or a credit/debit card. In addition to this you can top up your ‘MyPrint’ account on line at <http://unishop.tees.ac.uk>

Collect your printing from any “MyPrint” printer in the University. These are nearest to the Design studios:

First floor of the Athena Building (mono and colour)

First floor of the Cook Building (mono)

Third floor of the Cook Building (colour)

There are also A3 colour and A4 B&W copiers in Athena Room A1.05 for more specialized use. For these you buy payment cards from the Finance Office (Main Tower) at a cost of £3.00 for 50 units.

Large scale printing is available – please see the Arts & Media helpdesk (ground floor reception of the Athena Building).

Please note: all users of the Digital Studios need to login with their own login credentials – these are equivalent to the credentials that you will be given for logging in to the PCs in the Library.

Rapid Prototyping - Workshops

The role of Rapid Prototyping is being developed using solid modelling software, FDM output and 5 axis machining. There are facilities for laser cutting and there is also capacity to laser scan 3D objects.

8.2.4 Rules for the Digital Studios

- No smoking, drinking or eating
- No illegal/home software or 'hacking'
- All machines must be operated in a safe and correct manner
- Misuse of equipment/room will result in the facility being withdrawn
- Tampering with equipment will result in the facility being withdrawn
- Identification should be produced when asked
- Each machine is securely protected. Theft will result in legal action
- Students are to provide recommended disks/memory sticks for storage

8.3 Audio Visual Equipment

The Section has an A3 colour and an A4 B&W photocopier. Both are situated in A1.05 of the Athena building. Students buy payment cards from the Finance Office (Main Tower) for these copiers at a cost of £3.00 for 50 units.

The School has a photography studio with a range of cameras and lights. In addition two dark rooms for black and white printing are situated on the second floor of the Constantine Building. Aurora House supports the use of Media equipment including video cameras, tape recorders, and projectors etc. which can be borrowed for project work.

8.4 Workshops

The School has a comprehensive and fully equipped workshop, which is primarily for the use of design staff and students. Model making is an integral part of the design courses and specialist facilities and equipment are available to enable students to work with materials such as wood, metal and plastics.

A team of highly-skilled technical staff with specialist expertise undertake specific roles and are available throughout the workshops to ensure safe practice. You cannot use the workshop facilities without first having attended a health & safety induction.

Rapid Prototyping (located in Workshop)

The role of Rapid Prototyping is being developed using solid modelling software, FDM output and 5 axis machining. There is also capacity to laser scan 3D objects and as part of your Digital Arts and Design course you will be given opportunity to evaluate software designed to model 3D and relief models for digital reproduction.

8.5 Studio Facilities / Room Numbers

MA Digital Arts and Design students will mainly work in the Phoenix Building, but some other spaces in the University will also be used, depending on the nature of the work and the processes being used. Our approach to the use of studio space and facilities will be flexible to ensure maximum use of the facilities at all times. You are encouraged to use your studio space as much as possible and are required to attend for all timetabled sessions.

P2.12 MA Digital Studio (second floor Phoenix)

CK3.01 Product and Spatial Digital Studio (PC)

A1.01 Graphics Digital Studio (Mac)

8.6 External Links

When appropriate, live projects, competitions and/or exhibitions may form the basis of project work. These allow students to gain experience of working with clients and producers, communicating ideas to non-designers and comparing their work with peers outside the University. DADA enjoys good relations with a number of external organisations and individuals who may from time to time make contact, visit the studio or offer creative opportunities to students.

9.0 School Boards

9.1 School Academic Standards Committee

The role of the School Academic Standards Committee is to advise the School Management on the quality of provision provided by the School. To oversee local arrangements for the review and approval of programmes of study and their annual monitoring and enhancement. To consider and submit External Examiner nominations. To advise the School Management on the contribution of the School to the overall student experience. To advise the School Management on issues relating to the student experience outside the purview of the School. To consider and advise upon external submissions, e.g. to external quality agencies and professional bodies. To be responsible for the dissemination of good practice throughout the School.

9.2 School Programme Board

The Programme Board is responsible for the overall management of the programme. Membership of the Board comprises all full time members of staff and one student member from each masters programme (MA Digital Arts and Design, MA Fine Art and MA Future Design). The Programme Board meets at least twice a year and is chaired by the Subject Area Leader.

The Board is:

- To receive and approve the Programme Annual Monitoring & Enhancement Report.
- To receive and discuss External Examiner Reports and School/College/Partner response(s).
- To receive and process formal agenda items in relation to organisation and delivery of the programme. Items may be raised in advance of the meeting by academic or administrative staff, or by elected Student Representatives.

NOTE: *Programme Board meetings should normally have the student representative in attendance unless alternative mechanisms have been put in place to ensure that feedback from student representatives is formally considered at the meeting.*

9.3 Module, Assessment, Progression and Award Boards

There is a Module Assessment Board to consider each module taught. The Module Assessment Board sits to consider results and marks and also resits and resubmissions. At MA level this board is often combined with the Progression and Award Board. The Award Board makes decisions about student progression and, at the end of the course, about the classification of award. This Board is concerned with the student's profile of marks and the fair application of appropriate progression and assessment regulations. The External Examiner for the programme attends at these times in order to approve assessment outlines and evaluate students' work. The External Examiner will attend the final Assessment Board but may also

attend Interim Assessment Boards too. There are normally two Boards for MA Digital Arts and Design; one in May and one at the end of the programme in September.

10.0 Student representation

The University works closely with the Students' Union to improve the quality of the student experience. The Students' Union recruits 21 Student Representatives and 12 Welfare Representatives. They receive a £300 bursary for the work they do and are responsible for making sure the students' voice is heard. They do this by gathering student feedback, which is reported back to the Officer Trustees and staff at the Students' Union. The Students' Union then holds regular meetings with senior staff from the University, including the Vice-Chancellor and his Executive.

Course Representatives are elected by students from each programme and are an important point of contact. They represent the views of students to the University and to the Students' Union through the School Representatives. Course Representatives can raise any concerns they may have or share ideas and best practice across the University.

All Course Representatives receive support, advice, guidance and training from the Students' Union.

For further information about student representation:

01642 342247

academicadvice@tees-su.org.uk

www.tees-su.org.uk/schoolreps

www.tees-su.org.uk/welfarereps

11.0 Intellectual Property Rights

Intellectual Property Rights

In common with other Higher Education Institutions, undergraduate and taught master's degree students own the intellectual property rights in the work that they produce for their programmes of study. However, there are limited exceptions to this, and these are set out, in full, in the Student IP Policy. This Policy, along with the University's Regulations, can be found on the Student pages of the University Website:

<http://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations>

12.0 Visiting Speaker Series

From time to time we are visited by practicing artists, designers, art directors, academics and entrepreneurs. The series gives the opportunity for Masters students to hear views, see

examples of work and engage in dialogue with top art and design thinkers. When possible speakers will spend time in the MA studios, offering tutorial advice.

13.0

External Examiners

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called external examining, which is one of several ways that we confirm that standards are met.

An external Examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the course is of the correct standard. The External Examiner does this by looking at a sample of work (e.g. assignments, exam answers, dissertations), discussing the work with your lecturers and attending the assessment boards to endorse results. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The External Examiners' reports are made available to student representatives and School representatives. You can also request the relevant External Examiner report for your course by emailing: QMEResponse@tees.ac.uk

The main External Examiner for your course is **Paul Stickley** and he works at Glasgow School of Art. Sometimes your modules may have a different External Examiner and your module leader can provide details, on request. Please note that students are not permitted to contact External Examiners directly and External Examiners will not respond to any communication from individual students. If you have any concerns about your course, then please speak to your programme leader.

Appendix 1 LIBRARY & INFORMATION SERVICES

W: <http://lis.tees.ac.uk> T: (01642) 342100 E: libraryhelp@tees.ac.uk

Library & Information Services (L&IS) seeks to provide a high quality service based upon extensive collections of print and electronic resources, inspiring spaces for learning and support from qualified staff.

University Libraries

The Middlesbrough Campus Library is situated on Southfield Road next to the Students' Union Building. There is also a library at the Darlington campus. Details of facilities available can be found here: <http://lis.tees.ac.uk/darlington>

Opening hours

Library opening times are posted on the Library web site at <http://lis.tees.ac.uk/opening>

Teesside University Smart Card (TUSC) and PIN

The TUSC is your library card and University ID card. Your TUSC will be issued by your School. Your Library borrower number is printed on the bottom right hand corner of your TUSC. Set your PIN by visiting <https://myaccess.tees.ac.uk/pcs>

You can use them to:

- Print, photocopy and scan (TUSC)
- Borrow and renew books in the Library (TUSC and PIN)
- Renew and reserve books online (borrower number and PIN)
- Entry to the Middlesbrough Campus Library during self-service hours (TUSC)

Layout of the Library

The Library provides varied study spaces in silent, quiet and group study areas, and over 400 networked PCs. You can connect to the University's Wi-Fi network. The Library has four floors:

Ground Floor

- social learning zone for informal study and networking
- bookable learning pods and the Hive
- self-service machines to borrow, renew and return books
- Touchdown PCs available for 20 minutes for quick access to printing and emails etc.
- Learning Hub (<http://lis.tees.ac.uk/learninghub/>) where staff can answer questions about referencing, literature searching and refer you for additional academic skills support
- iZone for general enquiries
- MyPrint hub: A4 and A3 photocopying, printing and scanning
- Learning Café

Floor 1

- group zone for quiet discussion and collaborative learning
- books and audio visual material (e.g. DVDs) between shelf numbers 001-599
- bookable group rooms, group PCs and PC areas
- MyPrint hub: A4 and A3 photocopying, printing and scanning
- individual study rooms

Floor 2

- quiet study zone
- books and audio visual material (e.g. DVDs) between shelf numbers 600-999
- bookable group rooms and PC areas
- MyPrint hub: A4 and A3 photocopying, printing and scanning
- information desk where staff are available to answer your queries
- individual study rooms
- Artist's Book Collection

Floor 3

- silent zone for individual study
- print journals
- PC areas
- training rooms (L3.02, L3.07)
- individual study rooms

A range of assistive technologies is available throughout the Library. Please ask at the iZone for more detailed location information.

Learning resources for Digital Arts and Design

Reading lists for your modules may be accessed via E-Learning@Tees.

The online LibGuide <http://tees.libguides.com/> is the best place to start to discover the resources that are available. You will be using a variety of print or online resources, such as e-books, e-journals and databases that are available both on and off campus using your ICT username and password.

Use the Catalogue to find out about the books that are available from the Library. You can access this both online from the Library homepage (<http://lis.tees.ac.uk>) and at Catalogue points on all of the Library floors.

The Learning Hub

The Learning Hub offers guidance to all students on developing their skills as independent learners. Support includes advice at the Learning Hub desk, drop-in Succeed@Tees workshops, one-to-one tutorials and online resources. Guidance is available on a wide variety of academic skills, for example literature searching, [referencing](#), writing and maths.

Supporting You

Help is available so that you can get the most from the Library. The Arts & Media team in the Library are:

- Val Sonley (01642) 342123 or v.sonley@tees.ac.uk
- Laura Marflitt (01642) 738287 or l.marflitt@tees.ac.uk

They are here to help so please get in touch. You will meet a member of the subject team at your Library induction

- Staff at the Learning Hub, Information Desk and iZone are available to answer queries and help you find the information you require. Staff are also on duty throughout the Library to assist you.
- Sessions to enable you to develop your skills in literature searching can be arranged.
- All students are welcome to attend the Succeed@Tees workshops which develop academic skills. Details are available from the Library web site.
- A great deal of information is available from the Library web site at <http://lis.tees.ac.uk>

Working Together

The aim of L&IS is to provide you with the learning resources and a study environment to help support you in your studies at University. To enable everyone to benefit fully from L&IS, we need your active co-operation to ensure that we can deliver this aim. The Library's regulations and policies can be viewed at <http://lis.tees.ac.uk/regulations>

Appendix 2 SCHOOL OF ARTS & MEDIA (SAM)

LONE WORKING/AFTER HOURS

The School supports the principle of our students having open access to resources and to flexible working, which includes working alone and working after normal daytime hours.

Working alone is not necessarily unsafe and should not give cause for alarm, however it is good practice to ensure that anyone working alone is aware of basic safety procedures in order to minimise personal risk. In order to ensure the Health and Safety of the University Community, the University undertakes risk assessments in order to evaluate the risk to staff and students in particular situations.

In the **School of Arts & Media**, the majority of activities carried out by staff and students in the areas of English, History, Media, Fine Art (Painting) and Design are judged to be low risk, within University buildings that are open access. Staff and students are advised to observe a common sense approach to working alone in these areas.

The areas of **Performing Arts** and **Fine Art Sculpture** fall into a slightly higher risk category because of the nature of the activities that students undertake and separate risk assessments have been carried out for these specialist spaces:

Performing Arts: Mercuria Studio and Cook

When academic staff authorise out of hours working at least one other person should be in the Studio in case of an accident or incident.

Fine Art Sculpture: Waterhouse and Cook

When academic staff authorise out of hours working at least one other person should be in the Studio in case of an accident or incident.

The **Design Workshops** in the Cook Building are designated a high-risk area and students are not allowed to work there unsupervised.

Useful Telephone Numbers for Assistance:

Emergency Security Number	Extension 3200
General Security Control Room	Extension 2086
Caretaking Shift Supervisor	Extension 2065
Jan Norman, School Manager, SAM	Extension 4016
Health & Safety Centre	Extension 2213