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1 Introduction

Dear Student

Welcome to Edinburgh College of Art, which is situated in the heart of one of Europe's most popular cities.

The College welcomes back continuing students and offers a particular welcome to new students from home and overseas. We hope all students will find the programmes they are studying on both stimulating and challenging.

We are aware that even in a small specialist institution, lines of communication can sometimes be confusing; to alleviate this we believe that students need the most up-to-date resources and information to support their studies. This handbook is designed to provide information to help students during their time at the College. It should be used in conjunction with information held on the student ePortal which will contain any updates which occur throughout the year.

When reading through this guide please pay particular attention to the college's regulations which all students must abide by. If you are unsure of anything please contact the Registry for advice.

You will find that this guide refers frequently to information held on the student ePortal. Please ensure that you are well acquainted with the ePortal as it contains a wealth of information which you will find extremely useful during your time at the College. All students are automatically given an ePortal account when they register. This will enable you to view your own personal details as well as access student related policies and procedures. The ePortal is being continually developed and it is expected further functionality will be added throughout the year.

The College provides all students with an email account which is accessible through the ePortal. Important information will often only be relayed to you via this account so you should check it regularly.

We hope you will find this handbook useful and would welcome your comments on it for future development.

Best wishes for Session 2005/06.

REGISTRY

2 The Relationship with University of Edinburgh and Heriot-Watt University

Edinburgh College of Art is an internationally focused small, specialised Higher Education institution with widely recognised centres of excellence in a range of creative visual disciplines.

eca

- fosters creativity and innovation
- develops practical and analytical skills
- produces high quality learning opportunities
- provides excellence in learning and teaching
- engages in creative research at the highest international level

Edinburgh College of Art is a fully independent academic institution in its own right and continues to value this status.

From September 2004, as part of a mutually agreed process, responsibility for the validation of College programmes began to transfer from Heriot-Watt University to the University of Edinburgh.

Students who entered **first year from September 2004** onwards will be studying on degree programmes validated by the University of Edinburgh.

From 2005, students entering second year will join degree programmes validated by the University of Edinburgh, **although any students entering third or subsequent years will be registered for programmes validated by Heriot-Watt University.**

Any clarification on these arrangements can be obtained from Registry.

3 TERM DATES - SESSION 2005/2006

TERM 1 (11 weeks)

Thursday 29 September 2005 - Wednesday 14 December 2005

TERM 2 (11 weeks)

Monday 9 January 2006 - Friday 24 March 2006

TERM 3 (11 weeks)

Tuesday 18 April 2006 - Friday 30 June 2006

The College will be closed for the following holidays:

Christmas

Friday 23 December 2005 – Tuesday 3 January 2006

Easter

Thursday 13 April 2006 – Monday 17 April 2006

Mid-term

Monday 22 May 2006 – Tuesday 23 May 2006

4 Fees and Financial Matters

General

The 2005/06 fee rates apply to all students who register on or after 1 August 2005.

The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be held personally liable for payment.

Students intending to apply to the Student Awards Agency for Scotland (SAAS), to a Local Education Authority (LEA), an Education and Library Board (ELB) in Northern Ireland, or to any other funding body, should be aware that it is their responsibility to complete all applications before the relevant closing dates.

Fee Schedule for 2005/06

The following list is an extract from the Fees Schedule for Session 2005/2006. Full details are available from, or any enquiries can be made to the Fees Officer, in the Finance Office, Main Building, Lauriston Place, EDINBURGH, EH3 9DF (☎: 0131 221 6056 or e-mail: b.coltman@eca.ac.uk).

Standard Tuition Fees for 2005/06 (Please see <i>Other Fees</i> on next page)		
Type	Undergraduate	Postgraduate Full-Time Courses
Home/EU	£1,175	£3,085
Overseas	£8,750	£6,570 - £8,750 (depending on course undertaken)

Tuition Fees & Payment Dates

Although fees are due in full at matriculation, self-funding or partially self-funding students attending the College for the full session may, **by concession**, be allowed to pay in termly instalments. The first payment, a minimum of one-third of the total amount due, is payable at matriculation, with a second payment of one-third due, **at the latest**, by the 3rd day of Term 2 (**11 Jan 2006**), and the final payment due, **at the latest**, by the 3rd day of Term 3 (**20 April 2006**).

Late Payment of Fees

It should be noted that failure to pay an instalment of fees by its due date will result in the student being fined 10% of the amount involved, or £50, whichever is greater. This rule will be applied termly. Failure to pay your fees on time may also result in the privilege of paying your fees by instalments being withdrawn. This will mean that the full amount outstanding at that time will have to be paid immediately to the college.

Sponsored Students (SAAS/LEA/ELB or private sponsorship)

Where your tuition fees are being paid either in part or in full by the Student Awards Agency for Scotland, a Local Education Authority, an Education and Library Board or by a sponsor, **you MUST produce a letter of award at the time you matriculate**. If you have been assessed, but have not been awarded a contribution towards fees, **this letter should nevertheless be produced at matriculation**. ***It is therefore, important to remember and apply for your student support well in advance of the next session.***

Please make sure that all fee payments are submitted on time to avoid any fines.

Other Fees

Students might be required to pay other types of fees related to their programme of study depending on their current situation. These additional fees can be seen in the following list.

Other Fees for 2005/06		
Type	Undergraduate	Postgraduate
Postgraduate Continuing Fee (applicable to new entrants from session 2002/03, who do not complete their course of study after 3 years full-time or equivalent)	N/A	50% equivalent of FT fee
Re-attend Modular Charge – Home/EU	£98	£98
Re-attend Modular Charge – Overseas	£730	£730
Off-Campus (MPhil and PhD's only) – Home/EU	N/A	£875
Off-Campus (MPhil and PhD's only) – Overseas	N/A	£2,270
Writing-Up Fee	N/A	£335
Suspension Fee	£25	£25
Re-examination Fee (One subject/module)	£50	£50
Re-examination Fee (Each subsequent subject/module)	£25	£25
Resubmission Fee (Diploma)	N/A	£20
Resubmission Fee (Masters)	N/A	£50
Resubmission Fee (PhD)	N/A	£60
Late Matriculation Charge	£40	£40
Graduation Fee	To be confirmed	

Methods of Payment

Cash & Cheques

Payments (the latter payable to "Edinburgh College of Art") can be made at the counter of the Finance Office, Main Building, which is open Monday to Friday, between the hours of 9.00am to 12.30pm, and 1.30pm to 4.00pm (please always remember to quote your matriculation number on the reverse of cheques).

*Alternatively, you may post cheques to: The Cashier
Finance Office
Edinburgh College of Art
Lauriston Place
EDINBURGH
EH3 9DF*

Dishonoured Cheques will incur a penalty of £30, plus late payment charges if applicable.

Bank Transfer

Payment of funds can be transferred directly to the College bank account, but, if you choose this method, please ensure that you give full details of your payment to the College Finance Office. Do not rely on the bank providing us with appropriate details, because often they do not do so. As bank transfers can take some time to arrive, please provide us with a copy of the bank transfer document, in case of any delays.

Credit/Debit Card

Credit or Debit Card payments can also be made either in person, by writing to us at the address given above, or by telephone (0131 221 6234/6056/6051).

Once students have officially registered, and been issued with a matriculation number, payments by credit/debit card can also be made through the College e-portal. This can be accessed on the internet at <http://eportal.eca.ac.uk>.

Once accessed, open Username > Password > Student Admin > Finance > Your Bills > Deposit Online which allows you to make payment through the Worldpay website.

Direct Debits

Please contact us for further information on paying by Direct Debit by telephoning 0131 221 6234/6056/6051. You should note, however, that this method cannot be used as a means of paying fees due for Term 1. Non-payment of Direct Debits will incur a penalty of £30, plus late payment charges if applicable.

Our bank account details are as follows:

Address	Account Information	
Bank of Scotland 3 Earl Grey Street EDINBURGH EH3 9BN Scotland	SWIFT BIC:	BOFSGB21008
	IBA NUMBER:	GB92 BOFS 8011 9400 2040 68
	Bank Sort Code:	80-11-94
	Bank Account No:	00204068
	Name of Account:	Edinburgh College of Art No 1

Class and Course Materials

Students are required to pay for the provision of class and course materials supplied by the College, computer printing charges, and standard charges agreed for certain courses.

Class and Course Materials for 2005/06				
School/Department/Programme	Year	Term	Core Charge	Information
Art and Design (First Year Studies) Any queries regarding these charges should be addressed to the Director of First Year Studies.	1	1&2	£150 (one payment for both terms)	To cover materials used for Sculpture, Design and Core Drawing Studies in terms 1 and 2.
Art and Design (First Year Studies)	1	3	Variable	A Core charge for the third term will depend on Core Electives chosen by the student and will be billed at the end of the term.
Architecture	1	1	£75	To cover materials and equipment used in Year 1.
Architecture The College requires all Architecture students in 2 nd Year and above in all undergraduate and postgraduate programmes to pay an annual charge. (PhD, Erasmus, Exchange and Placement/Year Out students do not have to pay this charge)	2,3, &5	1	£45	To cover equipment used in School during Year. This charge is additional to the Class Material Deposit (see next page).
Urban Design and Architectural Conservation. Part-time Students	All Years	1	£25	To cover equipment used in School during Year. This charge is additional to the Class Material Deposit (see next page).
Landscape Architecture	1	1	£75	To cover materials and equipment used in Year 1.

All other students

The College requires all other students to pay an annual **deposit** at matriculation towards the use of class and course materials and computer printing charges. The level of deposit depends on the student's subject choice and details are noted in the Class Material Deposits table below.

Class Material Deposits for 2005/06		
School	Department	Deposit
Drawing & Painting	Drawing & Painting	£100
	Tapestry	£40
	Printmaking	£100
Sculpture	Sculpture	£100
	Ceramics	£300
Design & Applied Arts	Jewellery & Silversmithing	£150
	Fashion	£150
	Furniture and Product Design	£150
	Glass	£300
	Interior Design	£40
	Printed Textiles	£150
	Performance Costume	£150
Visual Communication	Graphic Design	£40
	Animation	£50
	Photography	£200
	Illustration	£40
	Film & TV	£100
Architecture	Architecture	£50
Landscape Architecture	Landscape Architecture	£50

Students who do not pay a Class Materials Deposit will be required to pay a credit-charge of £25 per Session. This will be applied to students' College accounts in the month of December.

Technicians within the schools will record usage of materials, and students' accounts, which will be updated termly, can be accessed at all times, by means of the College e-portal (<http://eportal.eca.ac.uk> then Username > Password > Student Admin > Finance > Your Bills) . If a student's Class Materials deposit has been exhausted, and charges have begun to accumulate, it would be wise to consider making a further payment on account. In any case, outstanding accounts must be cleared by a specified date before matriculation into the following year, together with payment of the following year's deposit. At the end of the session, any unused credit balances will be deducted from the following year's deposit.

Final year students

Final year students will be invoiced for class materials, etc, before the end of Term 2, and all debts to the College must be cleared by a specified date. Students with outstanding College debts will not be allowed to graduate. During Term 3, class materials and printing facilities will be supplied to final year students on a cash-only basis.

Overdue debts due to the College

In accordance with College policy, any student with outstanding College debts will be prevented from graduating and, in earlier years of study, will be prevented from registering for the next academic year. If you do experience financial difficulties, please don't hesitate to make an appointment with a member of the Finance staff, Graham Dey (SRC) or Student Services to discuss your situation:

In summary, all students are reminded that:

- all debts relating to Session 2004/2005 must be cleared by **29 August 2005, otherwise late payment charges will be imposed as appropriate:** namely, 10% or £50, whichever is greater, for debts which include tuition fees and 10% or £20, whichever is greater, for other debts.
- **matriculation at the commencement of a new Session will be refused if debts are outstanding from the previous Session**
- **expulsion from courses, and withdrawal of student facilities may result if fees remain unpaid**
- **students will not be allowed to graduate until all debts have been cleared.**

Students should note that account balances can be checked at any time, by using the College e-portal or by visiting the Finance Office, Main Building, or ☎ 0131 221 6051/6056/6234. Payments on account can be made and account queries dealt with at any time.

5 STUDENT SUPPORT

For advice and information concerning assessment of your eligibility, entitlement to support, help towards tuition fees, help via grants and bursaries and application for Student Loan, students should contact their appropriate awarding body as follows:

Undergraduate student's resident in Scotland and from other European Union countries outside the United Kingdom

Student's resident in Scotland and from other European Union countries outside the United Kingdom, should contact the Student Awards Agency for Scotland (SAAS).

The Student Awards Agency for Scotland
Gyleview House
3 Redheughs Rigg
EDINBURGH
EH12 9HH

Tel: +44 (0) 845 111 1711

Website: www.saas.gov.uk

e-mail: saas.geu@scotland.gsi.gov.uk

Students resident in England and Wales

Students resident in England and Wales should contact their Local Education Authority (LEA). The Department for Education and Skills (DfES) issues guidance and information on the student support system for students. This information can be obtained at www.dfes.gov.uk

Students resident in Northern Ireland

Students resident in Northern Ireland should contact their local Education and Library Board (ELB). They can also contact the Department for Employment and Learning (DELNI) at:

Department for Employment and Learning (DELNI)
Student Finance Branch
Room 407
Adelaide House
39-49 Adelaide Street
BELFAST
BT2 8FD
Tel: 028 9025 7728

Website: www.delni.gov.uk

Final Year Fee Concession

If UK students have chosen to study toward a four year degree in Scotland, rather than attending an equivalent (3 year programme) in their home area, the Scottish Executive will fund the *private contribution element* of the final year tuition fee (i.e. 4th year of the degree).

Eligible students (defined as those who commenced their programme of study in Session 2001/2002 or later) will be identified during the standard financial support assessment process carried out by the Local Education Authorities (LEAs) in England & Wales, the Education and Library Boards (ELBs) in Northern Ireland, and the Student Loans Company (SLC).

Following assessment, English and Welsh students will be issued with a Financial Support Notification (FSN) detailing the level of support they will receive for the forthcoming academic year. The FSN will confirm that the entire tuition fee is to be covered.

Students from Northern Ireland will not be assessed for their eligibility for the concession in the first instance, and will receive an FSN showing that they must pay the private contribution element of their final year fees. However, the SLC will automatically perform a second assessment and send a letter to eligible students confirming that the entire tuition fee will be paid.

Student Loans

Student loans are available to full-time UK undergraduate students only.

The Student Loan Company (SLC) administers the payment of loans and is responsible for keeping details of your account, adding interest (inflation linked), sending you an annual statement, and answering general enquiries. If you have any questions about your individual loan account, please contact:

SLC
100 Bothwell Street
Glasgow
G2 7JD

Freephone ☎: 0800 405010

Note: To ensure that your fees are paid and the first instalments of any official student loan can be deposited into your bank account (following registration at the start of the academic year), you should apply to SAAS, a LEA or an ELB as soon as possible. **Letters of award or financial support notification (showing who is responsible for payment of fees), and the letter of confirmation from the Student Loan Company, MUST be produced at registration.**

Hardship Funds

Limited funds are available to help full-time and part-time undergraduate and postgraduate UK students having difficulty meeting their living costs. Full-time, part-time and sandwich year students who satisfy the residence requirements for a student loan are eligible to apply for a payment from the Hardship Fund. The Hardship Fund is publicised extensively throughout the College within the first two weeks of each term, application forms are available from the College Registry, the Student Representative Council (SRC) office or from the First Year Studies Office (Grassmarket Campus). If eligible, students can apply once per term to the Hardship Fund. Applicants are advised by the SRC when payments are available for collection from the Finance Office, Main Campus. **It should be noted that in emergencies, applications can be made, on a 'one-off' basis, at any time.**

In the first instance, you should contact: Graham Dey/Jenny Hogarth, in the SRC Office, Main College Campus: ☎ 0131 229 1442 or e-mail: g.dey@eca.ac.uk

Mature Students' Bursary Fund

This scheme of student support was introduced by the Scottish Executive for those entering full-time higher education in Scotland from 2001/02. Individual institutions are allocated a specified amount from the Mature Students' Bursary Fund and are responsible for the disbursement of these funds to eligible students in accordance with set guidelines.

For further information, please refer to www.scotland.gov.uk/studentsupport.

Advice is also available from Graham Dey/Jenny Hogarth, in the SRC Office, Main College Campus: ☎ 0131 229 1442 or e-mail: g.dey@eca.ac.uk

Young Students' Bursary

The Scottish Executive, committed to widening access to higher education to students from all backgrounds, has introduced a new Young Students' Bursary system and loans to help new students from low-income families with their living costs.

Further information is available on the Executive's website:

www.scotland.gov.uk/studentsupport.

Disabled Students' Allowance

Disabled students and students with specific learning difficulties may be able to claim the Disabled Students' Allowance. For further information contact:

Student Services: ☎ - 0131 221 6023/6202 or email: sws@eca.ac.uk

Entitlement to Benefit

As soon as you receive a bursary or grant award, payments from income support are stopped. In certain circumstances, you may remain on income support and receive bursaries which cover fees and programme expenses only (e.g., if you are a single parent). There are separate arrangements for students on part-time degree programmes and you should discuss this with your Head of School. If you receive a full bursary or grant you may no longer claim housing benefit. There are some exceptions; notably, registered disabled students and single parents. Information is available from:

Antonia Palmer: ☎ - 0131 221 6035 email: a.palmer@eca.ac.uk

Crisis Loans

The College has a **very limited** amount of money available to assist students who require a small, short-term, cash loan (normally no greater than £100.00 and generally for a period of 4-6 weeks) in an emergency situation or crisis. Application forms can be obtained from Graham Dey, Students' Union Manager, in the SRC Office (Main College Campus). If approved, and funds are available, payment is made by the Finance Office, Main College building, between 3-4pm daily. **It should be noted that as this fund is very small, borrowing students are requested to make repayment promptly; otherwise funds may no longer be available for subsequent students who need help.**

Travel Expenses

Claim forms are available from the College in December each year, or by downloading from the SAAS website www.saas.gov.uk. These should be completed and sent to SAAS as soon as possible after the end of Term 1. Payment is normally made within 28 calendar days of receipt, directly into students' bank accounts through BACS.

Career Development Loans

These loans, from a number of high-street banks, are available to UK students who are undertaking a vocational course of two years or less, and who are not in receipt of any other financial support. Details are available from the College Registry, or the SRC Office, Main College Campus, or ☎ Freephone 0800 585 505.

International Students

International students in financial difficulty should note that there is **very limited** financial support available, but it is strongly recommended that, for initial advice, they contact Graham Dey, SRC Welfare Officer, in the Students' Union, Main College Campus ☎ 0131 229 1442 or e-mail: g.dey@eca.ac.uk

6 Grants, Scholarships and Bursaries

The following publications are of particular use:

The Educational Grants Directory (The updated 2005/6 edition, which will be available from the central library on George IV Bridge, should be out at the end of this year. Contains information about grants for both UK students and specific nationalities, such as Indian, Belgium, Costa Rica, Egypt, Hong Kong, Israel, Turkey, Uganda to name a few).

Information about postgraduate grants and awards can be found in the following publications (available for reference purposes in most libraries and British Council offices)

Awards for Postgraduate Study at Commonwealth Universities (published by the Association of Commonwealth Universities);

The Grants Register (published by Macmillan Publishers Ltd);

The Awards Almanac (published by St James Press).

It's a little known secret, but there are a range of grants and bursaries out there that you may qualify for. The following list may be of some interest to students on particular programmes:

Glass students

The Worshipful Company of Glass Seller's Charity Trust

Caters for individuals in financial need, undertaking education related to glass (in its various forms). Annual awards for excellence in glass crafts also available.

Applications in writing, throughout the year, to:

Brian Rawles, Aragon Avenue, Thames Ditton, Surrey, KT7 0PY. Tel: 020 8398 5481

Worshipful Company of Glaziers and Painters of Glass

The Worshipful Company of Glaziers and Painters of Glass supports the craft of stained glass with grants, prizes and scholarships (some especially for recent graduates).

<http://www.worshipfulglaziers.com/>

Furniture Students

The Worshipful Company of Furniture Makers

Grants available for young people working or studying in the industry (whether it be design, manufacturing or retail). Grants, which range between £500 and £2500, can be used for fees, study/travel abroad or for equipment (in 2002/3, grants were given to 55 individuals, totalling £40,000). There are also awards for excellence.

Applications: forms available from:

Mrs Jan Wright, The Clerk to the Worshipful Company of Furniture Makers, Painter's Hall, 9 Little Trinity Lane, London, EC4V 2DB:

clerk@furnituremkrs.co.uk

Silversmithing Students

The Goldsmiths' Arts Trust Fund

Intended for students studying silversmithing and precious metal jewellery at art colleges. Bursaries available for specific projects. In 2002/3, grants to individuals totalled £195,000.

Applications, through a tutor/lecturer, should be made in writing to:

The Clerk, The Goldsmiths' Company, The Goldsmiths' Hall, Foster Lane, London, EC2V 6BN; 020 7606 7010, e-mail: the.clerk@thegoldsmiths.co.uk.

The South Square Trust

The trust awards educational grants to students studying fulltime practical degree programmes in the fine and applied arts (may be particularly relevant for silversmithing students). One off and recurrent grants are available for assistance with fees or living expenses (£500 - £2000).

Applications: In the first instance, contact:

Mrs. N. Chrines, Clerk to the Trustees, PO Box 67, Heathfield, East Sussex, TN21 9ZR:
Tel: 01435 830778

Conservation Students

Zibby Garnett Travelling Fellowship (potentially relevant for graduating students)

To help students travel outside the UK to study or gain practical conservation experience, whether they are at university or college, or within the formative years of their careers. Trade apprentices, trainee architects and landscape architects are all eligible.

The awards are not restricted to British nationals, but foreign students should plan projects outside their country of origin.

To be eligible, applicants must be working in one of the following conservation subjects: (a) historic buildings, gardens and landscape; (b) the traditional building trades (c) sculpture and chattels; (d) historic and decorative crafts.

For further information, contact:

David Garnett, The Grange, Norwell, Newark, Nottinghamshire, NG23 6JN:
Tel: 01636 636288 www.buildingconservation.com/directory/ad037.htm

Painting/Sculpture

The Fenton Arts Trust

The Trust's aim is to give encouragement and financial support to those actively contributing to the creative arts in the U.K (principally painting/sculpture and drama). It seeks to assist, through grants and bursaries, individuals with British nationality and who are aged under 35 (its primary aim is to support final year or postgraduate students).

For more information: www.moxie.u-net.com/fentonarts/home.html

The Haworth Charitable Trust

Young musicians/painters in their final year of FT study are welcome to apply for grants of between £1000 - £2000. Preference is given to applicants from NW England, Herefordshire, Shropshire, the Wrekin and London.

Applications should be made by letter, with a CV and a letter of recommendation from a tutor, to the following correspondent:

Charlotte Simm, Rooks Rider Solicitors, Challoner House, 19 Clerkenwell Close, London, EC1R 0RR: Tel: (44) - (0)20 7689 7000.

Mature Students

The Rootstein Hopkins Foundation (Mature Student Grant)

This applies to a student not entitled to assistance for College Fees from local authorities, Government or any other Bursary, who has been accepted by a recognised college, but does not have sufficient funds to cover College Fees for a BA or MA programme.

The applicants must be able to demonstrate that they have sufficient resources for their own maintenance. The value of the Grant is up to £6,000 for tuition fees at a recognised Art College for a full BA or MA programme. Payment is normally made direct to the College. For enquiries, contact:

The Secretary, PO Box 14720, London W3 7ZG, 020 8746 2136

Providers/Awards for UK and EU Students (visit www.prospects.ac.uk)

- **Education Grants Advisory Service (EGAS)**

Part of the Family Welfare Association (publishers of Money to Study: The Complete Guide to Student Finance). Address: 501-505 Kingsland Road, London E8 4AU; Telephone 020 7254 6251 (Send a large stamped addressed envelope to the address above requesting information on scholarships and grants for post-graduate students).

- **Arts and Humanities Research Council (AHRC) - www.ahrc.ac.uk**

This board provides funding and support for postgraduate research and training (including PhDs). The following programmes are all eligible under the Professional Master's programme (relevant for session 2006/7)

- Dip. Design & Applied Arts
- Dip. Painting, Printmaking, Tapestry
- Dip. Art, Space & Nature
- Dip. Sculpture
- Dip. Ceramics
- Dip. Visual Communication
- MFA (2nd Year only)
- MSc Urban Design
- MSc Architecture and Architectural Conservation
- MSc in Golf Course Architecture *is* eligible for AHRB funding (under the AHRB Professional Masters stream)
- MSc in Contemporary Art and Art Theory *is* eligible for funding (under the AHRB research master's programme)
- Diploma in Landscape Architecture

Note: The AHRC *only* funds 12-month Masters or 9-month Postgraduate Diplomas. While the MDes (15 months) is *not* eligible, students undertaking the second year of a MFA potentially qualify given the concluding 9 months of the programme leads to an award. The AHRC also awards 3-year scholarships to support PhD study.

The Diploma in Architecture, being Part II of the ARB / RIBA requirement is *not* eligible – being deemed a professional qualification.

AHRC Process

Please contact Cameron Murdoch (c.murdoch@eca.ac.uk / 0131 221 6027) in Registry.

AHRC Eligibility

British and EU citizens, but not Scottish residents if their programme is funded by the PSAS (ask Registry for PSAS details). British citizens are awarded a scholarship that pays fees and also a living allowance of £9000 per annum. EU citizens are entitled to apply for fees-only scholarship.

- **British Academy**

The British Academy (10, Carlton House Terrace, London SW1Y 5AH; Tel: 020 7969 5212; Fax: 020 7969 5300) receives grant money to fund research at postdoctoral level in all branches of enquiry within the humanities and social sciences. The Academy's research funding strategy is focused on providing small-scale support. These awards are open to graduates or intending graduates of British universities. Applicants should normally have been resident in the UK for the three years immediately prior to their postgraduate studies.

- The **Sir Richard Stapley Educational Trust** (grants range between £300 and 1,300 in value) is intended for graduates over 24 years of age. Write to: The Administrator, Sir Richard Stapley Educational Trust, North Street Farmhouse, Sheldwich, Nr Faversham, Kent, ME13 0LN.

- The **Association of Charitable Foundations** provides links to charitable bodies that may have funding available. See www.acf.org.uk/foundations/

- **Schilizzi Foundation**

Hardship Grants up to £1,500 are available to **Greek** students studying an undergraduate degree programme or vocational training in the UK. Students should be in their final year of a degree and experiencing unforeseen hardship.

Application forms are available from: The Secretary, Schilizzi Foundation
Rowan, Turweston, Brackley, Northants, NN13 5JX

Grants for International Students

- **Edinburgh College of Art International Scholarship**

Edinburgh College of Art has 20 International Scholarships for students undertaking full-time undergraduate or postgraduate study in any discipline offered by the College. Each scholarship will amount to £2,000, which will be deducted from your tuition fee and will be tenable for one academic year. The scholarship can be applied for on an annual basis.

Eligibility

The scholarships will be awarded to 20 international applicants or students who are normally resident in countries outside the EU. Those applying for the scholarship need to have been accepted for admission on a full-time basis for undergraduate or postgraduate programmes of study at Edinburgh College of Art or are currently enrolled on a programme at the College.

Applicants must already have been offered a place at the College and must have firmly accepted that offer.

Criteria

The scholarship will be awarded on artistic and academic merit with candidates requiring to have fulfilled all minimum entrance requirements of the College.

Application Procedure

A completed scholarship application form, together with the documents listed below, should be submitted to the Registry Office by the closing date of 1 May 2006 in order to be considered for the scholarship. Late applications will only be considered if there are scholarships still available.

Documents Required

Copies of all degree, educational certificates and transcripts and a certified copy of your passport/visa.

A mini portfolio – which should consist of 10 images no larger than A4 size. Alternatively, the portfolio could be presented on slides or a CD Rom. A scholarship applicant may submit a short video (max 5 minutes in length) if it is relevant to your chosen programme of study.

A study/research proposal of approximately 1,500 words in length (**for postgraduate applicants only**). For a new postgraduate student (including internal applicants graduating from an undergraduate programme at eca) the study proposal should be relevant to your proposed area of study.

For a progressing/current student enrolled on a postgraduate degree programme the study proposal should be relevant to your current work and should demonstrate how your work will progress/develop in the future.

Please note that documents submitted with your application cannot be returned to you. You should therefore ensure that you keep copies for your own use.

Selection Procedure

The International Scholarship Selection Panel will meet May – July 2006. The winners of the Scholarship will be announced in summer 2006.

- **Newby Trust Limited**
Overseas students studying in the UK (particularly post-graduate students with an ongoing record of education in the UK) are potentially eligible for a small grant (between £250 - £1000). For more information, visit the link below:
<http://www.newby-trust.org.uk/funding/education.html>
- **Miss C A M Sym's Charitable Trust**
The Trust offers grants to help with living expenses and fees to overseas students who have already embarked upon a programme of study at a Scottish Educational Institution and find themselves beset by financial problems arising out with their control. Applications should be made in writing to:

Trustees of Miss C A M Sym's Charitable Trust, Murray Beith WS, 39 Castle Street, Edinburgh, EH2 3BH
- **The Association of Commonwealth Universities (ACU):** The ACU administers the Commonwealth Scholarship and Fellowship Plan which enables graduates from any Commonwealth country to study at postgraduate level in another. (Details may be obtained from the Commonwealth Scholarship agency in the country in which the candidate permanently resides. Application for an award must be made at least 12 - 18 months preceding the proposed commencement of tenure. Addresses of ACU agencies are listed in the Scholarships Guide for Commonwealth Postgraduate Students.) See: <http://www.acu.ac.uk/>
- **The British Council:** British Council Scholarships are tenable at a UK university, normally for not more than one year. Candidates should hold a good first degree. Details are available from the British Council representative in the candidate's own country. See: <http://www.britcoun.org/>
- **The Foreign and Commonwealth Office Scholarships and Awards Scheme** provides scholarships tenable at UK universities. Information is available from the local British diplomatic mission or British Council in the candidate's home country, through which applications should be made. Candidates are selected by British Embassies and High Commissions. The closing date is 12 months before the academic year for which the award is sought. See: <http://www.fco.gov.uk>
- **International Fellowships Programme (IFP)** of the Ford Foundation for resident nationals and other residents of Kenya, Tanzania, and Uganda, (28 scholarships, tenable in any part of the world including East Africa for MA and PhD study). See: www.iucea.org
Also see <http://www.fordfound.org> for American students.
- **UKCOSA:** The Council for International Education For information write to: 9-17 St Albans Place, London, N1 0NX.
See: <http://www.ukcosa.org.uk>
- **ORS Awards for PhD students:**
Non-EU students studying for a PhD are entitled to apply for a scholarship from the Overseas Research Students Awards Scheme (ORSAS). This pays the difference between the fees for EU / Home students and those for non-EU students.
See: <http://www.UniversitiesUK.ac.uk/ORS>

Funding relating to specific regions or countries

Africa

- **The Africa Educational Trust**

Full-time and part-time scholarships available, as well as small emergency grants (the latter usually amount to around \$350 towards the completion of a programme).

Enquiries to: Ms J Landymore, 38 King Street, London, WC2E 8JT (020 7240 0726). www.africaeducationaltrust.org

- **Mohamedali Karimjee Trust**

Grants available for fees, study/travel abroad and living costs. In 2002/3, 3 grants totalled £22,000. Write to the correspondent at the address below enclosing a stamped addressed envelope. Mrs E Gray, Assistant, Karimjee Jivanjee & Co UK, 21 Whitefriars Street, London, EC4Y 8JJ (020-7583 3768).

Asia

- **The Bestway Foundation**

Eligibility: Higher Education students who are of Indian, Pakistani, Bangladeshi or Sri Lankan origin; grants are one off or recurrent according to needs.

Applications: In writing, enclosing a stamped addressed envelope, to:

AK Bhatti, Bestway Cash & Carry Limited, Abbey Road, Park Royal, London, NW10 7BW. Considered in March/April.

- **The Hammond Trust**

Intended for students with unexpected financial difficulties (particularly for those who need help completing a year of study). Grants are usually one off payments of £500. Application forms available from address listed below (programme tutor must give a report on the applicant in part b and from must be endorsed with official college stamp).

International student services unit

British Council, Bridgewater House, 58 Whitworth Street, Manchester, M1 6BB (0161 957 7279)

Canada

- **ORS Award** - extra funding for **Canadian** students studying a PhD.

Canadian students who have been awarded the ORS are eligible for further funding through The Edward Boyle/Alberta Research Scholarships award. The award is for £1,000. For more details please call +44 (0) 207 258 6691.

- **The Canadian Centennial Scholarship Fund**

Eligibility: Students must be already enrolled in a UK institution before applying. One off grants of £500 to £2500 for fees, study/travel abroad, books, living costs etc. Applications (available from the correspondent below) should include references: due date 15 March, interviews for those short listed in June.

Mrs Julia Montgomery (Chair), Canadian Women's Club, 1 Grosvenor Square, London W1K 4AB: 020 7258 6344

email: canadian.women's@virgin.net / www.canadianscholarshipfund.co.uk

7 Facilities and Services for Students

Libraries

The College Library Service offers access to a wide-ranging collection of high quality information sources, and provides both advice and reference tools to help you make the best use of them. In addition to books, exhibition catalogues and periodicals, the collection includes audio-visual materials such as slides, videocassettes and DVDs, maps, CD-ROMs and reproductions. The library also provides access to a wide variety of online and networked information sources. All aspects of the College's teaching and research are covered, with an emphasis on contemporary issues and practice.

The library service has two sites. The Lauriston Place Library covers the fine arts, design and photography while the Grassmarket Library deals with architecture, landscape architecture, interior design and furniture, film, and cultural studies.

Library Registration

Your matriculation card also serves as your library card, and will be validated for library use as part of the matriculation process. You may then use the card to borrow from either College library. You should note that the library uses the College email system to send important messages – for example reservations available and overdue notices – so please check your email box regularly. You should report a lost card to the library immediately; when your matriculation card is re-issued, you must have your new card validated at either of the library issue desks before you can borrow again.

For further information including opening hours, and access to our online catalogue and other information resources, check the library section of the Student ePortal or go directly to www.lib.eca.ac.uk

Audio Visual Services

Audio Visual Equipment available for students to borrow/use

- Panasonic compact VHS video camcorders.
- Panasonic compact S-VHS video camcorders.
- Panasonic Mini DV (Digital Video) camcorders.
- Marantz professional audio cassette tape recorders.
- Uher professional audio cassette tape recorder.
- Tascam DAT (Digital Audio Tape) recorder.
- Sony mini disc audio recorders.
- Various microphones for use with above equipment.
- Media 100 non linear editing suite.

Equipment or the Edit Suite can be booked in advance by visiting the AV office which is located at the Hunter Building door connecting to the Link Corridor. Training in the use of any of the available equipment or editing facility can be provided by arrangement with the AV Technician.

Contact: Roger Hunter, Audio Visual Services,
☎ - 0131 221 6207 email: r.c.hunter@eca.ac.uk.

Information Technology

College website: www.eca.ac.uk. Student ePortal: eportal.eca.ac.uk

The College has four open access computer workshops with 85 PCs in total:

- Main Building, Lauriston Place, room E24
- Hunter Building, Q floor
- 79 The Grassmarket, Building 2, second floor
- Periodicals room in Grassmarket Library

These PCs have Office XP, Photoshop CS2 and Internet access.

The QDigital computing facility also in the Hunter Building is Mac based with digital imaging, digital video editing and graphic design software. A range of printers, plotters and scanners are available. This is a mix of teaching and open access rooms and students from all departments can use the facility.

The Q floor also has a CAD room with 20 PCs running Autocad, Autodesk Viz and Rhino software.

Computing Services is based on the top floor of the Vennel Building and within the QDigital facility. Students requiring assistance or advice about any IT problem are welcome to come to the department. There is also a Computing Services Help Desk which can be contacted by either telephoning extension 6008 or emailing helpdesk@eca.ac.uk.

Each student will be given an email address. Your email address will be your first name followed by your surname with middle initial if given, i.e. joseph.z.blogg@eca.ac.uk. Your mailbox can be accessed over the Internet at studentmail.eca.ac.uk

Many departments now use the College email to communicate important information and students should check their College email regularly.

Student ePortal (eportal.eca.ac.uk)

For student news and information

Logon requires the standard username and password for College computing resources.

All online information aimed at eca students is now being posted to this web ePortal, for example:

- Registry notices, information and forms to download.
- Finance guides and online fee and bills payment
- Library catalogue, online resources, useful links and your book loan details
- SRC news and services
- Programme notes and school documents
- Access to College Web Mail

Reprographic Services

The Reprographics department provides a counter service for a variety of photocopying needs, e.g. colour copies and, black & white copies up to A0 size and banner length. The copiers are capable of reducing and enlarging from 25% up to 400%.

The computer service offers printout facilities from A4 to A0 size in colour and black & white. A wide range of software can be read and files are accepted on 3.5" floppy, Zip or CD for both Mac and PC. Images can be scanned on to Zip or CD. A range of binding facilities e.g. wire, plastic or thermal hardback, is available in a number of sizes and laminating is available for flat sheets from A5 to A2 size.

In conjunction with the counter service, several self-service copiers for student use are located throughout the College. The copiers are operated by means of a card reader system which is activated by the student's matriculation card upon purchase of units of credit from Reprographics. Credit can range from as little as 20p up to a maximum of £25. The card is also accepted in payment for copying from the Reprographics counter service. A price list is available from Reprographics.

Term time	Monday to Thursday	08.30 - 17.15
	Friday	08.30 - 16.00
Vacation	Monday to Friday	08.45 - 14.45

Contact: Sylvia Nicholson, ☎ - 0131 221 6018 email: s.nicholson@eca.ac.uk

College Shop

The College shop offers a variety of art, design and architectural materials and stationery products for sale.

The Shop also has an ever-increasing range of digital media supplies, which includes paper, ink cartridges and toners, USB storage, CD's and DVD's. Most products are stocked at discounted prices with even greater offers on some seasonal items, such as portfolios, during the year. Bulk purchases of products sometimes offer additional savings on normal prices. Where possible, some goods may be ordered in advance as a special request, if they are not normally held in stock. The College Shop accepts cash, most major credit and debit cards and cheques as payment. The Shop is situated in the first floor of the Link Building.

Term time	Monday to Thursday	9.00am - 6.00pm
	Friday	9.00am - 4.00pm
Vacation	Monday to Friday	9.00am - 4.00pm

Contact: Kevin Watt, Shop Manager, ☎ - 0131 221 6019 email k.watt@eca.ac.uk

Catering Services

The College has two catering units, both located in the Hunter Building.

The Dining Hall offers a full range of main meals, snacks, sandwiches and fresh salad bar at very reasonable prices.

The Café offers a range of speciality hot and cold beverages, sandwiches and light snacks again at very reasonable prices.

Both *The Dining Hall* and *The Café* were recently given Healthy Choices Awards from the Scottish Health Education Group.

Term time	Monday to Thursday	8.00am – 6.45pm
	Friday	8.00am – 5.00pm
Vacation	Monday to Friday	8.00am – 4.00pm

A prepaid meal ticket is available, which can give you savings of up to £70, when you pay for Term Time lunches in advance. Weekly tickets are also available.

Both *The Dining Hall* and *The Café* are also available for private hire.

Further details on all aspects of catering are available from:

Sandy Fenwick, Catering Manager, ☎ - 0131 221 6017 / e-mail: s.fenwick@eca.ac.uk

8 Student Charter

In Session 1993/94 the Government published a Charter for Further and Higher Education which sets out the standards of service that students, employers and members of the local community can expect to receive from universities and colleges.

The College aims to meet the requirements of the Charter and to reflect its principles in the standard of service we offer in all areas.

Student Charter – what you can expect from us:

- receive a high standard of teaching and supervision of research;
- have access to the College's guidance and counselling services which offer academic, career and vocational advice and support;
- receive prompt payment of eligible funds;
- be given the opportunity to express your views on the quality of teaching and other services;
- Your enquiries to be dealt with promptly and courteously;
- Complaints to be dealt with quickly and efficiently.

Student Charter: what we expect from you:

- **Regulations**
You are expected to comply with College Regulations
- **Discipline**
You are expected to act with honesty, tolerance and restraint at all times and to respect the rights of fellow students and staff
- **Student Statements and Publications**
The College must protect itself against statements or positions attributed to it. Students will be held wholly responsible for views expressed in publications.
- **Fees and Charges**
To endeavour to pay all fees and charges promptly upon request.

9 Equal Opportunities

Policy Statement

- **eca** is committed to the active pursuit of equality policies which ensures the right of everyone in the College to be treated with respect.
- **eca** strives to prevent and eliminate any discrimination between people on the grounds of age, gender, race, colour, nationality, social or ethnic origins, creed, disability, HIV status, sexual orientation, marital or parental status, political or religious belief, economic class, language, trade union membership, or other irrelevant distinction.
- **eca** encourages all individuals to realise their full potential in an environment where diversity of background and experience is valued.
- **eca** creates conditions whereby the treatment of prospective or existing students and staff is on the basis of their relative merits, skills, abilities and potential.
- **eca** believes that achievement of equality of opportunity will be in the best interests of the organisation as a whole and its individual members. **eca** has a continuing programme of action to promote diversity and equality of opportunity throughout the organisation.

10 Student Guidance

Academic Guidance and Support

First Year Studies in Art & Design, Architecture and Landscape Architecture are required to appoint an academic mentor for first year students. For second and subsequent years, the mentor may be a year tutor. You will be advised of the academic counselling arrangements offered by your School. The level of staff supervision will generally reflect the stage of programme development: greater supervision is provided in undergraduate programmes and in the earlier years of study. Each undergraduate first year student will be assigned a staff mentor who will offer academic and non-academic guidance. Students taking the degree in part-time Combined Studies will be assigned a Director of Studies who will also act as mentor.

If you need further guidance or counselling, please talk to one of the following at an early stage:

- your Link Person
- any member of the academic staff
- the Head of Student Services

Link Persons

The College provides for a male and a female point of contact and support in each department/school. Please contact one of the following *Link Persons* if you need help or advice:

Architecture	Alison Murison	a.murison@eca.ac.uk	0131 221 6081
	Malcolm Jones	m.jones@eca.ac.uk	0131 221 6076
Continuing Studies	Stephen Hunter	s.hunter@eca.ac.uk	0131 221 6069
	Jane Weatherly	continuing.studies@eca.ac.uk	0131 221 6109
Design & Applied Arts	Les Mitchell	l.mitchell@eca.ac.uk	0131 221 6132
	Lindy Richardson	l.richardson@eca.ac.uk	0131 221 6121
Drawing & Painting	Elizabeth Adamson	e.adamson@eca.ac.uk	0131 221 6064
	John Mooney	j.mooney@eca.ac.uk	0131 221 6144
First Year Studies	Please contact School Office.	Cohort divided into 9 groups; each will be allocated a male and female mentor.	0131 221 6156
Landscape Architecture	Marena Chapman	m.r.chapman@eca.ac.uk	0131 221 6223
	Andrew Hillhouse	a.hillhouse@eca.ac.uk	0131 221 6224
Sculpture	Anne Bevan	a.bevan@eca.ac.uk	0131 221 6087
	David Moore	d.moore@eca.ac.uk	0131 221 6087
Visual & Cultural Studies	Juliet Macdonald	j.macdonald@eca.ac.uk	0131 221 6162
	John Murray	jonny.murray@eca.ac.uk	0131 221 6195
Visual Communication	Zoe Patterson	z.patterson@eca.ac.uk	0131 221 6110
	David Williams	d.williams@eca.ac.uk	0131 221 6036

Programme Content: Aims and Outcomes

A Course Catalogue/Programme Handbook is produced annually by each School, in which the content and aims of each taught element or module of each degree and diploma course/programme are outlined, as well as the assessment process. This material can be supplemented and updated with handouts by the School. The College is obliged, under the terms of its Data Protection Policy, to inform you of the expected learning outcomes of your programme as it is linked to assessment. If you have any doubt about this aspect of a programme, ask the member of staff concerned or the Head of Department or School. Occasionally, course/programme content, aims or expected outcomes may have to be altered at short notice but Heads of School and Directors will inform you, as soon as possible, of any changes which will affect you.

Progress updates

The College wants to keep you informed about your progress. If you are uncertain about your performance or the implications of an examination or assessment, do not hesitate to speak to your tutor on any of these matters. You do not have a right to unmoderated results (those yet to be confirmed by the Examination Board) but staff are required to provide feedback on performance following assessment.

Attendance

The regulations of the College require you to follow the programme of study arranged for you. It is a condition of acceptance and of your grant or loan that you meet such requirements. The College is bound to report any significant absence to the grant-awarding body.

If you fail to make satisfactory progress (including attendance), you will be advised and counselled within a reasonable time. If progress continues to be unsatisfactory, you may be required to leave the College.

Code of Practice on Student Attendance

- All students are expected to maintain a minimum of 70% attendance in any scheduled element of their programme of study.
- Students should be punctual and attend classes regularly
- Students are expected to take personal responsibility for their attendance and adhere to the college attendance procedure.

Non Attendance at Modules/Programmes Elements

Students whose attendance falls below the 70% minimum may not be allowed to present assessment in that module/programme element and this may ultimately lead to suspension of registration.

FULL DETAILS OF THE CODE OF PRACTICE ON STUDENT ATTENDANCE ARE AVAILABLE FROM THE REGISTRY

Absence from Studies

- **Unanticipated Absence**

Any student who is absent from the programme, for one day or more, without having arranged such absences beforehand (e.g. due to illness).

Students must:

- Telephone the School Office to report the absence
- On returning, a 'Student Self-Certification Form' must be completed (available from the Registry section of the e-Portal or School Office)
- Return completed 'Student Self-Certification Form' to School Office

Note:

When you have been absent through illness for five or more consecutive days a medical certificate must be submitted,

- **Anticipated Absence**

Students who are aware that they will be unable to attend a class **MUST** request permission to be absent **BEFORE** the event (e.g. hospital appointment).

Absence for part of a day or one full day can be arranged with individual tutors.

If a student is absent from only one class, it is the student's responsibility to notify the Programme Leader that appropriate consultation has taken place. If attendance at two or more classes is affected, the Head of School must be informed.

Students must:

- Consult Programme Leader
- Complete 'Student Self-Certification Form' before anticipated date of absence and submit it to Programme Leader for authorisation.
- Return authorised 'Student Self Certification Form' to School office

Absence of more than one day (Leave of Absence) can only be arranged through the Head of School. In order to obtain approval for absence, a completed 'Student Absence – Request for Approval' form (available from the Registry section of the ePortal or School Office) containing a signed recommendation from the Programme Leader must be submitted to the Head of School at least five working days prior to the beginning of the period of absence.

Students must:

- Complete 'Student Absence –Request for Approval' form
- See Programme Leader and seek his/her recommendation and authorisation.
- Submit completed 'Student Absence – Request for Approval' form (available from ePortal and School Office) containing a signed recommendation from the Programme Leader to Head of School (at least five working days prior to the beginning of the period of absence) for approval.

- **For students seeking a leave of absence**

A student who has satisfactorily fulfilled part of the requirements for an undergraduate or postgraduate degree may be given authorised leave of absence by the Head of School (or his or her delegated authority).

A period of authorised absence will not normally exceed 4 weeks within one academic year and the total period of authorised leave of absence, which may be granted throughout the programme of study, will not normally exceed 16 weeks.

During any period of absence from the College, it is the student's responsibility to provide a current postal contact address and to ensure that any legal requirements imposed by his/her funding or grant authority are met. It is also the student's responsibility to make themselves available for meetings with academic staff to discuss any aspect of their continuing studies including progression, resits or placement year planning.

Students are reminded that a request for leave of absence during term time may render them incapable of fulfilling the requirements of a programme. Requests for leave of absence during term time will, therefore, not normally be granted unless there are special circumstances.

Extension for Late Coursework

If you cannot submit a particular piece of coursework and feel there is a valid reason for late submission, you must, whenever possible, consult the relevant staff member before the submission deadline (this should be done in conjunction with a completed Request for Extension form). Please visit the student ePortal to download a copy of the guidelines and procedures for late submissions and a copy of the Request for Extensions form.

Temporary Suspension of Studies

A student may request temporary suspension of studies from their programme for a variety of reasons. Anyone considering making such a request, in the first instance, should obtain a "Temporary Suspension of Studies" form if they are an undergraduate student or an "Amendment to Registration" form if they are a postgraduate student. Both forms can be obtained from the Registry section of the ePortal. These forms need to be completed by the student, endorsed by the Head of School and returned to the Registry for official approval by the Learning and Teaching Board or Postgraduate Studies Committee. Students suspending their studies on medical grounds will be required to submit a medical certificate along with the appropriate suspension form. Prior to their return, a medical certificate should again be submitted confirming that they are fit to resume their studies. Any academic requirements or conditions of the suspension should be indicated on the form by the Head of School. Further information on the implications of a suspension can be obtained from the Registry and the Head of Student Services will also be pleased to offer assistance.

Internal Transfers (Academic)

If you wish to transfer programme within eca you must complete a "Course Transfer Request Form" which is available from the Registry section of the ePortal. This form must be completed by the student then signed by the Head of School of the programme

the student is transferring from, the Head of School of the programme the student is transferring to and then returned to the Registry for processing.

Withdrawal from Programme

Students are strongly advised to discuss their possible withdrawal with their School in the first instance.

A student may decide/require to withdraw from the College at any time for various reasons. Anyone considering withdrawing from the College should obtain a "Notification of Withdrawal Form" from the Registry section of the ePortal. The completed and signed Notification must be returned to the Registry giving the last date of attendance and the reason for withdrawal. You should also return your matriculation card to the Registry. This will set in motion the necessary notification to academic and other departments.

In terms of tuition fees, if you decide to withdraw from your programme and leave the College during Term 1, you will be liable for one-ninth of the annual tuition fee for each month, or parts thereof, up until the date of withdrawal.

It is essential to note that, if SAAS, a LEA or an ELB have agreed to pay your tuition fees, and you subsequently withdraw before 1 December 2006, they will no longer do so. You will then become personally liable for payment of your tuition fees, to the extent already indicated above. If you are a self-funding student, and you decide to withdraw at any time after the Christmas vacation, you will be liable to pay the full annual tuition fee.

If you are forced to withdraw from your programme on medical or compassionate grounds, you may have reasons for appealing against a request for payment of tuition fees, and such an appeal should be addressed to the Director of Finance, in writing.

Change of Address/Name

You must notify the Registry of any changes in your personal details e.g. home address, term address, change of name. If you need to notify us of a change of address, please go to 'Your Details' in the Registry section of the ePortal, scroll down to find 'Noticed incorrect information?' and enter your new home or term address in the text box and click on the 'Submit Change for Review' button. Please be as specific as you can regarding any changes submitted for review.

Student Records

The Registry keeps the central computerised and paper records for all registered students. If you have any queries regarding your student record file you must contact the Registry. As most official documentation will be generated from the central system it is important that your record is kept up to date and the information contained within it is accurate. You will be asked to check your personal details at matriculation, but it is essential that you keep us informed of any changes to your home/term time addresses or telephone numbers throughout the year. At any time you may check your personal details by accessing the student ePortal then go to Student Admin>Registry>Your Details. Any amendments which need to be made can be entered here and sent via the ePortal to the Registry.

Data Protection Act

The College collects and processes information, including images, about its students for various academic, administrative and health and safety reasons. The information is provided in accordance with the 1998 Data Protection Act, and is disclosed to third parties only with the individual's consent or to meet a statutory obligation; an example is the disclosure of information to the Higher Education Statistics Agency (HESA).

You have a right under the College's Data Protection Policy to request any personal information held by the College. Such requests should be made on the Access to Information form, which is available from the Registry. There will be a charge of £10 on each occasion that access is requested. Information will be available within 40 days.

Freedom of Information Act

The Freedom of Information (Scotland) Act 2002 came into force on 1st January 2005. The Act aims to increase openness and accountability in government and across the public sector by ensuring that people have the right to access information held by Scottish Public Authorities. **eca** is deemed a Scottish Public Authority.

Under the Act, Scottish Public Authorities have two main responsibilities:

- produce a Publication Scheme - a guide to the information they hold which is publicly available;
- deal with individual requests for access to information (subject to specific exemptions i.e. Data Protection Act, 1998).

The Scottish Act gives applicants/students the right to:

- be told whether the information is held by the institution;
- receive the information, where possible in the manner requested, e.g. as a copy or summary, or in paper or electronic format.

The Scottish Act is enforced by the Scottish Information Commissioner (further information can be found at www.itspublicknowledge.info).

For matters relating to Freedom of Information Act,

Contact: M Wood, College Secretary, Edinburgh College of Art, Lauriston Place,
Edinburgh, EH3 9DF
or visit www.eca.ac.uk

Confidentiality

Given the nature and volume of College records, and legislation such as the Data Protection Act (1998), confidentiality is an important issue. We operate a very strict code of conduct regarding confidentiality, using the following guidelines:

- We will refuse to confirm or deny to a 3rd party enquirer (other than a member of staff) whether someone is/was a registered student of the College. There are very few exceptions to this rule and even in these cases (Police, DSS or Council Tax) we will request a telephone number and phone back with the information.
- Enquiries from a friend or family of students are dealt with similarly. We will normally offer to contact the student to pass on a message but will not transfer calls directly to students or disclose information on them. This can obviously be a sensitive issue but when handled carefully, most callers appreciate the need for these procedures.

No written information on students will be divulged to a 3rd party (other than those noted above) without the consent of the student.

*This means, for example, that if your landlord or flatmate(s) wish to obtain council tax exemptions because you are a student, **you** should approach the Registry for a status letter or have an exemption form endorsed. We will not issue information on your status to a landlord or your flatmate(s).*

Certain items of information (such as medical certificates, notes of appeal, disciplinary case notes) will be regarded as strictly confidential even to College staff and will only be released by the Registry with the consent of the student or on a "need to know basis".

Complaints

If you want to complain about any aspect of a programme or about any service or facility provided by the College, please speak to the member of staff directly responsible for the provision, or that person's line manager. If the complaint is unresolved, it may then be taken up with your Head of School or Head of Department. If you are still dissatisfied then all official complaints should be addressed to the College Secretary for investigation. It is the College's aim to deal speedily with all student complaints.

After fully exhausting all internal procedures a home or EU student may ultimately seek review from the Scottish Public Services Ombudsman.

Please note that the Ombudsman can only consider complaints about procedural errors or contraventions of basic principles of justice or administrative law and cannot consider matters of academic judgement, including marking and examinations, except in so far as the complaint is about alleged irregularities. If you decide to seek a review of your complaint by the Ombudsman you should write to:

Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh, EH3 7NS
Telephone: 0870 011 5378 Text: 0790 049 4372
Fax: 0870 011 5379
Email: enquiries@scottishombudsman.org.uk

Please note that overseas students can not appeal to the ombudsman.

Graduation

Graduation will take place on 6 July 2006 at McEwan Hall, Bristo Square, Edinburgh. Students graduating in 2006 will be the fourth cohort of students graduating at an **eca** graduation ceremony. In previous years **eca** students graduated as part of Heriot-Watt University graduation.

Details about graduation will be available from Registry in May 2006. All final year students wishing to graduate must complete and return a graduation registration form along with the graduation fee to Registry by a specified date. Potential graduates may choose either to attend the graduation ceremony or graduate 'in absentia', i.e. not to attend the ceremony but have your parchment posted to you.

To be eligible to graduate, final year students are required to have successfully completed their programme of study and cleared all debts to the College and the University.

Information regarding graduation will be posted in the third term on the student ePortal. Some students, particularly those on 12 month Masters Programmes, will be invited to attend the November graduation ceremony organized by Heriot-Watt University or the University of Edinburgh.

11 Examination and Assessment Guidance

ECA Common Assessment & Progression System (ECAPS)

It is important for all students to know how examiners award marks when assessing work, and how the final mark for a programme element is arrived at. As from academic session 2004/05 assessment for all undergraduate programmes at eca will be based on the eca Common Assessment and Progression System (ECAPS). In ECAPS a student's exam result for each programme element/subject will be presented in the form of a mark and grade (A-E).

PROGRAMME ELEMENT ASSESSMENT LEVELS 1 - 5

MARKING SYSTEM

ECAPS – eca Common Assessment & Progression System

CREDIT	GRADE	MARK	INTERPRETATION FOR AREAS OF ASSESSMENT
Credit Awarded	A	70-100%	<ul style="list-style-type: none"> has fulfilled the majority of the specified learning outcomes to an excellent standard has demonstrated an excellent level of subject mastery and technical achievement in the execution of the work has demonstrated excellent levels of creativity / innovation in the execution of the task has demonstrated excellent levels of subject specific, transferable and/or personal skills has shown an excellent level of professional awareness/competence in the presentation of the work
Credit Awarded	B	60-69%	<ul style="list-style-type: none"> has fulfilled the majority of the specified learning outcomes to a high standard has attained a high level of subject mastery and technical achievement in the execution of the work has demonstrated high levels of creativity / innovation in the execution of the task has demonstrated high levels of subject specific, transferable and/or personal skills has shown a high level of professional awareness/ competence in the presentation of the work
Credit Awarded	C	50-59%	<ul style="list-style-type: none"> has fulfilled the majority of the specified learning outcomes to a good standard has attained a good level of subject mastery and technical achievement in the execution of the work has demonstrated good levels of creativity / innovation in the execution of the task has demonstrated good levels of subject specific, transferable and/or personal skills has shown a good level of professional awareness/ competence in the presentation of the work
Credit Awarded	D	40-49%	<ul style="list-style-type: none"> has fulfilled the majority of the specified learning outcomes to an acceptable level has an acceptable level of subject mastery and technical achievement in the execution of the work has demonstrated an acceptable levels of creativity / innovation in the execution of the task has demonstrated an acceptable level of subject specific, transferable and/or personal skills has shown an acceptable level of professional awareness/ competence in the presentation of the work
No Credit Awarded	E	0-39%	<ul style="list-style-type: none"> has fulfilled very few or none at all of the specified learning outcomes has not attained an acceptable level of subject mastery and technical achievement in the execution of the work has demonstrated inadequate levels of creativity / innovation in the execution of the task has demonstrated inadequate subject specific, transferable and/or personal skills has shown inadequate professional awareness/ competence in the presentation of the work

NOTES:

Grades/marks are provisional until ratified at the final Examination Board meeting.

The Examination Board will approve the overall grade/mark for each programme element and in the case of final level study the Honours Degree classification.

Transcripts issued will show only the overall grade/mark for each programme element and the in the case of final level study the Honours Degree classification awarded.

The pass mark for a pass/fail programme element is 40% and above.

HONOURS DEGREE CLASSIFICATION MARKING GRID:

Classification:	Mark:
1 st First Class	70 – 100%
2.1 Second Class (Upper)	60 – 69%
2.2 Second Class (Lower)	50 – 59%
3 rd Third Class	40 – 49%
0 No Honours Degree awarded	0 – 39%

RE-ASSESSMENT:

Continuing students shall be permitted only one re-assessment opportunity for each programme element.

The re-assessment must be taken at the autumn or summer diet of examinations following the first examination of the programme element, at the discretion of the Head of School.

Requests for further re-assessment opportunities will be considered by the Learning and Teaching Board, via the Registry.

There shall be no re-assessment opportunity in the final level of study.

Work for Assessment

Student work forms an integral element of assessment, and is often assessed by both external and internal examiners, therefore it must be placed at the disposal of the College; it may also be retained for permanent ownership in the College Collection. Where possible, this work will be made available to the student for any agreed purpose. If the work has been retained temporarily by the College the student will be advised of when it will be available for collection. Examination papers, essays, theses and dissertations are generally retained by the College. While the College is not obliged to provide you with a copy of your work, you can submit a written request to your School/Department. It is at the School/Departments discretion whether or not to release any material/work.

Mitigating Circumstances

Definition of Mitigating Circumstances

Mitigating circumstances is where a student believes he/she has been prevented by 'good cause' from completing a piece of work for assessment or from performing adequately. For the purpose of these guidelines, 'Good cause' and 'mitigating circumstances' shall mean illness or other adverse personal circumstances.

Procedure

Each year Registry sends a letter to all final year students term addresses prior to the examination diet reminding them of the requirement to submit any mitigating circumstances in writing via the "Application for consideration of Mitigating Circumstances Form" (which are available from the ePortal). Registry will also send an email reminder to all progressing students (via the student's College email address).

If a student feels that there has been mitigating circumstances, then he/she must promptly notify the Registry and return the "Application for Consideration of Mitigating Circumstances Form" to the Registry Manager marked Private and Confidential along with documentary evidence by the required date. The documentary evidence that must be submitted with the Application may include:

- A full medical report – in the case of any health issues
- A Police report or certificate – if it is on grounds of adverse personal circumstances.
- Other relevant documentation i.e. if a student, has had counselling from Student Services, they are required to complete the relevant section of the application form, which gives authorisation/consent for Student Services to release the necessary information to the Mitigating Circumstances Board.

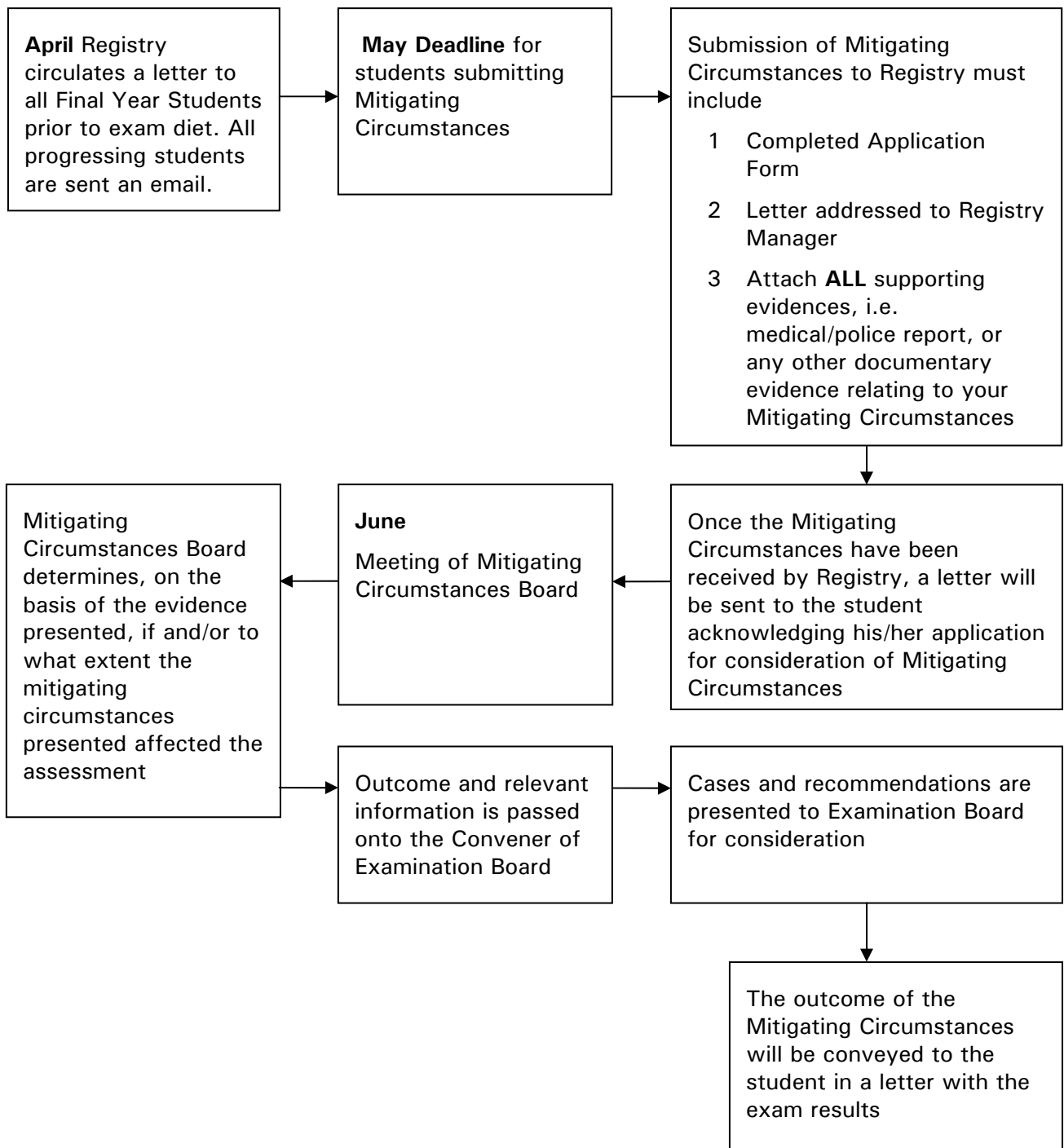
An abbreviated version of the Mitigating Circumstances Process can be seen in the Flowchart on the next page.

Note

All information submitted will be dealt with confidentially and in accordance with the Data Protection Act.

FULL DETAILS OF THE MITIGATING CIRCUMSTANCES POLICY AND PROCEDURES ARE AVAILABLE FROM REGISTRY.

Mitigating Circumstances process illustrated by the Flowchart below:



Autumn/winter exam diet:

Applications for Mitigating Circumstances must be submitted prior to the relevant assessment and examination board.

The Mitigating Circumstances Board will convene on an ad hoc basis.

Further guidance is available from Registry

IT IS THE STUDENTS RESPONSIBILITY TO SUBMIT ALL DOCUMENTARY EVIDENCE TO THE MITIGATING CIRCUMSTANCES BOARD FOR CONSIDERATION

Academic Misconduct

The University's degrees and other academic awards made by the College are given in recognition of the student's personal achievement. Academic Misconduct is therefore considered as an act of academic fraudulence and as an offence against College discipline.

The definition of academic misconduct encompasses plagiarism, cheating, collusion and any other attempts to obtain an unfair academic advantage. Alleged academic misconduct, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the College.

Definitions and examples:

The following are different definitions and examples of academic misconduct but do not constitute an exhaustive list:

Plagiarism

Plagiarism is defined as the presentation of another person's work, be they images, ideas, opinions or discoveries, whether published or not, as the student's own, or alternatively appropriating the artwork, images or computer generated work of others without properly acknowledging the source, with or without their permission, intentionally or unintentionally.

Cheating

Cheating is defined as obtaining access to the work of another person by deceitful means for use in examination and assessment, whether or not it is subsequently used fraudulently.

Collusion

Collusion is a form of plagiarism. It may be defined as the unauthorised and unattributed collaboration of students or others in a piece of assessed work.

Students can avoid academic misconduct by ensuring that any sources used in submitted work are adequately acknowledged, properly referenced and adhere to appropriate academic referencing conventions. This will include:

- Provide full and meticulous citation of all sources used in preparation of a piece of work
- Proper and accurate referencing of the sources – a source which cannot be traced because of inadequate references is in effect 'unacknowledged'
- The basic principle is to make clear to your reader what is your work and what is someone else's – to be clear, careful and honest.

Wherever there is evidence of an attempt to gain advantage by dishonest means an Examination Board may, having taken full advice, impose a penalty or penalties which it believes to be merited by the gravity of the offence and the level of the student's programme of study which is being assessed. These are just some of the many penalties:

- If it is a first offence and the student is found guilty he/she will be required to re-submit work or re-sit the examination; mark awarded may be on a scale between a minimum pass mark only and a zero grade.
- If the investigation concludes the offence is a second offence or a more serious one the Student Disciplinary Procedures and University regulations will be used. The outcome could include withdrawing the right of the student to re-sit an exam/re-submit an assessed piece of work; removal of the student from the programme and/ or expulsion from the College.

In all cases a note of the allegation/outcome and action taken will be recorded in the students file in Registry.

Student Guidance on Academic Integrity and Honesty

The College is an institution of learning. The common factor that links students on taught programmes, PhD students undertaking original research and academic staff is the *enhancement of intellectual skills and attributes* and that is why concern for intellectual honesty pervades all the College activities.

When a student presents himself/herself for any examination or assessment, (s)he is asking the assessors to make a judgement on what his/her has made as an individual of the studies undertaken. The range of marks and the level of award is an indicator of a student's academic abilities. It is vital that student must ensure that any work submitted for assessment is their own.

Plagiarism, cheating and collusion and any other attempts to obtain an unfair academic advantage are entirely unacceptable and are viewed by the College as a serious disciplinary offence. These are outlined in the College's 'Academic Misconduct Policy'.

Students can avoid plagiarism by ensuring that any sources used in submitted work are adequately acknowledged and properly reference and adhere to appropriate academic referencing conventions. This will include:

- Provide full and meticulous citation of all sources used in preparation of a piece of work
- Proper and accurate referencing of the sources – a source which cannot be traced because of inadequate references is in effect 'unacknowledged'
- The basic principle is to make clear to your reader what is your work and what is someone else's – be clear, careful and honest.

It should be noted that referencing and citation practices may vary between subject areas. Additional information on appropriate academic practice within particular subject areas will be provided by academic staff. Reading good scholarly work should provide useful examples and models of good practice.

Remember: the heart of academic life is to learn how to make correct and responsible use of other people's work in order to develop your own understanding of a subject.

Useful resources

<http://www.waldenu.edu/acad-rsrcs/writing-center/plagiarism/students.html>

Plagiarism prevention resources for students, explaining the difference between plagiarising and paraphrasing and incorporating an exercise based upon the tale of the Three Little Pigs to illustrate the points made.

http://ec.hku.hk/plagiarism/content_brief.htm

This website aims to help students to avoid plagiarism by improving their academic writing skills. A Self-test feature is included to assess whether you can identify and avoid plagiarism

<http://www.ukcosa.org.uk/pages/guidenote.htm>

UKCOSA: The council for international education. UKCOSA provides information on a range of topics for prospective and current international students in the UK. Of particular relevance to this guide is their publication "Guidance notes for students 15: Study methods used in the UK".

Examination Results

Final year students will be informed when their individual results letters are likely to be available to be collected from the Registry. Degree classifications will also be posted on the Registry notice boards by matriculation numbers.

If you are in any doubt about your results, please contact us (the Registry is open throughout the summer). *Please note that **the onus is on you** to inform yourself of your examination results. Staff are strictly not permitted to divulge exam results over the telephone.*

All continuing students will be sent a transcript from the Registry or their School in July confirming their end of session results.

Details of resits and resit requirements will also be issued at that time by the relevant School/Department.

Please note that examination results for continuing students are sent to the students' home addresses unless otherwise requested. Therefore, the onus is on the student to remember to inform the Registry of any changes to their address by the end of June.

Transcripts

Upon the completion of an examination diet, students will be issued with a transcript. Transcripts will also be issued by the Registry on the request of other educational establishments or the student/graduate concerned. Current students will not be charged for the first issue of a transcript. However, a charge of £2.50 will be made for each subsequent request. Graduates will be charged £5.00 for each transcript issued. Transcripts can take time to prepare and we would ask that you provide us with at least 7 working days notice.

References

Students who are approaching the end of their programme of study may be asked by prospective employers or other institutions of higher education to provide the names and addresses of one or more referees. Please obtain permission from a member of academic staff before giving their name as a referee. Registry can provide information on programme, enrolment dates and an academic transcript but normally employers prefer a more personal reference. Requests for references addressed to the "Edinburgh College of Art", the "Registry" or "Head of Department" take longer to respond to and may not receive such a comprehensive response as those addressed personally to members of academic staff from whom permission to use their name has been obtained.

Academic Appeals

The College aims to provide effective procedures for dealing with and resolving academic appeals. It is the College's aim to address appeals promptly, fairly, courteously and within the Regulations of the College.

Appeals will **not** be considered where they relate to marks or decisions of examiners, or other matters of academic judgement such as a failure in an examination.

Appeals may only be made on the grounds of unfair procedure or mitigating circumstances such as medical evidence not previously known to the Examination Board, for good reason, namely:

- that there is substantial information directly relevant to the quality of performance in the examination which for good and proper reason was not available to the Examination Board at the time when it reached its decision on a particular student;
- alleged that the conduct of the examination/assessment was not in accordance with the approved regulations or procedures for the programme. For this purpose 'conduct of an examination' includes conduct of a meeting of the Examination Board.

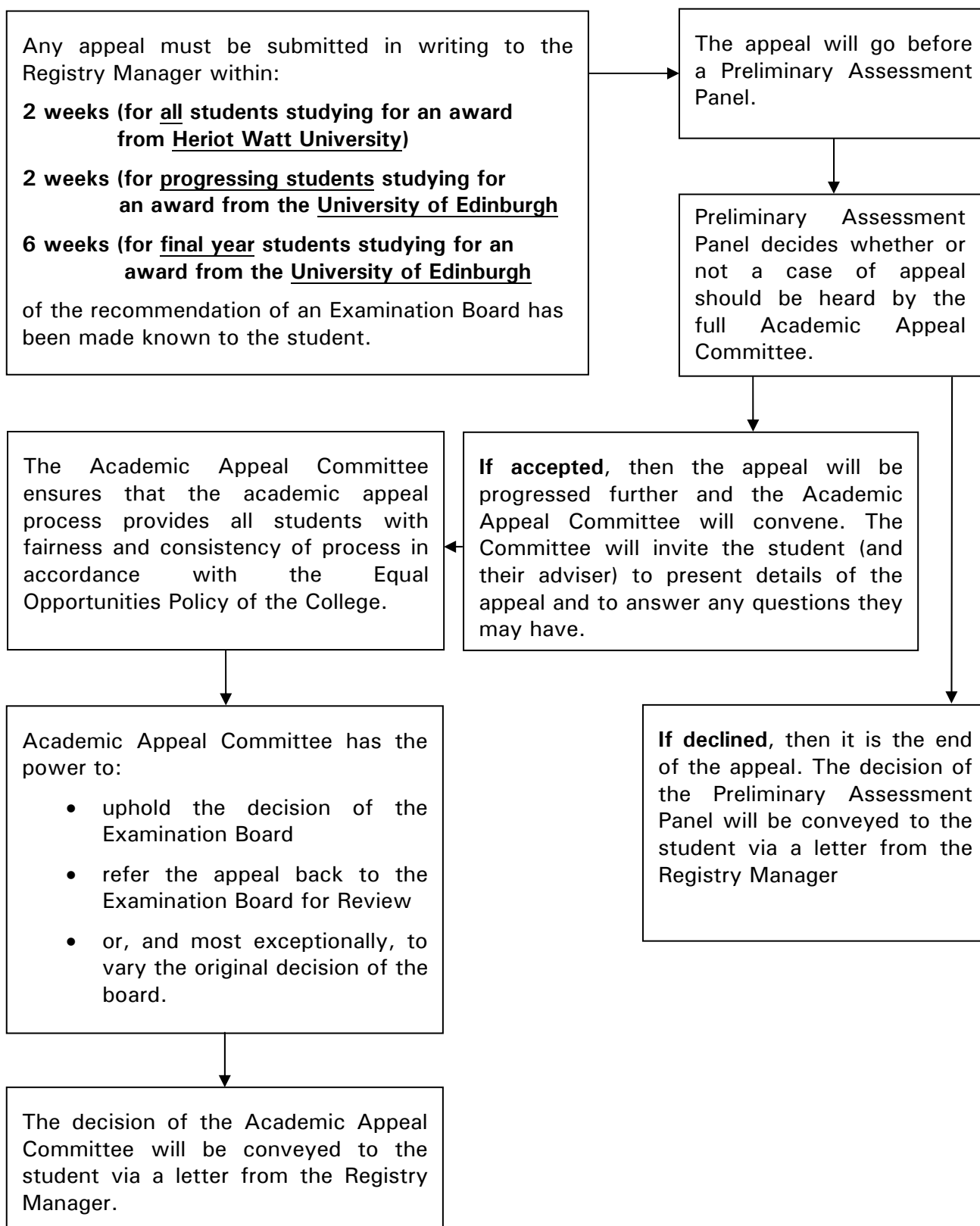
Progressing students may appeal against decisions by the Progression Board where these relate to the progression from one level of study to a higher level of study.

Students are reminded that it is their responsibility to ensure that Award Boards and Progression Boards are in possession of all mitigating circumstances in advance of decisions made about academic classifications or academic progression except where this may be felt to breach confidentiality.

An abbreviated version of the Academic Appeals Process can be seen in the Flowchart on the next page.

FULL DETAILS OF THE ACADEMIC APPEALS POLICY AND PROCEDURES ARE AVAILABLE FROM THE STUDENT EPORTAL.

Academic Appeals process illustrated by the Flowchart below:



12 Staff Core Values

All staff are expected to adopt and apply the Principles enshrined in the Staff Charter which was approved in June 2000. The Charter should form the basis for all interpersonal interaction within the College, whether with academic, professional, administrative or support staff. In addition, the principles relate to all staff dealings with students, Governors and any visitors to the College. They require application to everyday activities as a reflection of the common values which underpin the work and the reputation of the College.

- **Courtesy and respect**

We treat others as we would hope to be treated ourselves, with courtesy, consideration and respect. There is to be no place within the College for either "fear or favour".

- **Professionalism and striving for excellence**

We are professional in all we do and always strive for excellence in our work and in our dealing with others.

- **Integrity, fairness and equity**

We act with integrity, fairness and equity, recognising our collegiate responsibilities.

- **Openness and honesty**

We expect openness and honesty in all our working relationships, recognising the need for confidentiality when appropriate.

- **Responsibility and common interest**

We take responsibility for what we do, acknowledging our accountability to the College. We act conscientiously and put common good above self-interest, promoting the College with conviction and enthusiasm.

- **Improvement and change**

We are eager to provide guidance and support where appropriate in order to effect improvement, and we acknowledge the value of change in promoting innovation.

13 Registry

The Registry is a customer focused service department dealing with central student administration and support. Its responsibilities include:

- Registration of new and returning students
- Co-ordination of examination diets including appeals and mitigating circumstances
- Maintaining accurate statistical information on students and returning this to external bodies
- Organisation of the College's Graduation ceremony
- Development of the student records system
- Other matters related to student administration.

Location

The Registry is situated in the Main Building. Turn right in the foyer at the main entrance, passed the Sculpture Court at the end of the corridor.

Opening hours

Monday to Friday 9.00 am - 4.00 pm during term time.

The Registry office, like most areas of the College, generally operates an "open door" policy. However, at peak times you may require an appointment to speak to a particular member of staff. Staff are available to deal with enquiries all year round. During certain times of the year, when all Registry staff are involved in matriculation and graduation, the office may be closed for extended periods. We do, however, attempt to open first thing in the morning and again at the end of the day to deal with emergencies. During these peak times it may be difficult to reach us and we would ask you to be patient. An answering machine or email - registry@eca.ac.uk will be available and we will get back to you as quickly as possible.

The Registry is committed to producing most of its information on-line. To this end many documents such as self certification forms or request forms for status letters amongst others are now available through the Registry section of the student ePortal. If you require a particular form or document please check the ePortal and use the download facility.

After you log into the ePortal to access the Registry pages go to:

Student Admin then **Registry**.

At present the following information is accessible on the Registry pages:

- Latest news relating to your studies
- Information relating to college procedures and regulations
- Electronic versions of all Registry forms
- Facility to request amendments to personal details e.g. address, telephone number etc

 - 0131 221 6027

Fax - 0131 2216028

email – registry@eca.ac.uk

14 Student Services

Student Services 'One Stop Centre' can be found at the Hunter Building beside the canteen. Students can gain assistance on general matters or be referred to one of the specialist services: Employability, Counselling, International Student Advice, Academic Support, Disability Advice, Language Support and Accommodation.

Student Services also provides a link with the University of Edinburgh's Health Service, Accommodation Service and the Centre for Sport and Exercise.

Students can either drop in or contact reception on:

☎ - 0131 221 6023, email – ss@eca.ac.uk for more information.

Location

Hunter Building, beside the canteen

Opening hours

Monday to Friday (Term Time) 9 am – 5 pm

Academic Support

Advice and guidance on study skills is available to all students, but at busy times students who have a specific condition such as dyslexia will be given priority.

General study skills advice is available at our site The Art of Essay Writing <https://eportal.eca.ac.uk/subsites/artofessay/index.htm> Look out for the times of our occasional essay writing workshops.

If you feel you may have a specific learning difficulty such as dyslexia, you should contact the Disability Adviser.

Contact Student Services, ☎ - 0131 221 6023 email: ss@eca.ac.uk

Accommodation

Although the College does not have its own student accommodation, places are available through University of Edinburgh Accommodation Service. Priority is given to accommodating students who are new to the College and are either under 19 years old or normally resident outside the UK.

The University of Edinburgh Accommodations Service can also provide advice and assistance on general housing matters. There is a notice board situated outside Student Services where flats or rooms available to rent are advertised.

Contact: Carolyn Dougan, ☎ - 0131 221 6146 email: c.dougan@eca.ac.uk or University of Edinburgh, ☎ - 0131 667 1971 email: accomodation@ed.ac.uk

Employability, Information and Guidance

The Employability Advisor can give advice or information regarding any aspect or concern a student may have about their future career or programme of study. Advice may include what options are available; help with CV, applications and interviews and assistance with changing or leaving your programme. Further information is available on specific careers; postgraduate study and funding both here and abroad; self-employment; vacancy details and working or studying abroad. There is also a Job Shop based in the Student Services' office which contains details of part-time and vacation work vacancies.

Contact: Student Services: ☎ - 0131 221 6023 email: ss@eca.ac.uk

Chaplaincy

The College has 2 Chaplains. Peter Clark is available most Fridays and can be contacted on ☎ 0131 667 1465 or p.clark@eca.ac.uk. Revd Simon Gaine is the College Catholic Chaplain and is available at the Chaplaincy, 24 George Square, ☎ - 0131 650 0904 or simon.gaine@virgin.net. The SRC can provide contact details for other faiths.

Counselling

The Counsellors are available to meet with any student experiencing difficulties. Students need not feel that a problem should be overwhelming before making contact. A wide range of issues can be addressed in this way: from emotional difficulties to financial management, from study stress to homesickness. Arrangements can be made for a one-off appointment or for a number of sessions, as required. There are both male and female counsellors, so should you have a preference please state clearly when making your initial appointment.

Contact: Student Services, ☎ - 0131 221 6023 email: ss@eca.ac.uk

Council Tax

Generally speaking, full-time students are exempt from paying Council Tax. The College is required to send the City of Edinburgh Council details of all registered students in October every year for council tax purposes. If you have not matriculated for your programme by then you should obtain an exemption form from your local council office, which you should bring with you to the Registry to be endorsed. Copies of an information leaflet on Council Tax can be obtained from the SRC office.

Disability Advice

If you have a condition, impairment or disability and you believe it may affect your ability to participate in any aspect of your studies or College life, you are encouraged to disclose this as soon as possible. We are happy to start working with you even before you matriculate. If you feel you may have a specific learning difficulty such as dyslexia, you should contact the Disability Adviser for guidance about screening and referral to an educational psychologist for assessment.

The Disability Adviser liaises with staff throughout eca to ensure that needs of students with conditions, impairments or disabilities are met. This may include advising on accessing specialised equipment, making individual arrangements for exams or adapting the curriculum to meet particular needs. Your confidentiality will be respected throughout this process and no information is shared without your permission.

If you have medical evidence of a condition, impairment or disability which is affecting your studies, you may be able to apply for Disabled Students Allowance (DSA). The Disability Adviser can guide you through this process. You can easily make an appointment with the Disability Adviser by either dropping in to the main Student Services office, by phone or by email.

Contact: Student Services: ☎ - 0131 221 6023 email: ss@eca.ac.uk

International Student Advice

Studying in the UK for the first time can bring new experiences and challenges. The International Student Adviser is able to offer guidance and support to International students on a range of issues connected to living and studying in the UK, such as visas, work, money and travel.

Contact: Student Services: ☎ - 0131 221 6023 email: ss@eca.ac.uk

Language Support

This service is available to support students whose first language is not English. As there is a great demand for this service, international students who experience difficulties are advised to contact Student Services as soon as possible.

Contact: Student Services, ☎ - 0131 221 6023 email: ss@eca.ac.uk

Medical Treatment

You may use the Edinburgh University Health Centre at Bristo Square. If you have a condition or are undergoing treatment for which special care or needs are required you should inform your Head of School, Registry and Student Services.

Richard Verney Health Centre, Bristo Square. ☎ - 0131 650 2777

Sports and Exercise

The College has links with the Centre of Sport and Exercise at the University of Edinburgh at the Pleasance. The centre boasts excellence facilities and delivers a wide programme of recreational services. Information on membership is available on www.sport.ed.ac.uk. Contact Student Services or the Student Union for further details.

15 Student Union

Student Representative Council

The Students` Union (SU) exists to meet the needs of the student community providing a range of services, including; welfare, entertainment and College wide representation of students at all levels. The SU is proud of its friendly open door, office at the heart of College life.

As a student you are automatically a member of the SU although you have a statutory right to choose not to. The SU is an active member of the National Union of Students. The SU governed by the Students` Representative Council (SRC) which comprises of representatives from year groups and or programme. There is one full-time sabbatical President of the SRC, who is elected annually from the student body of eca.

Contact: Tessa Lynch, Sabbatical President 2005/06
☎ - 0131 221 6020 email: tessa.j.lynch@eca.ac.uk
Graham Dey, General Manager & Welfare Officer
☎ - 0131 221 6020 email: g.dey@eca.ac.uk
Colvin Cruickshank, Bar Manager
☎ - 0131 221 6020
Jenny Hogarth, Office Manager
☎ - 0131 221 6020 email: j.hogarth@eca.ac.uk

Nominations for the position of Sabbatical President are taken in the second term during the month of February. The Presidential elections take place in the first two weeks of March. Any student can stand for the position of SRC President, from first year to a final year Postgraduate. This post is a salaried position on a full time contract for the year elected. Please note that the position requires that the successful candidate take a year out of his/her studies if he/she is a continuing student. Everyone else involved directly in the running of the Union does so voluntarily from the student body.

Board of Governors and Academic Council

The main decision-making bodies in the College are the Board of Governors and Academic Council. You are represented on both by the SRC President. The Board of Governors deals with major policy development while Academic Council has responsibility for academic matters.

Student Forum

This is an opportunity for all students of the College to meet with the Principal to raise issues of concern. All students are encouraged to participate to make this a constructive process providing feedback to College Management. If you wish to raise a specific issue at this meeting you should contact the SRC President, Tessa Lynch. Meetings will be chaired alternatively by the SRC President and the Principal. *Your fees, your voice, your Forum!*

SPARQS

As a course representative you may play a role in quality by providing valuable informed feedback on what your course colleagues feel about the student learning experience and how it can be improved. SPARQS runs or assists course representative training in most Scottish universities and will be holding a training day at ECA on the 24th of October 2005. For more information visit the SPARQS website www.sparqs.org.uk.

Staff/Student Committee

Each School/Department has a Staff/Student Committee which will usually meet once a term. Student nomination is by year and/or course group. Your tutor can give you information about this.

Welfare

The SU operates its own welfare advice service, complementary to that offered by the Student Support services department. The wide range of practical and informal assistance includes financial advice and counselling, and the service has excellent awareness of student needs and a healthy track record of resolving problems.

Facilities

The SRC office is open between 10.00 and 17.30 every weekday, and all students are welcome to drop in to use its facilities, talk to their representatives or just chat.

- **Music room**

Formerly a maintenance store, this long rectangular room has become a home-from-home for an increasing number of College students and not just the musically inclined. Please note this is a shared facility used by a number of College bands. Further information and bookings may be arranged with Jenny Hogarth in the SRC office. Please note that the music room is a non-smoking environment.

- **Darkroom**

The SRC darkroom, suitable for black-and-white photography only, is available to all ECA students throughout the year with late access by arrangement. Recently modernised and constantly evolving, the SRC office welcome any user suggestions. Ideal for last minute crisis driven photography projects. Details and booking forms can be obtained from the SRC office.

- **Wandjinas**

Run by Mary Cantwell, Wandjinas is the Student Union's catering outlet in the Grassmarket campus and it is Edinburgh's best-kept catering secret. The focal point of the campus, its extremely friendly staff supplies the best home-made soup in town and all the information you'll ever need about College life.

- **Wee Red Lounge**

The Wee Red Lounge is the College's only smoking facility. However, this is currently under review in line with forthcoming legislation. The Lounge contains a pool table, a piano and is best described as a very busy space equipped with vending machines. As a student space, any comments or suggestions as to potential renovations are welcomed by the SRC Office.

- **Wee Red Bar**

The Wee Red Bar is one of Edinburgh's best kept secrets. Small and intimate, this great venue is in the Edinburgh Art College complex, on Lauriston place. The music is brilliant, the atmosphere is super-friendly, it is like clubs should be. The Wee Red Bar has the cheapest drinks in town, so come along early to soak up the atmosphere (The Egg on Saturday nights is a must!)

Clubs and Societies

Any student can start a club or society eligible for a grant from the Students' Union by enrolling 15 or more matriculated students as members. A wide range of clubs and societies come and go but the Painting Coop, Scoop (Sculpture), the Christian Union, Archie and Escape (Landscape Architecture) have been around for ever. Any students wishing to start a club or society are welcome to contact the SRC office for future details.

The SRC is a contact point for information regarding Heriot-Watt Sports Union, Edinburgh University Sports Union and the City of Edinburgh's leisure facilities. Thanks to our new arrangement with Edinburgh University's Centre for Sport and Exercise (CSE) you can now join and use the Pleasance sports facilities with a College negotiated discount – definitely the cheapest gym in town.

16 Health & Safety

The College has a pro-active attitude to Health & Safety but this can only be effective if you adhere to the legal requirements and current College procedure. You have a responsibility to act so as not to endanger yourself or others. The full College Health and Safety Policy, Procedures and Guidance can be accessed via the student ePortal - printed copies are available in the Libraries. Each School has additional safety procedures specific to itself. Please ensure you follow those.

If You Have a Disability or Medical Condition

Please inform The Student Services Disability Coordinator of any factors which might necessitate emergency assistance (e.g. diabetes, epilepsy etc).

Certain ailments and medical conditions, such as skin allergies, defects of vision, epilepsy etc. may make working with certain substances or equipment more than usually hazardous, as some students may be taking medication. Please inform the Disability Coordinator of any such condition, however slight. This will enable college staff to plan the measures that will enable you to undertake your studies safely.

This information will be treated in strict confidence. With your permission it will be circulated to staff who come in contact with you. If you do not wish this information passed on to staff please discuss this with the Disability Coordinator.

It may be that you will not recognize that a particular condition might affect your own Health and Safety or that of others until you have attended a particular training session. If so, please discuss this with the tutor or technician and the Disability Coordinator as soon as convenient.

Extended Working

The College is open until late in the evenings and at weekends for students to work. To ensure YOUR safety in the event of fire, you must sign in when you arrive and sign out when you leave in the book kept at the entrance to the building. The period bells will ring at 6.30pm Mondays to Thursdays in the Main and the Hunter Building to remind you to sign the book if you are staying on. No person shall work alone in conditions where there is any reasonable possibility of an accident occurring. In addition, each School will have its own set of rules regarding which equipment and operations are available and at what times.

Accident Procedure

If you have an accident, find a member staff to help you. If no staff are present, report to the Janitors. You must always report accidents, no matter how trivial.

Emergency contact/next of kin

Please give your School and the Registry the names of those to contact in an event of emergency, and/or your next of kin, when you matriculate. Please ensure that you advise the School and the Registry of any changes as soon as possible.

Fire

Upon discovering a fire:

- Activate the nearest break glass point
- Warn those around you and leave by the nearest exit
- Report to the Fire Co-ordinator/Fire Brigade where the fire is
- Do not attempt to fight the fire unless it is safe to do so and you are trained to operate the fire fighting equipment.

Upon hearing the fire alarm:

- Stop what you are doing, secure any equipment as necessary
- Warn those about you
- Check that people in nearby areas have heard the alarm
- Leave by the nearest exit
- Proceed to the nearest Assembly Point
- If you have noticed anything which might be of help (e.g. smoke coming from a room, sound of burning) report this to the Fire Co-ordinator/Fire Brigade
- Follow instructions given by the Co-ordinator in charge
- Do not re-enter building until the All Clear is given by Co-ordinator

Fire Evacuation Procedure for staff, students and visitors with impairment.

Introduction

Guidelines for evacuation in the event of fire require that all persons should evacuate a building within 2 ½ minutes of the alarm sounding. This procedure applies to persons with an impairment which may affect their ability to do this or which may otherwise affect their ability to follow our evacuation procedures.

Identification

Members of staff who bring visitors to the College should check whether they have impairment and take this into account when making the visiting arrangements.

Procedure

- 1** Persons to whom this procedure applies will complete the relevant form and pass it on to their Head of School/Academic Department or Support Department.
- 2** The Head of School/Department and impaired person will draw up a personal emergency evacuation plan assisted by the Health and Safety Officer, the Students' Services Disability Adviser and the Head of Human Resources as appropriate.

Guidance

The following does not supersede the requirement to produce a Personal Emergency Evacuation Plan.

Impairment: any staff or student who has any condition which will make it difficult for them to evacuate in the time specified is covered by this procedure.

Health Impaired Persons: heart conditions or breathing problems.

Visually impaired persons: will need a "buddy" system, where personal assistance is required.

Hearing Impaired Persons: can use a vibrating pager within the Main Campus but may need to arrange a "buddy" system elsewhere in the College.

Mobility Impaired Persons: will be able to make use of Temporary Refuge Areas where they and those assisting them can pause before carrying on with the assisted evacuation – for instance to change over the carrying team. These areas are only to be used exceptionally for the person to be left and subsequently evacuated – the aim must always be to get the person out and not leave him/her behind.

First Aid

The majority of Janitorial and Night Security Staff are qualified as First Aiders. Technicians in some Schools are also qualified First Aiders are detailed on the School notice boards along with their phone numbers. Report to a First Aider for treatment of any injury, however slight it may appear. You will be asked to complete a report of the incident. Further details are on the College H&S website.

Hand Held Cutting Tools

Over the past few years, students have sustained a large number of cuts (some serious, some small) resulting from mis-use of knives, scalpels etc. Following discussions at the College's Health and Safety Committee, the Health and Safety Officer requires all students to be supplied with a roller cutter, a Maum safety ruler and two spare cutting blades as part of their course equipment to try and cut down on the number of these injuries.

Personal Protective Equipment

Each Department has safe working practices which may require you to wear personal protective equipment. Your tutors and technicians will give you more information.

No Smoking

The College operates a restricted-smoking policy. Smoking is not permitted except in the designated area. The common area, which is currently designated for smoking is Albertina's Bar/Lounge (Lauriston Place Campus). Smoking is permitted in College grounds **away** from main entrances.

Safety Signs and Notices

Signs are displayed giving warnings and instructions. See departmental notice boards for information specific to that Department. You must adhere to these instructions.

Studio Space

Studio space within the College is essential to an art student's work, creativity and daily life. It is therefore very important for all students to keep all studio space/areas tidy, not only due to health and safety but also out of courtesy to fellow colleagues.

Full-time students are also advised to check the studio timetable carefully, before entering, in case the area has been utilised by the Centre of Continuing Studies (CCS).

Evening Classes are an important and integral part of the College's activity and it is therefore beneficial if students make sure that they vacate an evening class studio before the times stated to allow so that the evening class tutor has adequate time to set up.

Evening Class studios will be indicated by an orange CCS sign on each studio door and will state the class day/time.

eca students are expected to treat each other and all College property with courtesy, consideration and respect

17 Security

Security is considered by the College to be a significant factor in respect of personal safety and the protection of property, which in addition impacts on to overall cost effectiveness of its operations.

There is a general recognition that a failure to have concern for security can result in serious personal and financial losses both in the short and long term to both individuals and the College.

Under its Safety Policy the College will, as far as reasonably practicable, ensure the Safety and Welfare at work its staff, students and visitors by providing a safe and supportive environment. **The Janitors ☎ - 0131 221 6015**

Objectives of the College Security

- To reduce the risk of personal injury and property losses attributable to security deficiencies.
- To protect its interests in respect of fire, theft, flood criminal damage and waste resources.
- To provide a Central Security patrolling service out with normal academic hours, and to report back to individual departments on security related deficiencies.
- To build up an effective and recognised understanding with the police.
- To provide advice and assistance to departments in relation to their security risks, whilst giving due consideration to obtaining specialist advice where necessary.
- To encourage by communication and education, all members of the College to become more security conscious.
- To provide via the Control Room at the Janitors Office, Main Building, a manned 24 hour service in relation to Security, Fire, Flood, Accident and Other emergency.

The College Superintendent

Is responsible to the College Secretary for the day to day co-ordination of Security Staff, the provision of security, advice to schools and departments, investigation of internal thefts, liaison with the local police and communication and education in relation to security matters.

Staff and Students

All staff and students have a responsibility to be vigilant in regard to intruders. Suspicious behaviour should be immediately reported to the Janitorial Staff. Only approach or engage in conversation with a suspected intruder if the Janitors have been alerted and assistance is on the way.

Security of Premises

You must always carry your matriculation card on the College premises. The College has the right to refuse admissions at anytime to students who cannot show their matriculation card as proof of their identity and status. All occupants have a responsibility for security of the premises in which they work. When leaving their place of work or study they should ensure that doors and windows are secured and unused equipment is switched off.

College Opening Hours for Student Working

The College is open for late working during the following periods (term time only):

Monday to Friday

Late working until 11pm. All students must be in the buildings by 9pm at which time the outer doors will be locked.

Saturday & Sunday

The College will be open for student working from 9am - 4pm. All students must be in the buildings by 2pm at which time the outer doors will be locked.

All students who are working in the College after 6.30pm Monday to Friday and at the weekends must ensure that they **sign in** the late working books and ensure that they **sign out** again when they leave. The late working books are located at the Janitors boxes. These working books are essential in the event of an emergency evacuation procedure, i.e. fire.

At the start of the second term for a period of six weeks, 24 hour working is restored from Monday to Thursday. All students still have to be in the buildings by 9pm at which time the outer doors will be locked.

Theft

You should be constantly on guard against theft of your personal or College property, particularly purses or moneybags. Any theft or suspected theft should be reported immediately to the College Superintendent (☎ - 0131 221 6011) or to the Janitors.

Lost Property

While the College attempts to provide a secure working environment for its staff and students, it regrets that it cannot take responsibility for loss or theft of students' work, materials or personal effects against loss, theft or damage. This disclaimer also applies to effects in College lockers. You are advised to take out personal insurance as appropriate. Any property found in the College premises will be held by the Janitors (Main Building) for collection.

Lockers

Student lockers are available in the main building and also at the Grassmarket for foundation programme students. Students should apply to the Janitors' Office in the main building or at the Janitors' Office at 79 The Grassmarket. All lockers must be registered. You are required to provide a padlock for your locker, which can be purchased at the Janitors Office.

Insurance

Please be advised that students' personal property kept on College premises should be covered by their own individual policies, as the College cannot accept liability for the theft, loss or damage of any such property.

18 Useful Contacts

Accommodation	Carolyn Dougan	0131 221 6146
Admissions Officer	Cameron Murdoch	0131 221 6085
Audio and Visual Service	Roger Hunter	0131 221 6207
Cashier	Karen Lauder	0131 221 6234
Catering Manager	Sandy Fenwick	0131 221 6017
College Chaplain	Revd Simon Gaine	0131 667 1465
College Shop Manager	Kevin Watt	0131 221 6019
Deputy Superintendent	Terry Loudon	0131 221 6015
Disability Co-ordinator	Jay Kirkland	0131 221 6202
Examination Regulations	Elaine Dickson	0131 221 6085
Exchange Administrator	Carolyn Dougan	0131 221 6146
Exhibitions	Suzanne Dunn	0131 221 6032
Fees Officer	Bruce Coltman	0131 221 6056
General Enquiries	Lynn Gilroy	0131 221 6027
Graduation	Elaine Dickson	0131 221 6085
Grassmarket Library		0131 221 6180
Health & Safety Officer	Max Bancroft	0131 221 6106
International Marketing Officer	Erin Maclean	0131 221 6230
IT Helpdesk		0131 221 6008
Language Support		0131 221 6201
Lauriston Place Library		0131 221 6034
Learning Support Tutor		0131 221 6023
Lifelong Learning	Sherrey Landles	0131 221 6183
Mitigating Circumstances/Appeals	Elaine Dickson	0131 221 6085
Registry Manager	Joseph Easson	0131 221 6213
Reprographics Manager	Sylvia Nicholson	0131 221 6218
Richard Verney Health Centre		0131 650 2777
SRC General Manager/Welfare	Graham Dey	0131 221 6020
SRC Officer Manager	Jenny Hogarth	0131 221 6020
SRC President	Tessa Lynch	0131 221 6020
Student Accounts	Paul Kirkwood	0131 221 6051
Student Awards Agency (SAAS)		0131 476 8212
Student Enquiries (General)		0131 221 6027
Student Loans Company		0800 405 010
Student Services, Head of	John Locke	0131 221 6023
Student Services, Reception	Rachel Homer	0131 221 6023
Student Union Manager	Graham Dey	0131 221 6020
Superintendent	Bob Cumming	0131 221 6011
The University of Edinburgh		0131 650 1000

19 What can I expect from Edinburgh?

Regarded as one of the most beautiful cities in Europe, Edinburgh certainly has a lot to live up to. However, a quick visit to the historic Old Town (where you'll find the College of Art) or the elegant Georgian New Town will confirm that the tag 'Athens of the North' doesn't come lightly (both the Old and New Towns, divided by the picturesque Princes Street Gardens, were listed as UNESCO World Heritage Sites in 1995). Spoiled by attractions, here is a list of our.....

Top 10 Must See places!

Edinburgh Castle

The single most striking object in Edinburgh dominates the capital city's skyline. Perched on an extinct volcano and offering stunning views, the castle's mix of architectural styles reflects its complex history. In addition to guided tours provided by the castle stewards (£9.50, no student discounts unfortunately), there is an audio guide tour available in six languages (English, French, Italian, Spanish, Dutch, Japanese and German).

The Real Mary King's Close

Beneath the City Chambers on the Royal Mile lies a warren of hidden streets where people lived, worked and died between the 17th and the 19th centuries. A new attraction allows visitors to step back in time to walk through these underground closes and explore the site's fascinating past.

Palace of Holyrood House / The Scottish Parliament

The Palace of Holyrood House, the official residence of the Queen in Scotland, is an essential part of any visit to Edinburgh. Founded in the twelfth century, the remains of an abbey from the period still stand there. Only a stone's throw away stands the recently constructed Scottish Parliament. Both radical and highly complex, the controversial building involves a series of towers, an open-plan debating chamber and a highly distinctive roof in the shape of upturned boats.

The Georgian House

The Georgian House is part of Robert Adam's masterpiece of urban design, Charlotte Square. It dates from 1796, when those who could afford it began to escape from the cramped, squalid conditions of Edinburgh's Old Town to settle in the fashionable New Town. The house's china, shining silver, paintings and furniture all reflect the domestic surroundings and social conditions of the times.

Arthur's Seat and other viewpoints....

To the southeast of central Edinburgh stands Arthur's Seat, overlooking Holyrood House and the Old Town beside it. The crag is a collection of side vents of the main volcano on which Edinburgh is built. The volcano slipped and tipped sideways, leaving these vents as the highest points for miles around.

To the northeast, overlooking the New Town, is **Calton Hill**. It is topped by an assortment of buildings and monuments: two observatories and the unfinished National Monument, which is modelled on the Parthenon from the Athenian Acropolis and is nicknamed Edinburgh's Disgrace.

The **Scott Monument** is a Victorian gothic monument dedicated to Scottish author Sir Walter Scott. It stands in Princes Street Gardens in Edinburgh, opposite the Jenners department store on Princes Street and near to Waverley Station. The tower is roughly 200 feet high, and the small viewing deck near the top is reached by a narrow spiral staircase with 287 steps. At only £2.50, it's well worth the climb.

The Water Of Leith Visitor Centre

The Water of Leith Visitor Centre is home to a fantastic interactive exhibition on the rivers heritage and wildlife. Visitors can control the ebb and flow of the water, cause a flood and try to stop the giant waterwheel. In addition the Centre hosts information about the river and work to protect it, a gift shop and café.

Glenkinchie Distillery

The home of 'The Edinburgh Malt' is located in the rolling farmland of East Lothian (15 miles south east of Edinburgh). In the malting floors you'll find a visitor centre with three halls of exhibitions, as well as a tour to see production and experience an array of tastes at the bar. Minimal admission charge.

Camera Obscura & Outlook Tower (*Castlehill, Royal Edinburgh*)

The Camera Obscura and Outlook Tower is an excellent place for a panoramic view of the city and beyond. On the way up to the top of the tower, you can stop off and view the galleries of holograms and optical illusions (at the top, you enter the camera obscura itself). While waiting for the show you can wander round the outlook tower, and look at the views over the city and across the Forth through the free telescopes. Visit <http://www.explore-edinburgh.com/> for information on Edinburgh's other so called 'science-based' attractions (such as Edinburgh Zoo, the Scottish Seabird Centre, Deep Sea World and Our Dynamic Earth).

Royal Botanic Gardens (Inverleith Row)

The Royal Botanic Garden, encompassing 72 acres of open space, is both a scientific institution and a tourist attraction. If the relaxing surrounds aren't enough, a mind-boggling variety of plants and trees are yours to explore.

Last but not lest, a multitude of museums and galleries to explore....

Museums

The city of Edinburgh houses some of the nations best collections, displayed within various National Museums as well as more specialised collections. The national museums provide access to various collections on nature, world culture, united services & aviation as well as agriculture. Details on all Scottish National Museums can be found by phoning the Royal Museum on 0131 247 4219. There is also the Museum of Scotland, which houses many national collections within its impressive new building. The smaller museums generally provide specific related collections (such as the writers museum, The Queensferry Museum and the Childhood Museum).

Galleries

Visit <http://www.edinburgh-galleries.co.uk/> for details of galleries both big and small found in Edinburgh. The most prominent galleries in Edinburgh can be grouped under the 'The National Galleries of Scotland' banner:

The National Gallery Of Scotland (The Mound)

An elaborate neoclassical edifice, it stands on The Mound, between the two sections of Edinburgh's Princes Street Gardens. An outstanding collection of paintings, drawings and prints by an assortment of great artists from the Renaissance through to the post-impressionists. Featured works include El Greco, Rembrandt, Vermeer, Turner, Constable, Monet and Van Gogh.

The Royal Scottish Academy Building (adjacent to the National Gallery of Scotland), with its neo-classical design helped transform Edinburgh into a modern day "Athens of the North".

Scottish National Portrait Gallery (1 Queen Street, Edinburgh)

The Scottish National Portrait Gallery holds the national collections of portraits, all of which are of, but not necessarily by, Scots. In addition it also holds the Scottish National Photography Collection. It is a red sandstone Gothic revival building, designed by Robert Rowand Anderson, and modelled on the Doges Palace in Venice.

Its collection includes: Robert Burns by Alexander Naysmyth, Robbie Coltrane by John Byrne, Sean Connery by John Bellany, Walter Scott by Henry Raeburn and Adam Smith by James Tassie.

Scottish National Gallery Of Modern Art (Belford Road)

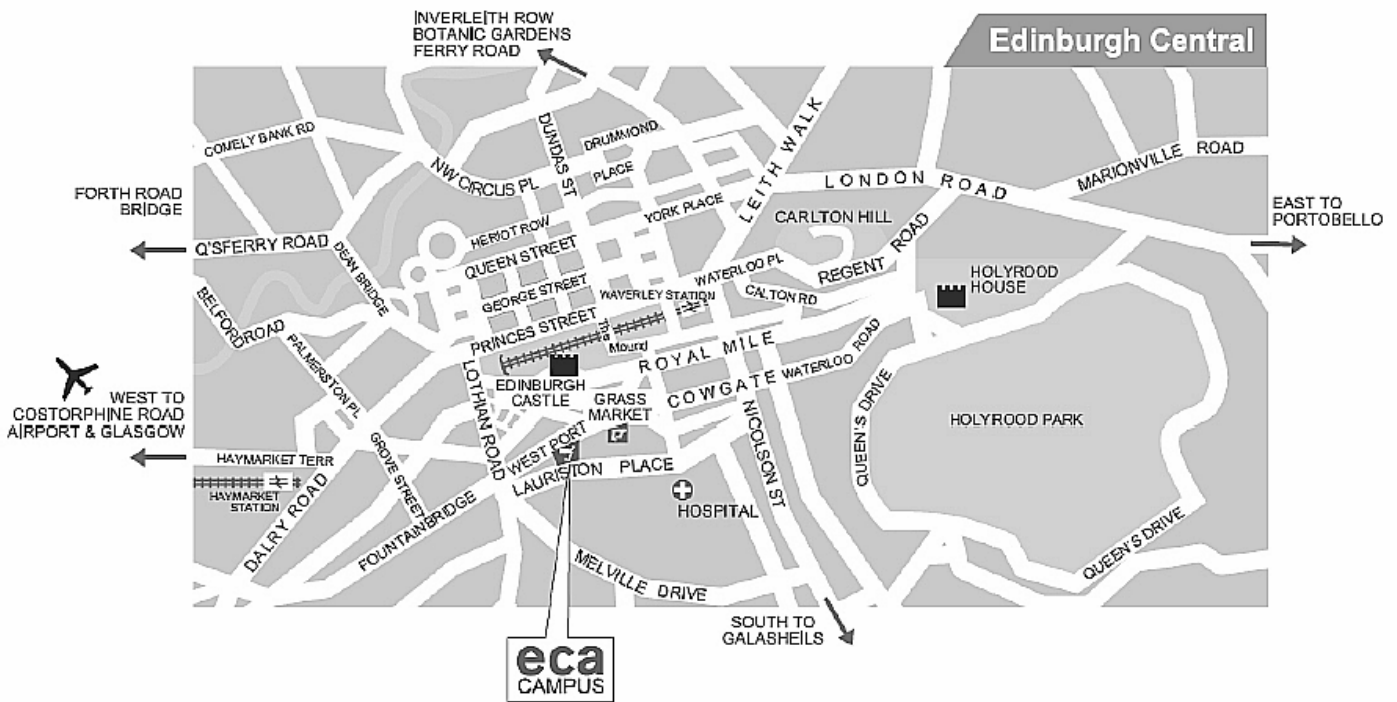
The collection includes work by Picasso, Braque, Mondrian, Matisse, Andy Warhol, Roy Lichtenstein, The Scottish Colourists and Francis Bacon. Due to space constraints, the work displayed is often rotated. The gallery also holds temporary exhibitions.

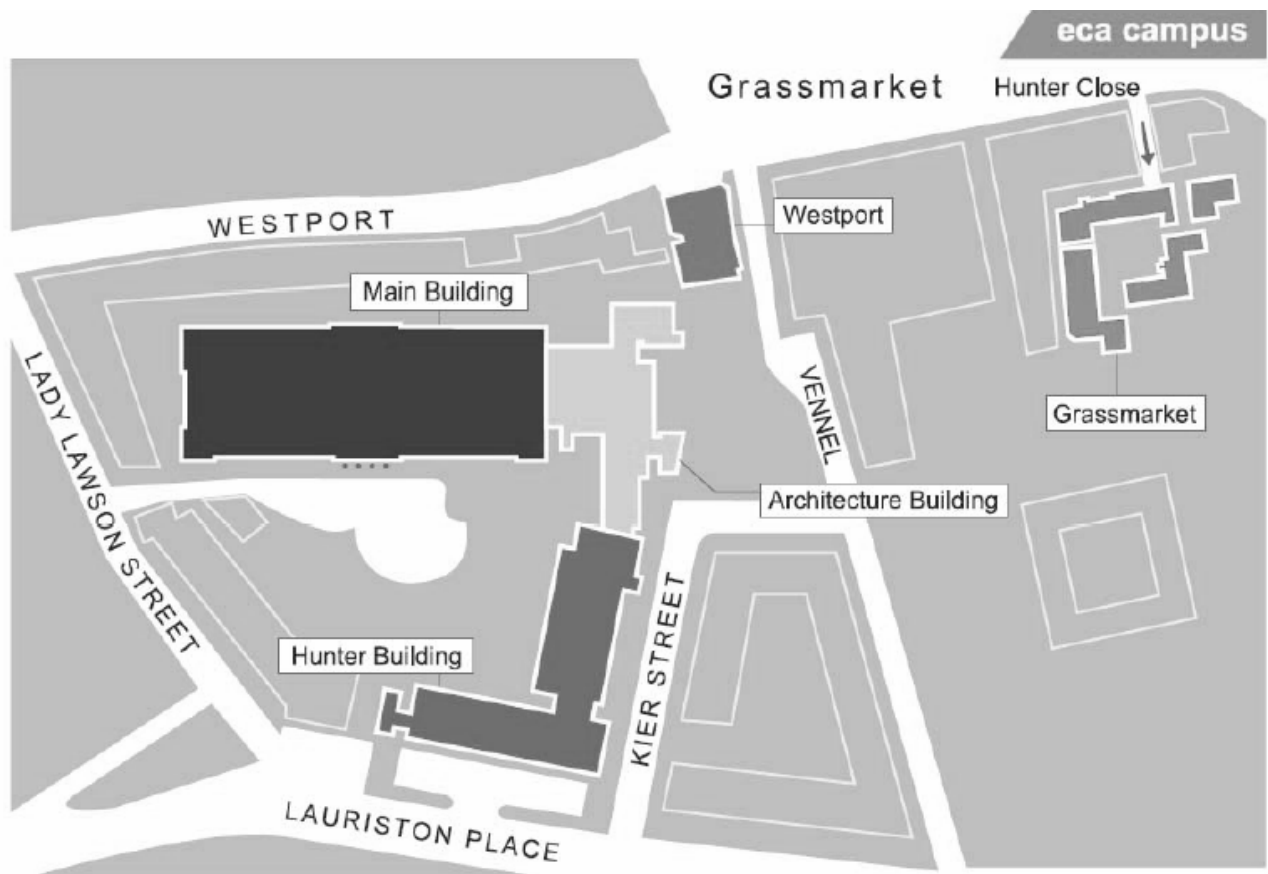
In 2002 the front lawn was converted into the giant "Landform" sculpture by Charles Jencks, in collaboration with Terry Farrell. The sculpture is said to be inspired by chaos theory or Seurat's La Grand Jatte. In 2004 the gallery won the £100,000 Gulbenkian Museum Prize for the Landform.

The Dean Gallery (opposite the Gallery Of Modern Art)

Since its opening (in 1999) it has housed the Paolozzi Gift of sculpture and graphic art. It contains a large collection of Dada and Surrealist art and literature, much of which was gifted by Gabrielle Keiller. It is also used for temporary exhibitions. A visit to the Dean and the Modern Art gallery is worth it for the beautiful surrounds alone.

20 Useful Maps





Main Building

- Art & Design Library
- Central Administration
- Board Room
- Main Reception
- Registry
- Student Finance
- Design and Applied Arts
- Furniture Workshop
- Drawing & Painting
- Tapestry
- Sculpture
- Ceramics
- Student Computer Room
- Visual Communication
- Graphic Design
- Illustration
- Photography
- Postgraduate Centre
- Centre for Continuing Studies

Hunter Building

- Audio Visual Services
- Design & Applied Arts
- Glass & Architectural Glass
- Interior Design
- Furniture & Product Design
- Fashion
- Performance Costume
- Textiles
- Jewellery & Silversmithing
- Dining Hall
- Estate Office
- Human Resources
- Landscape Architecture
- Marketing & Development
- Photographic Services
- QDigital
- Student Computer Room
- Student Services
- Student Union (SRC)

Grassmarket

- A & D Research
- Coffee Bar
- First Year Studies
- Environmental Studies Library
- Environmental Studies Research
- Post Graduate School
- Scottish Centre for Conservation Studies
- Student Computer Room
- Visual & Cultural Studies

West Port

- Computing Services
- Finance
- Post Graduate Studies
- Visual Communication
- Animation

Architecture Building

- Architecture
- College Shop
- Reprographics
- Visual Communication
- Film & Television