Programme Handbook
Vogue Fashion Foundation Programme Handbook

Welcome:

This Programme Handbook provides an introduction to your Course and the College. It contains the key information to help you navigate your time with us at Condé Nast College of Fashion & Design, and to support you as you work through the course. Please take the time to read through this information carefully.

If you have any questions about anything included in this document please contact your Course Leader. We also welcome any comments you may wish to make on the handbook or suggestions for improving the information provided.

Information about the College, covering the topics below can be found on CNC Global on Canvas:

- The Campus
- Academic Year & Term Dates
- The College & You
- Extra Curricular Activities
- Getting Involved with the College
- College Systems
- College Resources
- Student Engagement
- Student Support Services
- Regulations & Policies
- Leaving Condé Nast College

Disclaimer

The information published herein represents the policies and procedures of Condé Nast College of Fashion & Design (hereafter referred to as "the College") at the time of publication. The College reserves the right to change without notice any matter contained in this publication. Payment of tuition for or attendance in any classes shall constitute a student's acceptance of the College's policies and procedures as well as the College's right to change the same.

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Your Course & Academic Matters
Vogue Fashion Foundation Programme

1.0   Course Aims

The Vogue Foundation Programme is a 9 month course at level 3 which serves as a broad introduction to the various creative disciplines within fashion, such as; fashion photography, visual communication, image making, styling, magazine & media publication, and creative direction; all situated within the wider industries of fashion communication and media. The course consists of 5 modules equating to 120 credits (4 x 20 credit and 1 x 40 credit), taught over three terms, with contact hours timetabled across 3 days a week. Each term consists of one module in its entirety and two other modules that run across each term.

Students select this course so that they can explore their creative interests and acquire the skills required to prepare a portfolio of creative work suitable to progress to the next stage of their education or career. The course offers students an introduction (level 3), to the world of fashion communication and media, acting as a platform for progression onto the BA (Hons) Fashion Communication & Industry Practice at Condé Nast College of Fashion and Design or alternative higher education courses. These could include courses in Creative Direction, Fashion Design, Fashion Photography, Fashion Communication and Art curation/ Art History. In terms of early stage career steps, our graduates have gone on to secure internships or work placements at Vogue Singapore and Versace in Milan.

The key educational aims of the Vogue Fashion Foundation Programme are to:
- Prepare students for the transition to higher education to enable them to successfully progress on to study at BA Level 4
- Develop learners' understanding and knowledge of the fashion, media and creative industries and the varied professional roles and skills required.
- Introduce and equip students with basic academic study, research and writing skills.
- Explore a range of practical skills situated within fashion and media production.
- Equip the students with digital skills that are utilised within fashion such as Adobe Creative Suite and alternate online platforms.
- Allow students the opportunity to undertake collaborative practice, working in teams to emulate industry practice
- Develop students' visual, verbal communication and presentation skills
- Support students to build a portfolio of work and reflect on their creative practice, justifying their direction and choices.
- Stimulate engagement and participation in the learning process and to encourage students to become active, autonomous learners.

The Vogue Fashion Foundation Level 3 modules support students to:

- Demonstrate knowledge, theoretical understanding and awareness of basic concepts and principles relevant to the discipline
- Demonstrate the ability to apply key knowledge and principles in the production of

creative outputs
- Gain awareness and familiarity with a range of creative disciplines and associated job roles in fashion and media
- Demonstrate an understanding of the main issues facing the fashion and media industries considering ethics, inclusivity, diversity, sustainability, social responsibility and the impact of positive change.
- Undertake appropriate research, applying findings to inform project work
- Demonstrate critical thinking and visual analysis skills
- Engage in reflective practice to identify one's own strengths, potential future opportunities and any areas/skills in need of further practice for continued professional development.
- Demonstrate basic academic study, research and writing skills.
- Evidence of exploration and use of fundamental creative techniques, processes and materials used in the development of creative outputs relevant to the discipline
- Utilise basic design software and design tools/equipment in the production of creative outcomes
- Present work and ideas, communicating clearly in visual, verbal and written formats
- Work collaboratively in teams on creative multimedia tasks/projects, negotiating roles and responsibilities
- Demonstrate autonomy by working independently on a final self-directed project, evidencing effective project management

1.1 Course Map

Vogue Fashion Foundation Programme			
Autumn Term 1	**Creative Industries Part 1, 2 & 3** (20 credits)	**Fashion Portfolio Part 1** (40 credits)	**MultiMedia Practice Part 1** (20 credits)
Winter Term 2	**Design & Visual Culture Part 1, 2 & 3** (20 credits)	**Fashion Portfolio Part 2**	**MultiMedia Practice Part 2**
Spring Term 3	**Fashion, Media & Communication Part 1, 2 & 3** (20 credits)	**Fashion Portfolio Part 3**	**MultiMedia Practice Part 3**

1.2 Vogue Fashion Foundation Award

The Vogue Fashion Foundation course at Condé Nast College is a globally recognised qualification awarded by The University of Buckingham. In relation to the UK Qualifications framework it is worth 120 credits, at levels 3 You will undertake a range of modules, of

varying durations and credit values; these are outlined briefly in section 2. All modules are 20 credits or 40 credits as indicated in the above course map.

The foundation award of the University of Buckingham may be conferred by the authority of the Senate upon such candidates as are reported to the Senate as having:

a) satisfied the provisions of the Regulations
b) completed a programme of studies consisting of a prescribed number and range of modules asset out in the Special Regulations and Curriculum of the degree of BA Fashion Communication
c) satisfied the Board of Examiners that they have attained the requisite standard in the prescribed assessments for the modules on the foundation programme.

All modules are aligned with the national Framework for Higher Education Qualifications (FHEQ).

1.3   Attendance and Duration

The requisite period of attendance in the College to qualify for the Foundation award is 3 terms. The terms of attendance shall normally be consecutive except where special regulations make other provision.

1.4   Minimum Credit Requirements

In order to be eligible for the foundation award, a student must have taken and passed assessment for all modules with a total value of 120 credits, as prescribed by the curricula and special regulations taken at level 3 of the FHEQ or above.

2.0 Vogue Fashion Foundation Modules

- **Term 1: Creative Industries Part 1, 2 & 3 - 20 Credits Level 3**
  This module comprises weekly industry talks and taught sessions by key professionals that will introduce you to the range of creative disciplines and careers that are available in fashion and media, including ones that support the creation of an issue of Vogue. During this module, you will create a report examining the key characteristics of the creative industries and will catalogue a range of professions available within fashion. From this, You will develop ideas for a creative project that links to your own intended higher level of study and/or career aspirations, preparing an ideas-based creative project related to your intended career path within fashion. This module aims to:

  - Introduce basic academic study, research and writing skills.
  - Develop students' understanding and knowledge of the fashion, media and creative industries and the varied professional roles and skills required.
  - Apply creative thinking skills and idea generation
  - Create, select and present a creative project concept for a chosen area of interest

- **Term 1: - Multimedia Practice Part 1 - 20 Credits Level 3 (for Part 1, 2 & 3)**
  The Multimedia Practice module runs throughout the year and is separated

into three parts, Part 1 will be completed in Term 1, Part 2 in Term 2 and Part 3 in Term 3. This module offers you an opportunity to develop your practical skills in image making which will involve collage and fashion illustration, fashion photography and moving images. During Term 1, you will be introduced to graphic design principles and a range of digital design software, developing skills in Adobe Photoshop and InDesign. This will involve digital technology and traditional drawing techniques to create mixed-media images. You will examine the importance of image as a communication tool through hand-rendered illustration and digital methods and learn about early pioneers and current innovators in the field of fashion image making and communication. In Term 1 you will be shown how to use the photo studio and equipment which will inform your practice in Term 2. The aims of the module are to:

- Provide an introduction to key design software commonly used in the creative industries
- Allow familiarisation with appropriate design, photography and media tools/equipment
- Support experimentation and the development of practical design. mixed media and multimedia skills
- Provide opportunities for working collaboratively in creative teams

● **Term 1: Fashion Portfolio Part 1 - 40 Credits Level 3 (for Part 1, 2 & 3)**
This module runs throughout the year and is worth 40 credits in total; which is double the amount of credits awarded in relation to the other modules on this course. This is due to the independent project that starts in Term 2 and is completed in Term 3 which involves a self-directed assignment for your final independent project that will be displayed in the final exhibition in June. This module focuses on your professional development (PDP). During Term 1, you will create a 'careers file' and write a proposal for the independent project, identifying any creative discipline(s)/ area(s) of potential interest that will be the focus and a suitable direction appropriate for your final project, linked to your own career aspirations. You will also be expected to create a personal statement and a CV which demonstrates your personal strengths. You will also engage in reflective practice, focusing on your personal strengths and areas of development in order to prepare you for the degree course of your choice and further academic study. This module aims to:

- Facilitate the development of an individual portfolio of work and final independent project
- Develop students' skills in a chosen area through the completion of an independent project
- Support PDP and progression, including supporting the UCAS application process for further study in higher education (or alternative options)

- **Term 2: Design & Visual Culture Part 1, 2 & 3 - 20 Credits Level 3**
  This module examines visual material relating to Key Art and Design Movements in the 20th Century and assesses the impact and value of art and design on contemporary society. You will conduct research into influential Art movements and assess how art has influenced fashion and visual culture. You will also map out a linear and circular design process applying the circular methods of design and sustainable principles to your own creative design practice. The aims of the module are to:

    - Introduce key art movements and their influence on fashion and visual culture
    - Support you to consider the wider impact of design and visual culture on society
    - Highlight the importance of visual and cultural research and how this informs design ideas, concepts and processes
    - Enable you to engage with reflection in order to relate learning to own design process
    - Facilitate you to design an artefact using the principles of circular, sustainable approaches

- **Term 2: Multimedia Practice Part 2 - 20 Credits Level 3 (for Part 1, 2 & 3)**
  The Multimedia Practice module runs throughout the year and is separated into three parts, Part 1 will be completed in Term 1, Part 2 in Term 2 and Part 3 in Term 3. During Tem 2, you will examine fashion photography and the key innovators in this field. You will also undertake a studio-based still life shoot, a home shoot and will undertake street style photography on location. The aims of the module are listed under Term 1, MultiMedia Practice Part 1.

- **Term 2: Fashion Portfolio Part 2 - 40 Credits Level 3 (for Part 1, 2 & 3)**
  The Fashion Portfolio module runs throughout the year and is worth 40 credits in total and is separated into three parts, Part 1 will be completed in Term 1, Part 2 in Term 2 and Part 3 in Term 3.. During Term 2, you will experiment with a range of portfolio outcomes in physical and digital presentation formats that could include zines, lookbooks, websites, magazines, moving image - Stop motion animation, gifs & fashion films. This creative experimentation should assist you in the planning and production of your independent projects. The aims of this module are listed under Term 1, Fashion Portfolio Part 1.

- **Term 3: Fashion, Media & Communication Part 1, 2 & 3 - 20 Credits Level 3**
  This module will serve as an introduction to the role of the media and the history of Vogue that has been a barometer of taste and style, recording the ever-changing cultural landscape and prevailing zeitgeist. This module will explore the changing media landscape from print through to digital platforms, driven by new technologies and digital culture. This will involve examining various fashion communication channels, documenting their influence on differing audiences. This module will also dissect ethical issues in fashion addressing positive and negative influences/stereotypes within fashion

and media, (and how negative influences/stereotypes can be addressed / contested). This module will also examine how media representations impact audiences.The aims of this module are to:

- Introduce students to the evolution of fashion media and the heritage of media brands
- Enable students to critique media representation and its influence on audiences
- To examine a range of physical and digital media communication channels and creative content
- Enable students to create digital and physical media content

- **Term 3: Multimedia Practice Part 3 - 20 Credits Level 3 (for Part 1, 2 & 3)**
  The Multimedia Practice module runs throughout the year and is separated into three parts, Part 1 will be completed in Term 1, Part 2 in Term 2 and Part 3 in Term 3. During Tem 3, you will work collaboratively in teams, emulating current industry practices, creating a styling project utilising a shared vision for the narrative and concept theme for a studio based photoshoot. This will involve creating mood boards as a team that reflect the theme and sourcing appropriate clothing, accessories and props.   This will result in a group presentation where you share the collective vision and outcomes from the shoot, reflecting on the whole process. The module aims are listed under Term 1, Multimedia practice Part 1.

- **Term 3: Fashion Portfolio Part 3 - 40 Credits Level 3 (for Part 1, 2 & 3)**
  The Fashion Portfolio module runs throughout the year and is worth 40 credits in total and is separated into three parts, Part 1 will be completed in Term 1, Part 2 in Term 2 and Part 3 in Term 3.. Part 3 of this module will be the culmination of your independant, self-directed final project which will include the planning of the project i.e. the initial ideas, concept, experimentation, development and progression of all the final outcomes for your independent project. The presentation formats for the independent project final outcomes are an individual choice of the learner and can be produced in printed and/or digital media formats. Final outcomes could include marketing campaigns, zines, lookbooks, photoshoot styling outcomes, websites, magazines, moving image i.e. Stop motion animation, gifs & fashion films which will be presented professionally in the Vogue Fashion Foundation final exhibition that is held at the end of the course in June. The aims of this module are listed under Term 1 Fashion Portfolio Part 1.

2.1　Vogue Fashion Foundation Year Calendar

Week commencing	Modules	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
AUTUMN TERM - TERM 1								
25-Sep-2023		Induction week		First Day in College	Induction Week	Induction Week	London Orientation Day	
2-Oct-2023	Intro to Creative Industries/ MultiMedia Practice Part 1 / Fashion Portfolio Part 1	1	Directed and Self-directed Study	Directed and Self-directed Study & Vogue Education Presents	Teaching Starts	CI & FP Module Briefing	MMP Part 1 Module Briefing	You will be briefed on your modules, projects and assignments
9-Oct-2023		2						
16-Oct-2023		3						
23-Oct-2023		4						
30-Oct-2023		5				CI & FP Mid-Point Review		Mid-Module Reviews: This is an important mile stone in the module. We will review where you should be, what is left to cover and remind you about the Learning Outcomes and Assessment.
6-Nov-2023		6				MMP Part 1 Mid-point Review		
13-Nov-2023		7						
20-Nov-2023		8						
27-Nov-2023		9					CI Part 1 Submission	
4-Dec-2023		10	FP Part 1 Submission			CI P2 & P3 Presentations	MMP Part 1 Submission	All submissions are via Canvas
11-Dec-2023								
18-Dec-2023				Winter holiday				
25-Dec-2023								
1-Jan-2024								
WINTER TERM - TERM 2								
8-Jan-2024	Intro to Design & Visual Culture/ Multimedia Parctcei Part 2/ Fashion Portfolio Part 2	1	Directed and Self-directed Study	Directed and Self-directed Study & Vogue Education Presents	Teaching Starts	DVC & MMP Part 2 Module Briefings	FP Part 2 Module Briefing	You will be briefed on your modules, projects and assignments
15-Jan-2024		2					FP Part 1 Grades released	
22-Jan-2024		3					CI P 1, 2 & 3 Grades released	
29-Jan-2024		4					MMP Part 1 Grades released	
5-Feb-2024		5				DVC & MMP Part 2 Mid-point Review		
12-Feb-2024		6					FP Part 2 mid-point Review	
19-Feb-2024		7						
26-Feb-2024		8						
4-Mar-2024		9						
11-Mar-2024		10	DVC Part 1 Submission			DVC Part 2 Submission	MMP Part 2 Submission	All submissions via canvas
18-Mar-2024				Reading Week				
SPRING TERM - TERM 3								
25-Mar-2024				Spring holiday				
1-Apr-2024								
8-Apr-2024	Intro to Fashion, Media & Communication/ MultiMedia Practice Part 3/ Fashion Portfolio Part 3	1	FP Part 2 Submission Deadline	Directed and Self-directed Study & Vogue Education Presents	Teaching Starts	FMC & MMP Part 3 module briefing	FP Part 3 Module Briefing	You will be briefed on your modules, projects and assignments
15-Apr-2024		2	Directed and Self-directed Study				DVC P. 1 & 2 Grades released	
22-Apr-2024		3					MMP Part 2 Grades released	
29-Apr-2024		4					FP Part 2 Grades released	
6-May-2024		5				FP Independent Project Mid-Point review		
13-May-2024		6				FMC & MMP Mid-Point Review	FP Show & Tell	
20-May-2024		7					FP Independent Project Submission	FP Final Project Submission
27-May-2024		8	FP Exhibition Template					FP Exhibition Template and Concept Statement Submission
3-Jun-2024		9	Directed and Self-directed Study				FP Part 3 Individual Presentation & Reflective Account	
10-Jun-2024		10	FMC Part 1 & 2 Submission			FMC Part 3 Presentations	MMP Part 3 Group Presentation	
END OF COURSE/ EXHIBITION WEEK (VFF Exhibition TBC)								
17-Jun-2024	VFF Exhibition Prep & Event			VFF exhibition prep & set-up	VFF exhibition prep & set-up	VFF exhibition prep & set-up & VFF EXHIBITION EVENT TBC	VFF EXHIBITION EVENT TBC & take down	EXHIBITION DATE TBC
24-Jun-2024								
1-July-2024							FP Part 3 Grades Released	
8-Jul-2024							MMP P 3 Grades Released	
15-Jul-2024							FMC P1, 2 & 3 Grades Released	

Please note that some of the submission dates may change and you will always find the accurate submission deadline dates in your module handbook. The purpose of this document is to give you an idea of the overall flow of this academic year with key term, holiday and submission dates.

Please note that there may be some changes to this schedule in certain circumstances. You will always be informed of changes and if submission dates are changed, you will always find the accurate submission deadline dates in your module handbook. (Submission dates will never be moved earlier than published.) The purpose of this document is to give you an idea of the overall flow of this academic year with key term, holiday and submission dates.

3.0   Learning & Teaching Strategy

The strategic vision for learning and teaching at the College can be summarised as follows:

To deliver a unique, industry focused learning experience that introduces and explains the often-opaque world of fashion, providing rich and varied learning opportunities that facilitate the development of transferable professional skills in order to prepare students for the future.

As a student at Condé Nast College you are expected to be an engaged and active participant in your own learning. Teaching methods are varied and will include lectures, Q&A sessions, seminars, workshops and tutorials. The College operates a blended teaching model. This means that some of your sessions will take place online and some will take place at the College.

You are expected to read the recommended texts and research relevant topics independently, sharing your thoughts and opinions in class. The assignments set for each module are also designed to facilitate your learning through: active participation in the task, knowledge gained through the research required, the industry-relevant experience provided by completing the project, and reflection on the process and outcome on completion.

The aim of the College is to ensure that on successful completion of the Vogue Fashion Foundation course that all students leave with skills, knowledge, experience and/or awareness of the following areas:

- Knowledge, theoretical understanding and awareness of basic concepts and principles relevant to the discipline
- Ability to apply key knowledge and principles in the production of creative outputs
- Awareness and familiarity with a range of creative disciplines and associated job roles in fashion and media
- Understanding of the main issues facing the fashion and media industries considering ethics, inclusivity, diversity, sustainability, social responsibility and the impact of positive change.
- Ability to undertake appropriate research, applying findings to inform project work
- Applying critical thinking and visual analysis skills
- Engaging in reflective practice to identify one's own strengths, potential future opportunities and any areas/skills in need of further practice for continued professional development.
- Applying basic academic study, research and writing skills.
- Evidence of exploration and use of fundamental creative techniques, processes and materials used in the development of creative outputs relevant to the discipline
- Utilising basic design software and design tools/equipment in the production of creative outcomes
- Presenting work and ideas, communicating clearly in visual, verbal and written formats
- Working collaboratively in teams on creative multimedia tasks/projects, negotiating roles and responsibilities
- Work autonomy by working independently on a final self-directed project, evidencing effective project management

We aim to provide a well-rounded educational experience that teaches transferable skills and promotes the importance of working collaboratively in a positive and inclusive environment. You will be encouraged to analyse your own behaviour and productivity and consider how to best utilise your strengths, both during your time at College and when starting your career in fashion. You will also evaluate the meaning of fashion in the 21st Century and how the industry impacts on and connects with the wider world – rather than simply accepting current norms and practices in the fashion industry you are encouraged to disrupt and seek to improve them.

The course consists of lectures, seminars, workshops and tutorials. Taught sessions alone will not provide all the information you need to navigate the course; in order to understand the topics covered, and to engage with the learning, additional reading and research will be required. Class discussion is an important part of your learning and some sessions will involve seminars and group discussion to allow you to share your ideas with your peers.

3.1   Exhibition Visits

Exhibition visits are a very important aspect of your programme, and should be treated as an extension to teaching sessions. There will be organised group visits to exhibitions as part of your studies particularly on the Design & Visual Culture module where visiting exhibitions and museums to conduct primary research is part of the learning on this module. Please note that the College purchases the tickets to exhibitions for you and these external visits are included within taught module hours. You may be set tasks associated with these visits, which will relate to the learning for the specific module. On these visits we encourage you to respond and engage with the exhibits in your own way – you will learn from reading the labels/ didactic panels and viewing the objects on display. You will also be encouraged to engage with digital exhibitions and archives.

As part of your course, you will attend a session called "*Bringing the Masthead to Life.*" This is where you will learn first-hand from Condé Nast professionals working across the titles and departments of the business. All students are expected to attend this session as this will underpin the course content for one of your first modules; Creative Industries.

3.2   Assignments & Coursework

Coursework is an essential and integral component of your academic programme and the majority of assessment is project based. It is through assignments, research and enquiry etc. that you will develop ideas and improve your understanding of the topics and study material. It is an important part of your learning and allows academic staff to provide feedback on your progress.

Various assessment and learning strategies will be employed during your course. The coursework requirements for each module will be set out in the Module Handbook with submission dates indicated for each submission. You should plan your work in advance to ensure that you allow sufficient time to complete assignments, allowing for unforeseen difficulties. The Programme Handbook and Module Handbooks and taught sessions include the key information you will need to undertake your coursework within the set timescales. The Programme Handbook also provides an overview of submission and assessment time scales with dates for the year, allowing you to plan your study time accordingly.

You must ensure that you understand the requirements of the coursework set, and if not, resolve any problems or ambiguities with the relevant member of the permanent academic team prior to the submission date for the assignment.

3.3   Group Work

It is every group member's responsibility to ensure the group assignments are completed to the desired standard on time. Unless otherwise specified in the assignment brief, through a clear rationale and method for distinguishing between performances, the tutor will mark the assignment, awarding equal marks to all members for the group work component, unless presented with written evidence prior to the submission date of the assignment that a student has not been an active member of the group. Where the written evidence is conclusive that a student has not made an adequate contribution to the group assignment, the tutor will reduce the group work marks awarded to the student concerned. In cases where the evidence is conclusive that a student has not made any contribution to the group assignment, they will be awarded a mark of zero for the group work component in question.

3.4   Satisfying Module Requirements

A student will be considered not to have satisfied the module requirements for any module where that student has:

a) been excluded from the examination under Regulation 3.5.2

b) been absent from the examination without proper explanation or without having obtained the prior permission of the Global Director of Operations

c) been deemed by the examiners to have made no serious attempt in the module assignments, examinations or in the prescribed coursework.

3.5   Attendance

Lectures, seminars, tutorials, workshops and visits are an integral part of your programme of study and students are expected to be regular and punctual in their attendance. Students need to attend a minimum of 75% of their classes in order to have the sufficient knowledge to succeed in their assignments/ examinations. Attendance below 75% could jeopardise your work and result in a fail grade. If you cannot attend a class for any reason please email attendance@condenastcollege.ac.uk. Students with a Student Visa must meet the statutory attendance requirements of the UKVI. Failure to meet these requirements (without good cause) can result in removal from both the college and the UK.

Low or non attendance on a module may result in you being refused entry to examination, which includes assessment of completed project work.

Academic Regulations Relating to Attendance:

3.5.1 Students are required to attend punctually and regularly the modules, lectures, seminars, workshops and tutorial periods prescribed by the special regulations together with such other lectures or classes as may be directed, and be examined in them.

3.5.2 If the Global Director of Operations certifies that there has been a breach of the attendance regulation then the student shall not be admitted to the examination or assessment for that module

3.5.3 Wherever possible, permission for absence should be sought in advance. Where permission for absence is not sought in advance, the absence must be reported at the earliest possible opportunity. Please contact attendance@condenastcollege.ac.uk to submit your request for permission to be absent or explain the reasons for your absence. Appropriate evidence should be supplied and this will be passed on to the Global Director of Operations. In the case of illness causing an absence of five days or more, a medical certificate will be required. (For ill-health and requests for Mitigating Circumstances please see section 8 of this handbook.

3.6   Registering your Attendance

You must swipe in using your student ID card at the start of every taught session. Each classroom has a grey reader which you touch your card against. This automatically maintains your attendance record and is emailed to programme staff daily. Where sessions are conducted in locations other than the College, including on trips and visits, a paper register will be taken to confirm attendance. If you are late, please ensure that you touch your card, or sign in on a break or when exiting. You will be shown how this works as part of orientation. You may only swipe in for yourself. If it is discovered that other students have been swiping/signing in on your behalf, or that you have been swiping/signing in on the behalf of other students, then disciplinary action may be taken.

Students' engagement with online learning and teaching activities is monitored through the CANVAS LM system, which tracks the sessions a student participates in, and the pages on the system that they have viewed, including recorded sessions and the submission of assignments, timely or otherwise.

Programme Coordinators are the first point of contact for students to report and explain absence or lack of engagement and it is their responsibility to update, maintain and monitor the attendance and engagement records of students. Students are expected to respond immediately to notices regarding attendance issued by Programme Coordinators. Please email attendance@condenastcollege.ac.uk.

3.7   Appropriate Conduct in Lectures & Classes

Late arrival to lectures and classes: If you arrive to a lecture or class late, you are asked to make every effort to ensure that your entrance does not interrupt the lecturer or distract the class. If your lateness is likely to disrupt the class too much, you may not be able to join the session. For talks by industry guests, you will not be permitted to enter late. We do

understand that on occasion there are good reasons to be late – but we still ask you to abide by the rules of professional conduct and not enter the class or lecture late (you can go to the social learning spaces and use that time productively).

Etiquette in Class: Mobile Phones – It is essential that phones are turned off or put on silent when in class. They should be kept out of sight and must not be used once your class is in session. This is a very strict rule at the College and all students are expected to adhere to it, if not you may be asked to leave the class. Other than the consumption of water, eating and drinking in class is not permitted.

Note Taking: You are encouraged to take written notes during classes to compliment the material provided and aid your understanding. During lectures with industry guests it is recommended that notes are handwritten rather than taken on a digital device. This is to promote professional behaviour and ensure that industry guests are not given the impression that students are not listening (checking phones, tablets or laptops rather than listening which can be exceptionally disconcerting for a speaker).

Audio-Visual Recording: Recording of lectures in College is not permitted at any time, unless part of a study support plan for an identified learning difficulty. If you need to record a lecture for this reason you MUST inform each speaker in advance and have this agreed, however all speakers at the College have the right to refuse. Any student found recording or photographing a speaker without their knowledge will be subject to College disciplinary procedures.

Slides from the majority of sessions will be made available on Canvas after the sessions, however some guest speakers may not provide their slides. The content of lectures and all teaching material is the intellectual property of the College and/or the writer/speaker and must not be shared with anyone outside the College or used to inform the creation of teaching material for other institutions. Any infringement will be taken very seriously by the College and may result in future action. Online lectures and seminars are usually recorded and are uploaded to Canvas for students to view.

WiFi: Wi-fi is available throughout the College and you are encouraged to bring a laptop each day.

4.0   Assessment and Grading

Your course utilises a range of assessment methods. These include class tests, written and visual reports, written and visual essays, group and individual presentations, research and reflective journals and visual portfolios of creative work. The details of each assessment are outlined in the Module Handbook provided for each module. Assessed presentations may be recorded for assessment purposes (either filmed or audio recorded). These recordings will only be made available to those marking your work and external examiners. You will record your own presentations and upload these to Canvas. Further information on giving presentations can be found in the course handbook, and will be discussed in relevant workshops.

*Please note that the Awarding body, University of Buckingham only awards a **pass or fail** on completion of the Vogue Fashion Foundation course. However, the college employs its own internal grading system to allow students an understanding of the standard of academic work achieved from completed assignments. The grading bands are*

Distinction, Merit, Pass and Fail/ Retrieval. Grade bands are specified for information only and do not impact on the qualification, which is awarded on a Pass or Fail basis.

Each individual assessment criterion must be satisfied to achieve a pass; if this has not been achieved you will automatically receive a 'Retrieval' grade. It is therefore important to focus more on your learning and development than on your grade, however an overview of the grading system is set out below (4.1.) to help you understand your feedback.

All grading utilises the generic descriptors outlined below, on which all module marking schemes are based. The College aims to be as transparent as possible regarding its approach to assessment and grading – All information on assessment and our internal grading system, can be found below in this Programme Handbook. If, after reading this Handbook and the appropriate Module Handbook, you are still unsure on how your work will be graded, please contact the relevant module leader.

4.1   Grading & Internal Classification

As previously stated, please note that the Awarding body, University of Buckingham only awards a **pass or fail** on completion of the Vogue Fashion Foundation course. However, the college employs its own internal grading band system to allow students an understanding of the standard of academic work achieved from completed assignments and these are listed as follows:

DISTINCTION (Excellent/ Outstanding) 70-100%
An excellent or outstanding (85+) response to the brief that demonstrates high-levels of understanding and engagement, as well as an original approach to the project. The assignment meets industry standards and may exceed expectations in a specific area. Clearly meets learning outcomes and fulfils all assessment criteria. The work provides an excellent response to the assignment and achieves all learning outcomes to an extremely accomplished level. Work could be comparable to industry standards.

MERIT - HIGH (Very Good) 60-69%
A very good response to the brief that demonstrates a sound understanding of the topic and engagement with the project. Potential for development to a higher standard in a relevant area. Meets learning outcomes and fulfils assessment criteria, but some minor points may need further development or clarification. All learning outcomes are fully met with most at a very good standard.

MERIT - LOW (Good) 50-59%
A good piece of work that demonstrates understanding of the topic and engagement with the project however, there is potential for further development of the topic.. Meets learning outcomes and fulfils assessment criteria, but some elements could be exploited further and need more development. Overall, the submitted work provides a good response to the assignment. All outcomes have been achieved at a competent level.

PASS: (Satisfactory) 41-49%
A satisfactory piece of work that demonstrates understanding of the basic principles covered on the module. Manages to meet learning outcomes but at a basic level as

some elements could be developed much further. The work provides an adequate response to the assignment and the amount of work submitted may include some minor, missing components.

PASS/ CAPPED (Bare Pass/ Late Submission) Capped at 40%
The work submitted is minimal but enough to attain a bare pass or is capped due to late submission. If an assignment is late (within 5 working days of the deadline) it is not possible to achieve anything higher than a 40% pass grade. If work is submitted late AFTER 5 working days then this will be marked as a zero and students will need to do a Retrieval.

FAIL: (Unsatisfactory) RETRIEVAL 0-39%
- Work assessed against the learning outcomes for a specific module that achieves a grade within the 30%-39% range is considered as a marginal fail;
- Work assessed against the learning outcomes that achieves a grade within the 20% - 29% range is considered a substantial fail.
- Work submitted that is considered insufficient to be graded will be graded at 0% as will the non-submission of work.
- All work that has failed will need to be resubmitted as a retrieval in order to pass the module.

4.2   Assessment Criteria

For the Vogue Fashion Foundation Course, each individual assignment within a module will be assessed using a specified percentage as the College makes use of step-grading. This means that the work submitted will be assessed as attaining a level at the low, mid or high point of a specific percentage band. For example, work assessed within the 50% - 59% grade band would be awarded; 52% if it was assessed at the low end of this band; 55% if it considered to be in the middle of the band; or 58% if assessed to have achieved a grade at the top end of the band. Students will receive feedback to indicate why they have achieved their grade, with information on how to raise the level within the band or step up to the next level grade band. The exceptions to the above are for non-submission which is assessed at 0%. Work considered a substantial fail will be graded at 25%; work achieving a bare pass or that has been capped due to late submission will be awarded 40%. Work can achieve 100% for multiple choice exams where it is possible to score 100.

Each individual assignment within a module will be assessed using step-grading. However, as there are normally multiple assignments within each module, the final grade for the module will be made up of the sum total of all assignments within each module, dependent on their assessment weighting i,e Part 1, Part 2 etc. Therefore, the final grade may end up at a percentage point that is not stepped, depending on how each assignment is weighted. For example, if a student gained 68% for one assignment within a module that was weighted at 60% of the overall grade; and 72% for another assignment within the same module weighted at 40%, then their final grade will be 69.6%. In this instance the grade would be rounded up to 70%, as it was 69.5% or above. This would mean that the overall grade for this particular module would fall with the Distinction category.

4.3   Assessment Rubrics

Every module has its own assessment rubric which can be found in the Module Handbook. There is a descriptor for every learning outcome at each grade band of achievement. These

descriptors are used by tutors when assessing work. The rubric for every module is discussed at the module briefing and during mid-module reviews, so that students are aware of what is expected and how the assignments will be assessed. Rubrics are accompanied with information on what is expected within each learning outcome of the module.

4.4   Marking & Moderation

Each module or project has one lead marker who will provide feedback. A second member of the academic team also marks a sample of work before a final grade is awarded. Moderation is used to ensure that an assessment outcome is fair and reliable. Moderation can take various forms including sampling, additional marking of borderline cases or a statistical review of marks.

The internal moderation process at the College operates as follows:

1. First marker/s assesses projects against the module learning outcomes and assessment criteria contained within the assessment rubric
2. Second markers assess a balanced sample of work that reflects the range of achievement levels. Any project that does not pass must be assessed by a minimum of two assessors.
3. In borderline cases when two markers cannot agree on whether to award within a particular grade band or between a pass or fail; then a third marker (usually the Programme Director) must assess the work, without having viewed the feedback of the other markers. All 3 markers will then meet to reach a decision. The qualitative feedback from all markers should then be taken into account when preparing formal written feedback for the student.
4. If there is a significant discrepancy in first and second marking across a range of assignments a further sample of work must be double marked and moderated.
5. For presentations, it is preferable for two markers to be present in all cases, however if this is not achievable due to unforeseen circumstances, two markers must be present for a minimum of 50% of presentations in a unit cohort. If this cannot be accomplished, all presentations must be filmed for the second marker to view at a later date.

The Condé Nast College requires that in addition to external examining requirements, more than one member of staff is normally involved in marking and moderation processes. In many cases there may be three assessors, especially if there are several assignments for which several tutors were involved in the learning and teaching within the module. This should ensure that grades are not finalised on the basis of only one internal assessor's decision. The Academic Standards Committee oversees appropriate marking and moderating mechanisms and the criteria for the identification of samples to be considered through the moderation process.

The University of Buckingham also appoints an external examiner. The external examiner's, main duties are to:
● Evaluate all forms of assessment which contribute to students' results
● Evaluate, and help ensure fairness and consistency in, the assessment process
● Moderate summatively assessed work at module and programme level
● Comment on assessment tasks as appropriate

- Report on the structure, content, academic standards and teaching of programmes
- Comment, if invited to do so, on any alleged cases of assessment irregularities

The external examiner for the Vogue Fashion foundation Course is Tom Clulee.

4.5   Word Limits

Word limits are set by academic staff with the level, range and depth of the piece of work in mind. Setting a word limit ensures that students are being assessed on the same criteria and ensures that the focus of the assignment is maintained.

Where a word limit is identified for an assignment, you must declare the accurate word count on the document. Your work should not be more than 10% over or under the set limit. If work does not adhere to the set word limit this will be reflected in the grade awarded or you may be asked to re-sit the assignment. The word limit runs from the introduction to the conclusion of the assignment. The word limit does not include the following: direct quotes, abstracts, contents page, diagrams, graphs, images, reference list, bibliography or appendices.

4.6   Special Assessment Arrangements

If you have a physical or learning disability you should declare this and contact the Global Director of Operations before the start of your studies. As stated above, the College attempts to be anticipatory in attending to students' needs, but any information that enhances this process is an advantage to the individual. We will then be able to assess your needs and make recommendations to support you with the completion of your coursework.

4.7   Extension to Deadline

For students with mitigating circumstances who are unable to fulfil the assessment requirements, the College may offer the opportunity to submit work at a later date, however extensions to deadlines are only given in extreme circumstances when evidence is provided. Please be aware that members of the academic team cannot grant extensions; all extensions must be approved by both the Global Director of Operations and Programme Director after a formal application for consideration of mitigating circumstances has been lodged (see section 7 for further information and Academic Regulations 7.5-7.6). Please contact the Director of Operations in advance if you cannot submit an assessment on time.

4.8   Module Retrieval

Subject to the provisions relating to the course load for students, (point 4.9), or in the event of a student failing part or all of an assessment, or where a student has not satisfied the module requirements for any module specified by the curriculum for the foundation programme, that student:

a) Will have one resit opportunity to satisfy the module requirements for the module concerned and if following the resit opportunity, has still not satisfied the module requirements will be required to re-attend and retake the module when it next runs.
b) Is deemed to have not satisfied the requirements under the Attendance Regulations, shall be required to re-attend the module concerned.

c) May not if the Board Examiners so decides, be permitted to proceed to the next stage of study before satisfying the module requirements.

5.0   Feedback

It is important to note that feedback comes in many forms and is not always formally written. During your time at the College you will receive feedback in a variety of ways, as follows:

- Formative feedback (given during the project) provided verbally in class and in responses to questions asked at any other times.
- Formative feedback given in mid-module reviews, small group tutorials or individual project tutorials
- Summative feedback (given on completion of a project) or given verbally after a presentation

All of these methods are equally important and should be taken into account when considering the feedback provided. Feedback from the academic team is given to help you improve your work, as well as help you understand the grade awarded. Feedback is given to aid your professional and academic development, it is not given to criticise and find fault with your work and should be taken as it is intended, as something to help you learn and develop. Comments are intended as suggestions for improvement or questions to provoke further thought or study. Final feedback (written and/or audio) and grading is communicated using Canvas, the College VLE following the completion of marking on the module.

Formative feedback is given during a project in tutorials and workshops. Summative feedback is provided at the end of a project, when it is complete. Normally, assessed assignments and coursework will be returned within 20 working days of submission/presentation. 'Working days' means when the College is open to students and does not include Christmas, Easter and summer breaks. If, exceptionally, this 4 week turnaround cannot be achieved you will be notified with an explanation and a new return date. If you do not understand the comments you have received or you are unsure why a particular grade has been awarded, you should speak to the marker of the assignment in the first instance.

5.1   Property Rights

Where a student has developed intellectual property (IP) that may have commercial value, the intellectual property will be managed in accordance with the College's guidelines, please see the Student Intellectual Property Policy, which is available on Canvas.

6.0   Submission Policy & Guidelines

Submitted work must be well presented and comprehensible. A good standard of English is expected; please see a member of the academic team as soon as possible if you are having problems with this. The use of word processing and spell checking is essential in producing written work, please ensure that the language on your computer is set to U.K. English. Details of specific requirements for the presentation and submission written and design work will be detailed in the Module Handbook. All projects require a digital copy of all work produced, with occasional requests for printed material. If printed copies of

assignments are requested these should be in the format specified in the Module Handbook, which may involve printing zines, posters or projects that are bound, legible, clearly labelled and in good condition.

6.1   Online Submission

The majority of your assignments are required to be submitted online via Canvas. You will be given a comprehensive induction on how to do this. Submission via this method will serve as your coursework receipt. The submission requirements and guidelines are published in the relevant module briefs. For details of each assignment's requirements, submission deadline and file formats please make sure you read your Module Handbook and assignment brief carefully _before_ you start working on your assignment.

To submit your assignment on Canvas, please go to the relevant module page, click on the assignments link on the left hand side menu and then click on the desired assignment. On the next page you will see the details of your assignment requirements as described below:

Due: The date and time that your assignment is required to be submitted. You will be marked late for your submission if it is submitted one second or more past the deadline.

Points: Available points for the assignment (usually 100).

Submitting: The type of online submission can be a combination of file upload, website url, media recording and a text entry box.

- File upload: If your assignment requires you to submit a non-media file (i.e. pdf document) this option will be available to you.

- Website Url: If you are required to create a website or blog as a part of your assignment, this option will be available to you. Please make sure there are no viewing restrictions on your website before submitting the link. For example, your website / blog should not require any username or passwords to load. Please note a screenshot of your website at the time of submission will be available to your tutor via Canvas.

- Media Recording: Any Video and Audio recording files submitted to Canvas should be uploaded via the 'Media Recording' tab.

- Text Entry: You may be asked to submit a piece of text or the Panopto recording of your assessed presentation. You will have to insert the text or the Panopto recording in the text entry box. Guidelines on how to submit your Panopto recordings are published in an additional document.

Note: when submitting different submission types, for example website url and pdf document upload, you **MUST** submit them separately. Canvas will not accept multiple submission types in one submission.

File Types: Canvas assignments are set up to accept only the file format requested in your module briefs. You will not be able to upload any files which do not follow the requested file format set in your module brief.

Some commonly requested file formats include PDF for Essays, reports, R&D books and presentation slides etc and JPG for visual elements.

Any video files submitted as part of your assignment MUST be in MP4, H.264 format. Audio file formats supported by Canvas are MP3, WMA and WAV.

Please refer to your module brief for accepted file formats for your assignments.

Timeframe: Your tutor may limit the time that you can submit your work for an assignment. If this option is set, you will not be able to submit before or after the available time.

File Size:
Please see the chart below for file size requirements.

File Type / Format	Recommended Size	Maximum Size
PDF (Written material)	Less than 40MB	40MB (PDF files larger than 40MB can not be processed by Turnitin. This will result in a non-submission by the student and you'll have to resubmit your work)
Media Files (Audio / Video)	Less than 100MB	500MB
Panopto Videos	N/A	N/A
Website URL	N/A	N/A
Text Entry	N/A	N/A
All other file types	Less than 40MB	5GB*

* Please be aware depending on your internet speed, large files may take a very long time to be uploaded onto Canvas. If you are submitting a large file, please allow plenty of time before the deadline for the file to upload.

File Names:
Your file names should follow the format requested in your brief. Below is the standard naming convention your files should follow:
    CNCxxxx_ModuleCode_AssignmentName_InitialSurname.FileType
    (CNCxxxx represents your student number)
    Example: CNC1234_RF_Report_ASmith.pdf.

Similarity Report for Online Submissions:
The submission of any written material will be run through our similarity detection system, Turnitin. Turnitin will compare your submission against several databases of books, journals, student papers submitted to Condé Nast College and other colleges and universities in addition to websites, magazines and newspapers.

The similarity report of your submitted document will be available to you and your tutors within a few minutes of the submission.

Please note: Any written material submitted must be in text format and submitted as PDF files. Your PDF file must not be more than 40 MB in file size.

You may submit drafts of your work to access your similarity report and make necessary amendments before submitting the final version.

Multiple Submissions:
You may make multiple submissions for one assignment. Your tutor will have access to all of the submissions you have made for each assignment. In case of making multiple submissions for an assignment, please use the comment box to inform your tutor of this.

If multiple submissions of the same work are made on an assignment, the last submitted work before the deadline will be graded. Using the submission comment box, you may request your tutor to grade a different submission if you wish too. Please note only one submitted document of the same work will be graded. Please note, in case of multiple submissions, Canvas will only show you the last submission attempt. However, your tutors will have access to all submissions you made for an assignment.

Submission Support for Online Submissions:
In case of any technical issues when uploading to Canvas, please email
support@condenastcollege.ac.uk for support.

Before requesting support, please make sure you have read your Module Handbook and have followed the guidelines on file type and formats. If you have difficulties uploading your files, please make sure your files are within the recommended size. Please also make sure you are using Chrome as your browser as other browsers may not be compatible with Canvas.

When requesting and contacting technical support, please provide the following information with your request:

- Name of the module
- Name of the assignment
- Your assignment file type
- Your assignment file size
- Description of the error / issue
- Screenshot of the submission page / error

Any submission support request without the above information will not be answered.
Please note: You can ask for technical support for submissions up to 3 Hours prior to your deadline. Any support requests received after this time may not be answered.

6.2   Physical Submissions:
Some assignments require you to submit a physical copy. This will also be required by a specific date and time and must be handed in by the deadline or it will be considered late. All physical submissions must be handed in at reception. The date and time of the submission will be recorded and both the receiver and you will need to sign the sheet to confirm the submission details. Please give yourself plenty of time to arrive at the college far in advance of the deadline as transport issues etc. will not be an accepted excuse for a

late submission.

Similarity Report for Physical Submissions:
For the purpose of generating the similarity report, the PDF of any written material submitted physically will also need to be submitted to Canvas by the same deadline.

Please note: Students must not submit coursework to the Office (unless directed to do so for a physical submission or directly to teaching staff either physically or digitally).. It is your responsibility to ensure that your coursework is submitted on time and in the correct manner.

6.3 Plagiarism Declaration:

By submitting coursework for assessment you are agreeing to the following declaration:

"The work I have submitted is exclusively my own work except where explicitly indicated (with quotations and citations). I have read and understood the statement on plagiarism contained in the student handbook and understand that plagiarism is a serious academic offence and could result in my exclusion from the College."

Please note that your assignments will be checked using specialised software to detect plagiarism.

6.4 Late or Non-Submission

Assignments and coursework **MUST** be submitted by the set deadline in order for you to keep up to date with your work and to receive feedback on your performance. Missed deadlines cause disruption to work schedules and resentment amongst those who observe the set submission dates. You should aim to have your work completed before the deadline in order to allow for any problems, such as uploading to Canvas.

You must ensure that you submit the correct assignment required for your module and that the version you submit is the final one. If you are uploading a URL you must make sure that the URL is working and that it doesn't require a password to access it. It is recommended that once you have uploaded a file or URL that you check it to make sure that it is the correct file, not corrupt and the URL is working. Students will not be able to claim mitigating circumstances for submitting the wrong piece of coursework, a draft version by mistake, a corrupted file or a URL which is not accessible etc. Please note that an assignment is considered late even if it is submitted 1 second past the deadline. Canvas will automatically mark work as late when it is 1 second after the deadline (i.e. 1 second after 5pm).

If your work is submitted from 1 second and up to 5 working days after the deadline it will be capped at 40%. After 5 working days it will be considered a 'non submit' graded at 0% and a resit assignment will need to be done.

Good Practice: Do not leave completing or submitting your assignment until the submission time. It is advisable to upload your work several hours before the deadline in case you encounter technical difficulties (i.e. broken/ frozen laptop, slow/no wifi, loss of work etc.) Technical difficulties will not be an accepted excuse for late submission. You can

contact support@condenastcollege.ac.uk up to 3 hours before the deadline for technical support.

7.0 Mitigating Circumstances Regulations

The College defines Mitigating Circumstances (MC's) as circumstances, either external or personal, beyond the control of a student, which prevent a student from completing an assessment, affect their performance during an assessment or are deemed to have affected their capacity to study prior to an assessment.

Examples of the types of mitigating circumstances that might be accepted include ill health, bereavement or other personal issues which were unexpected, out of the student's control and may have affected preparation for an assessment or performance during the assessment itself.

Circumstances such as the availability of books, IT problems (i.e. slow/no wifi, broken/slow laptop, loss of work etc.), conflicting assessment deadlines, transport difficulties, routine work commitments, personal holidays or circumstances that could have been foreseen and/or prevented will not be accepted.

Academic staff cannot make changes to assessment arrangements due to an individual student's mitigating circumstances.

7.1 Special Assessment Arrangements

Where special assessment arrangements have been made (i.e. for students with dyslexia or a visual impairment) the same rules as above apply and cannot be claimed under the MC Policy.

7.2 Process for submitting a mitigating circumstances claim

The claim should be submitted as soon as possible after the circumstances occur, preferably before the assessment deadline, but must be submitted no later than 7 days after the submission date. As there will sometimes be a delay in obtaining the supporting documentary evidence, please ensure that the College Mitigating Circumstances Form is submitted within 7 days and that the evidence to support the claim can follow.

- After this point, mitigating circumstances can only be submitted as part of an appeal
- The claim must be submitted on the College Mitigating Circumstances Form
- Mitigating circumstances claims must be submitted to the Director of Operations
- You must include both a description of the circumstances; including the impact you are claiming has had on performance in the assessment, along with evidence to support your claim
- The type of evidence that might be required is outlined at the end of this document

If you do not submit your claim within 7 days, and therefore have to submit mitigating circumstances as part of an appeal, you will have to prove that there was a demonstrated, valid and overriding reason why the mitigating circumstances claim form was not submitted earlier. A professed lack of knowledge of the mitigating circumstances regulations or an assumption on your part at the time of the assessment that your

performance would not be affected by an event (which you have since decided resulted in mitigating circumstances) will not normally be considered as acceptable reasons for the delay. Mitigating circumstances should not be used as an insurance against poor assessment results.

7.3   Mitigating Circumstances Form

Discussing MC's with academic or administrative staff does not constitute a submission of an MC claim. Claims for MC's must be submitted on the Mitigating Circumstances Form and completed as soon as the MC's occur and prior to the meeting of the Examination Board.

Making false MC claims and/or fraudulent evidence will be dealt with via the College's Disciplinary Procedures. If you would like to apply for mitigating circumstances please complete this **Mitigating Circumstances Online form**

Please email the Global Director of Operations (dione.hyland@condenastcollege.ac.uk) to inform her that you have done so and include your supporting evidence in the email.

7.4   Consideration of a mitigating circumstances claim

Mitigating circumstances will be considered to decide whether your claim for mitigating circumstances is valid and the extent of the impact the circumstances are deemed to have had. The decision will be based on whether the mitigating circumstances occurred that prevented you from completing the assessment, affected your capacity to study prior to the assessment or had an adverse effect on your performance during the assessment.

If there is insufficient evidence to make a recommendation, you may be asked to provide further information. Failure to provide sufficient information could lead to your claim being delayed or rejected.

7.5   Recurring Circumstances

If MC's re-occur during more than one assessment period, a separate claim must be submitted for each period affected. You cannot assume that your MC's will automatically be reconsidered during each assessment period.

7.6   Documentary Evidence

All claims must be supported by adequate independent documentary evidence and meet the following requirements:
- Post-dated evidence will not be accepted unless it can be demonstrated that the evidence could not have been obtained at the time
- The evidence must be submitted on headed paper and signed and dated by the appropriate third party who issued the evidence (i.e. counsellor, doctor, solicitor etc.). Letters from family, friends, fellow students, or tutors are not acceptable
- The evidence must give details of the circumstances, their duration and their impact upon the student

- The evidence must be original; photocopies will not be accepted except for officially certified copies of Death Certificates. If you need to keep your original document, the College will photocopy your documents and return the originals to you
- Electronic evidence such as emails will not be accepted

Evidence must be provided in English. Evidence in a different language must be accompanied by an official translation. A translation shall be deemed to be an official translation if it is a sworn translation produced by a sworn translator or notary (in countries where sworn translators exist). In the case of translations produced in a country where sworn translations do not exist, any translation shall need to be produced by a qualified translator who is a member of that country's professional association (in the UK, for example, a member of the Chartered Institute of Linguists or the Institute of Translation and Interpreting). Any translation that is not produced by an official sworn translator shall include a note from the translator setting out that translator's qualifications and memberships, and contain a statement along the following lines:

 "I [Name] of [address] hereby certify that this is a true, complete and accurate translation of the attached document"

A copy of the original document to be translated should be affixed to the translation.

7.7   Reason for Mitigating Circumstances
- Illness/Injury/Hospitalisation
- Illness of a dependent/relative
- Bereavement
- Personal/emotional problems and trauma
- Victim of crime
- Court attendance
- Financial problems
- Religious observance
- College computer problems
- Severe and unexpected transport problems
- Other serious circumstances

7.8   Data Protection
By submitting an MC Form you are agreeing to the College holding this personal data for the purposes of processing your claim. The College holds this data in accordance with its notification under the 1998 Data Protection Act.

8.0   Study & Support

8.1   Referencing:
The Vogue Fashion Foundation is a practice based course with academic study skills embedded that should underpin and inform your practice.   It is therefore essential that

you follow the college's academic guidelines and reference your work correctly. The College uses Harvard referencing and it is essential that you use this system effectively in all assignments. Introductory sessions on referencing are included in the first term and you will be given a guide, which you should refer to throughout the course. It is essential that all research sources, including images, are credited and referenced correctly in order to evidence good academic practice and to avoid plagiarism. Your results and grades may be affected adversely if you do not use correct referencing for your assignments. The College policy on plagiarism can be found in the Policy Section on Canvas within CNC Global.

8.2   Presentations – Key considerations:

Many modules include assessed presentations, so it is essential to develop formal verbal communication skills during the course. Key considerations for all presentations, whether for formal assessments or informal classwork, include:

- Follow the project brief or task instructions closely
- Always use appropriate visual aids
- Keep to the allocated time – significantly under and a pass is unlikely, significantly over and the presentation will be stopped
- Avoid reading from a script – we suggest using cards with bullet points
- Speak clearly and at an appropriate pace
- Practice before hand – ask College colleagues act as the audience and critique the effectiveness of the presentation
- Check the technology is all working properly beforehand
- Be prepared to answer questions at the end of your presentations and remember that responses will form part of the assessment

Further information on giving presentations will be discussed in relevant workshops.

8.3   Tutorials:

During each term/module, a selection of tutorial appointments will be made available. These will be either scheduled appointments or opportunities to sign-up for one-to-one support. If you cannot attend a booked tutorial it is essential that you notify the tutor in advance – please be aware that if you cancel a tutorial appointment it may not always be possible to arrange an alternative time. Tutorials last either 15, 20 or 30 minutes depending on the module and requirements. If you are late then this time is reduced. Most tutorials take place online, and may be scheduled on your self-directed independent study days.

You are expected to prepare for tutorials in advance by considering the key points you would like to cover. Key points discussed during your tutorial will be recorded by your tutor and they may then email these key points to you as a record. However, it is also advisable that you write your own notes in addition so you can keep your own record of the feedback and discussion.

Please bring all the work that you have completed so far to your tutorials. It is much easier for tutors to support you if they have something to see and discuss. Work does not have to be complete or fully formed, but it is essential that you bring something to the table in order to get the best support possible. Tutorials are an essential part of the formative assessment process, they help tutors to see your progress and provide tutors with evidence that work submitted is a student's own. Tutors want to see your work in development, not just the final work - please do not skip tutorials even when fully confident with project work.

8.4   Support for learning difficulties

Many successful professionals in fashion and the creative industries have an identified learning difficulty such as Dyslexia. If you have any kind of formally diagnosed learning difficulty it is important that you inform the Registrar as soon as possible and provide evidence and details of your diagnosis. This allows us to plan suitable learning support and make any required reasonable adjustments to assist you.

8.5   Extra Costs

The course fee covers all provision associated with the course, including all visits to exhibitions. The costs for fashion shoots that are part of a module on your course, will be covered by the College. This will include, models, hair and makeup and photographers as relevant to the situation. There are only a few extra costs to be considered:

- **Laptop computer**: You will need a laptop for your studies. Specification details are below:

  - **Hardware:** Processor: Minimum 2GHz Intel® 6th Gen or newer CPU
  - Operating system: macOS v10.15(Catalina) or later
  - RAM: 16GB | GPU: 4 GB of GPU VRAM
  - Hard disk space: Minimum 250GB SSD Hard Drive
  - Monitor resolution: 1920 x 1080 or greater
  - Our recommended laptop for this course is one of the MacBook Pro 2019 models or newer.
  - **Software:** As part of your course you will be given access to the full suite of G suite software / and or Microsoft 365 as appropriate.

- **Adobe Creative Cloud** - You will be learning and using multiple Adobe Creative Cloud packages for your projects during your course. Once you are enrolled as a student you will be entitled to a discounted student rate. This is £19/month.

Final Exhibition - There may be costs associated with exhibiting your work at the end of your course. These might relate to printing images of your work, producing printed and bound documents, or copies of a magazine if that constitutes your final project. Other things you may need to consider would be booking models, hair and makeup or photographers for fashion shoots, if this is the direction you choose for final work. (*although many students support each other to provide these services and we encourage you to keep your costs down to a minimum*.) Also think about any props or garments you may need for your photoshoots or film projects. We recommend reserving between £100 - £300 for producing materials for your final exhibition but these costs will vary depending on the ambitions and the style of your project. Dedicated visual communication tutors will be able to make recommendations for different presentation styles to control costs.

9.0 Industry Practice & Careers

The Vogue Fashion Foundation course includes a series of professional development planning (PDP) sessions as part of the Creative Industries and Fashion Portfolio modules.

Professional development planning (PDP) support is provided throughout the academic year through CV sessions and assistance with personal statements for Higher Education and UCAS applications. This forms part of the learning on your Fashion Portfolio module. Industry talks within the Creative Industries module also provide information on employability to enable you to enhance your professional skill set and allow you an understanding of the fashion and media jobs market.

Industry practice at an introductory level is embedded within the Vogue Fashion Foundation course. It is at the heart of all that we do at Condé Nast College. Lectures, seminars and workshops relating to industry practice are included within the teaching. For example, in the Creative Industries module in term 1, you will learn from practising industry professionals who will provide valuable insights into the various job roles and the skills required within a range of roles within the fashion and media industry.. There are also specific modules relating to employability education in Term 1..

In term 1, the Fashion Portfolio module will support you in:

- Identifying your skills and strengths
- Higher Education research to identify suitable courses/ institutions for future progression on completion of the Vogue Fashion Foundation Course
- Writing a professional personal statement for UCAS university applications
- Writing your CV
- Writing Cover Letters for placement and job applications
- Email etiquette and writing suitable emails when applying for placements and work positions

In Term 2 & 3, the Fashion Portfolio module will support you in:

- Future progression which will include a Conde Nast BA Fashion Communication and Industry Practice talk with the Director of Undergraduate Programmes, Harriet Posner
- Creating a final portfolio of your best work in preparation for university applications and interviews and also to show potential employers
- Creating a professional online portfolio to showcase and highlight your best work
- Professional Presentation skills

9. 1   Industry Software

The College will support you with sessions where you will learn industry standard software programmes. These include: Adobe Photoshop, Illustrator and InDesign. These are used continuously during your course and students that do not already have the software installed on their computers are advised to sign up to the Adobe Creative Cloud for the duration of their course. WIX for website design, and non-code platforms such as ReadyMag. Instructional classes, additional instructional videos and the College Design Hub are available to support you in learning and applying these programmes.

9.2.   Work placement opportunities

From time to time, work placement opportunities are offered to students via the College. These opportunities are advertised via the 'Announcements' section on Canvas in the

Vogue Fashion Foundation course page. These opportunities are advertised to all students and students will need to apply directly to the company / organisation.

Please note: Should a company request the College to recommend students for a work placement position, the shortlisting will be made by the Director or Programme / Course Leader and Head of Careers based on the following criteria:

- Academic success on the course
- Attendance record
- Work produced during the course and the relevance of this in relation to the position.

10.0   Assessment and Examinations

(**Note:** *References in these regulations to examination papers shall also include, where appropriate any other form of assessment.*)

Tests, Examinations & Assessed Presentations: Candidates are responsible for ascertaining what tests, examinations or assessed presentations they must attend, and for presenting themselves at the time and place specified.

Examination by Assessed Coursework, Term Papers and Projects: In any report or essay constituting assessed work there must be disclosed full particulars:

a) Of all sources of information consulted (which must be distinguished as either primary or secondary)

b) Of all money paid in respect of its preparation.

In the research for and preparation of assessed work a student must not receive any assistance other than in either or both of:

a) The typing of the student's own manuscript
b) The obtaining of access to a source of information, including obtaining the opportunity to question a person orally or in writing.

Any student in breach of this regulation will be deemed to be guilty of unfair practice and will be subject to disciplinary proceedings under the procedure for Academic Misconduct.

10.1   Examination and Re-examination

To pass a module all assessments within that module must be graded at 30% or above and the aggregate grade for the complete module must be 40% or over.

Where a student achieves a cumulative grade of 40% or above but does not achieve 30% or over for all assessments, the student will resit any assessment elements they did not pass*. The module grade will be capped at the original mark.

Where the student did not achieve 40% for the complete module but did pass one or more assessments within it, only the failed assessments are resits. The module grade will be capped at 40%.

If grades for any resit assessments are less than 40% the student must retake the module. A student who fails a module at the first examination will be required to resit that module at the next available opportunity. If following a resit opportunity a student has still not satisfied the module requirements they will be required to re-attend the module. The mark for a module with resit components or which has been re-attended will be capped at 40% or at the original mark whichever is the higher.

Where a student is required to be re-examined or re-assessed in a module after initial failure, any re-examination or re-assessment shall be at the next available opportunity unless otherwise directed by the examiners. A candidate who does not avail themselves of this further opportunity will lose any further right to a resit examination.

Candidates will not be allowed to resit papers passed at the first attempt. Exceptionally, where the circumstances under which a candidate sat an examination are deemed to have been seriously disadvantageous, and subject to Regulations relating to mitigating circumstances having been adhered to, the Board of Examiners may recommend that the candidate be permitted one further attempt at the examination and be credited with the actual mark obtained.

10.2   Illegible Scripts

For all typed assignments and examinations, please ensure you use a legible typeface that can be read easily by assessors and examiners. All essays and examinations should be typed in black text on white. For creative assignments, you may choose to use coloured typeface and background in certain places - please consider this carefully to ensure proper legibility of your submissions for assessment. Candidates whose scripts are found by the examiners to be illegible risk failing the assignment.

11.0 Academic Progression & Award Classifications

Academic progression support is provided as part of the course with assistance with personal statements for UCAS university applications should students wish to progress on to a BA at an institution of their choice on successful completion of the course. Tutor support is also embedded as part of the course in the creation of creative portfolios of their coursework which students can show when offered a university interview.

However, there are also opportunities to progress on to other courses within Conde Nast and also on to the BA (Hons) Fashion Communication and Industry Practice course on successful completion of the Vogue Fashion Foundation Programme. The opportunities are listed below with the progression criteria.

11.1   Progression Support
Progression Opportunities Within Condé Nast College of Fashion & Design:

For those completing the Vogue Fashion Foundation who wish to progress from level 3 to 4, we have several courses at Condé Nast College of Fashion & Design from which they could choose.

- Condé Nast Certificate in Fashion Media
- Condé Nast Certificate in Fashion Marketing
- Condé Nast Certificate in Fashion Communication
- Condé Nast Diploma in Fashion Communication
- BA (Hons) Fashion Communication & Industry Practice

11.2. Progression Criteria:

- To progress onto one of our Condé Nast Certificates or Diploma course - the Foundation student must attain a pass

- To progress onto our BA (Hons) Fashion Communication & Industry Practice - the Foundation student must attain a pass, and must submit/ show their portfolio of Foundation Work, and have a satisfactory interview with the Undergraduate Programme Director, or senior member of the BA academic team. This is inline with those applying from outside the College.

11.3 Award & Classification

In order to be eligible for the award of the Vogue Fashion Foundation programme and be awarded a Certificate , a student must have taken and passed assessment for modules with a total value of 120 credits.

11.4 Examination Results

Publication of results of examinations are released by email to the student's email account following ratification by the University of Buckingham Senate. Marks in individual papers are not published.

Final examination results are also sent to students as a hard copy letter confirming that the student has passed the course. The course awards a pass or fail grade. These will be sent to their home address as held by Registry. Academic transcripts, showing classification, subjects and grades will also be released.

It is the responsibility of the student to ensure that our Registry holds the correct address to which all results shall be sent.

11.5 Condonation

When a student reaches the end of the programme, and after resit/retake attempts, the Board of Examiners may, at its discretion, condone a fail and award credits (described as credits by condonation) in a module or modules with a total value of not more than 30 credits where:

a) The student obtains a mark of 35-39 in the module or modules concerned

b) The weighted mean of the marks awarded in all modules in the degree (including the module in which it is proposed to award credits by condonation) is 45 or above. In exercising its discretion, the Board of Examiners may have regard to strength shown in the marks in other modules, and to such other matters as the Board may consider relevant.

12.0   Academic Misconduct

Academic misconduct is any action that produces an improper advantage for the student in relation to their assessment or deliberately and unnecessarily disadvantages other students. It can be committed intentionally or accidentally. Plagiarism, cheating in an examination, collusion, impersonation, falsification or fabrication, duplication or self-plagiarism, ghosting and disruption are non-exhaustive types of academic misconduct. Further information on these types of academic misconduct is available at the end of this section of the handbook.

Academic misconduct is different from poor academic practice, which can be dealt with within the assessment criteria. Where poor academic practice has been identified markers will use the ordinary marking procedures to provide the student with an appropriate mark for their performance. They should also provide feedback on how to improve academic practice and where relevant inform the student if there is a concern that their academic practice might result in a charge of academic misconduct in the future.

12.1   Investigation of cases of suspected academic misconduct

The College actively pursues all cases of suspected academic misconduct. This safeguards the integrity of its awards as well as the interests of the majority of students who work hard for their award through their own efforts. Decisions on the severity and extent of misconduct are matters of academic judgement.

12.2   College Procedures relating to suspected case of academic misconduct

A member of staff who suspects academic misconduct has been committed will firstly consult an academic colleague responsible for the module in question. If they also believe that misconduct has taken place, the Module Leader and / or Programme Director will arrange a meeting with the student concerned to discuss the situation and potential ways forward. After discussion with the student the Programme Director will feedback to the Global Director of Operations and a decision will be made. If the case is not resolved at this stage, including if the student disputes the charge, it should be referred to an Academic Misconduct Panel which consists of the Module Leader and Programme Director.

12.3   Academic Misconduct Panel

The student will be invited to the meeting and may choose to be accompanied. Evidence will be provided to the panel and the student in advance of the meeting. The student may provide a written response to the evidence provided. If the student chooses not to attend or fails to attend without submitting in writing valid reasons for a postponement, the panel may meet in the student's absence. The Panel will consider the case and witnesses may be called by the student or by those bringing the allegation. The student will have an opportunity to present any mitigating circumstances prior to the outcome of the hearing being finalised. If the allegations are not substantiated, no further action will be taken. If the

case relates to academic misconduct and the allegations are substantiated, options available to the Panel are:

- A fail for the assessment component or Module with the right to resit removed
- Exclusion - This can include selective restriction of:

    a) Attendance at or access to the College
    b) Exercise of functions or duties of offices or committees of the College;
    c) Contact with named person(s);
    d) Privileges associated with the College, for example those associated with the library

- Suspension, either total or qualified (e.g. providing permission to attend for the purpose of an assessment)
- Expulsion from the College
- Retrospective withdrawal of any College awards

Sanctions can be combined as appropriate and reasonable. The Panel should also consider the period of time for which a sanction will remain effective, if relevant, and whether a review of a sanction should be undertaken at any point. The last four actions would only take place in consultation with the Programme Director and Global Director of Operations.

- Copying from other members while working in a group
- Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks

12.4 Types of Academic Misconduct

Plagiarism: passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources and can include:

- Submitting, as one's own, an assignment that another person has completed
- Downloading information, text, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgment

Quoting or paraphrasing material from a source without acknowledgment

Collusion: students working together to create and submit a similar or identical assignment or assessment, without authority from their tutor or College.
This does not include those times when students are asked to undertake group-work and in situations in which students may legitimately work together. However, any group-work task should be clear in explaining how and to what extent students may work together. If students work together beyond the group work arrangements, that might constitute collusion

- Impersonation: where a person assumes the identity of another person with the intention of gaining unfair advantage for that person.
- Falsification or fabrication: inventing or altering data or references.
- Duplication or self-plagiarism: Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in

twice for separate subjects/marks, without acknowledging the first assignment correctly.

- Ghosting: Submitting as your own work that has been done in whole or in part by another person on your behalf, or deliberately making or seeking to make available material to another student for it to be used by the other student. Investigating the possibility of using another person's work can also be counted as academic misconduct.

Disruption: preventing an assessment from being conducted in an orderly and appropriate manner.

Use of Generative Artificial Intelligence: The use of generative artificial intelligence (AI) is not allowed unless stated in the Module Handbook and guidelines for a specific assessment task. We are aware that it can have benefits and be a useful tool to support learning - we are investigating this and will be providing more comprehensive guidance in the future. If you do intend to use AI for any aspect of a project, YOU MUST discuss this with your Module Leader / Programme Director and it must be agreed with them that its use is valid and does not constitute academic misconduct in the context in which it has been used. It is essential to give a clear acknowledgment that you have used generative AI – just as you would reference any other piece of written or creative work. It should be completely transparent as to how its use has contributed to or supported your writing or creative outputs. Failure to do so risks breaching academic integrity. The College uses both Plagiarism and AI detection when assessing your work, and if there has been no prior agreement and the use of generative AI has been detected, you could risk being charged with academic misconduct.

The following practices are intended to ensure the avoidance and/or detection of any academic malpractice:

- A digital copy of all work is required, allowing staff members responsible for assessment the opportunity to check work using suitable plagiarism software and Internet searches.
- Students are required to show and discuss the development of their work during project tutorials and workshops, allowing supervising staff to confirm that the student has carried out project work.
- Teaching of referencing skills and provision of a referencing guide.
- Varied assessment methods for projects that encourage students to take a uniquely personal approach to their work. This is reinforced in workshops and tutorials.
- Use of research portfolios and presentations that require each student to explain their creative process and outline how their project was developed.
- Staff development to ensure that those responsible for assessment are vigilant with regard to academic malpractice.

13.0   Appeals & Complaint

13.1   Student Appeals
Appeals by students will be managed in accordance with the College's Student Appeal Policy.

General: The College defines an appeal as a request from a student for a review of a decision made by an Examination Board regarding their assessment, progression or award. Appeal claims can be made after an Examination Board. A student who submits an appeal claim against one decision may submit an appeal claim against another decision at a later date, as long as the appeal is submitted within the appropriate timescales.

Consideration of Appeals: Student appeals are different from student complaints, which should be dealt with via the Student Complaints Policy.

The College aims to deal with appeals fairly, transparently, confidentially and in a timely manner. A student will not suffer any detriment if they appeal in good faith. However, a student should be aware that if an appeal is pursued inappropriately, disciplinary action may be taken against them.

A student should submit an appeal claim or review request to the Director of Operations. Students should note that appropriate evidence must also be provided. The initial scrutiny stages will determine whether sufficient evidence has been provided to merit consideration. Whilst the claim made and the evidence provided for each case will be considered individually, the following provides some indications of the types of claims that will be more likely to merit consideration:

Material Error: Examples of situations where material error might occur include:

- Where the assessment process was not managed in accordance with the College's rules and regulations
- Where it can be demonstrated that the Examination Board was biased when reaching its decision
- Where the lecturers responsible for marking the work did not apply the assessment criteria correctly

Mitigating circumstances not made known for a demonstrated, valid and overriding reason: A student has to prove that there was a demonstrated, valid and overriding reason why they did not submit the mitigating circumstances claim within the initial deadline before the circumstances can even be considered:

- Demonstrated: verified evidence is provided to explain why the initial deadline could not be met
- Valid: the reason stated for the deadline not being met is logical and well-grounded in fact
- Overriding: given the circumstances, it would be unreasonable to have expected the student to have met the initial deadline

If mitigating circumstances exist, students should submit them prior to the meeting of the Examination Board.

Attendance at Panel Hearings: A student is invited to attend College appeal panel hearings. If they choose to be accompanied they must provide information about that person to the Director of Operations at least seven days in advance. The information will include the person's relationship to the student and the reason for the person's attendance. A student should note that they may only be represented in their absence in exceptional circumstances. Any request for this requires the agreement of the Director of Operations.

13.2   Student Complaints

General: Complaints by students will be managed in accordance with the College's Student Complaints Policy. The following is an extract from the Student Complaints Policy;

Condé Nast College is committed to providing an environment that is conducive to study and provides academic and support services to facilitate the achievement of your target award. However, we recognise that from time to time students may wish to raise issues regarding the academic, administrative, support or other services provided by the College. Condé Nast College is committed to managing complaints in a way that:

- Is timely and efficient, to facilitate a speedy resolution
- Is fair and transparent to all parties
- Promotes informal conciliation such as mediation, where appropriate
- Promotes feedback and best practice to inform staff and enhance the student experience

Consideration of Complaints: The College takes student complaints extremely seriously and will do its best to resolve matters that are brought to its attention. It encourages an informal resolution where possible and positive engagement with those who complain. The College aims to deal with complaints transparently, and confidentially, following the principles of natural justice and in a timely manner. A student will not suffer any detriment if they make a complaint in good faith.

Complaints that are submitted anonymously will not normally be considered and complaints that are found to be unsubstantiated will be dismissed. A student should also be aware that if a complaint is pursued inappropriately, disciplinary action may be taken against them.

Staff and students are expected to take every opportunity to resolve a complaint before escalating the matter to the next stage of the process. Each stage of the process should be exhausted before the next stage is used. Making a complaint is different from appealing against the decision made by an Examination Board on a student's assessment, progression or award. The timescales of the two are also different. If a student has a concern they must ensure that they choose the most appropriate route for pursuing that concern depending on its nature. Concerns should, where possible, be raised at the time.

Stage 1 – Local Resolution
- Students are expected to try and resolve any complaints locally with the relevant staff member in the first instance.
- All complaints should normally be made within 21 days of the alleged incident, matter or concern. Staff can be contacted in writing or by email and should normally respond to your complaint within 21 days or, where this is not possible, advise you of the anticipated timescale.
- Students should keep a record of their action taken to resolve the complaint and keep copies of any relevant correspondence.
- If you are unsure of who you need to contact regarding your complaint, then the Director of Operations will be able to advise you.
- If it is not possible to resolve your complaint locally then you can submit your complaint under Stage 2 of the Student Complaints procedure.

Stage 2 – Formal Resolution

- Where the complaint has not been resolved or satisfactorily dealt with locally, then a student can submit a formal complaint. Students will be expected to provide details of their attempt to resolve the matter locally.
- All formal complaints should be made to the Director of Operations within 21 days of the last verifiable attempt at local resolution. Where it is not appropriate for a complaint to be submitted for local resolution a formal complaint should normally be made within 21 days of the alleged incident, matter or concern.
- If a complaint is submitted outside the advertised deadlines then the complaint will be deemed out of time and the College reserves the right not to progress the complaint.
- Students should complete a complaint form and provide appropriate evidence to support any allegations they made [evidence may include signed witness statements, letters, emails and any other relevant information]. Where a student fails to provide reasonable evidence to substantiate their allegations, the College reserves the right not to progress the complaint further.
- Students are required to specify the remedy they seek and/or the desired outcome to their complaint.
- A letter of complaint and relevant evidence should be submitted to the Director of Operations
- Students will receive a formal acknowledgement within 5 working days of submitting a complaint to the Director of Operations

There are a number of ways in which the complaint may be progressed at this stage, depending upon the nature of the complaint. Students will be notified of this in writing. Such action may include:

- A meeting to clarify matters of procedure
- Forwarding the complaint to a named person in the College who will investigate the matter locally and provide a written response to the complaint
- Mediation facilitated by an adviser[s]
- Where the complaint is complex and/or contains serious allegations against staff or students, the Director of Operations will either: appoint an independent Investigating Officer to investigate the circumstances of the complaint; or arrange a Formal Hearing of the complaint.
- Wherever possible the College will seek to facilitate an early resolution of the complaint. The College aims to provide a response within 30 working days of submission of the complaint. Should this not be the case, the student will be kept informed of any likely delay and the reasons for the delay, at the earliest opportunity.
- Students will receive written notification of the outcome of their complaint from the Director of Operations. This will include whether the complaint is upheld or not and any further action to be taken.

Stage 3 – Appeals: Where a student believes that the student complaint procedures have not been followed correctly or their complaint has not been appropriately addressed or the decision regarding the outcome of their complaint is unreasonable, they have the right to appeal to the Director within twenty-one (21) days of the date of the notification letter.

- The grounds for the appeal should be clearly stated in writing and sent with full supporting evidence, in the first instance
- The papers will be forwarded to the College Director (or nominee)
- The appeal will not consider new evidence

- The decision of the College Director is final
- The student will be formally notified in writing of the decision, a normally within 30 days
- Students, who are dissatisfied with the outcome of the appeal and believe that the College has failed to follow this procedure correctly, may take their case to the University of Buckingham; the Director of Operations can provide further details if required.

13.3 Office of the Independent Adjudicator (OIA)

When the College's internal procedures in relation to student appeals, student complaints or student disciplinary cases (including cases of academic misconduct) have been concluded, a student will be issued with a Completion of Procedures (CoP) letter. Following this, a student who is dissatisfied with the final decision on their case may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA). The OIA is a national body operating an independent scheme for the review of student complaints, which is free to students. The College is expected to comply with the formal decision and any recommendations of an OIA Reviewer, but OIA decisions are not binding on students.

14.0   Communicating with Staff & Who to Contact

14.1   Communicating with Staff

You should communicate with staff via your college email only (staff will not accept emails from your personal accounts). When emailing please remember that academic staff do much more than teach your group, so they may not necessarily be free when you are. They will respond to emails as soon as possible. Full-time members of College staff / academic faculty will endeavour to respond within two working days, but please remember they may have other professional commitments as part of their role. Part-time staff and academics only work certain days for the College, and will not be able to respond to you on days when they are not engaged to work or teach.

You are encouraged to raise any queries in class with your regular lecturers, as this is the quickest and most effective way that we can assist you.

We have a large number of Visiting Lecturers (VLs) who will teach you during your time studying with us. There are some Visiting Lecturers who will be core to a module and may also be the Module Leader. Core VLS will have a College email address. Biographies and information about these lecturers will be available to you on Canvas within relevant Module Handbooks. Please always email your Module Leader with queries about a specific module.

14.2   The Course & College Team

Dione Hyland: Director of Operations dione.hyland@condenastcollege.ac.uk	- Personal circumstances impacting on coursework and performance - Notification of learning support needs - Student feedback & Steering group - Pastoral care
Fiona Howells: Senior Lecturer/ Course Leader Vogue	Vogue Fashion Foundation course queries

Fashion Foundation Course fiona.howells@condenastcollege.ac.uk	● Tutorial support ● Overall course progress
Hannah Shakir: Senior Lecturer hannah.shakir@condenastcollege.ac.uk	● Lecturer: Fashion, Media & Communication
Katie Pope: Vogue Fashion Foundation Course Coordinator katie.pope@condenastcollege.ac.uk	● General queries ● Requests for letters of recommendation ● Booking tutorials ● Queries about timetabling/groups
Zoe Souter: Head of Careers zoe.souter@condenastcollege.ac.uk	● Careers advice
Sophia Rasab: Careers and Student Coordinator sophia.rasab@condenastcollege.ac.uk	● Requests for letters for Council Tax remission
Marcia Green: Reception marcia.green@condenastcollege.ac.uk	● General, non coursework related, queries ● College building / operational
IT & Submissions Support support@condenastcollege.ac.uk	● For **ALL** technical issues ● Issues with Canvas or TimeEdit ● Any issue related to submission of work.
Absence and Late Attendance attendance@condenastcollege.ac.uk	● Please email to alert College staff that you will be absent or late to class.
Admissions admissions@condenastcollege.ac.uk	● Any issue to do with fees or enrolment.

Additionally, you can visit reception at any time during the college day and they will help you with your query or direct you to the appropriate member of staff

14.3   The Wider College

In the previous table, is a list of the key College members of staff whom you are likely to engage with and contact. Below is information with the names of staff across the wider college and some of the VLs whom you will likely encounter during your time at the College.

Ana Garcia-Siñeriz: Condé Nast College Director
Johannes Reponen: Global Academic Director
Harriet Posner Director Undergraduate Programmes; Learning, Teaching and Enhancement/ BA (Hons) Fashion Communication & Industry Practice Course Leader
Sara Hassan: Creative Director, Head of Styling & Module Leader for Collaborative Industry Project / Styling Option.
Agata Mazurkiewicz: Head of Marketing & Admissions

Sandra Buonfrate: Marketing Manager
James McCarthy: Admissions Manager
Alex Gougoulis: Interim Admissions Manager
Nic Bellenberg: Consultant Technology Director / handles Quercus and payments.
Harriet-Rae Cronin: MA Programme Coordinator
Dr Kara Tennant : VL teaching on Creative Industries; Design & Visual Culture, Fashion, Media & Communication & Fashion Portfolio
Armand Cordero: VL teaching on Fashion Portfolio & Multimedia Practice
Sophie Stevens: VL teaching on Creative Industries; MultiMedia Practice
Timothy Rennie: VL/ Industry Guest Lecturer teaching on MultiMedia Practice