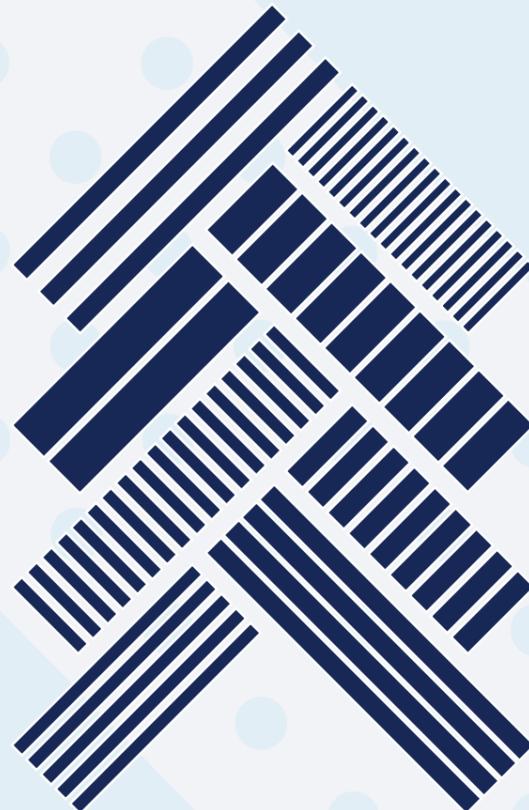


International Creative Summer School 2019

MODERN UNIVERSITY OF THE YEAR

As one of Europe's premier universities for creative education, the University for the Creative Arts International Summer School is a world-class creative experience. We bring together talent from across the globe for three weeks of creative discovery and cultural exploration in and around London and South-East England.



University for the Creative Arts

No.1

We are the No.1 Modern University of the Year in the UK*, with our Business school for the Creative Industries being the first of its kind.

33rd

We are 33rd of all UK universities in The Times Good University Guide.

96.9%

Nearly 97% of our graduates are employed or in further study within six months after graduation.

17%

17% of our student population comes from outside the UK.



Modern University of the Year*

As the Modern University of the Year in the UK, at UCA's International Summer School 2019 you will be studying with some of the UK's leading creative academics, practising artists and technicians. The programme will help you to develop your skills, personal portfolio and understanding of the UK's creative industries and educational opportunities.

Most importantly, every student will leave with a well-developed piece of original art inspired by the experience and environment of UCA in one of eight areas:

- Creative Art & Design
- Creative Business Management
- Fashion Merchandising & Brand Management
- Graphic Design
- Fashion Textiles
- Interior Architecture & Design
- Games Design Computer Games Arts
- Mini Creative International MBA

A unique artistic experience

For 160 years, UCA has been nurturing a unique community of artists; from jewellers, games-makers, designers, architects and writers to animators, filmmakers, illustrators, photographers and actors.

This is your opportunity to benefit from our facilities and academic teachers in our unique creative environment in Epsom, near London.

UCA ISS2019 will give you a full programme of workshop-based creative experiences and reflective learning alongside cultural visits, social activities and independent exploration to allow you to make the most out of your time with us.

Grow your confidence

We'll help you to develop your knowledge and explore your own artistic potential surrounded by our academic staff and other aspiring artists and makers.

We have produced Oscar-winning film makers and animators, world-renowned fashion designers, television presenters and Turner-Prize nominees. Our high-profile graduates have been taught and guided by our experienced, industry-connected academic staff who will support you through your Summer School programme.



uca.ac.uk

*The Times & The Sunday Times Good University Guide 2019

Explore UCA/Explore Epsom

About Epsom

Our Epsom campus is a modern, well-equipped collection of studios and facilities set in a picturesque town within easy reach of London. Studying at our Epsom campus, you'll be immersed in a hub of creativity – the perfect place to let your talent run wild and create the extraordinary. Previously voted one of the top ten most desirable places to live, Epsom has a friendly, community-focused feel.

Epsom at a glance

- Only 30 minutes from London via direct train to Waterloo or Victoria
- Active local art scene
- Over 60 bars and restaurants
- World-famous racecourse venue
- Ample parks and open spaces.

Popular with professionals, students and families alike, Epsom is a welcoming and sociable town, located at the edge of the Surrey Hills. Only a stone's throw from London, it's the perfect place to live and study.

The town has a vibrant arts scene, boosted by exhibitions and activities organised by Surrey Arts (Surrey County Council), Surrey Contemporary Arts and Surrey Artists. The local youth service has a strong arts presence and works hard to promote new talent – you'll often see student work showcased in many venues across the town.

Eating out

With over 60 restaurants and pubs to choose from, many of them offering student deals, you can enjoy a night out that won't break your budget. Decide between big name food chains or one-off speciality restaurants.

Nightlife

There are over 30 pubs and bars in and around Epsom, and plenty within walking distance of the university. You can head to a 'proper pub' for a craft beer, a trendy Latino-themed cocktail bar or the ever-popular local Wetherspoon hang-out for more budget-friendly prices.

Leisure and the arts

The Epsom Playhouse is a must if you're in the mood for theatre, offering opera, dance, drama, comedy, light entertainment, variety, popular shows and more. As well as its famous horse races, the Epsom Downs Racecourse also plays host to regular antique fairs, summer concerts, nights out and family fun days.

Getting around

Our campus is a ten-minute walk from the train station, which will transport you to London in just half an hour. If you fancy a change of scenery or a day out, you're also close to the attractive towns of Guildford, Kingston-upon-Thames, Sutton and Wimbledon. Located an equally short distance between both Heathrow and Gatwick international airports, Epsom is also an ideal place to live for frequent flyers.



uca.ac.uk/life-at-uca/locations/epsom/

Shopping

You'll get a real feel for the historic character of the town at the traditional and craft markets held frequently in the town square. Alternatively, head to the High Street, Ashley Centre and Spread Eagle Walk for a more modern shopping experience. You'll find everything you need in the large range of high-street and brand retailers, department stores and specialist shops.

Sport and recreation

Epsom is a great place for playing outdoors and you can enjoy the famous Epsom Downs and a further 35 nearby parks and open spaces. For riding, rambling or picnicking, make for Epsom Common – the largest designated local nature reserve in Surrey. Epsom also supports a healthy lifestyle with a growing number of leisure and fitness centres, including the Rainbow Leisure Centre in the heart of the town.

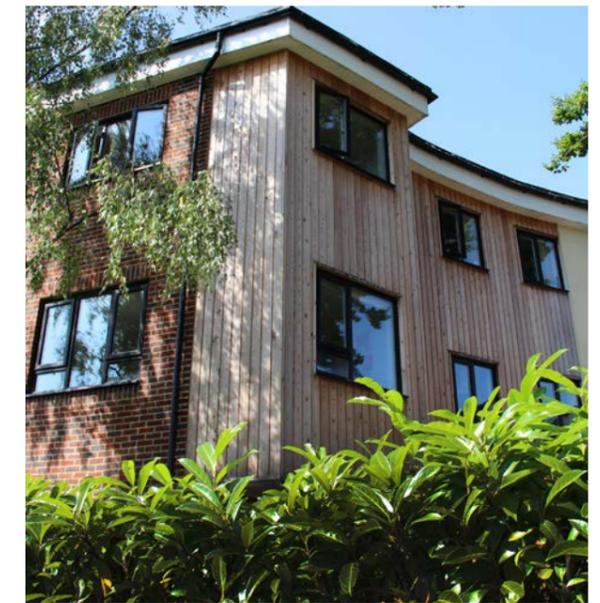


Accommodation

We will provide accommodation for three weeks from arrival to departure. You'll be located in the UCA Epsom Campus Accommodation, directly next to the campus buildings.

All rooms are single occupancy with a large bed, plenty of storage space, a desk and a chair. You will share kitchen facilities, washrooms and toilets with other students in your house within the Student Village.

The accommodation cost is included in the Summer School package and no additional payments are required to secure your accommodation.



The Programme

What's included in your course fee?

- Three weeks of specialised academic teaching and creativity
- Accommodation for the full three weeks
- Airport pick-up and drop-off*
- Two meals a day provided through the University's refectory (Monday–Friday)
- Cultural visits every Wednesday to places such as London, Windsor and Brighton (including entry fees)
- Programme of optional social events during evenings and free weekend time**
- UCA International Summer School t-shirt.

*Only available on advertised dates from/to London Heathrow (LHR) Airport only.

** Additional costs may apply to certain optional events.

** Please note travel to the UK, visa costs and other personal travel and living expenses are not included, e.g. evening meals. We suggest that students should allow a budget of approximately £10–£50 per day for additional food and drink.



Key dates

Arrival days

Saturday 13 July and Sunday 14 July

First day of programme

Monday 15 July

Last day of programme

Friday 2 August

Departure days

Saturday 3 and Sunday 4 August

Courses to study

For students aged 16+

- Creative Art & Design (programme covering a broad range of subjects as an introduction to UCA courses)

For students aged 18+

- Creative Business Management
- Fashion Merchandising & Brand Management
- Graphic Design
- Fashion Textiles
- Interior Architecture & Design
- Games Design Computer Games Arts
- Mini Creative International MBA



Overview of the week

Arrival		Week 1						
S	S	M	T	W	T	F	S	S
Arrival	Airport pickup from London Heathrow	Induction & Welcome Event	Academic teaching	Day Trip	Academic teaching	Academic teaching	Day Trip	Free day

Week 2						
M	T	W	T	F	S	S
Academic teaching	Academic teaching	Day Trip	Academic teaching	Academic teaching	Free day	Free day

Week 3					Departure	
M	T	W	T	F	S	S
Academic teaching	Academic teaching	Day Trip	Academic teaching	Exhibition preparation, final show, graduation event	Airport drop off to London Heathrow	

The International Summer School also offers various other evening social activities.

Creative Art & Design

Course aims

If you are considering a creative career this course will help inform your next steps and will enable you to pursue and refine your own ideas and interests further. You'll experience a broad range of art, design and media activities, enabling you to develop an insight into where your creative skills lie and what you enjoy.

3-week overview

The structure of this course will develop your visual language in both 2D and 3D and your ability to turn what you see and think into images, objects or other visual statements.

The nature of the course will vary slightly for each individual, depending on the way in which you explore your own individual creativity, and therefore is structured appropriately across all three weeks to suit the developing portfolio of work.

Through drawing you will explore the figure, artefacts and locations and learn how drawing can be used to tell stories and explain ideas. You'll be guided in keeping a sketchbook during the course, recording what you see, where you go and what you think.

There will be workshops in simple printmaking and photo-media techniques to develop your practical and creative skills. At the end of the course you will have your own unique and varied portfolio of your work to take away with you.

Please note that you will be in a workshop environment where health and safety regulations must be followed to ensure safe working practice.



Creative Business Management

Course aims

This course will enable you to further develop your creative management skills and business acumen, supporting your professional development in your preferred creative industry. It will help you understand the link between creativity, business and design. Over the three weeks through a series of lectures, workshops and a creative industry project you will develop the core skills of creative business and critical thinking and apply these to your own experience and creative business proposal and pitch.

Week one

You will be introduced to the principles of marketing and will learn to understand the client brief. Through a series of lectures and workshops you will apply your knowledge and research to an industry-based project. You will learn to understand the importance of the consumer relationship which is the focus of marketing and business strategies, as well creative researching and thinking techniques which will support these strategies. There will be an opportunity for a retail field trip to support this project.

Week two

Having understood the creative business process and generated ideas and research around the client brief, you will now add structure to your proposal. You will be given guidance in creating a business proposal based on specific creative business models. To encourage your experimentation, creativity and enterprise, you will have creative workshops using extensive facilities, unique resources and high-tech digital technologies which are available to all students and supported by our skilled technicians.

Week three

You will have further creative workshops which will bring your proposal to life for the all-important client pitch. Lectures and tutorials will support you in readiness for the client pitch and you will have further opportunities to create a final creative business report for the client. Both technical and tutor support will be available to support you in the lead-up to making your final pitch.



Fashion & Textiles

Course aims

During this course you will explore fashion and textiles concepts and processes utilising a variety of techniques. These skills will enable you to design and produce a length of printed fabric from which you will make an original garment of your own. When you have styled your unique item, you will then photograph it and prepare it for the final exhibition.

Week one

You will be introduced to a range of creative processes and techniques to help you develop ideas based on a given theme. Combining experimental drawing, playful mark making, line, colour and surface quality, you will explore ideas for one-off textile designs and repeat patterns and colour ways.

At the end of week one you will have created an individual collection of fashion textile paper designs.

Week two

From your paper designs, you will be introduced to the screen-printing process. Using a range of images and stencil paper to re-create your design on fabric, you will learn how to transfer your textile design onto silk screens for hand printing. You will use a range of print processes including pigment, reactive and chemical printing.

By the end of week two you will have created a fashion textile design and printed it on fabric.

Week three

Working with your length of fabric and using a given creative cutting technique you will create a three-dimensional garment. Your tutors will work with you to give you an understanding of how fabric, colour and form work together, and will teach you basic machine skills to enable you to interpret your ideas.

Once your garment is complete, you will consider its final 'look' and capture this in a studio photoshoot. The culmination of the course will be an exhibition of your 3D fashion textile garment with a portfolio of supporting work. At the end of the course you will have made, photographed and styled a 3D fashion textile garment

Please note that you will be in a workshop environment where health and safety regulations must be followed to ensure safe working practice.



Fashion Merchandising & Brand Management

Course aims

During this course you will explore fashion merchandising and brand management concepts. Throughout the three-week programme you will learn about key functions of merchandising such as range planning, critical path and fashion merchandise calculations. You will explore the theories and concepts influencing how a brand is perceived by its consumers, from its market positioning to the communication of its brand values.

Week one

You will be introduced to the industry structure and take a look at buying and merchandising roles. You will examine the skills required to succeed in the industry and develop awareness of product management, merchandising and sourcing strategies that are aligned to the overall brand strategy. At the end of week one you will have a sound understanding of the function of fashion merchandising and will be introduced to the critical path, giving you an understanding of the journey from concept to consumer. You will be able to propose a market position for your chosen brand and create a brand strategy to target a new consumer group.

Week two

During week two you will gain a thorough understanding of consumer profiling and market analysis. This will lead to trend forecasting of new products and range planning to stay competitive as you investigate emerging ideas. This will validate your product development and business strategies. You will use methods of critique, prediction and research to generate your own ideas and inform trend insight. You will use these trends and develop them for your brand.

By the end of week two you will have a clear understanding of your customer and will be able to propose a trend-driven fashion range for them.

Week three

The final week will enable you to utilise fashion merchandising and to learn stock management, sales analysis and range planning. You will build confidence with merchandising skills and understand how to analyse KPIs.

Finally, you will look at how to promote your new range by understanding a brand's identity and how it is perceived by consumers through to its communication strategies. The course will allow you to consider the development of a fashion range and brand management through its communication and distribution to consumers.



Games Design and Computer Games Arts

Course aims

You will be introduced to the ideas, processes and skills needed to design and make a playable game. The course will guide you through image production, sound production and prototyping game environments while encouraging you to develop your own ideas. You will learn a range of fundamental digital making processes, including 2D image making, sound recording and editing, 3D modelling and using games prototyping tools.

You will be based in our bespoke games arts studios, using the latest technology and taught by our experienced games academics and members of our games incubator who are just bringing their first games to market.

Week one

You will be introduced to digital processes fundamental to developing digital design and games. This will include an introduction to digital tools such as digital photography, film and editing (Adobe Photoshop and Premier) and sharing digital content online. Alongside this you will participate in various fundamental workshop processes, which begin to develop your confidence in digital content creation.

Week two

You will continue to explore the digital processes that enable you to design and develop digital games. This will take place alongside workshops which will include an introduction to computer games design, 2D and 3D tools (Construct 2, Maya), gameplay and narrative, and game prototyping. You will also have a research visit to a professional games studio.

Week three

Using the skills you have learnt you will realise your final design idea in a game jam, with support from tutors. The final games from each student will be celebrated through an exhibition. Your work should be of a standard to add to your professional portfolio. The week culminates in the presentation of your new games, awards and prize giving.



Graphic Design for Print Publication

Course aims

You will be introduced to the ideas, processes and skills needed to make a printed and bound publication. This course will present you to graphic design fundamentals including colour and composition, image and typography, printing and binding. You will explore a range of approaches to making – from hands-on analogue processes like screen printing and letterpress, to digital processes using Adobe Photoshop and InDesign for digital print.

You will be based in our graphic design studios, using traditional processes and the latest technology, taught by our experienced graphic design academics.

Week one

You will be introduced to considerations fundamental to graphic design. This will include an introduction to colour and composition for print through analogue and digital processes. You will conclude the week developing your ideas and experimenting in the screen-printing workshops.

Week two

You will be introduced to typography through screen-based and analogue processes (InDesign and letterpress). You will use some of the work you produced in week one adding and overlaying type. You will manipulate your images in Photoshop and produce layouts in InDesign, then you will output your designs using a Risograph.

Week three

You will start the week learning book binding skills appropriate to your publication. You'll then spend two days using the skills you have learnt, and with support from tutors, to realise your individual printed and bound publication. Your publications will be celebrated through an exhibition and your work should be of a standard to add to your professional portfolio. The week culminates in the presentation of your publication, awards and prize giving.



Interior Architecture & Design

Course aims

During this course you will explore some fundamental principles of interior architecture and design. Over the course of the three weeks, this will enable you to design and construct some simple structures. Consideration of the relationship to the human body, material and physical presence will feature.

When you have completed your structures, you will photograph them in preparation for the final exhibition.

Week one

You will be introduced to a range of creative processes and techniques to help you develop your design thinking. Combining drawing, photography and basic 3D assembly, you will explore scaled ideas for a simple structure in response to a particular design challenge.

At the end of week one you will have created a range of interior architecture and design test explorations to help define your project direction.

Week two

You will move up in scale to start testing the detail of component parts of your design, including its purpose, stability, material, connection junctions, texture, colour, pattern, communication and expression. You will continue to develop basic skills to support your project process, notably basic hand-build assembly.

By the end of week two you will have created a series of detail component studies to help inform your developing project direction.

Week three

You will focus on completing a finished structure at full scale, drawing upon, editing and developing the component studies from week two. The finished structure might take the form of an interior element such as furniture, product design, interior architectural feature or be a small architectural structure in its own right.

Once your structure is complete, you will consider its key qualities and capture this in a photoshoot. The culmination of the course will be an exhibition of your interior architecture and design project with a portfolio documentation of supporting work.

Please note that you may be in a studio and workshop environment where health and safety regulations must be followed to ensure safe working practice.



Mini MBA

Course aims

Acquire the business fundamentals and the hands-on experience needed to turn your ideas into ventures in a three-week, full-time program. UCA Summer MBA – Full Time is a certificate program that provides an overview of business and financial fundamental knowledge to succeed at any entrepreneurial venture.

Learn business concepts that span core business skills and also tactical functional skills. Reinforce lessons learned through practical application with team venture projects, where participants work in teams of five or six to develop a new product or service for an existing organization or a new venture.

Learn to successfully present your ideas during a daylong communications bootcamp, where you'll develop your brief elevator pitch. You'll get the opportunity to test your idea at the culmination of the program during final presentations to a panel of Industry experts.

Week one

Understand the importance of investment and financial decisions in creating and capturing value for businesses, as well as obtaining sustainable competitive advantages. You will learn how to analyse financial statements and corporate finance structure, examine the means used by companies to raise finance and manage financial risk. Graduating with the ability to maximise corporate value and minimise financial risk, you can look forward to an influential role in management.

Week two

Enhance your understanding of information management issues affecting modern businesses, and learn how various systems can help to ensure efficiency. You will discover how organisations can gain a competitive edge through good supply chain design and effective use of ICT. The knowledge and skills you acquire during the modules will prove crucial in your future management career.

Week three

In week 3 you will explore how strategy is formed and how it impacts upon businesses, as well as the importance of strategic management. You will be introduced to concepts, frameworks and practices in strategic management, in addition to leadership methods. Everything you learn will help you to excel in middle or senior level management. Learn how to interpret and develop marketing strategies in the current and future business environment. You will study the internationalisation of business and marketing strategy, taking into consideration current trends from the marketplace.



Cultural visits & Events

Students will experience four trips to some of England's most historic and culturally important cities, visiting museums, royal palaces, cultural venues and landmarks as part of the International Summer School 2019 programme.

These trips will give you a chance to explore the UK's diverse cultural heritage as we visit London, Royal Windsor, Oxford and Brighton.*

*Trip locations are subject to change.

In addition to the scheduled trips across the three-week course, students will have the opportunity to have free days to relax or travel to London or the surrounding area as an optional extra.

Evening events and entertainment will also take place to help students to make friends, interact and share their creative experiences. More information about these activities will be available on the website nearer to the beginning of the event in June 2019. Check uca.ac.uk/international-summer-school for updates and schedules before departure to the event.

Please bring comfortable clothing and footwear with you as many of the visits and optional extras will involve walking.

Note: The additional visit to Warner Brothers Harry Potter Studios in London is available to students studying the Digital Media & Games course.



How To Apply

Application form

Please complete the Summer School application form to apply for a programme at the University for the Creative Arts. Please ensure that you read, understand and agree to our terms and conditions before you complete the form. All individual applicants must be aged 18. (Students below the age of 18 can attend if part of an official organised group.)

The application form is available at:
uca.ac.uk/international-summer-school



Fees

£3500. A discount of **£250** is available on course fees if booked before **18th March 2019.**

Please complete your application form and the required tuition fee to the Admissions Team **by 3rd June 2018.** Your place on the course cannot be guaranteed until full payment is received. Course fees include VAT.



Cancellations and refunds

- If you wish to cancel your course, your request should be made in writing to the Head of the International Studies department Dr. Cheryl Yu on summerschool@uca.ac.uk
- If your written request is received more than eight weeks before the start of the course, you will be entitled to a full refund of your payment, minus an administration charge of £50.
- If your written request is received within eight weeks of the start of the course, we will not refund your payment. However, if you cancel because your visa is refused, we will refund your tuition fee minus a £50 administration charge.
- Non-attendance due to illness, or for personal, professional or visa reasons, does not confer the right to refunds.

Insurance

Students are required to have adequate health, accident, disability and hospitalisation insurance to cover themselves during their time at the University for the Creative Arts. Students recognise and accept that no part of the fee goes towards payment of such insurance and that the University has no obligation to provide such insurance. Travel to the UK, visa costs and other personal travel and living expenses are not included.

Complaints

Any complaints about the Summer School programme should be made in writing and sent (via email) to summerschool@uca.ac.uk. For formal complaints please address our Head of Department, Dr. Cheryl Yu in the email.

Force majeure

UCA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control, including – but not limited to – strikes, lock-outs or other industrial disputes (whether involving our workforce or the workforce of any other party), act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

Under 18-year-olds

The consumption of alcohol by persons under 18 years of age is illegal and anyone found contravening this will be required to leave the premises and may be reported to the Police.

The age of legally being able to smoke in the UK is 18. Anyone found contravening this will be required to leave the premises and may be reported to the Police.

Safeguarding

The University's facilities are hired by external organisations. Under these arrangements the University has no control over and assumes no liability for the conduct of individuals from these external organisations. However, should any member of the University staff have any concerns or become aware of any child protection or safeguarding issues, they should follow the procedures as set out in the University's Safeguarding Policy. You can find UCAs Safeguarding Policy along with others at: <https://www.uca.ac.uk/quality-assurance-enhancement/university-regulations-policies-and-procedures/>

Non-Smoking Policy

The University has a non-smoking policy where you must not smoke within 5 metres of a building or within any building on the premises including accommodation. Those found contravening this policy

may be asked to leave the premises. Smoking shelters are available around the campus.

Loss & damage

You will be held responsible for any loss of or damage you cause to University. You will accept full financial responsibility for any loss or damage caused to accommodation, public areas and all fixtures, fittings and equipment including cleaning costs. Charges for any loss or damage will be invoiced directly to you. The University cannot accept any liability for any loss or damage to personal property or vehicles. You are therefore advised to be extremely careful regarding the security of your belongings.

The University shall not be liable for any losses that were not caused by any breach of contract or statutory duty or negligence on the part of the University and liability shall not exceed the total sum charged for the booking.

Personal injury

The University is unable to accept any liability for death or personal injury sustained by any person forming part of the International Summer School unless proven to have been caused by the negligence of the University.

Accommodation

Accommodation will be allocated by the University. All rooms are single and maximum occupancy is 1 person per room. All items issued shall remain the property of the University such as keys, ID cards, DIS cards and parking permits. A charge of £50 will be made for any such items that are lost. Accommodation will be clean on arrival with beds made. The kitchens will be appropriately equipped for your use while you are in residence.

You agree to:

1. Observe the fire safety and evacuation procedures operating within your accommodation and on the University premises.
2. Comply immediately with any requirement serviced in writing by the University in connection with Health & Safety regulations, including the safe use of electrical equipment. If equipment is deemed unsafe the University reserves the right to remove it.
3. During longer stays permit University contractors and authorised staff access to the accommodation to inspect the condition of the accommodation and to carry out repairs, maintenance and cleaning. It is the responsibility of the occupant to maintain a safe environment.
4. Not to damage, litter or obstruct the use of the accommodation and to keep all passageways, stairways, exits and fire escapes clear of obstruction and combustible materials at all times.
5. Ensure that no rubbish, refuse or any other material of any kind is placed or left in such a way to create any obstruction in the sinks, showers, lavatories, cisterns or any other pipe or watercourse.
6. Not have in their possession anywhere on the premises:
 - Any firearm, including air rifles, air pistols, "BB" guns, crossbows, flare pistols or any imitation firearms;
 - Flares or fireworks;
 - Any item that is constructed or intended to be used as a weapon.Any such items found in the premises will be confiscated and the Police may be informed.
7. Not use the accommodation or knowingly allow the accommodation to be used for committing any illegal act. This includes possession or use of substances described in the Misuse of Drugs Act 1971. The University policy extends to the use of 'legal highs' which is not permitted and may result in accommodation being withdrawn from the occupier.
8. If at any time during this contract the occupier is deemed to present an unacceptable level of risk to others they will be immediately removed

9. to a place of safety pending investigation. To be responsible for any visitors or guests. Guests are not permitted to stay overnight in accommodation. The University reserves the right to refuse admission to the accommodation to any visitor and/or require any visitor to leave.
10. Keep accommodation doors secure and fire doors closed at all times to not compromise the safety of others.
11. Keep bedrooms and shared areas clean and tidy.
12. Take refuse and recycling to the relevant skips available around the campus.
13. Not to remove or make any additions or alterations to the accommodation.
14. Not to use portable heaters or candles, they are a fire risk.
15. Not to use any kitchen equipment or prepare or cook food in the bedrooms.
16. Not to wash, dry or hang laundry in the room as it contributes to condensation and damp. There is a 24-hour launderette on the premises. We can provide card access to these facilities. Not keep any animals, fish, birds or reptiles in the room or on the premises. Assistance dogs only are permitted.
18. Not to use drawing pins or blue tac on the walls. There is a fixed notice board in each bedroom.
19. Not to cause a nuisance, disturbance, distress or annoyance to others and in particular not to make or allow any loud music/noisy gatherings between the hours of 11pm and 8am.
20. To report any defects to the duty staff for necessary repairs and to report any damage as it occurs.

Students must also comply with the Accommodation terms and conditions. Breach of these conditions may result in action being taken which may lead to students being asked to leave the course.

Privacy

Where possible, UCA will seek to obtain an attendee's consent to process their personal data in accordance with the privacy notice. If UCA reasonably considers that the attendee is not competent to provide or refuse such consent in an emergency, UCA will consider whether such data can be processed or shared with relevant internal or external third parties in accordance with one of the other lawful processing grounds under the GDPR for example, out of concern for the vital interest of the data subject or a third party.

Disclaimers

The University for the Creative Arts reserves the right to withdraw any advertised programme, for which the recruited number of students is so low that it is not possible to deliver an appropriate quality of education.

The contents of this publication are correct at the time of printing. However, to access to up-to-date information, please check our website uca.ac.uk/international-summer-school in case there are any changes to the content you are interested in. Where there is a difference between the website and the content of this publication, the content on the website takes precedence. If you are not able to access the information online, please contact the Enquiries Team using the contact details below.

Further information

The International Summer School programmes are offered at the University for the Creative Arts by the International Studies Office within the Marketing, Student Recruitment & Admissions Department. Every care has been taken to ensure accuracy. While every endeavour will be made to provide the courses and services described, the University for the Creative Arts reserves the right to make changes as appropriate for reasons of operational efficiency or due to circumstances, including industrial action, beyond its control.

T: +44 (0)1252 892883 E: summerschool@uca.ac.uk

International Summer School Code of Conduct and Disciplinary Procedure

1. This procedure takes into account the short length of the Summer Schools and seeks to ensure that as far as possible, disciplinary matters are addressed within the duration of the course.
2. In any disciplinary case, the University encourages those involved to seek informal resolution wherever possible.
3. The University will consider referring incidents to the Police in appropriate circumstances. We will not normally pursue disciplinary action against Summer School students whilst they are the subject of a Police investigation. However we reserve the right to do so, particularly if their course is due to end before the end of criminal proceedings in which they are involved. We reserve the right to apply this Code after a Police investigation has ended.

Code of Conduct

4. Summer School students agree to conduct themselves in an orderly and responsible manner and at all times to respect the rights and views of others. The following list, although not exhaustive, provides examples of the kind of behaviour which will be considered a breach of this Code.
 - i) Disruption of, or improper interference with, the academic, research, administrative, sporting, social or other activities or functioning of the University.
 - ii) Violent, indecent, disorderly, threatening, intimidating, improper or offensive behaviour or language (whether expressed verbally, in writing or electronically, including via blogs, social networking websites or other electronic means).
 - iii) Bullying or harassment of any student or member of staff of the University, or any visitor to the University.
 - iv) Sexual misconduct (including violence) against or sexual harassment of any student or member of staff of the University, or any visitor to the University.
 - v) Discrimination, harassment, victimisation of others on the grounds of age, race, religion or belief, sexual orientation, disability, gender or transgender identity.
 - vi) Failure to respect the rights of others to freedom of belief and freedom of speech and expression.
 - vii) Theft, misappropriation or misuse of University property, or the property of the University's staff, students or visitors
 - viii) Misuse or unauthorised use of University premises and property, including computer misuse.
 - ix) Damage to or misappropriation of University property, or the property of the University's staff, students or visitors, caused intentionally or recklessly.
 - x) Action likely to cause injury or impair safety on University premises.
 - xi) The possession, use or supply of illegal drugs.
 - xii) Unacceptable behaviour arising from the consumption of alcohol or other substances.
 - xiii) Conduct which constitutes a criminal offence where that conduct:
 - a. takes place on University premises,
 - b. affects or concerns other members of the University community,
 - c. itself constitutes misconduct under the terms of this Code

Disciplinary Procedure

5. We may initiate the disciplinary procedure whenever we receive an allegation that there has been an alleged act of misconduct.
6. Whenever possible, we believe that allegations that Summer School Students have committed a minor breach of the Code of Conduct should be dealt with informally between the individuals involved. Where a satisfactory resolution is not possible by this approach or the allegation is of a serious nature, the allegation should be brought formally to the attention of the Head of International Studies, or, in the case of allegations relating to residential accommodation, the Head of Accommodation and Catering
7. Such allegations will be the subject of an investigation by a nominee of the Head of International Studies or a nominee of the Head of Accommodation and Catering who will notify the student of the allegations against them and of the commencement of the disciplinary investigation.
8. Upon the conclusion of the investigation, a decision about the outcome will be made, and, where appropriate, a penalty will be issued.

Decision makers

9. For minor breaches of the International Summer School Code of Conduct the nominees of the Head of International Studies and Head of Accommodation and Catering may impose any of the penalties i) – iii).
10. For major breaches, if in the opinion of the nominee of the Head of International Studies/Accommodation Officer, the matter is sufficiently serious to deserve removal from the Halls of Residence or restricted access to or expulsion from the University, the matter will be referred to the Head of International Studies or International Recruitment Manager or the Head of Accommodation and Catering or Senior Accommodation Officer for their consideration and decision.
11. The Head of International Studies, the International Recruitment Manager, the Head of Accommodation and Catering and the Senior Accommodation Officer may award any of the penalties i) – vi).

Penalties

- i) Oral reprimand which may or may not be recorded in a student's file
- ii) A written warning requiring the student to give an undertaking as to their future good conduct and to meet any other stipulated conditions; and advising of the likely consequences if those conditions are not met or if the student commits a further breach of the Summer School Code of Conduct.
- iii) A requirement to pay a reasonable sum by way of compensation for identified and quantified loss.
- iv) Relocation within or removal from the Halls of Residence or other University building.
- v) Restricted access to certain facilities/buildings or contact with named individuals.
- vi) Expulsion from the Summer School.

Notification

12. The decision maker will notify the student in writing of the findings of the investigation and the outcome.

Appeals Process

13. Summer School students may appeal against the outcome of a disciplinary procedure. All appeals must be made in writing to the International Office and made within 5 working days of receipt of the written decision to impose penalties.
14. Appeals may be made on the grounds that the decision was unreasonable or the penalty was disproportionate.
15. Appeals will be heard by 2 members of the University Executive Group.
16. The Summer School student will be entitled to attend the Appeal hearing and to be accompanied by a supporter.
17. The University Executive Group members hearing the appeal will, between them, be responsible for ensuring the procedure is properly documented and the decision recorded. They will inform the student in writing of the decision, no less than 3 working days after the hearing.

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