

istitutomarangoni



2020 • 2021
Student Handbook



Istituto Marangoni Programmes

London

Language · English

SHB_Intro_LO_01

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1. Welcome to Istituto Marangoni

Istituto Marangoni has schools in Milan, Florence, Paris, London, Shanghai, Shenzhen, Mumbai and Miami. Istituto Marangoni London is located in Shoreditch, the city's vibrant new creative centre, where you can feel and live the purest 'Made in London' creativity and energy.

The London School is situated at:

Istituto Marangoni
London School
30 Fashion Street
London E1 6PX

Telephone number: +44 (0) 20 7377 9347

Email address: london@istitutomarangoni.com

2. Istituto Marangoni Mission Statement

To excel as a center of professional and creative learning in the Fashion, Art and Design fields; to nourish international industries, providing talented Istituto Marangoni graduates from all over the world.

We strive to achieve this mission by:

1. offering an extensive and detailed education, which is constantly updated to match the market's demands and evolution;
2. achieving the highest educational standards with modern and dynamic curricula focused on results;
3. supporting and developing the potential of our teaching and administrative staff, by means of constant and accurate training;
4. placing Istituto Marangoni in the centre of the fashion business culture thanks to our excellent location in the city;
5. further strengthening the historical and more recent ties with the most important companies, designers and entrepreneurs in the luxury market.

2.1 Equal Opportunities

Istituto Marangoni is committed to promoting equal opportunities and good relations among its staff and students to create a positive learning environment in which all participants are able to achieve their full potential. Istituto Marangoni promotes equality in terms of race, sexual orientation, disability, religious beliefs, age and gender to ensure that all aspects of the School's activities are free from unfair treatment or harassment.

3. Academic Contract

This is a personal agreement between 'the student and the School'. Under this agreement, the school agrees to teach students and in return, students agree to attend lessons and learn in accordance with this handbook.

Providing that the School receives payment of its stipulated fees and students obey its rules and regulations, each party makes the following commitment to the other.

The School shall:

- provide tuition and supervision in respect of the programme of study;
- evaluate students in respect of that programme of study;
- award a qualification in accordance with the evaluation of student performance;
- act fairly and reasonably in dealing with students in all matters.

Students shall:

- strive to achieve and sustain standards of academic performance as stipulated by the School in respect of the programme being followed;
- observe all the School's rules and regulations;

- submit to the sole jurisdiction of the institution in all matters (academic judgement cannot be questioned by students or any other person or body);
- be subject to the authority of the School in relation to all matters of conduct and discipline;
- attend classes and workshops regularly;
- do their utmost to produce such work as required by the School;
- apply themselves wholeheartedly to the programme of study;
- keep the school informed about any changes of permanent address, address for correspondence, telephone numbers and private e-mail addresses;
- respect and observe the rights and feelings of fellow students, School staff and visitors.

It is also agreed by both the School and students that:

- The School shall be entitled to make reasonable changes to the programme of study, facilities and courses being offered at its sole discretion. This discretion shall be exercised fairly and reasonably and students shall be entitled to receive fair and reasonable notice of any such changes;
- The academic judgment of the School shall be final and binding.

Presence of students and other guests inside the building is controlled through the bar-code card reader at the reception for safety and fire regulations. It is students' responsibility to make sure their presence is properly marked. A student card is strictly personal and no student should be on the School premises without it. Alternatively students could use the Istituto Marangoni mobile app when signing in or out.

For more detailed and up to date information regarding the Student Code of Conduct please refer to: <https://www2.mmu.ac.uk/student-case-management/guidance-for-students/student-code-of-conduct/>

3.1 Duties & Responsibilities

Students must be aware of all School rules and regulations and as adults, they are responsible for their own actions.

The responsibility for complying with the class regulations includes turning off mobile phones, refraining from talking during lessons and keeping appointments with School staff and tutors. Students should respect the School building. In case of damage, students will be liable to pay compensation. For security reasons and in compliance with the local laws, students can access the School buildings only by showing their own student card, which has to be swiped at the entrance and exit, using the bar-code readers provided. Should the student forget his or her card, the reception staff cannot allow him/her into the building.

In case of loss, students can ask for a first replacement of the student card.

From the second duplicate request on, students will be charged with a 10-pounds administrative fee.

Smoking is not allowed on the premises. Students caught violating the School rules inside the School may be subject to disciplinary action.

Any students who break the non-smoking regulation in public spaces will be charged with the fines set by the national authorities.

In order to keep students, their belongings and the Schools resources safe at all time, we request that students do not allow or encourage the admission of people who are not enrolled at the School to the premises without explicit authorisation.

Students must not bring animals into the School.

3.3.1 Update on Health provisions (Covid-19)

Following the Government and Ministry of Health provisions regarding the emergency of Covid-19, Istituto Marangoni adopts and makes compulsory some measures aimed at containing the spread of the epidemics on the School premises. More in detail:

- Students with a body temperature greater or equal to 37,5 °C cannot enter in the building. In this case, students should not leave their home and contact the proper authorities for further tests;
- Inside the building it is compulsory to wear a mask, which can also be made of fabric, in order to protect nose and mouth;
- Respect social distancing, maintaining a distance of at least 1 meter from other students and tutors, avoiding any kind of physical contact.
- Avoid gatherings, in particular incoming and outgoing;
- Frequently wash hands, or use the appropriate dispensers of hand sanitizer. Do not touch your eyes or the mask.

3.2 Duties & Responsibilities in digital modality

During the whole Academic Year, it is possible that some lessons / workshops / seminars will be delivered in digital modality, through the support of specific platforms (to learn more, please consult the dedicated appendix in the Section "Rules & Regulations" of the Student Handbook). The School expects students' engagement to digital lessons as if they were in-School lessons: students are encouraged not to miss any lessons, since contents (or one-to-one revisions) will be transmitted as if they were in a physical classroom. Students need to make sure they can correctly connect to the internet and have access to the designated platform at least 10 minutes prior to the beginning of the lessons. This way, they will ensure that all steps are being followed and that there are no excessive delays to the start of digital lessons. Tutors will make sure that students are properly connected before the start of each lesson. Students should let the School know in case they are not able to attend digital lessons, by contacting the Student and Academic Services of their School.

3.3 External Support

Students studying practical subjects such as fashion design or fashion styling, when appropriate, may elicit support from professionals in practical areas. Students are responsible for the correct negotiation and time management of external work and there must be transparency when submitting work and clearly indicating which elements have been carried out by external bodies. Students may be asked to produce time sheets, costing sheets, contracts and production schedules to demonstrate the external engagement.

Please note: tutors are not allowed to work externally for students in any capacity as this would signify a conflict of interest.

4. Welcome to Istituto Marangoni - London School

4.1 Structure, Staff, Offices

The management of the activities performed by Istituto Marangoni is divided into two main branches: 'academic' and 'administration'.

School Director

School Director is the highest level at the School and manages and supervises the work and activities of all staff, both administrative and academic. The School Director and the team report to Headquarters comprising of Group Managing Director and Group Director of Education, Admissions, Sales, Quality Assurance as well as Group Academic and Student Services departments.

The academic team is responsible for the quality of the programmes; it is in charge of designing, developing and delivering programmes; it also manages the students' academic support, the monitoring of programmes and their continuous improvement.

Programme Leaders are members of the academic management team and they report to the Director of

Education for educational matters and to the School Director for administrative matters.

Programme Leaders directly coordinate tutors in terms of the delivery of the programmes, monitor processes and procedures to make sure standards and the highest quality is met. Students can refer to their Programme Leaders for support in their studies or to highlight issues as well as raise suggestions regarding programme improvement.

The administrative team is responsible for the organisational part of programmes, and for providing students with pastoral support, from their enrolment to the end of their studies and their first contact with the professional world.

The administrative team reports to the School Director and supports the academic team in its activities.

4.2 Summary of Contacts

4.2.1 Administrative team

Please find below the contact details for the main administrative offices to which students can refer.

School Director:

Charlotte Gorse

c.gorse@istitutomarangoni.com

Academic & Student Service

The Academic Services Department is in charge of the organisational part of the programme, timetable, exam sessions and extracurricular activities.

Their aim is to support and enhance student experience allowing individual growth and success. Student & Academic Services Department provides pastoral, academic, social and wellbeing support and guidance as well as advise regarding timetables, deadlines, School regulations.

Student & Academic Services are available throughout the year on any aspect of School life and student journey and include:

- Finding your way around School and the city;
- Managing time;
- Attendance;
- Exam tips;
- Exceptional Factors;
- Dealing with stress;
- Getting the best from the course;
- Understanding and applying the School's rules;
- Complaints and Appeals;
- Any other matter regarding situations which could affect academic performance.

Istituto Marangoni provides School & Academic Services Specialists available for undergraduate and postgraduate students. One to one appointment can be arranged by Undergraduate and Postgraduate students by emailing: academicservices.london@istitutomarangoni.com

Library management and provisions

The library service aims to deliver a high quality engaging and supportive service for our students and academic staff in support of an outstanding, inspiring, diverse, innovative, and creative educational experience.

library.london@istitutomarangoni.com

Careers Service

Careers Service supports students and alumni, offering guidance on all aspects of their career journey, providing practical advice and helping students connect with industry. careerservice.london@istitutomarangoni.com

Admissions, sales and business development office

The Admissions office provides information about all the programme and study opportunities at Istituto Marangoni and supports and assists applicants throughout all stages of admission from initial enquiry, application to enrolment. Applicants can explore which programme best suits their talents and interests and have the opportunity to present their

work or portfolio when invited to interview. The Admissions Office can also assist students who may wish to transfer to another programme or School during their studies.
admissions.london@istitutomarangoni.com
orientation.london@istitutomarangoni.com

The information office is also available to support students in finding accommodation.
housing.london@istitutomarangoni.com
You can use the services of the following agents in securing accommodation for you
marangoni.accommodation@londonist.co.uk
marangoniaccommodation@knightfrank.com (flats)
These agents have a good supply of good quality accommodation across various locations in London.
If you need assistance in finding accommodation further information regarding your options is included in Appendix 1.

Information for EU students

The UK left EU on 31 January 2020 and is currently in a transition period until 31 December 2020. New Immigration rules will apply to EU, EEA and Swiss nationals studying at universities in England after 31 December 2020 when the transition period comes to an end.

EU students starting their programme in October 2020 and/or by no later than 31 December 2020, will not need an immigration visa. However, students will need to apply under the EU Settlement Scheme once they arrive in the UK to continue their studies after 31 December 2020. This requirement also applies to students who started their programme before October 2020 and are continuing their studies after 31 December 2020.

Eligible students commencing their programme in October 2020 will also be able to apply for a Student Loan. Providing students are studying in the UK and have pre-settled or settled status, a Student Loan will be payable for the duration of your studies.

Being granted 'settled' or 'pre-settled' status is dependent on how long someone has been living in the UK. Students granted pre-settled status can stay in the UK for a further five years while anyone with settled status can stay as long as they wish. Anyone with pre-settled status, can also apply for settled status at the end of five years.

Students are advised that if they do not apply and obtain settled or pre-settled status they will need to apply for a visa under the new immigration system being introduced from January 2021.

The above requirements do not apply to Irish nationals or anyone who already has indefinite leave to remain in the UK.

4.2.2. Academic team in London

Please find below the main contacts students can refer to.

Director of Education:
Mevin Murden
m.murden@istitutomarangoni.com

Communications Office (Graduation, events)
communication.london@istitutomarangoni.com

To contact the Quality Assurance Office, please write:
qa.london@istitutomarangoni.com

UNDERGRADUATE COURSES

Reference contact for Foundation courses:

- Foundation in Fashion
- Foundation in Design

Katie McIntyre
k.mcintyre@istitutomarangoni.com

Programme Leader for:

- BA (Hons) Fashion Design
- BA (Hons) Fashion Design & Womenswear
- BA (Hons) Fashion Design & Menswear

- BA (Hons) Fashion Design and Accessories
 - BA (Hons) Fashion Design and Marketing
 - Fashion Design Semesters
- Ann Fern Chaisty
a.chaisty@istitutomarangoni.com

Programme Leader for:

- BA (Hons) Fashion Styling and Creative Direction
 - BA (Hons) Fashion Styling and Visual Merchandising
- Nicola Favaron
n.favaron@istitutomarangoni.com

Programme Leader for:

- BA (Hons) Fashion Business
 - BA (Hons) Fashion Business and Buying
 - BA (Hons) Fashion Business Communication and Media
 - Fashion Business Semesters
- Sennait Ghebreab
s.ghebreab@istitutomarangoni.com

Programme Leader for:

- BA (Hons) Interiors
 - BA (Hons) Interior Design and Lighting
 - BA (Hons) Design for Products
 - BA (Hons) Product Design and Furniture
- Julie Ross
j.ross@istitutomarangoni.com

POSTGRADUATE COURSES

Programme Leader for:

- Fashion & Luxury Brand Management Master's Degree
 - Fashion Promotion Communication & Media Master's Degree
 - Contemporary Fashion Buying Master's Degree
- Abdullah Abo Milhim
a.abomilhim@istitutomarangoni.com

Programme Leader for:

- Fashion Design Womenswear Master's Degree;
 - Luxury Accessories Design and Management Master's Degree
 - Fashion Styling, Photography and Film Master's Degree
- Kirsten Scott
k.scott@istitutomarangoni.com

Programme Leader for:

- Product Design (Contemporary Furniture Design) Master's Degree
 - Interior Design (Contemporary Interior Design) Master's Degree
- Julie Ross
j.ross@istitutomarangoni.com

5. Resources & Services

5.1 Spaces

Istituto Marangoni Schools are designed to provide specific spaces according to the different needs of educational activities.

In particular, classrooms are divided into:

- Accessories Lab
- Design Lab
- theory classrooms: for lectures and seminars;
- design classrooms: for drawing and design workshops;
- pattern-cutting rooms: where sewing machines, irons and other features can be used for pattern workshops;
- photo-studios: when shootings or photography experiences are requested;
- Computer rooms: where Apple computers, scanners and programme specific software and other features can be used for academic research and work.

5.1.1. London Spaces Scheme

First floor	203 Pattern Cutting	206 Theory classroom
	204 Pattern Cutting	207 Theory classroom
	205 Pattern cutting	Offices
Ground floor	Cafeteria	301 Mac classroom
	Orientation office	302 Mac classroom
	Accessories Lab	303 Theory classroom
	104 Theory classroom	304 Theory classroom
	105 Drawing classroom	305 Theory classroom
	106 Drawing classroom	306 Mac classroom
	107 Drawing classroom	307 Theory classroom
	108 Drawing classroom	308 Photo lab
	109 Drawing classroom	309 Photo lab
	111 Theory classroom	Fitting room
	112 Theory classroom	Students' lounge
	113 Theory classroom	Library
	114 Product Design Labs	
	115 Product Design Labs	
		Materials Library


 Elevators - stair-case / Reception - Accueil
ENTRANCE

5.2. Student Support

Istituto Marangoni provides student and academic services as the first point of contact for students who may require counselling on personal issues.

During the first weeks of the academic year, the student support officer and other departments will give presentations on various aspects of the studies at Istituto Marangoni, e.g. assessments, attendance monitoring, library resources, time management, dealing with stress, exam tips.

In addition to the above, students are encouraged to take advantage of the following support available:

- SEN (Student with Educational Needs) Support: it is available to all students with learning disabilities by booking a 1-2-1 session with the SEN Tutor. It devises Personal Learning Plan (PLP), monitors students progress and formalises reasonable adjustments.
- Coaching & Mentoring Service: it offers 1-2-1 appointment with professional Coach/Mentor. Service provides advise, guidance and encouragement, equips students with problem solving skills/tools, improves self confidence, encourages reflections and enhances individual performance.
- Counselling Services: the aim of the services is for student to receive immediate professional support as well as set up a safe and healthy path for student journey in a longer term. The service can assist with resilience building, setting up home in London, time and stress management, homesickness, creativity stress, anxiety etc.

Student & Academic Services Department comprises of three staff members: Student & Academic Services Manager, Student & Academic Services Specialist, International Student Support Specialist. One to one appointment can be arranged by Undergraduate and Postgraduate students by emailing: academicervices.london@istitutomarangoni.com. Office hours as below:

- Monday: 2.15pm - 4.00pm
 - Tuesday: 11.00am - 3.15pm
 - Wednesday: 2.15pm - 4.00pm
 - Thursday: 11.00am - 3.15pm
- (Slots can be reviewed)

5.2.1. Student Feedback ('Student Voice')

Student feedback is essential to programme development

and student comments are used to enhance both the successful management of the programme and the teaching/learning strategies.

Istituto Marangoni gathers student opinion in a variety of ways, both formally and informally. A range of methods is available, which may include the following:

- online questionnaires;
- informal contact with programme leader and staff, for example, during lectures and seminars and through appointments with academic staff;
- end of unit evaluation;
- final academic year evaluation when students will be invited to reflect on their overall experience in their school;
- formal student representation (see next chapter) by appointment or during the scheduled official meetings;
- meeting with selected students with the external examiner (where appropriate).

Istituto Marangoni prefers that on most occasions students be identified when giving constructive feedback on the course and teaching methods.

There might be occasions when this is not appropriate and the School recognises this exception. In these instances programme teams and support services will ensure that anonymity and confidentiality is a feature of evaluation mechanisms. At least twice every academic year, programme teams will relate back to students the actions taken in response to student views in order to 'close the feedback loop' and to communicate any improvements or issues being taken forward resulting from student participation.

Evaluation questionnaires will be sent to students throughout their study period, in the form of a Web link, to their IM personal e-mail account.

These questionnaires are:

THREE-YEAR COURSES

- Unit / Subject questionnaire: students will receive it at the end of each Unit, to express their satisfaction on the single Unit (teaching, assessment, didactical materials...) and on the delivery of all subject included in that specific Unit
- Resources questionnaire: sent to students at the end of their first and at the end of their second year, to express their satisfaction on school resources and facilities
- Final questionnaire: sent to students at the end of their 3rd year, to express their overall satisfaction on their study experience in Istituto Marangoni

INTENSIVE ONE YEAR COURSES / SEMESTER COURSES

- Unit / Subject questionnaire: students will receive it at the end of each Unit, to express their satisfaction on the single Unit (teaching, assessment, didactical materials...) and on the delivery of all subject included in that specific Unit
- Final questionnaire: sent to students at the end of their studies, to express their overall satisfaction on their experience in Istituto Marangoni

MASTER COURSES

- Unit / Subject questionnaire: students will receive it at the end of each Unit, to express their satisfaction on the single Unit (teaching, assessment, didactical materials...) and on the delivery of all subject included in that specific Unit
- Final questionnaire: sent to students at the end of their studies, to express their overall satisfaction on their study experience in Istituto Marangoni

NPS (NET Promoter Score) questionnaire: towards the end of their study period, all Students will be asked to express, within a scale from 0 to 10, how likely they would recommend studying in IM to friends or family members – and motivate their answer (this is a single question Survey).

NSS (National Student Survey): The National Student Survey is a high profile national survey that gathers opinions about students' time in higher education, asking them to provide

feedback on what it has been like to study on their course at Istituto Marangoni London. It is organised by an external organisation based in the UK and is an influential source of public information about higher education and gives students a collective voice to help shape the future of their course.

5.3. Library Resources

The libraries of the five European locations are networked. All books are catalogued with the Heritage software, a clear and detailed software, with well detailed and with cover images (provided by Amazon.com). Students have access to a catalog listing the details of all volumes in libraries of all locations. The students can search for a book by title, author or keywords. At the beginning of the academic year the students can attend a seminar on the use of the library. The five libraries have the main function of serving and supporting the work of the academic community of the offices: from staff to students of all taught courses.

5.3.1 Library

The service is intended to:

1. Inspire students to discover more about their subjects and other relevant disciplines
2. Provide information and materials to support the syllabi for all subjects taught in the school
3. Offer support and information on research, referencing, and copyright

At the beginning of the academic year, students can attend an induction on the use of the library and its print and digital resources. Throughout your time at Istituto Marangoni, our qualified librarians will be there to support you in your research needs. Contact the librarians at library.london@istitutomarangoni.com

Physical Library

On your first library visit, bring your ID card to the librarian desk (Monday - Friday 8:30am – 8pm) to have it registered on the library system. This will allow you to borrow and reserve library materials.

Our library books are organised using the Dewey Decimal system which will be discussed during your library induction. Journals are arranged in alphabetical order.

The Library has the following available for use:

- Two printers/photocopiers/scanners
- Ten Mac desktops
- Paper trimmer
- Light boards
- Spiral binder

Lost or damaged material

If a book has been lost or stolen, it is important to inform the librarians accordingly as soon as possible. Students are responsible for handling books, magazines, and other library materials and equipment with care, and for paying for any damaged material. Lost or damaged items are charged at full cost plus an equivalent of £5 administration charge per item. If an item has been lost or damaged, please speak to the librarians who will arrange for an invoice to be sent.

Library Catalogue

Istituto Marangoni's European libraries are networked, and they all use Heritage Cirqa to catalogue books and other library materials. Our library catalogue, Heritage Online (<https://library.istitutomarangoni.com/Heritage/>), is used by the European libraries to share details about their library resources with students and staff. When using the catalogue, enter your Istituto Marangoni ID number to reserve, renew, and favourite resources. You can search for a book by title, author, and keywords, and browse by subject. Please note: students and staff may only reserve books located at the London library.

Online resources to which Istituto Marangoni subscribes are selected for their relevant information. Access details will be provided at your induction, or you can email the

librarians at library.london@istitutomarangoni.com for further information.

• Bloomsbury Fashion Central

The Library is subscribed to the whole of Bloomsbury Fashion Central: The Berg Fashion Library, the Fashion Photography Archive containing 750,000 images not available on the internet, and the Fairchild e-book library collection.

• Business of Fashion (Professional)

Fashion business intelligence on emerging designers, disruptive technologies and global brands that are making their mark on the industry at a time of unprecedented change.

• Drapers

Primary source for authoritative business intelligence for the fashion industry in the UK and Irish Republic. Its unique position embraces all elements of this complex sector, from womenswear to menswear, from textiles to clothing to footwear, from retailing to wholesaling to manufacturing, and from independent boutiques to national multiples to fast-growing retailers.

• EDITED

Retail analytics tool used by Buyers, Merchandisers, Marketers and Strategists at companies like Target, Arcadia, and Gap Inc. to help them get the right products, at the right price, at the right time. But more than that, it's become the single biggest source of real-time retail data in the world. Now industry professionals can know more about their markets than ever before.

• Fashion Monitor

The leading provider of contacts, news and events for the fashion, beauty and lifestyle industry. In addition, it contains an interesting series of webinars on fashion, beauty, lifestyle and the media.

• Fashion Theory and Fashion Practice (journals)

Fashion Theory was established in 1997 and covers the study of fashion, including aspects from sociology, art history, consumption studies and anthropology. Fashion Practice is the first peer-reviewed academic journal to cover the full range of contemporary design and manufacture within the context of the fashion industry.

• MarketLine Advantage

Profiling all major companies, industries and geographies. MarketLine's content is produced by an internal team of analysts, drawing on primary and secondary research.

• ProQuest eBook Central

Books from your reading lists which have been available through this resource have been purchased. Here you can read select eBooks online and download portions or the entirety of the text for a brief time.

• Vogue Archive

The Vogue Archive contains the entire run of Vogue magazine (US edition), from the first issue in 1892 to the current month, reproduced in high-resolution colour page images. Every page, advertisement, cover and fold-out has been included, with rich indexing enabling you to find images by garment type, designer and brand names.

• WGSN Fashion and Lifestyle & Interiors

The Library is subscribed to WGSN Fashion and Lifestyle & Interiors. WGSN Fashion is utilised by the world's leading brands, designers and retailers to help them plan and trade their ranges. WGSN's global experts report and predict the long- and near-term trends in consumer behaviour, retail, marketing and business strategy, and across 14 fashion product categories. WGSN Lifestyle & Interiors provides in-depth insight and analysis, trends, and product development information across 23 categories.

There may be some additional databases available via Manchester Metropolitan University; however, these are subject to change. See librarians for further details.

5.4 External Resources

London is a culturally-rich city, full of amazing libraries, archives, museums, and galleries where students can study and find interesting materials. Listed below is a selection of

these places with links to find out more about their resources and access requirements.

5.4.1 Libraries in London

The Architectural Association School of Architecture
https://aasa.ent.sirsidyntix.net.uk/client/en_GB/default?rm=THE+LIBRARY0%7C%7C%7C1%7C%7C%7C2%7C%7C%7Ctrue

Information on how to join (Contact the Library as they have a good selection of e-resources. There is also an option to join the Library as a Researcher for 2 weeks)

The British Library

<https://www.bl.uk/>

The British Library is the national legal deposit library for the United Kingdom. Reference only. Information on becoming a reader: <https://www.bl.uk/help/how-to-get-a-reader-pass>

British Film Institute Library

<https://www.bfi.org.uk/education-research/bfi-reuben-library>

City Business Library

www.cityoflondon.gov.uk/business/economic-research-and-information/city-business-library/Pages/default.aspx

Extensive holdings of company, product and industry information; economic and financial data and directories; periodicals and newspapers; company annual reports and market research surveys. Tiered subscription model. Free level includes: Business Source Premier, Cobra, European Newsstream, and Exporters Almanac

Courtauld Institute of Art Library

<https://courtauld.ac.uk/study/resources/book-library>

Information about the collections and access to the online catalogue. One-day last resort access available. You must have attempted to locate the materials at other libraries.

Institute of International Visual Arts's Stuart Hall Library

<https://iniva.org/library/>

Contemporary International and Transnational Visual Arts, Cultural Identity, Social and Cultural History.

Membership is free. Fill out form here. Search the library catalogue.

The National Art Library

<https://www.vam.ac.uk/info/national-art-library>

Located in the V&A Museum. Joining information here. You can search the library catalogue and find out more about their e-resources here.

Paul Mellon Centre for Studies in British Art

<http://www.paul-mellon-centre.ac.uk/>

Information on the library, archives, and forthcoming events and lectures. You must set up an appointment to register.

The Poetry Library

<http://www.poetrylibrary.org.uk>

Containing over 200,000 volumes, the library aims to stock all poetry published here since 1912, as well as a wide selection of international work in English.

RIBA Library

<https://www.architecture.com/contact-and-visit/riba-library>

Royal Institute of British Architects library web page includes access to RIBA's library catalogue and index of architectural articles. Must bring photo ID to access.

St Bride Library

<https://www.sbf.org.uk/library/>

Collections covering printing and related subjects such as graphic design, illustration, and typography. Also covers the trades of printmaking, publishing and book-selling. Must contact library@sbf.org.uk prior to visit.

Tate

<https://www.tate.org.uk/visit/tate-britain/library-archive-reading-rooms/library>

The Tate Library covers all aspects of British, modern, and contemporary art from the 15th century onwards, and international art from c1900.

Wellcome Institute

<https://wellcomelibrary.org/>

Library information and access to catalogue. Wellcome has extensive photographic and video collections and a full exhibition programme. Details on free membership are here.

Westminster Reference Library

<http://www.westminster.gov.uk/libraries/>

Includes information about access and collections including the Art & Design and stage collections of Westminster Reference Library, St Martin's Lane and 24/7 online databases. Register here.

The Women's Library

<http://www.lse.ac.uk/library/collection-highlights/The-Womens-Library>

Historical resources on campaign for women's rights and equality from the 19th century to the present day. Access information here.

5.4.2 Museums

The British Museum

Covering every aspect of anthropology, cultural anthropology, some biological anthropology, archaeology, folklore and linguistics, together with relevant material in related subjects such as sociology and psychology. Geographically worldwide scope.

https://www.britishmuseum.org/research/libraries_and_archives.aspx

Design Museum

<https://designmuseum.org/>

Includes Sackler Library and Archive with resources on contemporary design and architecture. Membership not required.

The National Gallery

Holds the national collection of paintings in the Western European tradition from the 13th to the 19th centuries.

Part of the Research centre.

website: <https://www.nationalgallery.org.uk/>

Natural History Museum

Online access to the extensive holdings of the Natural History Museum's library which covers earth sciences, botany, zoology, natural research.

<http://www.nhm.ac.uk/research-curation/library/index.html>

National Maritime Museum

<http://www.nmm.ac.uk/>

Centre for research with access to pictures, charts, Maps, films and the library catalogue. Follow the link for collections and research.

You must register for a reader's ticket.

National Maritime Museum's Caird Library and Archive

<https://www.rmg.co.uk/national-maritime-museum>

The Science Museum's Library and Archive

The collection covers all aspects of science and technology. Must book an appointment. Open to students on Friday 10 am - 5 pm.

<https://smg.koha-ptfs.co.uk/>

The V & A Museum

The national museum of Art and Design.

Information and access to the reference library catalogue,
<http://www.vam.ac.uk/nal/index.html>

5.4.3 Archives

Archive of Art and Design

<http://www.vam.ac.uk/page/a/archive-of-art-and-design>
Extensive collection of archives covering all aspects of art and design. Must have a National Art Library card to access. The archive is not located in South Kensington, and you must call to make an appointment.

Artists' Papers Register

<https://fortarthistory.org.uk/apr/>
A register of papers and primary sources relating to artists, designers and craftspeople located in publicly accessible collections in the United Kingdom

British Records Association

<https://www.britishrecordsassociation.org.uk/>
Encourages the work of owners, individual scholars, archivists, institutions and societies interested in the preservation and use of archives.

Goldsmiths Textiles Collection

<https://www.gold.ac.uk/textile-collection/>
Historical and Anthropological resources on Textiles and Dress, Materials and Techniques, rare material on Textile and Fibre Art

London Metropolitan Archives

<https://search.lma.gov.uk/>
LMA holds archives relating to all aspects of London life. It currently also houses the records of the City of London Corporation. The collections cover almost a thousand years of history from our earliest document of 1067 to the present day and are essential for anyone interested in the history of London and Londoners.

The National Archives

<https://www.nationalarchives.gov.uk/>
The National Archives care for and provides access to the records of the government and courts of law. Includes research guide for online collections.

National Records of Scotland

<https://www.nrscotland.gov.uk/research/catalogues-and-indexes>
Information on the many collections and services.

National Portrait Gallery

<http://www.npg.org.uk/research/archive.php>
Heinz library and archive information page. Appointment required.

RSA Archive

<https://www.thersa.org/about-us/archive-and-history>
Covers the RSA's interests: sustainable and ethical economic development, education and learning, the arts and design. Visits are by appointment only and must be scheduled at least 48 hours in advance.

UK Higher Education Archive Hub

<http://www.archiveshub.ac.uk>
Search the descriptions of the archives housed at over 300 represented institutions across the United Kingdom.

5.4.4 Other Research & HE Libraries

Library Hub Discover

<https://discover.libraryhub.jisc.ac.uk/about/>
Single access point to the catalogues of major libraries in the United Kingdom and Ireland. Accessibility will vary. Contact the librarians if you have any questions.

National Library of Scotland

<https://www.nls.uk>
One of the major research libraries in Europe. A large selection of USA publications is received by exchange. Here are details on how to access.

National Library of Wales

<https://www.library.wales/collections/learn-more/screen-sound-archive/discover/search-the-catalogue/>
Legal deposit library and many searchable collections.

5.5 IT Facilities

Istituto Marangoni offers several IT facilities for students, such as computers, scanners, on-site copy machines, school e-mail accounts, access to a dedicated student intranet, on-line resources for study and research.

For detailed library and IT facilities, please relate to the student services office at the school.

Istituto Marangoni encourages appropriate use of the IT facilities by students and staff in order to ensure maximum use. Therefore all resources must be used in a responsible way. Students must use computer facilities in a way that does not breach or infringe any local law. Students must not use the computing facilities to access, create or transfer offensive or inappropriate material.

While using the facilities, students must consider other users in the room and refrain from causing disturbances (such as eating) and/or behaving in a way that might distract their peers or tutors.

Students must not delete and modify system files, disassemble cables or other computer parts or install illegal software. Students must report any damages or faults regarding the internet connection to the appropriate staff members.

During lessons and while on the School premises, students must limit the use of accounts, as well as the use of any type of Internet connection that is not linked to the purpose of the programme.

5.5.1 Usernames and Passwords

Students must not allow other people to use their personal information provided by Istituto Marangoni (like username, password and any other) for accessing the e-mail account and any other on-line service (student intranet, WGSN, etc.). Students will be held responsible for any misuse of your username(s), therefore it is essential that you log out before leaving the equipment used for the connection.

Students should change their password(s) regularly and bear in mind that it should not be a dictionary word. For a maximum security, the password must be at least 8 characters long, have at least one upper case character and at least 1 number. Students must not use anyone else's username and password.

5.5.2 Student Portal

In order to access the student portal, students should go to:
<https://gge-ita.onelogin.com>

When students access the portal for the first time they have to click on "FORGOT PASSWORD" and digit their student id (last 6 digits of the number in the student card).

The system will send a password reset link on their personal e-mail account provided during the enrollment.

At the first access the system will ask to change the password with a personal one.

Once inside the OneLogin home page, click on "Student Portal" button.

Reference person for the access to the student intranet is the ICT Manager of the School.

5.5.3 E-mail accounts

Students are kindly invited to control their account frequently, as it will be their reference point for any school internal communication. All students must use the school email address to contact any member of Istituto Marangoni staff. Please note that due to improved security measures, tutors

and Istituto Marangoni staff are not required to correspond via students private email address as this might breach the data protection act.

The use of e-mail account is mainly (but not exclusively) for school activity and only for enrolled students and Alumni.

Students are responsible for accessing their e-mail account from devices protected by recent and updated antivirus software.

Students are invited to respect the maximum dimension of their e-mail account (25GB) by cancelling messages or data from the mailbox.

Students must not use e-mail accounts (and any other school facilities) for commercial gain or on behalf of a commercial organization without permission of a relevant member of staff. Students must not send messages to any organisation or individual, inside or outside the school premises, that may be perceived to be religiously, racially, sexually or personally abusive, or that may provide offence, cause alarm or distress, or amount to harassment or that may be libellous.

Students must not send unsolicited, chain or pyramid messages, or any other message that will waste time of other users. Students must not send anonymous messages: make sure that your name and identity are clear in all material and information that you send.

Students should be cautious about forwarding e-mails that have been sent to you personally, in case they contain sensitive or personal information - if in doubt consult the sender and obtain his/her permission before forwarding.

Students must not create, view, retrieve, download, store, disseminate or in any way publish any material that may be perceived as being offensive or obscene, unless authorized to do so by an appropriate member of the staff, as part of legitimate school programme, and provided always that this material is within the law.

Furthermore, students must not incite unlawful activity of any kind.

In case of abuse the administrator could cancel part or all messages, suspend or close the account.

It could be also closed in case of no access to the account for more than 6 weeks, undisclosed absences of more than one month.

No backup of the account or any kind of data included is provided.

The School guarantees to adhere to privacy policies and the Data Protection Act (GPRD).

The school will put its best efforts to guarantee the continuous and performing functionality of the services, but it can't be held responsible for eventual damages suffered by students for malfunctioning.

Reference person for the access to the students' e-mail accounts is the ICT Manager of the reference school.

5.5.4 Platform for the delivery of digital contents (web-based)

In order to ensure the delivery of didactic activities in digital format, students will be provided a dedicated digital platform, which represents an essential tool as it allows the students' engagement with digitally delivered lessons.

Students will receive at the beginning of their Academic Year specific guidelines, useful for the proper access and use of the platform provided.

During digital lessons, students are required to behave in a befitting manner and to engage with tutors during lessons (please consult the dedicated Appendix).

The platform is a place where students and tutors meet virtually. In case of any technical issues - or any other matter related to digital lessons - students should get in touch with the Student Services office of their School.

5.6 Exhibitions & Events

Istituto Marangoni sets out to exhibit student work on a regular basis, both in a traditional format as well as through

digital media. The purpose of exhibiting work is to give visibility to the student, the programme, the School, and the group as a whole. Istituto Marangoni reserves the right at all times to be selective with regard to the materials exhibited that are produced by its student body, and the method and manner of exhibiting. Selection criteria will guide the committee in the selection of student work and in general will be based on the following criteria (unless otherwise stated beforehand):

- quality, currency and appropriateness of work based on academic judgement;
- the student's consistent and active engagement with their studies;
- compliance with the School rules and regulations and attendance requirements.

At no time may the student, or another person on behalf of the same, call into question the decision of the selection committee or the regulations governing the selection process. The decision of the committee is final in all cases. At no time does the School promise to exhibit student work without respecting the selection criteria. Exhibition of student work (i.e. works of art, artefacts and designs) created to fulfil the assessment-related or other requirements of a School course are regularly exhibited publicly within the School, in galleries, trade fairs, commercial and professional premises and in many other venues.

Istituto Marangoni supports the personal involvement of students with their creative works, and seeks to collaborate with them in securing opportunities for the works to be seen by the professional and public world outside the School. The School believes that public and private exhibitions are valuable instruments for developing a students' professional engagement.

Up to the time of the student's final educational assessment, the School shall have the final right to decide whether or not work should be exhibited. During this time, and as a requirement of every course, the works may be held in the possession of the student but shall be made available to the School when requested with reasonable notice.

Throughout their course, students may have the right to exhibit their work outside the School provided they give their Director of Education reasonable notice of their intention together with details of the proposed exhibition approved by the School.

A student exhibiting on his/her own initiative outside the School will normally be encouraged to do so but the School shall be entitled to require a student not to exhibit in the following circumstances:

- where the reputation of the School may be adversely affected, decided by the sole discretion of the School director;
- if the work concerned is required by the School for assessment or other exhibition purposes. Students are entitled to sell work created within and in association with the School, provided that their School Director agrees that these works are no longer required for assessment, exhibition or retention, or is satisfied that the work will still be available until the final educational assessment.

After completing the course student work is normally regarded as the property of the student, and can be disposed of as he/she thinks fit, except that the School shall have the right to retain any piece of work for up to one year from the date on which the course ends.

Unless expressly agreed with the School (for example, if the School commissions work from a student) the intellectual property rights to works that have been created by the student, belongs to the same. This remains the case, even where the School exercises its option to exhibit or retain a piece of work.

5.7 Cross-School Experience

"Istituto Marangoni Cross-School Experience" is the opportunity for undergraduate three year Students to enrol in a different Istituto Marangoni European School in the

subsequent Academic Year to attend the same programme. The Regulation containing all related procedures, deadlines and applications modality will be shared with students on their Extranet starting from November / December 2020. For more information, please get in touch with the Admission Office.

5.8 Career Service (Career Development)

Innovations in promoting employability and entrepreneurial skills of students are enhanced through Careers Services. While working closely with the Academic staff and Industry partners, Istituto Marangoni provides targeted approaches to career development, starting from year one of the students' studies. Recognising the vast importance of this area, the Career Services department has developed a range of workshops and annual events to provide advice on career development. These sessions are organised by internal staff as well as industry and cover areas such as professionalism, industry ready CV and cover letter, interviewing, personal branding, networking, LinkedIn, and portfolio presentation. Compulsory attendance is expected at extracurricular seminars and career service presentation. Placement activities are supported by the Careers Services. The department provides in-depth information on the regulations and legal implications of non-accredited placements and works closely with the Admissions Department to provide the latest information for UK and International students (EU and non EU). All our Postgraduate students have to take a mandatory 12 weeks placement. Having structured placements, which are course accredited and graded, contributes to the importance of the work-based learning and enhance our student's professional approach. The details of the placement, its definition and the role of the Career Services is described in the Placement Handbook. The compulsory placements provide a direct and continual relationship with our industry partners and with that collaboration students' employability is increased. Students are encouraged to address each opportunity and consider and reflect on their experience, study background as well as future career goals in tailoring each application. Career Services work closely with the Academic Staff in managing industry expectations and priorities, by their ability to provide tailored recruitment approaches using a pre-screening process. In addition to this recruitment methodology, the students are encouraged to research other recruitment platforms and initiate their own networking opportunities, making use of the platforms offered in the Istituto Marangoni and via external bodies and competitions, to identify and address placement and employment opportunities. Placements are not guaranteed. It is up to the student to secure placement opportunities with the support of Careers Service. Also students must engage with the Careers Service Team prior to and during the entire placement period. Please read the Placement handbooks for more information regarding work placement procedures and regulations. Careers Services staff regularly undertake industry networking initiatives, visits and along with an extensive database provide strong mechanisms for ensuring up-to-date opportunities for placements as well as graduate jobs. Symplicity Careers Service has recently introduced an online platform career Network (SYMPPLICITY), ensuring tailored placements and jobs are promoted to the existing students and Alumni. Our ability to reach wide number of students under one platform enables us to be a leading School in promoting employability for our students, regularly offering competitive opportunities. Each student and Alumni has its own unique password protected access. When a student logs into the Symplicity platform, they are able to create their own profile (similar to LinkedIn), schedule appointments with Careers Services, access resources with guidance materials as well as apply for opportunities suitable for their programme. Previous Industry Experience Istituto Marangoni has worked with some of the top

industry names internationally as well as developed working relationships with some of the best new risers and entrepreneurs.

Here are some of the few companies we have partnered with: Armani, Burberry, Victoria Beckham, Huishan Zhang, Jimmy Choo, BVLGARI, Max Mara, Zaha Hadid, Ralph Lauren, Tod's, Tom Ford, Vivienne Westwood.

6. Personal Property

Istituto Marangoni does not accept liability for loss of or damage to clothing or other property left by any person on its premises. It is therefore essential that all students take reasonable care of their personal property and do not leave valuables, money, cash cards, bank-books or keys unattended at any time. When using expensive or valuable personal property, you are advised to make arrangements for its insurance against being stolen or damaged outside of your home, in addition to its inclusion in any domestic contents insurance. Any lost property on the School premises should be reported to the School reception as soon as possible. Equally, if lost property is found, it should be handed in to a member of staff at reception.

The School requires students to actively protect its equipment, much of which may be attractive to the opportunist thief. Where security devices are provided, these must be used. Rooms must not be left unattended and unlocked and code numbers or access must not be provided to other people. All students should tell their tutors, the security or building staff immediately if they see anything suspicious. Students must not put themselves at risk.

7. Curricula overview

Istituto Marangoni offers Undergraduate as well as Postgraduate level programmes.

7.1 Undergraduate (level) programmes

7.1.1 BA (Hons) Degrees

BA (Hons) Degrees are Three-Year Courses validated by Manchester Metropolitan University - UK.

Designed for students who aspire to enter the fashion industry, but at present lack the specific knowledge and training required. These programmes offer a complete education at degree level, and enable the students to acquire all the fundamental basic knowledge and skills necessary to learn a profession directed at the fashion or design fields.

7.1.2 Semester Study Abroad Courses

These full-time courses offer specialised didactic activities for participants seeking study opportunities abroad of specific subjects related to the world of fashion and business.

7.1.3 Foundation Courses

Istituto Marangoni one-year foundation courses prepare participants for entry into any of the three-year undergraduate degree programmes, or three year courses, in the fashion or design fields. Over the course of the year participants are offered exciting new challenges that will improve their creative thinking, develop their broader fashion, design & art skills, and help them to identify where their true passion lies.

7.2 Postgraduate (level) programmes

7.2.1 MA Master's Degrees

Dedicated to professionals and those who have already acquired expertise in fashion. These industry focused courses offer a highly specialised and robust educational experience that is often required to start a successful career in the international world of fashion, style and luxury.



Appendix 1

Welcome to London

Welcome to London, your fashion capital

Finding long term accommodation:

Generally we suggest that you first arrange a temporary accommodation before leaving home. When looking for long term accommodation, it is very important to personally view the property and meet the owner(s). That is the only way you can ensure you get the place that you want without risking any unpleasant surprises. Some owners will not fix a long term accommodation agreement without having met you personally. It may take several days or even up to a few weeks to find the right accommodation in London which suits both your budget and your needs.

Accommodation may be owned by private landlords or external organisations, which you will have to find and arrange by yourself. You can always count on the help and advice from the Information office at Istituto Marangoni London School.

Living in east London is slightly cheaper than other areas of London. Remember that the cost of privately rented accommodation might not include household bills for heating, lighting, water and council tax. It is crucial to always check what is included in your rent. Telephone, food or other daily living expenses will always be covered by you. You will usually need to pay one month's rent in advance when you agree to take on a rented property, and pay one month's rent as a deposit against damage which is refundable once you move out. The minimum length of the contract is usually 6 months.

Bedsits:

A bedsit is usually a single room, in which you will live and sleep. The building might be divided into several bedsits, which will be rented by other people who may not be students. Cooking facilities may be in the bedsit or elsewhere in the building, in which case, you will have to share them. You will also have to share a bathroom with the other people living in the same building. You will be required to clean your own room, do your own laundry and provide your own bed-linen and towels. Heating can be quite expensive.

In a bedsit you will be independent and have a lot of freedom, but it may be lonely. Bedsits vary in size and quality so you should never take a room without seeing it first and where possible, take a friend with you for your first visit to the property.

Flats and houses:

After you have been in the UK for a while and found a small group of friends, you may wish to share a furnished flat or a house together. You will share the rent, heating and lighting bills, council tax, food bills and the cleaning. This sort of accommodation can be cheaper than the other types but large houses can be difficult to find. Again, you will have to provide your own bed linen and towels and do your own cleaning.

Note: In the case of bedsits, flats and houses, do not sign any contract you do not fully understand. If you are unsure, take a copy of the agreement to your Information Officer who will be pleased to help you.

Student accommodation:

There are a number of providers who offer accommodation for students only (please see the Student accommodation list). Many of the providers offer information online and, unlike in the above cases, it is possible to book the accommodation prior to arriving to London. This may be a suitable solution for younger students or those who do not want to worry about finding the long-term accommodation at the beginning of the academic year. Some of the locations are very popular and we recommend early booking. The minimum length of the contract is usually 3 months. There is a NIDO located within 5 minutes' walk of Istituto Marangoni which was opened in 2010.

marangoniaccomodation@knightfrank.com

Fire safety in the accommodation

Keep your home safe by:

- Making sure there is at least one smoke alarm on every level of your home
- Not smoking inside the building
- Placing candles, tea lights and incense burners in stable, heat-resistant holders
- Sitting at least one meter away from heaters
- Not overloading electrical sockets

If your flat or maisonette is being affected by fire or smoke and your escape route is clear:

- Get everyone out, close the door and walk calmly out of the building
- Do not use the lift
- Call 999, give your address, the number of your flat and state which floor the fire is on

If there is a fire or smoke inside your flat or maisonette and your escape route is not clear:

- It may be safer to stay in your flat or maisonette until the fire brigade arrives
- Find a safe room, close the door and use soft materials to block any gaps to stop the smoke
- Go to a window, shout "Help, fire" and call 999
- Be ready to describe where you are and the quickest way to reach you

If there is a fire in another part of the building:

- Purpose-built maisonettes or block of flats are built to give you some protection from fire. Walls, floors and doors can hold back flames and smoke for 30 to 60 minutes
- You are usually safer staying put and calling 999. Tell the fire brigade where you are and the best way to reach you
- If you are within the common parts of the building, leave and call 999.

Living in London

Food:

Traditional British dishes normally include a meat dish with potatoes and other vegetables such as carrots, peas, Brussels sprouts and cabbage. The meat dish is often a type of stew which is meat cooked in a sauce, with vegetables, in the oven. Meat may also be fried, grilled, or roasted in the oven and will be beef, pork or lamb.

A variety of sweet dishes will normally be served after the main course: dishes such as apple pie (two pastry layers filled with apple), ice-cream or cake. Sometimes an extra course called the 'starter' or 'appetiser' is served before the main course: you might be served something like soup, pâté or melon.

Sunday lunch is a great British tradition, and normally a roast meat dish with vegetables will be served as the main course. A traditional 'English breakfast' consists of cereal followed by fried egg, bacon, sausage and tomato. Toast will also be served with an orange jam known as marmalade. Tea or coffee will be offered.

However, most British people will usually have a much simpler breakfast of cereal and/or toast with marmalade or jam, with tea or coffee to drink. The British mealtimes have various names. This is often very confusing, even for British people – so do ask if you're not sure.

The first meal of the day is normally 'breakfast', but sometimes late breakfast is called 'brunch' (combination of breakfast and lunch). A meal is often eaten in the middle of the day, and is usually called 'lunch' - this is often light food, such as sandwiches. The evening meal is often the main meal of the day, and has various names: 'dinner', 'supper' and 'tea'.

The British traditional takeaway meal is 'fish and chips'. A variety of fish is available (normally cod, haddock or plaice) which is coated with batter and fried in vegetable oil. Batter is made from flour, eggs and milk. Chips are chopped, fried potatoes.

In the end it is quite difficult to define what "British food" is like. Try some of the variety! London is famous for a diverse assortment of international restaurants and cafés.



Appendix 2 Health & Safety

Health in London

As a student at Istituto Marangoni in London you should never forget that your study can only be a successful and happy experience when you take care of the health of your body, mind and soul. In this section, we will cover some basic information about how and where to get medical help during your stay in London.

Before you travel, you should seek advice from the health authorities in your home country about what treatment will be covered. You may still need to take out limited medical insurance.

The National Health Service (NHS)

As a full-time student you are entitled to use the National Health Service (NHS). This system provides health care for anyone free of charge. For people who stay in the UK for more than six months, the NHS offers the following services: treatment in a hospital (both emergency and non-emergency treatment), a General Practitioner (GP) services, family planning services, treatment of certain communicable diseases, psychiatric treatment etc.

You may need to pay for: medicines prescribed by your GP, some GP services (e.g. vaccinations for travel, getting a sickness certificate)- ask your GP for details of costs, dental treatment, optical treatment.

General practitioner (GP)

In order to get access to NHS services, you should register with a Doctor (General Practitioner, GP). Registering does not cost anything but is extremely important. You will be given detailed information about the registration with a GP on your first day at school. You should register with a GP closest to where you live and so we stress that you register as soon as you find your long term accommodation and do not wait until you feel ill.

GPs are doctors who are trained and experienced in diagnosing a wide range of health problems including: advice on health issues, vaccinations, examinations and treatment, prescriptions for medicines, referrals to other health and social services.

To register, you will need to visit the doctor's Receptionist during consulting hours, taking a letter from your institution as a proof that you are a student. You should ask to be added to the list of the NHS patients. Most doctors' surgeries have female as well as male doctors, and if you prefer you can ask to be put on a female/male doctor's list. If you only want to be seen by a female doctor, you need to say so whenever making an appointment.

If the doctor cannot accept you as a patient, try elsewhere or contact the local Primary Care Trust (PCT).

The nearest PCT to the Istituto Marangoni School is:

Tower Hamlets PCT
Trust Offices, Mile End Hospital, Bancroft Road, London, E1 4DG.

Telephone: 020 7377 7000

When you register with a new Doctor the Receptionist will give you a form to fill in, then your NHS medical card will be issued and sent to your home address.

Most illnesses and other problems can be treated by the GP, but if you need to see a specialist, the GP will refer you to an appropriate hospital department. If your condition is non-urgent, you can expect to see a doctor within two working days or a health professional such as a nurse within one working day. Most GPs also run an "on-call" service, so that you can contact a doctor 24 hours a day. Your GP will give you details when you register.

The nearest GP's to the Marangoni School are the following:

Spitalfields Practice
20 Old Montague Street, London, E1 5PB
Telephone: 020 7247 7070
Opening hours: Monday to Friday 8 am to 6:30pm, closed weekend and bank holidays.

Shah Jalal Medical Centre
44 Hessel Street, London, E1 2LP
Telephone: 020 7702 2036
Opening hours: Monday to Friday 8 am to 6pm, closed weekend and bank holidays.

City wellbeing practice
Tower Medical Centre
129 Cannon Street Road, London, E1 2LX
Telephone: 020 7488 4240
Opening hours: Monday: 8:30am to 8pm
Tuesday: 8:30am to 7pm
Wednesday to Friday: 8:30am to 6:30pm
Closed on weekends and bank holidays

Albion Health Centre
333 Whitechapel Road, Whitechapel, London, E1 1BU
Telephone: 020 7456 9820
Opening hours: Monday to Wednesday and Friday: 8am to 6:30pm
Thursday: 8am to 1pm
Closed on weekends and bank holidays.
To find the nearest General Practitioner to your accommodation please check the website of NHS England:
<http://www.nhs.uk/England/Doctors/Default.aspx>.

Pharmacies

Pharmacists (sometimes called Chemists) are experts in medicines and how they work. They dispense your prescriptions, provide a range of services related to specific health issues and can offer advice on healthy living and minor ailments.

The nearest Pharmacies to the Marangoni School are:

Boots The Chemists Ltd
Liverpool Street Tube Station
Telephone: 02073740092
Opening hours: Monday to Saturday: 8am to 7pm
Sunday: 10am to 6:30pm

Edwina Pharmacy
Unit 8 Aldgate Barrs Centre, Sedgwick Centre, Whitechapel High Street, London, E1 7PJ
Telephone: 020 7481 3695
Opening hours: not known

Day Lewis Pharmacy
12-14 Old Montague Street, London, E1 5JB
Telephone: 020 72471895
Opening hours: Monday to Friday 8:30am to 1:30pm and 3pm to 6:30pm
Closed on weekends and bank holidays.

Shanty's
253 Whitechapel Road, Stepney, London, E1 1DB
Telephone: 020 72472140
Opening hours: Monday to Friday 9am to 6pm
Saturday: 9am to 5:30pm
Sunday: closed

NHS walk-in Centres

NHS walk-in Centres offer fast and convenient access to healthcare advice and treatment for minor injuries and illnesses. They are open from early morning to late evening, seven days a week. They are run by experienced NHS nurses, and you don't need to make an appointment.

The nearest NHS walk-in centre to the Marangoni School is situated next to the Royal London Hospital A&E department: Whitechapel NHS walk-in Centre

174 Whitechapel Road, London, E1 1BB
Telephone: 020 7943 1333
Opening hours: everyday from 8 am to 10 pm.
To find the nearest NHS walk-in Centres to your accommodation please check the website of NHS England: <http://www.nhs.uk/England>.

Hospitals

If your GP refers you to a hospital for treatment, you will usually be given an appointment to see a specialist doctor. Depending on the medical problem, you may be treated as an in-patient (where you are admitted to a ward and stay there overnight or longer) or as an out-patient (where you visit the hospital during the day for an appointment). If you think you need to see a specialist, you should approach your GP first and ask her or him to refer you.

To find the nearest Hospital to your accommodation please check the website of NHS England
<http://www.nhs.uk/England/Hospitals/Default.cmsx>.

Emergencies

For an ambulance call 999.

If you need an immediate medical assistance (for example, because of an accident), dial 999. The call is free. An operator will ask you "which emergency service do you require Fire, Police or Ambulance". Be ready to tell the emergency services what has happened and where you are. If someone is injured and needs to go to the hospital ambulance staff will arrive and take the person to an Accident and Emergency department, and in some cases both police and the Fire Service will also attend an accident.

Private medical insurance

Even being covered by the NHS for medical treatment, you may find that there are long waiting times for some services. An insurance policy which gives you access to private medical care could give you much quicker access to the treatment you need.

If you have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking at options available from UK insurers.

Covid-19 notice

The School has put in place all recommended measures to contrast the spread of Covid-19 and follows with the utmost attention all guidance from Government bodies and the National Healthcare System as updates occur.

Good hygiene and social distancing measures are essential in contrasting the spread of the virus. In your day-to-day life, ensure you wash your hands with soap regularly for at least 20 seconds, avoid touching your nose, eyes or mouth and keep a distance of 2 metres from others whenever possible. When this is not feasible, a distance between one and two metres is allowed if "mitigating" measures are in place (e.g. wear a face mask, protective screens are in place between people).

On public transport and in shops, it is required to wear a face mask unless you are exempt because you have a medical condition. Please check with Transport for London and Travel authorities before travelling or you might incur in a fine.

If you sneeze or cough, use the fold of your elbow or a dis-

posable napkin to catch the virus, dispose of the napkin and wash your hands or use hand disinfectant.

If you show Covid-19 symptoms (high fever, a new persistent cough, loss of smell or taste), you can request a home test. It is important to self-isolate while you wait for your test results.

You might also have to self-isolate if you arrive from a Country that the UK requires quarantine on arrival for. Please check with travel authorities before travelling. The School will also keep you updated on any relevant changes and will support you through your studies if you need to self-isolate on arrival and cannot attend lessons in person.

Please provide your updated details (including a UK telephone number) so that we are able to contact you.

Personal safety

The chances of you becoming a victim of a violent crime are relatively low. Violent crimes by strangers in public places are not very common and account for a small part of recorded crime.

It can be useful to be aware of some of the risks and take some safety measures. Below you can find some general tips to avoid such incidents.

In general it is better and safer to avoid any kind of confrontation with strangers. Just walk away if you are being hassled or provoked. Most muggings and assaults happen outside pubs and clubs, between 10pm and 6am. When you are out in the centre of the city – especially if you are having a big night – be careful. Never leave your drink alone, ask a friend to look after it, or buy a new one.

If you regularly go jogging or cycling, stick to well-lit roads and consider varying your route. If you wear a personal stereo, remember that you cannot hear traffic, or somebody approaching from behind you.

While walking in the street (even on the sidewalk), beware on moped thieves (one of two people on a motorcycle, usually wearing a full-face helmet and plain black clothes). Store your mobile phone and other devices in your bag or pockets if possible.

Have your keys ready and within reach well before you arrive at your door. Carry them on you, if possible and not in your bag. If you think you're being followed, cross the road to see if they follow. If you are still worried, go to the nearest public place and call the police or speak to any security staff on hand.

In emergency, call the Police on 999.



Appendix 3 Student Representation

1. Student Representation

Istituto Marangoni has always been focused on implementing a rigorous process of improvement of his programmes and services.

In particular, Istituto Marangoni recognises that the "Student Voice" is a crucial element in this process, since the main aim is to give a prominent role to the student feedback structure.

For this reason, in order to highlight possible areas in which an improvement can be made, students are strongly encouraged to express their points of view. One of the modalities that allow students to express their opinions is through Student Representation: students can be elected as Representatives for their course, acting as spokespersons for the entire academic year.

1.2 Student representation structure

The structure works as follows. Students will elect a Student Representative, who in turn will nominate a Student Representative Chair for Foundation, BA (Hons) and Master. The Student Representatives, gathering student feedback prior the meetings, will be the main link between student and staff at Istituto Marangoni.

Students enrolled on Istituto Marangoni's programmes can put themselves forward for the position of Student Representative.

They will hold this position until the following academic year, when the student group will elect a new representative.

Elections will also occur in the case of any unforeseen circumstances where the Student Representative has had to withdraw.

2. The representatives' role

Student representatives play a crucial role in the management and improvement of Istituto Marangoni's activities. As a student representative you are asked to attend and actively participate in staff-student meetings and supply constructive feedback on your teaching and learning experience.

Student Representatives are required to:

- Attend Student Representative induction;
- Complete Student Representative training courses;
- Inform individual students of their appointment;
- Communicate the views of their student group to academic and managerial staff at the School;
- Actively discuss the positive aspects of the course along with areas in need of improvement;
- Attend meetings, e.g. Staff-Student consultative meetings and Programme Committee meetings, focus groups meetings, other School's committees External Examiner visits organised by the school. These meetings allow representatives to speak directly to staff and take an active part in shaping the future of their study programme;
- Relay decisions made at these meetings with the students you represent;
- Communicate to students the importance of suggesting and highlighting possible improvements;
- Take part in the School Social Media Project
- Guide students in understanding the value of programmes and education they are receiving.

Across all Foundation, BA (Hons) and Master programmes, one Student Representative will be elected to act as Foundation, BA (Hons) and Master Representative Chair. The Chair will coordinate the rest of Student Representatives' activity and act as one of the point of contacts.

1.3 The representative meetings

Official meetings within Istituto Marangoni will involve programme representatives and key staff members.

Each meeting should have a written agenda, distributed to all those attending, and minutes of the relevant points brought up in previous meetings (student representatives

will be consulted in the preparation of these minutes). Prior to each meeting, representatives will be asked to gather feedback from their classmates, on the study programme and the school as a whole.

It is then crucial that representatives speak to other students before attending the meeting and represent their views there.

1.4 The representatives' skills

- Being an "issue-scanner": raising concerns to programme leaders, student representative need to make sure of speaking on behalf of everyone, to have the situation clear, to be able to produce evidence about the existence of the issue and being reasonable about how you convey a problem.
- Being clear and concise: Student representatives are always welcome to contact staff member to raise issues. It is very important to have clear what you want to achieve with the meeting, to be clear and concise, and also diplomatic - which is a very important skill in any job situation. Consider sending an email outlining of the issue before the meeting, this could save time.
- Being proactive, positive, propositive; Student representatives are expected to raise both positive and negative issues about programmes and school life but always using a proactive and positive approach. Issues have to be discussed in a constructive way, also presenting possible solutions to problems raised.
- Being pertinent: saying the right thing at the right time. When the student rep needs to raise an issue about a single staff member (or any other type of potentially sensitive topic) they are invited not raise this at a meeting as it is considered bad practice. They have in fact to speak to the Programme Leader or directly to the campus director of education or campus director for further advice.
- Being self-conscious: it is important to remember never be afraid to ask questions in meetings or any additional clarification before or after this: clarifications would rise could be useful also for others.
- Communicating effectively: communicating with everyone is not always easy. People will find it easier to talk about aspects of their course that they don't like but may find it hard to say how the course could be improved. It is also important to remember that some people are more vocal than others, that some will have language difficulties, others will lack the time to give you feedback and some will simply be at a loss for what to say about the course.

1.5 The benefits

Benefits gained by a student representative are listed below:

Altruistic benefits:

- Chance to improve your course;
- Suggest changes designed to improve the course over the coming years;
- Represent the opinion of others;
- An opportunity to make a constructive difference.

Skills development:

- Representation - the skills you develop as a representative will be beneficial both within your course and in your future career;
- Time-management - manage your course work alongside your role as representative;
- Organisation - planning and attending meetings whilst meeting your own deadlines;
- Presentation skills - presenting a range of issues at meetings;
- Meeting skills - put your point across clearly and concisely;

- Issue resolution and problem solving - raise sensitive issues diplomatically and devise useful solutions to problems as they arise.
- Team-work - collaborating with other students rep to achieve a common goal.
- Problem-solving - finding solutions to issues.
- Leadership - leading your peers through the academic year.

General benefits:

- Improve the relationship you have with staff at the institute;
- Be willing to get involved and do more with your time at the institute other than just being a student;
- Meet new people, particularly within your school;
- An important role to add to your cv.