



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

# Student Artist Policy

Student Artist Policy .....	1
1 Introduction .....	3
1.1. Purpose .....	3
1.2. Scope .....	3
2 Policy Statements .....	4
2.1. Principles for Awarding Student Artist Support .....	4
3 Related Procedure for Student Artist Support.....	5
3.1. Faculties Appoint Student Artist Advisors.....	5
3.2. Student Applies for Student Artist Support.....	5
3.3. Application Is Evaluated .....	6
4 Related Documents .....	6
4.1. Making Great Art Work: Leading the Development of the Arts in Ireland, Arts Council Strategy 2016-2025.....	6
4.2. Handbook of Academic Regulations and Procedures.....	6
5 Document Control .....	6

# 1 Introduction

## 1.1. Purpose

This document sets out the University of Limerick's policy and associated procedures relating to the award of Student Artist (SA) support for established and emergent student artists in the University.<sup>1</sup>

The purpose of the policy is to provide students who have become or who are developing as artists with a standard, university-wide approach to support enrolled students. The policy sets out the conditions under which students are eligible for this support and outlines the processes through which they can apply for reasonable accommodations to assist them to meet the requirements of both their degree programme and their artistic commitments.

## 1.2. Scope

### 1.2.1. To whom does the policy apply?

The policy applies to any student artist who is enrolled on an undergraduate or postgraduate degree programme and who fulfils the conditions outlined below. For the purposes of the policy, a SA is defined as a student who is engaging their artistic practice in prestigious contexts. These could include, but are not limited to, performers, designers, curators, directors, producers, composers, choreographers, creative writers, those whose work is being exhibited (e.g. architects, visual artists, videographers). This list is not definitive however and the policy, therefore, applies to a broad range of artistic practices.

### 1.2.2. In what situations does the policy apply?

A student who fulfils the following conditions is eligible to apply for SA support:

- Able to provide evidence of the prestigious artistic opportunity from which they would be precluded unless an academic accommodation is agreed.
- Able to demonstrate that they have made every reasonable effort to address the opportunity through personal planning in advance of applying for SA support.
- Able to explain their artistic achievements to date and justify how the opportunity will enhance their artistic development.

---

<sup>1</sup> While no student is precluded from applying through this policy, it is recognised that students enrolled on artistic programmes may already have access to programme / unit specific procedures for artistic support. The focus of this policy is the provision of a minimum threshold of artistic support available across the entire student body.

- Able to provide at least one supporting reference from a referee(s) with appropriate professional standing, attesting to their suitability for SA support.

### 1.2.3. **Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?**

A Student Artist (SA) advisor (one per faculty) is responsible for ensuring that the policy is implemented and monitored.

In consultation with an artistic expert who has the relevant artistic expertise (these could include UL staff members or an external artist), the faculty SA advisor makes a recommendation about whether to provide a student with academic accommodations, but the final decision about whether to award support to the student remains with the course director/module coordinator(s).

The role of the faculty SA advisor is to advocate for the student based on their expert knowledge and that of the relevant artistic expert.

One of the faculty SA advisors will also be tasked with oversight of all applications, to ensure parity between faculties.

## 2 **Policy Statements**

### 2.1. **Principles for Awarding Student Artist Support**

The University of Limerick recognises the importance, challenges and validity of its students who are Student Artists in their respective fields and endeavours to support such students to excel in their artistic practice as well as to meet the requirements of their degree programmes.

#### 2.1.1. **Student Artist Advisor**

The role of the SA Advisor is pivotal to the successful implementation of this policy. Each faculty's SA Advisor will have a clear understanding of the University's academic regulations and procedures and the structures that support student artists and the demands on them to excel in their practice.

The University will identify the needs of each SA Advisor and will provide appropriate training and support to meet those needs.

#### 2.1.2. **Reasonable Accommodations**

UL is committed to assisting SAs to meet the requirements of their degree programme while striving to reasonably accommodate their outside commitments. Students must be

cognisant that there may be accrediting body and programme criteria that could affect the accommodations that the University can make. Some of the reasonable accommodations that *may* be made at the discretion of the course director or module leader(s) include:

- Providing extra assistance with academic planning
- Offering alternative accommodation if exams, lectures, tutorials or labs coincide with an important artistic event
- Being flexible with assessment deadlines based on artistic-related travel commitments
- Allowing the student, where possible, to sit exams externally under exam conditions within the SA's environment, including while travelling
- Offering flexible leave of absence when it is needed by the SA to meet their artistic commitments
- Offering flexibility in relation to alternative Co-op or Erasmus models once the alternative has been arranged one semester in advance
- Providing access to distance education materials and class notes for missed lectures, tutorials or labs, where appropriate and available
- Splitting or postponing semesters.

### **3 Related Procedure for Student Artist Support**

#### **3.1. Faculties Appoint Student Artist Advisors**

3.1.1. Each of the four faculties appoints an SA Advisor for a minimum of three years.

#### **3.2. Student Applies for Student Artist Support**

3.2.1. The student discusses their eligibility for SA support with the respective faculty SA Advisor.

3.2.2. If the SA Advisor considers the student to be eligible for SA support, the student completes the Student Artist Support Application Form (Appendix 1).

As part of the application, the student submits supporting documentation, including:

- Evidence of a unique / prestigious artistic opportunity from which they would be precluded unless an academic accommodation is agreed (e.g., a letter of invitation).
- Evidence that they have made every reasonable effort to address the opportunity through personal planning in advance of applying for SA support, such as correspondence with course director and module leader(s).
- A statement of artistic achievements to date and an explanation as to how this opportunity will enhance their artistic development.
- At least one reference from a qualified referee(s), who has relevant professional standing, attesting to their suitability for SA support.

3.2.3. The student submits the completed application form and accompanying documentation to the SA Advisor.

### 3.3. Application Is Evaluated

3.3.1. The application is evaluated by the SA advisor and artistic expert.

3.3.2. On a case-by-case basis but no later than 15 working days after the application has been evaluated, the student’s SA Advisor, in consultation with the programme and/or module coordinator, informs the student of the outcome of the application.

3.3.3. If the application is successful, the student’s SA Advisor informs all relevant parties of the outcome. **Please note that this decision is final and there is no option to appeal.**

## 4 Related Documents

### External Documents

4.1. [Making Great Art Work: Leading the Development of the Arts in Ireland, Arts Council Strategy 2016-2025](#)

### Internal Documents

4.2. [Handbook of Academic Regulations and Procedures](#)

## 5 Document Control

Document Version	Version 1
Document Owner	Sandra Joyce
Approved by	Academic Council
Date	6 March 2024
Approved by	Governing Authority
Date	30 April 2024
Effective Date	01 September 2024
Scheduled Review Date	31 January 2026

# Application for University of Limerick Student Artist Support

This application form is for Student Artists who wish to apply for academic accommodations. Please refer to the University of Limerick's Student Artist Policy and contact your faculty's Student Artist Advisor to discuss your circumstances before completing this application form.

## Student Artist Faculty Advisors & Email Addresses:

\_\_\_\_\_ Faculty of Arts, Humanities & Social Science: [sample.emailaddress@ul.ie](mailto:sample.emailaddress@ul.ie)

\_\_\_\_\_ Faculty of Education & Health Sciences: [sample.emailaddress@ul.ie](mailto:sample.emailaddress@ul.ie)

\_\_\_\_\_ Faculty of Science & Engineering: [sample.emailaddress@ul.ie](mailto:sample.emailaddress@ul.ie)

\_\_\_\_\_ Kemmy Business School: [sample.emailaddress@ul.ie](mailto:sample.emailaddress@ul.ie)

\* Required

\* This form will record your name, please fill your name.

## Section 1: Student Artist Faculty Advisor

1. Please select your HPA Faculty Advisor from the list below \*

- (INSERT NAME), Faculty of Arts, Humanities & Social Science
- (INSERT NAME), Faculty of Education & Health Sciences
- (INSERT NAME), Faculty of Science & Engineering
- (INSERT NAME), Kemmy Business School

## Section 2: Personal Details

2. Name \*

3. Student ID \*

4. Current Programme of Study \*

5. Course Director \*

6. Current Year of Study (first, second, third, fourth, etc.) \*

7. Country of Residence \*

8. Permanent Address/Home Address \*

9. Contact Address (if different from above) \*



10. Gender \*

- Woman
- Man
- Non-binary
- Prefer not to say

11. Mobile Phone Number (if it is a non-Irish number, please include country code) \*

12. Email Address (whenever possible, please use your UL email address) \*

### Section 3: Details of Artistic Pursuits and the Need for Academic Accommodation

13. Provide evidence of a unique/prestigious artistic opportunity from which you would be precluded unless you are awarded academic accommodations (maximum 250 words): \*

14. Provide evidence that you have made every reasonable effort to address the opportunity through personal planning in advance of applying for Student Artist support, such as correspondence with your course director and module leader(s) (maximum 250 words): \*

15. Provide a statement of your artistic achievements to date and an explanation as to how the opportunity mentioned above will enhance your artistic development (maximum 250 words): \*

### Section 4: Reference(s)

Provide at least one reference from a qualified referee, attesting to your suitability for Student Artist support.


16. Name of first referee: \*

17. Is this referee affiliated with an event or organization? If so, please provide details of their affiliation and role: \*

18. Referee's contact number: \*

19. Referee's email address: \*

20. Letter/Statement from referee attesting to your suitability for Student Artist support: \*

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF


21. Name of second referee:

22. Is this referee affiliated with an event or organization? If so, please provide details of their affiliation and role:

23. Referee's contact number:

24. Referee's email address:

25. Letter/Statement from referee attesting to your suitability for Student Artist support:

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF

26. Name of third referee:

27. Is this referee affiliated with an event or organization? If so, please provide details of their affiliation and role:

28. Referee's contact number:

29. Referee's email address:

30. Letter/Statement from referee attesting to your suitability for Student Artist support:

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF

## Section 5: Details of Academic Accommodations Sought

Please note: criteria set by accrediting bodies could affect the accommodations that the University can make. In addition, any requests for academic accommodations must be approved by the Student Artist Advisor as well as relevant course directors and module leaders.

31. Please select the kind of academic accommodation(s) you are seeking (please tick all that apply): \*

- Providing extra assistance with academic planning
- Offering alternative accommodation if exams, lectures, tutorials or labs coincide with an important artistic event
- Being flexible with assessment deadlines based on artistic-related travel commitments
- Allowing the student, where possible, to sit exams externally under exam conditions within the SA's environment, including while travelling
- Offering flexible leave of absence when it is needed by the SA to meet their artistic commitments
- Offering flexibility in relation to alternative Co-op or Erasmus models once the alternative has been arranged one semester in advance
- Providing access to distance education materials and class notes for missed lectures, tutorials or labs, where appropriate and available
- Splitting or postponing semesters

32. Please provide details about the kinds of academic accommodations you requested above (i.e., what specifically are you requesting be done?), including the codes for each module you are seeking accommodation in (maximum 300 words): \*

## Section 6. Declaration

I certify that the information provided in this application form is correct.

33. Applicant Signature (please type your full name): \*

34. Today's Date \*

