

Student Handbook

B.Eng Engineering Technology

BA Fine Art

BA Criminology with Psychology

BA Young Children's Learning and Development

MA Creative Practice

M.Ed Education

2023 - 2024

This handbook is available in other formats upon request to HERegistry@hull-college.ac.uk

STUDENT HANDBOOK

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1) Introduction and Welcome

a) Welcome

The course team welcome you where you will be engaging in a specialist programme of study to become informed professionals. You will develop skills and ideas together with awareness for the social and ethical contexts in which your practice is situated. We are confident that your time will be challenging, enriching and rewarding.

This Handbook provides important information about your programme, our expectations while you are studying with us and a summary of the range of services available to you and how to access them. You will be supported by staff with a wide range of practical, professional and academic expertise and encouraged to take a pro-active role in identifying and developing your own ambitions, professional abilities and contextual understanding.

We aim to provide an educational environment that is friendly and supportive and we trust that, should you have any questions or problems that are not answered by this Handbook; you will bring them to the attention of your Programme Staff.

We hope that you find your time on the programme both challenging but enjoyable. Please take time to read through the handbook, it will support you through your academic journey and should answer many of your questions. If you have any comments or feedback regarding this handbook and its helpfulness please email HERegistry@hull-college.ac.uk

Ranjit Singh

Vice Principal Quality and Learner Experience

b) Introduction to the Institutes

There are five Institutes in total: Building Technologies, Digital and Advanced Manufacturing, Arts, Hospitality and Lifestyle, & Health and Life Sciences.

These Institutes are aligned to both local and regional areas for growth. Institute staff are members of a variety of local and regional strategy and stakeholder groups. This facilitates the Institutes in becoming embedded in the local community and working in partnership with employers.

These partnerships provide employers with the confidence that students from all Institutes have developed valuable high-level transferable skills during their course. As a result of this, students often enter into jobs after their course with organisations they have been on placement with.

Your programme of study leads to an award of the University of Hull and has been validated by the University to assure the quality of your learning experience and the standards of the award.

Validated means that the University of Hull endorses a programme taught at another institution as

being equivalent to its other programmes leading to a similar award at the equivalent level. Your institution has designed your programme and is responsible for all your, teaching, support and assessment.

The University has carefully scrutinised the standard of your award and the quality of the learning experience provided by your institution.

This handbook has been produced utilising guidance provided by the University. The handbook sets out your rights and obligations as a student taking a programme delivered by Hull College leading to an award of the University. It points you in the direction of further information, such as full copies of regulations and procedures which will apply to you.

It is your responsibility to familiarise yourself with the contents of this handbook, and make sure that you use it as the first source of information and guidance on matters relating to your programme and status as a student.

Matters detailed in this handbook are subject to review and change during the year. Every effort is made to ensure that the information is accurate and up-to-date at the time of publishing. Hull College will inform you of any changes occurring during the year.

c) Details of qualifications and staff

Programme Awards & Programme Leaders

Programme Award	Programme Leader	Email address
BA (Hons) Criminology (Top-up)	Debra Johnson	Debra.Johnson@hull-college.ac.uk
BA (Hons) Criminology & Psychology (Top up)	Debra Johnson	Debra.Johnson@Hull-College.ac.uk
BEng (Hons) Engineering Technology (Top up)	George Singer	George.Singer@hull-college.ac.uk
BA (Hons) Young Children's Learning & Development (Top up)	Deborah Fletcher	Deborah.Fletcher@hull-college.ac.uk
BA (Hons) Fine Art (Top up)	Chris Wiles Joe Sheehan Antony Hatfield	Christopher.wiles@hull-college.ac.uk Joe.Sheehan@hull-college.ac.uk Antony.Hatfield@hull-college.ac.uk

Programmes Start Date

September 2023 week beginning 11th September

Credit Value

120 credits for HNC programmes and Top-up (Hons) L6 programmes

180 credits for postgraduate programmes

240 credits for all FD/HND Programmes

d) Using this handbook

This programme handbook is designed to equip you with knowledge about how to make the most of your studies on your chosen programme of study. It has been designed with programme teams and feedback from previous student groups in order to provide you with the most relevant and informative information possible. It contains vital information regarding such issues as how to seek help and appropriate information. Please take the time to read this handbook thoroughly and use it as a reference throughout the course of your studies. Remember also that your programme leader will be only too happy to advise you with regard to any further queries not found within this document.

Your programme of study leads to a University of Hull award. As students studying a programme validated by the University of Hull, the University is very pleased to welcome you and is delighted that you are beginning or returning to your studies at Hull College. The University has a long standing and much valued relationship with its partner institutions and hopes that you find your time in higher education rewarding and enjoyable. The handbook sets out your rights and obligations as a student taking a programme delivered by Hull College. It points you in the direction of further information, such as full copies of regulations and procedures which will apply to you. If you are enrolled to a University of Hull programme [the student guide is here](#).

It is YOUR responsibility to familiarise yourself with the contents of this handbook, and make sure that you use it as the first source of information and guidance on matters relating to your programme and status as a student. You will not be permitted to rely on ignorance of regulations, policies or procedures, signposted or contained in this handbook, as a ground for mitigation, special treatment or appeal. It is your responsibility to keep contact details up to date and this can be done at the main reception, this also includes changes to personal details.

Matters detailed in this handbook are subject to review and change during the year. Every effort is made to ensure that the information is accurate and up-to-date at the time of publishing. Hull College will inform you of any changes occurring during the year; in the advent of alterations these will be made known to you via your programme leader.

Should you wish to provide feedback on the helpfulness of this booklet please direct your comments in writing to the HE Registry department, via email to: HERegistry@hull-college.ac.uk

All feedback is welcome and is incorporated if deemed to benefit the next cohort of students.

2) Programme Information

Higher Education awards are designed to comply with the Quality Assurance Agency's Framework for Higher Education Qualifications and other 'external reference points'. (Information is available at <http://www.qaa.ac.uk>). Institutes have produced *programme specifications* for all of their programmes, which set out what you can expect to be able to do if you successfully complete the programme. These are referred to as **learning outcomes** or **programme learning outcomes or competencies**. The following will help you understand some of the terminology that is commonly used:

Enrolment. Before you commence your course, you will be required to enrol and this is generally completed electronically via the online portal which is accessed via a link that is sent. Alternatively, you will be offered an opportunity to enrol in person and will be invited to a number of days at which

you can complete the process. Enrolment will need to be completed prior to commencing the course and within 4 weeks of the start date.

Programme Specification and Programme Learning Outcomes: at the beginning of the validation document for your degree (the document containing the syllabus and standards for your chosen programme of study) you will find the programme specifications. These detail the rationale, aims, distinctive features and programme or intended learning outcomes. The programme learning outcomes are the outcomes that you will achieve when you have successfully completed and are awarded the qualification. When tutors develop and write a programme they will ensure the programme learning outcomes meet subject benchmarks statements (national standards) for higher education as specified by the Quality Assurance Agency.

Module Learning Outcomes: within each module that you study there will be a list of learning outcomes. These are the outcomes that you are expected to achieve upon completion of the module; tutors, second markers, moderators and external examiners will look to see that you have met the learning outcomes for each module in the assessments that you submit. In module booklets it is vital that you familiarise yourself with these outcomes; more so if there are several assessments within the module, it is common to see learning outcomes specifically mapped across to each assessment. It is therefore vital that you familiarise yourself with the learning outcomes within each module and their relationship to the assessment process.

Credits: For each module that you complete you will achieve a certain number of credits; 10, 15, 20 or 30 credits. A top-up Bachelors will consist of 120 credits, and when added to a Foundation Degree totals 360 credits which is the tariff for a Bachelors award with Honours.

Tutors and support staff: We will introduce you to the staff during the orientation period at the beginning of the programme. Only your college email address will be used by academic and support staff for contacting you so you are advised to check your college email account regularly. For each module you study, the Module Leader will set out the preferred method of communicating general information in the Module Handbook. Your Institute will inform you of postponed classes as soon as possible. Communication can also be via Canvas notifications/announcements or via Microsoft Teams.

Timetables: During orientation we will give you access to a weekly timetable, this may be as a hard copy, on the Virtual Learning Environment (Canvas) or on noticeboards. The timetable shows when your tuition will occur. The timetable may vary to accommodate particular projects or events during the year. It may also have to change if there are any changes to the staffing on your programme. We will tell you about these variations as soon as possible and as the programme proceeds.

Employer Involvement: Employers and professional practitioners have supported the development of Hull College higher education provision for a number of years now. They will contribute in various ways to your programme delivery and quality improvements.

3) Teaching and Learning Methods

Teaching and learning methods are designed to meet the need of a wide range of student learning styles and developmental needs. They are vital to the student obtaining direction and insight into assessment methods.

Tutors will work to aid the understanding of assessment briefs through planned formative activities; however students are not entitled to expect tutors to read drafts of assessed work prior to

submission or set formative dates. Please do not send work repeatedly to staff in anticipation of further feedback.

The main types of learning contexts, which you will encounter, are lectures, seminars and tutorials. All of them require you to have at least pen and paper with you. Regular attendance at all classes is essential. They interrelate and develop issues, techniques and debates over the duration of the module. Missed classes will mean you will lose overall understanding which will make it difficult for you to catch up, thus performance in assessments less effective.

Lectures: Lectures are those occasions when all students on the same module are together to participate in a class taken by one member of staff. You will usually be in a lecture theatre and there will not therefore be any equipment for you to handle. You should come prepared to take notes.

Student Centred Work: Students are expected to undertake additional study each week in addition to the formal teaching sessions. This will include directed reading, research and preparation of case studies and other materials for seminars and workshops. To achieve this, students will be expected to work in their own time, both individually and in groups. As a student, you are expected to take responsibility for your own learning. You will be guided by your tutors, who will offer help where needed, but please make as much use as you can of all learning facilities and resources available. Remember that your fellow students will also have much to offer in the form of knowledge, experience, support and guidance.

Tutorials: You will be invited to attend one tutorial with your programme leader within the first six weeks of the programme commencing. Additionally, you will be expected to attend one further tutorial per semester with the programme leader. Tutorials are your opportunity to receive personal and specific advice and guidance. As part of personal development planning, progress and achievement will be discussed to date and objectives for future achievement negotiated. In addition, tutorials are also about receiving pastoral support should you require it.

There may be an additional expectation that along with other students on your programme, group tutorials may be scheduled by the programme team. For example, this may include additional activities that are considered essential to your learning experience.

Tutorials are a valuable resource so please treat them with respect. If you cannot attend a tutorial for any reason always let your programme leader know in advance so that the tutorial can be rescheduled. Tutorials which are missed without notice cannot normally be rescheduled.

Formative Assessment: You will be offered a formative for each assessment, this is an opportunity to discuss your plans, the format of your submission, key concerns and a current draft. The tutor will based on the information you bring provide feedback, suggestions to improve, identify errors of interpretation and clarify the assessment. Formatives are developmental and designed to enable you to learn more effectively, please prepare for these as you will gain more benefit and ultimately better grades. PLEASE NOTE this is not an opportunity to see what mark you might get or have a complete draft proof read and marked.

Workshops: Workshop sessions require that you come prepared to engage in self-directed study. Usually, this work will be centred upon research for modules currently studied, or to complete assignments/work set by the module tutor. The workshop tutor will be on hand to support you in your chosen activities and where possible, resources that you may require such as computer access are provided.

Group Work: Group work is an important part of professional education. Utilising the collective experience of a student cohort through production of projects, reports or presentations will be drawn upon in some of your modules studied. Thus, students working in groups, whether self-selected or tutor selected, are expected to work cooperatively and collaboratively so that each member of the group is able to contribute in a way that utilises her or his individual skills, experience and knowledge to meet an agreed objective aim and for the benefit of the whole group. Collective responsibility lies at the heart of group work. Tolerance and mutual respect are integral and students are expected to respect the views and opinions of all those within their group as well as others both inside and outside of Hull College. The ability to work in a team is one of the skills most frequently cited by employers as a key attribute which they look for in candidates for posts in their organisation.

Study Skills: Using appropriate academic conventions and adopting good study skills methods are important means to ensuring you are not marked down unnecessarily for poor presentation and practice in assessment. Whilst your tutors will give you support where appropriate, it is very important as a student studying in higher education that you take responsibility for reading and developing your level of understanding and skill about what is required for presenting appropriate assessments for marking.

Study Skills Resources;

A range of study skills resources can be found in Hull College's Learning Centre, and also on [Canvas Elevate ...skills, knowledge, potential](#)

Alternatively should you wish to access these resources in hard copy or alternative formats, please contact Hull College's HE Success Coach.

Proof Reading: Proof reading services can be offered to students in a variety of forms, from informal proof reading by friends or family, to professional services commanding the payment of a fee by the student. Some proof-reading services claim to improve the academic quality of academic work submitted for proof reading and by extension, the mark awarded for the work, with no additional input from the author of the work. Hull College takes the view that the use of such a service amounts to the use of unfair means by the student concerned. Regulations on the Academic Misconduct would apply in all such cases.

Assessment Presentation and Procedures;

Hull College's regulations/ codes of practice relating to assessment can be accessed on request from HERegistry@hull-college.ac.uk . These will be available through [the website here](#).

You should take your time to read these documents as they contain vital information that will assist you in your studies.

Intellectual Property Rights: Intellectual Property (IP) Rights, very broadly, are rights granted to the originator, creator and/or owner(s) of works (or materials) that are the result of human intellectual creativity or 'creations of the mind'.

Hull College is committed to maximising the value of intellectual property for the benefit of all involved in its creation. This policy is intended to promote the recognition, protection and exploitation of potentially valuable intellectual property produced by any student of Hull College.

Hull College's codes of practice relating to Intellectual Property Rights can be requested in different formats from HEREgistry@hull-college.ac.uk

4) Academic Year 2023-24

a) HE Academic Calendar

Reconvened/Resit Exam Board	4 th September 2022	
Masters Exam Board	4 th October 2023	
Part-time Enrolment	w/c 22nd August 2023	
Full-time Enrolment	w/c 22nd August 2023 (new students) w/c 22nd August 2023 (returning students)	
Term dates and holiday dates are all week beginning.		
Semester 1	11 th September '23 – 8 th January '24 There is 1 week for orientation.	14 teaching weeks and 1 week of orientation
Half term	30 th October '23 – 3 rd November '23	1 week
Christmas vacation	25 th December '23 – 1 st January 2024	2 weeks
Assessment weeks	15 th Jan '24 – 22 nd Jan '24	2 weeks
Semester 2	30 January 2023 – 26 May 2023	14 teaching weeks
Half term	12 th February '24 – 16 th February '24	1 week
Easter vacation	25 th March '24 – 1 st April '24	2 weeks
Assessment weeks	3 rd June 2024 – 10 th June 2024	2 weeks
Exam Boards	5 th July 2024	
Re-sit work deadline date	9 th August 2024*	
Re-sit Exam Boards	29 th August 2024	

*** Holidays taken during the re-sit period in August will not be accepted as additional consideration for non-submission of work.**

Masters and Teacher Education programmes will follow a slightly different calendar which will be explained by course tutors.

5) Institutes and Support Staff Details

a) Institute Details and Academic Staff

Heads of Institute	Programme Teams/Tutors
The Institute of Digital and Advanced Manufacturing Nicholas.Marshall@hull-college.ac.uk	Engineering George.Singer@hull-college.ac.uk Aaron.Lowe@hull-college.ac.uk
The Institute of Arts Gemma.Hartley@hull-college.ac.uk	Art and Design Antony.Hatfield@hull-college.ac.uk Christopher.Wiles@hull-college.ac.uk Joe.Sheehan@hull-college.ac.uk
The Institute of Health and Life Sciences Joanne.Tejo@hull-college.ac.uk	Criminology & Criminology with Psychology Debra.Johnson@hull-college.ac.uk Odette.Smyth@hull-college.ac.uk Young Children's Learning and Development Rachael.Tyas@hull-college.ac.uk Deborah.Fletcher@hull-college.ac.uk Laura-beth.Everett@hull-college.ac.uk David.Greenway@hull-college.ac.uk Odette.Smyth@hull-college.ac.uk

b) External examiners

Each programme works with an external examiner. They are as follows:

Name	Programme	Institution	Position
vacant	Engineering		
	Art and Design		
	Criminology with Psychology		
	Young Children's Learning and Development		

c) HE Registry Staff Details

Head of Higher Education Development and Registry

David Vickers

David.Vickers@hull-college.ac.uk

HE Senior Registry Officer

Mary Fletcher

Maria.Fletcher@hull-college.ac.uk

HE Lead Quality Manager

tbc

HE Learning and Scholarship Manager

Deborah Meakin

Deborah.Meakin@hull-college.ac.uk

6) Student Support, Advice and Guidance

Hull College Learning Support Statement

As a student of Hull College, Additional Learning Support is funded by Student Finance England (SFE) via a Disabled Student Allowance (DSA). Application forms are available on the SFE website and you are encouraged to apply as early as possible as this will enable you to achieve with your studies as soon as any eligibility has been confirmed.

You should expect the following from us:

- An effective system for your support needs which is managed by the tutor, the student and specialist support;
- An identified team of highly qualified and experienced staff to provide specialist assessment, support and training where necessary.

Declining additional support for identified needs may put progress and achievement at risk, please discuss your individual needs with either your tutor or the learner services team.

Students with Disabilities Statement

We will provide you and your tutor with guidance and assessment that will assist you in choosing the right course at the right level.

Support may include:

- Accompanied support at interview, if required;
- If the college considers it reasonable additional learning support may include:
 - extra time with tutors;
 - a Learning Support Assistant;
 - providing the special equipment you need in College;
 - within reasonable adjustment we will provide technological support;
 - access to workshops;
 - development of special learning materials;
 - a communicator or note taker;
 - extra examination/assessment time where appropriate;
 - dyslexia support workshops.
- You have the right to praise or complain about any aspect of our support for students with disabilities and to receive appropriate help or advocacy in making a complaint;
- The chance to tell us what you think of our support by using questionnaires designed to help us improve our service for students with disabilities;
- Welfare, support, advice, and information available from Student Services;
- Links with other organisations on your behalf;
- Maps for all sites show the areas, which are accessible to people with disabilities, with ramps, lifts and accessible toilet facilities marked (Maps can also be adapted for Visually Impaired Students);
- Arrangements for disabled car parking. This can be explained/arranged over the telephone by contacting the Security team in Hull on (01482 329943 ext 2119);
- Where possible, we will timetable classes to the most easily accessible rooms;

- First Aid room for those Students who take regular medication;
- All information relating to disability is available via the College website and the VLE and is available in alternative formats upon request.

Equality and Diversity Statement

Hull College is committed to providing an environment that promotes equality for all and celebrates its diverse community. We value everyone equally and do not treat anyone less favourably on the basis of gender, disability, race/ethnicity, sexual orientation, age, religion/faith/belief, gender reassignment, pregnancy, maternity, paternity, marriage and civil partnership status.

The College expects all staff, students, visitors and on site contractors/temporary staff to do the same. We expect and encourage staff and students to work together to overcome all forms of discrimination and harassment. Through our shared College values every individual is respected as of right and this should always be reflected in our language, behaviours and actions. The College is fully committed to the on-going implementation of its Single Equality Scheme and to complying with all equality legislation, aiming to achieve the following objectives:

- That no unfair or unlawful discrimination will be applied in education, training or employment opportunities;
- That the diverse nature of our College community will be reflected at all levels within the College;
- That the needs and interests of our diverse College community will be fairly represented within the curriculum offered by the College;
- That monitoring and review of this statement will be shared with staff and students.

At orientation, staff and students are provided with further information about Equality and Diversity within the College and what they can do to make a difference.

If staff or students become aware of discriminatory behaviour or actions taking place, they are encouraged to report this by either contacting their course tutor (if appropriate) or the Head of Institute. The matter will be taken seriously and will be investigated.

a) HE Student Support Services

David Vickers Head of Higher Education Tel: 01482 313491	tbc HE Senior Registry Officer Tel:01482 598958
tbc HE Student Success Coach Tel: 01482 598737	tbc SEND Coordinator Tel: 01482 598981/Ext. 2232
Joy Bottery	tbc

Educational Assessment Officer Tel: 01482 381951 Joy.Bottery@hull-College.ac.uk	HE Lead Quality Manager
David Greenway Group Safeguarding & Student Welfare Manager Tel: 01482 598738 David.Greenway@hull-College.ac.uk	Abi Smith Executive Director of Learner and Student Services Tel:01482 598719

b) Student Support Services & Student Services Team and other College Services

Queens Gardens – Chester’s Building

The Student Services team can:

- Tell you about courses in College and progression routes;
- Tell you about personal support if you have a disability or specific learning disability;
- Tell you about student loans and other financial support;
- Arrange counselling for you;
- Help you with finding a crèche/ childcare facilities.

Careers Advice for Higher Education Students

A Careers Adviser working with HE students is available within Student Support Services at Queens Gardens. They can be contacted at the Connexions Desk (Tel: 01482 598735) if you would like an appointment for advice or to discuss:

- Progression routes;
- Information on employment opportunities;
- Student finance;
- Postgraduate study;
- Help with job seeking skills;
- Completing application forms;
- Advice on interview skills.

c) Counselling Service

Just a reminder that our Counselling Service is here to offer professional and confidential support to students with both academic and personal issues.

The service offers an open referral system so that students can contact the service directly but staff can also assist and facilitate referrals into the service where appropriate.

For any further queries, please contact the team on:

Tel: 01482 313447/598736
Text: 07860 023367
Email: listen@hull-college.ac.uk

d) Dyslexia Support

There are targeted support services for those students who have been assessed as dyslexic. It is also for those who think they may be dyslexic and it applies to full-time, part-time and short course students. Support is tailored to meet the needs of individual students and can take the form of:

- Support from a qualified dyslexia tutor;
- Individual support in a teaching group;
- Shared support in the classroom;
- Reasonable adjustments.

Please contact the Group Dyslexia Co-ordinator (01482 381951) who can assist you with advice about support to help with your studies whatever your support needs.

Access to a personal computer, software, personal tuition and proof-reading are available to **eligible students** through the Disabled Student's Allowance.

<https://www.gov.uk/disabled-students-allowances-dsas/overview>

e) Disabled Students' Allowances (DSAs)

There are grants to help with the extra costs a student may face because of a disability. Conditions covered include long-term illnesses, mental-health conditions or specific learning difficulties such as dyslexia. For more information on sources of support for learning or special circumstances in to assessment, contact: [SEND Support Team on: 01482 381951 \(Ext 2524 or 2232\)](#)

To apply for DSAs you will need to submit evidence of your condition along with your application:

For physical conditions:

- a report or letter from your GP or consultant.

For specific learning difficulties:

- a report from your educational psychologist, taken after you were 16;
- a report from a teacher with 'approved teacher status' from either the British Dyslexia Association or Professional Association of Teachers with Specific Learning Difficulties (PATOSS).

For mental health difficulties

- a letter from your GP;
- if necessary, evidence from a specialist about how a mental health difficulty could affect your ability to study.

f) Chaplaincy

The College Chaplain can be contacted through the VLE. The College has a Prayer Room in Queens Garden, Room 417 and can be accessed with a code which can be obtained at Reception.

Details of all the services the Chaplaincy offers appear via the College website, and include supporting those who have a faith and helping everyone understand and work with religious people and religions.

g) Scholarships and Bursaries

There are bursaries and hardship payments available for students, links to these can be found on the website <https://www.hull-college.ac.uk/higher-education>. Bursaries are paid to students who qualify through one of the 4 categories and are paid in instalments beginning in September. Further advice on financial support available is also obtainable from the Main Reception in Queens Gardens.

The college provides emergency financial support through an application to the [hardship fund](#) and bursary support is allocated to students who qualify with no need to apply, we will request bank details and payments are made at 3 points in the year. Failing to engage with your program and submit work or assessments could lead to the removal of this support though.

Student Alumni

The College is currently designing an Alumni package for past students. We hope this exciting new development will include:

- Opportunities to network with former students;
- Updates on college achievements, events and activities;
- Employer support;
- A continued relationship with tutors and support staff.

If you would like to share your thoughts and ideas on how the Alumni would offer additional services to students please contact Marketing on 01482 598945.

7) Higher Education Management Team Structure

Head of Higher Education and Registry
David Vickers
Oversees Quality Systems and Processes

Heads of Institute
*Nicholas Marshall, Gemma Hartley, Joanne Tejo,
Prue Gibson, plus ANO*

HE Lead Quality Manager tbc
Supports and reviews the Quality of the College's HE provision

Programme Leader
Leadership of the programme and programme team
Programme Team
Teach and assess programme modules, contribute to the on-going development of the programme

HE Senior Registry Officer: tbc
HE Student Success Coach: tbc
Degree Compliance Officer: tbc
Curriculum Support/College Counsellors

HE Student Success Coach can support you with a wide range of areas whilst studying at the college.

Counselling Service can help with personal, mental health and wellbeing issues.

Elevate (Elevate/Library) helps with information seeking, research, referencing, study skills and Elevate/Library queries

HE Registry helps with rules & regulations, mitigation, suspending studies, exam results, student transcripts graduation and certification.

Student Finance supports students with financial issues in addition to broader college enquires, for example student loans, bursaries and the

8) Introduction to the Programme

a) Programme Delivery

Higher education programmes are delivered through a series of integrated modules that focus on specific practical, theoretical and professional aspects of your discipline area. All modules are accomplished through assessments that set a range of problems encouraging you to explore, develop and apply an increasingly independent understanding of your own practice. Assessment remits take the form of developmental and responsive tasks that provide an opportunity to investigate an integrated awareness of the practical, conceptual, professional and theoretical nature of your subject area. Assessment Briefs will also contain a more detailed account of what is being asked of you and how you will be assessed on the work that you produce.

Modules are delivered and supported through a systematic and structured programme of taught sessions, seminars, practical and independent study. A range of sessions will be timetabled throughout the academic year and will include:

Delivery methods include lectures, seminars and group discussions to introduce module content, principles, theories and explore their integration with studio practice. We also have:

- Practical workshop sessions to introduce and support the development of practical and conceptual approaches to problem analysis, idea generation and design development;
- Individual or Group Tutorials to support the development of individual /group understanding of core themes, principles and practices in relation to module content and personal development;
- Visiting Lecturers & Visiting Professionals encourage and inform a broader understanding of the professional and contextual understanding of individual practices and ambitions;
- Self-initiated drop in sessions & independent study to develop individual areas of interest, skills and methods of self-evaluation appropriate to module content and personal development;
- Practical sessions or laboratories which present students with the opportunities to engage practically with their subject in a safe environment.

b) Assessment information

Assessment Deadlines

Assessment deadlines can be found in the module handbook for each module and on Canvas. These are important and should be noted carefully.

Presentation of Assessments

Written assignments (case studies, essays, reports etc) should be produced in font Arial size 12 with 1.5 or double line spacing. Page numbers should be placed in the footer and the total word count excluding the reference list and bibliography clearly indicated at the end of an assignment.

Note: direct quotes are included within the word count.

You should attach to the front of the assignment, a covering page identifying your student number (not name), programme of study, module title, assignment title (using the correct assessment title) and module tutor.

With very few exceptions, all assessments **must** be submitted electronically to Turnitin through Canvas, even if this is just the submission of a cover sheet. *You are encouraged to submit your work early enough to take advantage of the formative tools this software offers, particularly in relation to plagiarism and the similarity of your work to that produced by others.* Each assessment can be submitted up to three times before the deadline so that if you identify an issue, you have the chance to rectify it and upload an amended version. Please note this is to allow you to check, not to request a check by the tutor.

Where you are advised to submit a hard copy of an assessment it must be submitted to the HE Registry. **No assessment should be submitted direct to a tutor** in hard copy or otherwise.

Turnitin is an internet-based plagiarism-detection service used by Hull College to check assessments for 'text-matching'. Whilst not necessarily detecting plagiarism in itself, Turnitin checks documents against over 800 million websites as well as other students' work already submitted to it. The software creates an originality report highlighting matches between student work and any source material. It has been updated and will detect if submitted work has been produced using generative artificial intelligence or large language models, i.e., ChatGPT. Essentially it can provide evidence that a piece of work may have been plagiarised. Whilst Hull College uses Turnitin, it recognises that the software is not infallible and any final decision as to whether a piece of work is acceptable or not will always be based upon academic judgement.

You may hear the following terms used when tutors talk about assessment and marking:

Summative assessment or marking refers to the marks awarded that contribute to the overall assessment of the module.

Formative assessment or marking refers to the marks awarded that do not contribute to the overall assessment of the module but are designed to provide the students with feedback and guidance on their progress. Your module tutor will advise you what you can submit as formative assessment.

Anonymous Assessment

All summative assessments where practicable will be marked with respect to anonymity. This work will be second marked anonymously and most work is also sampled by an external examiner to ensure standards are maintained for the level of study.

Over Length Assessments and Penalties

Coursework assessments have a set word length designed to enable students to develop their writing skills and demonstrate that they can present their work in a clear and concise manner.

The University has a clear process in place for work which is deemed to be overlength.

Overlength assessment applies to all forms of assessment with a stipulated length or size. For example, timed performances, presentations or lab work and word counts for essays, reports, or other documented/written tasks. For summative assessed work, the University will normally not mark beyond the stipulated assignment length.

The full Code of Practice can be accessed via the assessment section of the [Quality and Standards Website](#).

The following policy will apply to summative assessed work which is deemed to be over-length:

- i.* Penalties are a percentage of the maximum mark available for the assessment element which is over-length.
- ii.* Over-length assessment penalties apply only to word counts and exclude (unless otherwise stated) footnotes, reference lists, bibliographies, appendices, diagrams, graphs, charts, tables and other similar features.
- iii.* Students are required to declare a word count on the coversheet where a word limit is specified. If you do not submit a coversheet or do not include a word count on the coversheet, you may be awarded a mark of zero.
- iv.* An erroneous word count declaration will be dealt with as suspected use of unfair means.
- v.* The penalties which must be applied to work which is over-length are:
 - If you submit work which is 10 – 20% over the published word count, a 10% penalty will be applied to the mark for the assessment element which is over length;
 - If you submit work which is 21% or more over the published word limit, a mark of zero will be awarded;
- vi.* Other penalties will not be applied.

When the work is marked students will be given the actual mark and then a clear indication of why a penalty has been applied followed by the modified result.

Failure to Submit and Late Submissions

Assessment submission deadlines are to be taken seriously!

Module tutors will encourage good time management skills to deter late submissions. This will be supported through a transparent 'assessment submission schedule' that details the range of assessment deadlines that students need to work towards within each programme to encourage effective planning and preparation for key dates in respect to others. 'Assessment submission schedules' will be published in such places as notice boards, the VLE or module handbooks.

In cases of all late work, work will be marked 'Late' upon submission and also commented upon within assessment feedback. Late assessments will always be marked, with the exception of those submitted more than 7 calendar days late, in the normal way and penalties will be applied afterwards. The original mark and the penalty will be clearly communicated on the feedback sheet and indicated in documentation submitted to Examination Boards.

In exceptional circumstances Examination Boards may modify decisions that have been implemented even when they have been done so in accordance with standard procedures and yet seem excessively harsh. For example, a student who repeatedly submits late assessments for previously unknown reasons, may need some specific form of assistance or supportive intervention rather than a penalty;

in such instances it may only be at the Examination Board that the consistency of lateness across modules is identified.

External examiners will be informed where student work shown to them has had marks reduced because of late submission.

Extensions and penalties for Late or Non-Submission of Work

In instances when no extension has been granted, or there is not sufficiently good cause for work being submitted late (such as when additional consideration has been granted), a penalty will be applied; penalties are a percentage of the maximum mark available for the assessment element which has been submitted late.

All coursework assessments must have a published submission deadline.

Late submission penalties which will be applied to coursework submitted after the published deadline are:

- Up to and including 24 hours after the deadline, a penalty of 10%
- More than 24 hours and up to and including 7 days after the deadline; either a penalty of 10% or the mark awarded is reduced to the pass mark, whichever results in the lower mark
- Where the assessment work is submitted more than 7 calendar days after the published deadline the work will be unmarked/ungraded.
-

The full version of the University of Hull's regulations relating to assessment is available via the University's [Quality and Standards website](#) under the assessment section.

Marking and Grading

You can expect that in all instances assessment criteria and marking schemes will be fair and transparent. Marking schemes can be found by accessing Hull College's HE Quality Handbook. This can be found in your module handbooks.

Assessments will, in every instance, be 'first marked'. First marking is a process in which the module tutor will usually attach a numerical score to the piece of assessment. Grades awarded on the feedback sheet are also provisional until ratified at the Module/ Programme Board and therefore may change.

Feedback

Feedback on assessed work is an essential process and one that can make a significant contribution to your learning and academic development. All Hull College students must receive feedback for all formative and summative assessment. At all times you should be given clear communication regarding feedback on assessment procedures which must address the following:

- A clear statement must be given on the period of time in which your work will be returned with feedback. You are entitled to receive feedback within 4 working weeks/20 working days of the assessment deadline in accordance with policies approved by Hull College.
- You must be provided with an opportunity to act on the feedback in preparing for further assessments in the same or other related modules.
- Feedback must be clear, and where handwritten, legible.

- Feedback must include specific reference to module learning outcomes or to clear grading criteria derived from learning outcomes.
- The principles on which work is being marked must be made clear, whether this is via learning outcomes or grading criteria.
- Feedback should be balanced, to include strengths as well as areas for development including practical ways to improve these areas
- Feedback must include some targets for future development (relevant at both mid- and end-module).
- General academic features/study skills.
- Presentation, style, structure.
- Range and use of reading.
- Criticality.
- Focus on the question/establishment of a key and relevant question.
- Clarification relating to feedback must be made available on request.

In almost all instances your feedback on assessments will be given electronically through Turnitin. You can expect to receive written feedback on your assessment within 4 working weeks of the assessment being submitted for marking. You should recognise however that where group sizes are larger, timescales may vary slightly. Additionally, timescales may vary where submissions occur just before recognised vacation periods such as Christmas and Easter.

Boards of Examiners

Your progression on your programme of study (i.e. whether you have passed one year and can move onto the next) and your eligibility for the award and Foundation Degree grade (if applicable) will be determined by Boards of Examiners governed by Hull College's regulations. There are two levels of Boards of Examiners:

- *Module Boards* – which decide the mark to be awarded for each module
- *Programme Boards* – which decide whether you can progress to the next year of the programme and the grading of the Foundation Degree if you have reached the end of stage of a Foundation Degree.

Boards of Examiners include membership from the staff who deliver on the programme, the External Examiner(s) appointed by Hull College to oversee the academic standards of the award, and the internal examiner(s) for the programme. The External Examiner will be a member of staff of another University or similar body who is experienced in the subject area of your programme of study.

External Examiner

The external examiner assures that you are assessed fairly in relation to other students on the same course and also the standard of your own award in relation to students in other UK higher education institutions on similar courses. You can request a copy of an External Examiner's report by e-mailing HERegistry@hull-college.ac.uk

Annually each External Examiner produces a report per programme that Hull College use as one process through which quality and standards of their higher education programmes can be quality assured. You can request a copy of an External Examiner's report by e-mailing HERegistry@hull-college.ac.uk

Examinations

It is part of the requirement of your Degree that you are available during each of the examination periods. It will **not** be regarded as 'good cause' if you are unavailable during the Summer reassessment period, with the reason that you did not expect to have to sit an examination and have made another commitment. Note that only in the most exceptional circumstances will you be given permission to sit an examination other than at Hull College.

Alternative Examination Requirements

If you have a disability and require alternative arrangements for examination you should contact your school and/or the Disability Office. If you have any other special circumstances which may require alternative arrangements you should contact your Institute.

Getting your Results

Where appropriate, marks for individual pieces of assessed work are given to you during the module, to enable you to utilise feedback in completing the module. However, such results are **provisional**, that is they can be changed by the Board of Examiners - for example on the advice of the external examiner - and they are not therefore final until that Board has met. The fact that a Board of Examiners reduces a mark previously notified to you as provisional does not constitute grounds for appeal.

Your results will be formally notified to you through the student portal and by email of letter and transcript to your college email. You will not be able to get your results before the published deadlines and under no circumstances will your results be given to you over the telephone, nor will they be given to another person on your behalf. You are advised to download and save these results to a personal storage facility as your college email will be closed upon course completion.

Reassessment

The method of reassessment is laid down for each module and will normally be the same as the method of first assessment, but there are circumstances where an alternative method is necessary for practical reasons. Where this is the case, details will be provided within the module handbook. The mark for any assessment you undertake a reassessment in will be capped at 40%. For students in L4 there is the additional opportunity for In Year Retrieval. The In-Year Retrieval Attempt scheme (IYRA) gives Level 4 students an opportunity to have another attempt where their first submission did not achieve a pass mark in Semester 1, without having to wait for the reassessment period, more detail is available in the policy for the Assessment of Students HCG HE09.

Reference

Should you require a reference from Hull College you will need to contact your programme leader or Head of Institute. Requests for references should be made in writing; Hull College will respond where practicable to your request within a three week period.

Transcripts

You are entitled to an official transcript which sets out the full record of your results for the whole of your programme of study. This will be produced by Hull College. You should note that you will be refused a transcript if you are in debt to Hull College for your tuition fees.

In all instances transcripts will be emailed to the student and where an award is being made, this will also be provided in paper copy and posted to your home address if you do not attend a graduation ceremony. Should you have any concerns about your transcript you may contact Hull College's HE Quality team by emailing HERegistry@hull-college.ac.uk

It is your responsibility to keep Hull College updated with your current address and contact details. If you fail to do so, you may not receive correspondence.

Bachelor's Degrees Classification

You will be awarded a First Class with Honours for a final grade of 70+, Upper Second Class (2:1) for 60 – 69, Lower second Class (2:2) 50-59, Third Class (3rd) 40-49.

Masters Classifications

Distinction 70-100¹, Merit² 60-69, Pass 50-59

¹ with a mark of no less than 67 in the Masters level

² with a mark of no less than 57 in the Masters level

c) Academic Misconduct – Plagiarism and Cheating

Hull College take very seriously any form of cheating, plagiarism or other form of 'unfair means'. Allegations of such conduct are investigated and (if proven) penalised using Hull College's Regulations on Academic Misconduct. The term 'academic misconduct' is used to indicate that a very wide range of behaviour is punishable. The regulations give *examples*, including

1. cheating in an examination by using materials prohibited in the examination room
2. falsifying the results of laboratory, fieldwork or other forms of data collection
1. impersonating another during an examination
2. using false statements to obtain an examination withdrawal or coursework extension
3. removing, hiding or destroying Learning Centre materials without permission
4. falsifying a transcript or other official document.

Conduct is punishable when undertaken by any student on any programme leading to an award of Hull College, whether acting alone or with others, and conduct which amounts to an attempt to use such means is also a breach of the regulations. The regulations define the procedures which must be followed when an allegation is made, stating the rights of the student, including the establishment of an adjudicating panel which is required to determine whether the breach has been proven beyond reasonable doubt.

It is essential, therefore, that you recognise that Hull College take very seriously any form of illegitimate conduct, especially plagiarism, and that if you are judged to have breached the regulations this could result in you not being awarded your Foundation Degree.

It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism.

Here are some links to sites giving guidance on a wide range of academic skills

[Academic writing: a Practical Guide \(University of York\)](#)

[Paraphrasing for Beginners](#)

[Referencing and avoiding plagiarism tutorial](#)

[Academic Phrasebank \(produced by Uni of Manchester\)](#)

[Plagiarism Nutshell Guide \(University of London\)](#)

The Plagiarism Declaration

When you electronically submit any piece of work for assessment the upload you make through Canvas to Turnitin is your agreement to the declaration that the piece of work you are submitting is your own. If you are making a hard copy submission, you will be required to sign a submission front sheet agreeing to the declaration. It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism. If you have any doubts you must seek advice from the HE Student Success Coach. **You are also cautioned against self-plagiarism ie of re-using work that you have already submitted within another piece of work.**

Plagiarism and How to Avoid it

Students on many courses at Hull College are required to submit a number of pieces of work for assessment. These contribute to a student's total assessment and are regarded, by Examination Boards, as seriously as the examinations. It is essential, therefore, at all stages, that students become accustomed to submitting work that is (as far as possible) original.

The following guidelines are offered to assist students as broad criteria for originality in course work:

1. An assignment can be designated original only when its subject is presented (as far as possible) in a unique way i.e. a form that differs from that which is available in:
 - Published works
 - Lecturer/seminar handouts
 - The assignments of other students, past or present.
2. Obviously, books and articles are published in order to be consulted, and originality does not preclude the proper use of this material providing it is properly acknowledged. In most cases assignments would be seen as incomplete unless their content was:
 - Placed within the context of existing knowledge
 - Related to the ideas and opinions contained in relevant published works
 - Supported by illustrative examples.
3. In order to comply with the fundamental requirement that all assignments (especially those submitted for assessment) are original, students must ensure that:
 - Words, phrases and passages taken verbatim from a published work be placed in quotation marks and the source acknowledged (either within the text or using numbered footnotes).
 - Quotations take the form of brief extracts which focus on the point (only in exceptional circumstances should quotations exceed one hundred words in length).

- Where a student wishes to make lengthier use of a published work, it is acceptable to summarise or to paraphrase the author's words, but the source of such summary or paraphrase must be properly acknowledged.

4. It is important that students recognise that the **UNACKNOWLEDGED** use of the work of others (**PLAGIARISM**) is a form of **THEFT** and is regarded by the Academic Board as dishonest and may be dealt with as indicated in Hull College's Regulations. In particular in group work activities that form part of an assessment, students must endeavour to ensure that their own contribution to the task is in fact their own and not carried out by another group member on their behalf.

The following elements of course work assignments are defined as plagiarism:

- The inclusion of quotations from published works, the source of which is not properly acknowledged
- The inclusion of passages which are closely based (in summary or paraphrase) on published material, the source of which is not properly acknowledged
- The inclusion of material which is identical or virtually identical with that of another student, past or present, unless this method of presentation has been agreed by the member of staff concerned

5. Any course work assignment found to contain plagiarism, whatever the extent, may be marked unbiased or at zero and will be presented to the Dishonest Practice Board for confirmation. If confirmed the student concerned will be informed of the reason for this outcome and has the right of appeal.

Self Plagiarism

You should take note that a case of plagiarism can be made against you if you also submit work for marking that has previously been submitted and marked for another piece of work. There are some exceptions to this; for example, submission of a research proposal may see a repeat of some elements of the text within a dissertation. In instances where such a process is allowed, this will be clearly articulated to you in your module handbook.

d) Referencing

What is Referencing?

Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work. In your work, you should use the existing knowledge of others to back up and provide evidence for your arguments. The sources of information you use may include books, journal articles (paper or electronic), newspapers, government publications, videos, websites and computer programmes.

Why must I reference my sources of information?

There are several reasons why you must reference your work. In no order, these are:

As courtesy to the originator of the material.

To provide evidence of the depth and breadth of your reading and research (or lack of it!).

To enable your reader to find and read in more detail, a source of information to which you refer in your work.

To allow your lecturer/marker to check that what you claim is true; or to understand why you have made a particular mistake, and teach you how to avoid it in future.

To enable you to find the source of information if you need to use it again.

To avoid **plagiarism**: **Plagiarism is a form of fraud. It is work which purports to be a candidate's own but which is taken without acknowledgement from the published or unpublished work of others.**

To prevent plagiarism it is important that you apply appropriate academic conventions. It is your responsibility as a student to familiarise yourself with Hull College's requirements for referencing. This [information can be found by visiting here](#).

Changing Modules or your Programme of Study

If your programme includes optional modules, students must discuss this with the programme leader six weeks before the module is due to commence.

To change a programme of study you must liaise with the programme leader of both the programme you are leaving and the programme you wish to join.

Withdrawing from Hull College

If you choose to withdraw from your programme of study, please seek advice from your programme leader, Learner Services or your HE Success Coach in case there are alternative processes that may be utilised to support you further. However, in the case of a firm decision, this should be put in writing to your programme leader who will invite you to an exit interview and provide further support and guidance if required. You will also be required to complete a withdrawal form which will be provided at the exit interview. If for some reason you are not able to attend this process may be carried out over the telephone. Any further funding available to you from Student Finance England will not be paid and you may be required to pay back any funding that you have previously taken.

If you withdraw from your course during the first term you are responsible for 25% of your fees, if you withdraw during the second term you are responsible for 50% of your fees and if you withdraw during the third term you are responsible for 100% of your fees. Refunds will be given for any difference between these amounts and the original invoice amount. Please note your statutory rights are not affected.

The full Tuition and Exam Fees Policy is [available here](#).

One of the benefits of the credit accumulation system operated by Hull College is that it is often possible to take any credits gained where you have not completed your programme and use them in the future, for example to resume your studies on the same programme or at another University. Hull College considers that credits have a maximum 'shelf life' of 6 years, although re-admission would depend on the specific programme of study in question, and therefore a shorter shelf life might apply.

You may also be entitled to an 'interim award' if you withdraw before completing the programme as follows:

Successful completion of 120 credits (at the Preliminary Certificate stage only): Foundation Certificate in Higher Education (subject studied)

Successful completion of 120 credits: Certificate in Higher Education (subject studied)

Suspending your Studies

An alternative to withdrawing from your programme of study might be to suspend your studies for a period of time. This might enable you to resolve the difficulties which are affecting your studies, whether medical, personal or financial or whether it is a case of time off to travel or work.

Permission to suspend study requires the approval of Hull College and must be supported by appropriate supporting documentation and details of the length of time requested, the reasons and the last date you wish to attend the programme. If you wish to discuss the possibility of suspending your studies you can speak to your HE Success Coach, Programme Leader or Head of Institute in the first instance. Suspension of study will be granted for a maximum of one year.

Hull College's information on this can be requested from HERegistry@hull-college.ac.uk

Repeating a Trimester, Semester or a Whole Year

In very special circumstances it may be appropriate to repeat a complete semester/trimester (including the teaching and assessment periods) or a complete year. The effect of this is that any (and all) credits gained during the period being repeated cannot be counted towards the programme of study in question (and they will not appear on your official transcript). You must note that a repeat period will only be approved where you can clearly establish written evidence of either medical circumstances or exceptional personal circumstances or, in some cases, disability related concerns which have been so serious that they have had a significant effect on your ability to undertake your studies, and that they have lasted for a large part of the year. Requests to repeat will not be accepted in cases where a student has simply performed poorly and wants 'a second chance'. In all cases, you must submit a medical certificate or information from a reliable and verifiable source other than yourself.

The above rules also apply to any request to reapply for the same programme of study. Applications to repeat are ratified by Hull College's Academic Board.

It is important that you consider the financial implications of this, and inform the Student Loans Company of any changes to your original course and dates.

The process for getting advice and applying for a repeat is to contact your programme leader or your HE Success Coach who will contact the programme leader on your behalf.

Additional Consideration (sometimes called mitigating or extenuating circumstances)

When you undertake an examination or other form of assessment, this may be done while experiencing circumstances which might affect your performance. Hull College refer to this as mitigating circumstances, and has established a Code of Practice to enable you to inform departments of such circumstances. If you are likely to be unable to submit a piece of work, sit an examination or attend for other assessments such as presentations by the stated deadline it is possible to be granted an extension or obtain permission to withdraw from the examination (absence with good cause).

Permission will only be given where you can establish that you have 'good cause' according to criteria approved by Hull College.

Applications for short extensions must be submitted no later than 48 hours after the original deadline. Late short extension requests will not be considered. Additional consideration applications must be submitted no later than 14 days after the examination or assessment deadline. Both short extension and mitigating circumstances applications must be submitted electronically using the forms which can be found on ProPortal, [or here](#). No paper copy applications will be accepted. All applications must include a personal statement identifying the reason for the application and must identify the progress made on each piece of assessment included in the application. Independent evidence will be required for all applications.

Examples of requests for extensions or additional consideration Hull College is likely to accept include (this list is not exhaustive, and each application will be considered on its own merit):

- Significant short-term physical illness or injury;
- Significant short-term mental ill-health;
- A long-term or chronic physical health condition, which has recently worsened temporarily or permanently;
- A long-term or chronic mental health condition, which has recently worsened temporarily or permanently;
- Death or serious illness of a person with whom the student has a close relationship;
- A long-term relationship breakdown, such as a marriage;
- Exceptional (i.e. non-routine) caring responsibilities;
- Experience of sexual harassment or assault;
- Experience of other types of harassment;
- Victim of a crime which is likely to have significant emotional impact;
- Military conflict, natural disaster, or extreme weather conditions;
- Severe financial difficulties;
- Catastrophic technical failure preventing the submission of an online time-limited assessment by the published deadline;
- Exposure to a difficult/challenging home environment;
- Psychological distress caused by a traumatic event that affects a particular group within society (collective trauma) and which has had a significant impact on a student's ability to meet an assessment deadline.

Examples of requests for additional consideration Hull College is unlikely to accept include:

- A long-term or chronic health condition (including mental ill-health) which has not worsened recently;
- A minor short-term illness or injury, which would not reasonably have had a significant adverse impact on assessment;
- Circumstances which were foreseeable or preventable;
- Holidays;
- Pressure of academic work (unless this contributes to ill-health);
- Poor time-management;
- Lack of awareness of dates or times of assessment submission or examination;
- Failures of equipment, including IT systems and computer viruses. These will only be accepted when they occur site-wide, nationally or internationally and can be verified by an independent source.
- Attending an interview for a job or placement (Where an interview for employment or a work placement clashes with a scheduled assessment, a student is expected to rearrange the interview for a more appropriate time, if the Employer has flexibility to do that);

- Requests relating to group assessment, particularly in relation to the planning and preparation (e.g. intra-group conflict or absence/non-cooperation of one or more group members). Instead, these should be reported directly to the Module Leader at the earliest opportunity;
- Routine commitments to paid or voluntary employment.

Where an application is *refused* you may, dependent on your circumstances, find that your assessment(s) is subject to a late submission penalty, or is awarded a mark of zero, or is awarded the initial grade marked against the assessment in question. The Module Board will then determine the overall mark for the module, taking into account any other assessment events.

To receive further advice and the details of this process contact your programme leader or HE Success Coach who will guide you through the application process. Hull College's Code of Practice can be obtained from Hull College's HE Quality Handbook upon request from HERegistry@hull-college.ac.uk

Academic Appeals

The University and Hull College have a set of procedures governing your right to appeal against a decision about your academic progress.

It is important to be aware that you cannot appeal simply because you disagree with a decision of your department - for example to award 55 for a piece of work. You must be able to show that there has been some defect in the process by which that decision was made, such as not following procedures, bias or prejudice on the part of the examiner, or failure to consider relevant factors (such as additional consideration). Appeals must be lodged within 15 working days of you receiving notification of the decision against which you wish to appeal.

The University will allow students who have submitted an appeal to graduate and also allow students who have graduated to submit an appeal (provided they are within the 15 working day window). The candidate will graduate with the classification awarded and, if the appeal is subsequently upheld, any change will result in a new award being made.

If your appeal is heard but rejected by the [name of Partner Institution] you will have a final 'right of challenge' to the University but only if you can show that the Partner Institution's Appeal Committee has not acted in accordance with its powers. Details of this right will be provided to you in the event that your appeal within Hull College is turned down.

University of Hull Student Cases Committee

Student Cases Committee is the University Committee which is responsible for overseeing all matters of student progress.

General Regulations

Please be aware that as a student you have both rights and obligations in respect of your fellow students, members of staff, and others who come into contact with the [name of Partner Institution]. The [name of Partner Institution] has a set of general regulations governing the conduct of students,

as well as specific policies and procedures governing such matters as freedom of speech, freedom from harassment and data protection. These set out both your rights and your duties to fellow students, staff and others.

e) Programme Resources

Libraries

As an HE student at Hull College you are entitled to a professional service from the Elevate/Library to support your learning programme. To this end, we can provide you with the following resources and services:

- Books you may borrow up to ten books for two weeks, unless the book is labelled otherwise;
- Journals, Magazines and Newspapers are available;
- DVDs/Videos are available;
- E-resources (eBooks, e-journals and online databases) – we subscribe to a wide variety of online resources, all of which can be used off site;
- JAWs, Zoomtext and large print viewers are available; please ask staff for more details.
- The Elevate/Library continue to work with tutors to make sure that as many textbooks as possible are available as eBooks. All the reading lists for all the modules of HE courses should have at least some eBook titles on them;
- Students that can't come to the Elevate/Library can use 'click and collect' which means students can have books delivered to their classroom instead.

As a student at Hull College we expect the following from you:

- Return or renewal of books or other materials within the Elevate/Library rules. Fines are payable on all overdue items;
- Polite and considerate behaviour towards Elevate/Library Services staff and other users;
- Ask about anything you need help with – the Elevate/Library staff will try very hard to provide it.

Study Skills Key Reading

- Burns, T. and Sinfield, S. (2016) *Essential Study Skills: the complete guide to success at university* (4th ed). London: Sage.
- Cottrell, S. (2017) *Critical Thinking Skills: Effective Analysis, Argument and Reflection* (3rd ed). Basingstoke: Palgrave Macmillan.
- Cottrell, S. (2015) *Skills for Success: the personal development planning handbook* (3rd ed). Basingstoke: Palgrave Macmillan.
- Cottrell, S. (2013) *The Study Skills Handbook* (4th ed). Basingstoke: Palgrave Macmillan.
- Gallagher, K. (2016) *Essential Study and Employment Skills for Business and Management Students* (3rd ed). Oxford: Oxford University Press.
- McMillan, K. and Weyers, J.D.B. (2012) *The Study Skills Book* (3rd ed). Harlow: Pearson Education.
- Neugebauer, J & Evans-Brain, J. (2016) *Employability*. London: Sage.
- O'Leary, Z. (2014) *The Essential Guide to Doing Your Research Project* (2nd Ed). London: SAGE.
- Oliver, P. (2012) *Succeeding with Your Literature Review: a handbook for students*. Maidenhead: McGraw-Hill Open University Press.

Some of the above texts are very generic core texts that will assist you in your degree studies and can be of great help for all programmes within the Institutes.

Printing, Photocopying and Computing

Drop-in computers are available in the campus buildings for learning related activities only. Inappropriate use of college computers may be identified by remote observation and will result in the user being asked to leave. Persistent offenders will be banned.

Printers/Photocopiers are available across the campus. Copyright rules apply to written and recorded material. Please see displayed notices which will be positioned near to the copiers

For more information on the Elevate/Library service at your site - see <http://Library.hull-college.ac.uk> or email Library@hull-college.ac.uk

Brynmor Jones Library

As a student on a programme validated by the University of Hull, you have full reference access to the Brynmor Jones Library (BJL) situated on the Hull Campus.

The Library has a variety of study spaces, including bookable study rooms, silent areas, and social learning spaces with furniture that can be arranged to suit your needs. There are PCs on each floor, and the high-quality Wi-Fi means you can use your own device. The ground floor is home to the Library Café, the University's Art Gallery, and the Exhibition Space.

If you wish to use the Library you will need to obtain a student card. The student card that you receive on enrolling with the University is also your library card and you will need it to enter and make use of the library.

You will be given details about when you will receive your student card as part of the enrolment process. This enrolment will also provide you with a validated student account.

The Library provides access to a wide range of quality academic resources to support your studies, including books, print journals and reference works. eResource access on campus may also be available, dependent on resource licensing terms. If you wish to use eResources you will need to book ahead of your visit using the Day Visitor scheme. Further information on the Brynmor Jones Library can be accessed via <https://www.hull.ac.uk/library>.

f) ICT Services

Help or advice can be obtained from the ICT Helpdesk located on the 1st floor of the Tower Block.

Email ithelpdesk@hull-college.ac.uk Telephone, 01482 598990 (internal Ext 2990)

IT Rules at a Glance

Remember, when using College ICT systems you must follow the Hull College acceptable use policy and guidance. These are both available on the VLE.

You will be asked to read and accept these when you first log onto the College web systems.

In brief, the College does not tolerate:

- Viewing or downloading any form of pornographic, racist, offensive or inappropriate material;
- Using email or other forms of electronic communication (including social network sites) to send abusive, racist, offensive messages to anyone;
- Harassing any person via email or other electronic means;
- Hacking systems.

You will be allocated a network user login id and password. The Elevate/Library & ICT staff can provide you with these on production of appropriate ID.

Accounts are monitored centrally for misuse. Where misuse is suspected then the account may be disabled (a non-functioning account does not necessarily indicate that it has been disabled).

Breaches of the IT regulations will lead to disciplinary action; initially this may involve a warning and an interview with your Programme Leader, Head of Institute or Head of Higher Education. Further disciplinary action depends on the severity of the offence and any previous instances by the person in question.

Note: The account holder is deemed responsible for misuse of the account.

Email

You have been allocated a Hull College email address which will be [StudentID]@hull-college.ac.uk
All official communication will be to this email, please check it regularly and respond via this email.

Wireless access

Hull College has wireless hotspots throughout its campus; this provides convenient, secure access to the VLE and the internet when using College mobile devices or your own equipment. Help in connecting to Wifi is available from Elevate/Library & IT helpdesks. The wireless network Eduroam is available throughout the Hull campus. You can use your device wherever you are, whether you are making notes in a lecture or enjoying the sunshine outside.

REMEMBER:

- LOG OFF when you finish using a computer.
- Do not share your login with others
- DO NOT leave your account open for someone else to use.
- If your account has been used incorrectly it will be assumed that it is you who was using it at the time.
- It is essential to keep your passwords for access to the computers and email secret, and to change them often.

g) Catering – Service Times

A catering offer will be based in Horncastle as detailed below:

- Service based on grab and go basis;
- Food and drink offer includes – Pasta King, roll over hot dogs, salads, sandwiches, wraps, burgers, pastries, snacks, hot and cold drinks;
- Food and drink service opening hours 8.00am – 4.00pm Monday to Thursday, 8am – 2.30pm Friday;
- All food and drink to be supplied in disposables;
- Face coverings to be worn in servery queue by all customers;
- Seating to involve additional floor service and cleaning in accordance with Covid-19 guidance. Curriculum areas will need to make their own local arrangements for learners to use classrooms to sit and eat lunch (socially distanced). As normal, we would expect students to clear up after themselves.

Lost Property

Take care of your belongings! If you find or lose something, contact the Security staff in the Security Station behind the main building Queen's Gardens.

9) Programme Communication

E mail

Much of the Institute communication is by email. Check your Hull College email regularly, so that you know what you should be doing and where and when you should do it. Computers to access e-mail are located around the campus. At your computer induction you will be provided with User Names to access the college computers and software.

It is really important to renew your password when prompted, otherwise you may find you are unable to log-in to the system. For help with logging contact IT Services on:

Email ithelpdesk@hull-college.ac.uk

Telephone, 01482 598990 (internal Ext 2990)

Notice Boards

These are becoming more electronic and the use of Canvas announcements is an important area for students to track and monitor for key information. Here you will find general information and special notices such as signing-up forms for individual tutorials and workshops; Check the notice boards regularly and always before going to a seminar or lecture as changes of time or venue are sometimes necessary.

By Post

At certain times in the academic year it will be necessary for us to write to you, so please make sure we have up to date contact details for you at all times and inform us promptly of any changes. This is really important as you will receive any certificates from the completion of your course to the most up-to-date address we have for you.

By Text

We occasionally use text messaging as a way of communicating essential information that requires immediate action or responses. We use text messaging or contact by mobile phone in case of emergencies and would ask that you make sure that any changes to your contact number is communicated to the course administrator

Absence from the College:

You should be aware that good attendance is an essential requirement for studying within Higher Education - repeated failure to attend often impacts negatively upon your ability to perform to the correct standard and to clearly understand what is being asked of you. In some programmes and modules there may also be attendance requirements that are a mandatory requirement in order to pass. You should liaise with your programme leader regarding the existence of specific attendance requirements.

You should also be aware that if you have repeated attendance problems, Hull College may write to you regarding the extent of the problems and its implications and possible outcomes, which ultimately may result in withdrawal from the programme. In some instance Hull College may recommend that you apply to suspend your studies.

Absence due to illness:

If you are absent from the College because of illness for more than seven consecutive days (including weekends), you must provide the College with a medical certificate.

If you are absent through illness immediately prior to an examination or assignment deadline and wish to submit a case for extenuating circumstances to the Board of Examiners, you must provide HE Registry with a medical certificate as soon as possible. The email address for HE Registry is HERegistry@hull-college.ac.uk

If you are absent through illness on the day of an examination or assignment deadline, you must also provide a medical certificate as soon as possible. You can hand in or send medical certificates to your Programme Leader or to HE Registry on the email above.

Notification of infectious disease

If you have been diagnosed with or have had contact with an infectious disease, you must notify us in writing within 24 hours of diagnosis. You must not return to study until a medical practitioner's certificate of clearance has been submitted. There are more details regarding Covid-19 at the end of this Handbook.

What to do if you are absent

In case of absence from the College, you should contact Curriculum and Student Support on 01482 480970 or email your Programme Leader. If you are unable to leave a message then in the second instance you should contact the Curriculum and Student Support on 01482 480974 and ask them to e-mail your Programme Leader.

Suspension of Studies

If you encounter problems which affect your ability to undertake your studies you should inform your programme leader without delay. They will discuss with you possible ways of dealing with this, which may include referral to specialist support services within Hull College, or solutions such as suspension of study. Suspension of study is where your studies can be suspended for an approved period of time to enable you to resolve the difficulties which are affecting your studies.

The maximum period of suspension of study permitted for a Foundation Degree must not exceed one academic year.

Suspension of study on grounds of risk

A student on any Hull College module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to him/herself or others may be required to suspend those studies even in the absence of the candidate's consent provided the procedures defined below are followed. Where such evidence is deemed to exist, this shall be reported in writing to the Vice Principal Quality and the candidate shall be required to undertake such 'risk assessment' as the Vice Principal Quality determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to intercalate.

The Vice Principal shall report their findings of the risk assessment, in writing, to the Programme Board who shall determine whether, in the light of the assessment, suspension of studies shall be required.

A student who is required to suspend their studies in accordance with this regulation shall have the right to appeal. The decision to require suspension of studies shall be effective once made, and notified to the student in writing, and unless and until any appeal is heard and allowed.

A student who is required to suspend their studies in accordance with this regulation shall not be permitted to resume their studies until they have provided appropriate evidence to Hull College's HE Registry that they are fit to resume their studies.

Where a student has ongoing support needs these should be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Hull College or with external agencies. This evidence should be submitted to Hull College's HE Registry department and forwarded for the chair of the Programme Board. The chair shall determine whether the student is permitted to resume their studies taking such advice as they deem necessary in making the decision.

Any decision to require a suspension of studies, the outcome of any appeal, and the decision to allow the student to resume their studies shall be communicated to the student in writing within three working days of the decision being made.

Registration with Hull College

When you start your programme of study you will enrol with Hull College. You must notify Hull College of all changes of address, email address or phone number, both home and termtime. This is crucial as we use these addresses for the notification of award or to contact you in an emergency. To make changes to your name or contact details you will need to contact the Student Records (HE) team by emailing admissions@hull-college.ac.uk. Any change to your name will require official documents confirming this to be the case.

Please remember it is vitally important that Hull College is able to maintain accuracy and completeness of your personal details at all times.

10) Academic Information

All students are required to enrol and you will receive a copy of this handbook in addition to the college's general student handbook. After enrolment you will also receive information specific to your programme, as part of your orientation. You will be allocated a Personal Tutor who is a member of academic staff with responsibility for your academic supervision and progress. In addition to regular tutorials, your Tutor is there to provide advice and guidance on your academic studies and answer any queries you may have as a consequence.

You are expected to attend regularly and fully participate in your programme activities. The College monitors attendance and any student who does not attend on a regular basis will be contacted by their Tutor and in some cases may be deemed to have withdrawn. If you are unable to attend lectures or tutorials please notify your Tutor, the Learner Services Support Office or HE Student Success Coach as soon as possible. Attendance at virtual learning events organised by your Programme Team are also

important to the success on your programme. It is expected that all students should have attendance of at least 87% throughout the duration of their studies. Failing to attend or engage will lead to the initiation of the student engagement contract process details of which can be requested from HEregistry@hull-college.ac.uk

Academic Regulations

As indicated in the Introduction, the programme of study for which you have enrolled leads to an award of the University of Hull. Because of this your programme is governed by the University's Programme Regulations. These ensure consistency irrespective of the subject of your programme of study.

All regulations relating to your programme of study including programme and assessment regulations can be accessed via the [University's Quality and Standards website](#).

In addition to the above University regulations, your programme of study (set out in the programme specification) details the modules which you must take in each year.

Submission of Work

As a student it is your responsibility to be aware of the relevant submission dates for your coursework and to ensure it is handed in on time. Assignments should be submitted via 'Turnitin' as directed by your tutor, on or before the published deadline. You should ensure that you keep a copy of your work. A Module Leader will make you aware of any changes to a submission if it is not possible to upload through Turnitin.

Please note: If you do not submit your work on time, marks will be deducted. This could result in you not being awarded any marks for your work. Non-submission of assessments will impede your progress on the course and can be seen as a lack of commitment to your studies.

Feedback

You will receive feedback on your coursework together with the provisional mark or grade awarded 20 working days after the assessment has been completed or submitted. There is a standard form for this purpose which will be returned to you. **Please note that all marks awarded are only provisional until they have been ratified and agreed by the Board of Examiners.**

Assessment Decisions

Decisions on progression (passing modules or progressing from one level to another) and awards passing a whole qualification or contained award) are confirmed at the Board of Examiners on the basis of the marks obtained for each module. You will receive a letter confirming your results together with a transcript of marks to your student email normally ten days after the Board has met. The letter will also give you details of any modules you may need to resubmit and the date they are due to be handed in.

Progression/Awards

If you are unable to progress to the next stage of your programme or have not achieved sufficient credit to qualify for your award then you may be permitted to resubmit, trail or retake modules you have not passed. This will depend upon how the regulations relate to your particular circumstances, and the decision of the Board of Examiners, based on your assessment profile. Retaking modules, if permitted, may be of a full or part-time basis. You will only be able to achieve an award or progress to the next stage of your programme once you have successfully achieved all the credit for the award or level.

Requests for Extensions and Additional Consideration

There may be instances during your period of study when your performance is affected by adverse circumstances. This can apply to both coursework and examinations and may mean you are unable to submit your work or attend an examination. It could also mean that you have completed the assessment but not performed as well as you might have done.

Examples of the type of circumstances that may be taken into account include illness, bereavement or significant personal problems. It would not include holidays, financial problems (unless this affected your health), workload due to employment or computer problems.

To apply for **Additional Consideration** in assessment or to apply for an **Extension** you will need to complete an application using the online form.

Any application is considered on its individual merits and it is in your own interest to set out the relevant circumstances fully and accurately. Applications will only be accepted using the online form and where there is independent supporting evidence to support your claim, evidence should be provided within 10 days from the date of application to HE Registry HERegistry@hull-college.ac.uk . Any incomplete applications will be referred back to you and could lead to a delay in your application being discussed.

A short extension of up to 10 days can be requested. Requests can be made up to 48 hours after the original deadline (not for a fixed examination). All requests should be submitted via the ProPortal link under the Information and Reports tab>Learner Details

Links

[HE Mitigation Form](#) [HE Mitigation](#)

Academic Misconduct

Examples of this might include plagiarism (use of another person's work without acknowledgement), use of materials in an examination which have not been permitted or falsifying data in reports. If a tutor suspects this may be the case then it will be referred to HE Registry for investigation. You should particularly ensure that if you use another person's work it is referenced using the Harvard referencing system and that any sources of information have been paraphrased to ensure that your own argument is presented. Elevate/Library staff can give you further information on how to do this if you are unsure, as can your Programme team.

Appeals

In certain circumstances students have the opportunity to appeal against the outcome of the Board of Examiners or Examination Committee. All appeals must be submitted to the Head of Higher Education. Before submitting a claim you are strongly advised to refer to the guidance documentation

issued by the validating body and you may also wish to discuss your case with Learner Services or the HE Success Coach. When making an appeal you need to set out your reasons clearly and comprehensively and provide any accompanying evidence.

Please note you cannot appeal against the academic judgement/marks awarded of the examiners. If you have any queries about the appeals process then you should contact HE Registry in the first instance.

Complaints Procedure

In accordance with the requirements of the University, Hull College] has in place a complaints procedure, enabling you to make a complaint if you have cause for concern about any aspect of the [name of Partner Institution]'s provision to you as a student. Complaints should be resolvable within Hull College.

As a student on a programme leading to an award of the University you have a final right of challenge to the University, but only where you can demonstrate that the partner institution has not considered your complaint in accordance with its published procedures. The University will not reconsider the merits of the complaint. Hull College is responsible for providing you with information about your rights

You may wish to access this procedure in the following circumstances:

- If you are unhappy with any service provided by the Hull College.
- If you would like to suggest how that service might be improved.
- If you would like to comment on any service you have received which is particularly good.

Links to the procedure and further information can be [found here](#). You are able to submit positive feedback via this link also which is welcomed and helps assure the college of the impact of changes and improvements.

Graduation

Graduation ceremonies are held annually towards the end of the year. Ceremonies take place in the autumn, following the Board of Examiners, to allow any students taking resits to graduate with their group. In July you will receive graduation information which includes details of how to book onto the ceremony, obtain tickets for your guests and how to book your gown and photographs. Please note that you will only be allowed to attend the ceremony if the Board of Examiners has confirmed your award. Please note that dependant upon the situation with the Covid-19 pandemic, it may not be possible to hold graduation ceremonies.

Other institutional policies and regulations

Student Behaviour and Disciplinary Policy

All students are required to abide by the College's policy governing behaviour and discipline.

[Policies can be located here](#)

Equality and Associated Policies

Copies of the College's equality and associated policies and procedures e.g, Praise and Complaints, Violence and harassment procedure, are available on the College's website. They are also available in alternative formats upon request from the Marketing.

Health & Safety

You will be given details and advice on health and safety as your course progresses, but there are some important general points and rules you should remember and put into practice from the beginning. The aim of the College is to provide a "Safe Environment" for all to ensure that no one is in danger to themselves or others. Remember you share responsibility for a safe and healthy environment within the College.

Smoking

Smoking is not allowed on the College sites/campus as well as in all buildings
Smoking is only permitted in designated areas, there are shelters available around each site, and these will be identified as part of the course orientation procedures.

Illness or Accident

If you feel ill or are involved in an accident inform a tutor or inform the staff at Reception who will get help from a First Aider. The College First Aid facilities are located in workshops and laboratories. These are green boxes with large white crosses. Remember to report all accidents and incidents that involve the safety of staff and students to your tutor or member of staff. If you are away from College because you are ill please let your tutor know.

Fire Procedures

If the fire alarm sounds you should immediately exit the building and head to the designated assembly point. The one-way system will be suspended upon exit and any stairwell or exit can be used whilst maintaining social distancing.

Upon return, the one-way systems will need to be followed and control of the numbers entering the premises to comply with social distancing. You should also make sure you know where the fire notices and exits are. You must take part in all fire drills efficiently and sensibly. You must never wedge fire doors open, as they are there to slow the spread of fire within a building. You should never use the lift if there is a fire drill or a fire. Disabled students will be given specific evacuation information from their support worker or tutor and will be taken to safe refuge points. They will remain there unless deemed to be not safe, in this case arrangements will be made to evacuate.

Do not misuse firefighting equipment or alarms - this would involve disciplinary procedures and possible prosecution.

Personal Safety

In workshops, laboratories, studios and specialised areas you should take note of any regulations or instructions pinned up on walls or attached to machines. Staff will introduce you to any special procedures and you must follow them. Always use the protective clothing and equipment and stick to the safety procedures when using potentially dangerous equipment. All regulations and instructions are there to protect you or those working with you. Please report anything that you think could be dangerous immediately to a member of staff.

If staff or students fail to co-operate with the Colleges Health and Safety procedures and instructions, under the Health, Safety and Welfare Act 1974, disciplinary action and prosecution may be taken against them.

Piercing

Any facial or body piercing judged to be a health & safety hazard should be removed or covered when requested.

Alcohol and Illegal Drugs

Alcohol and illegal drugs are not to be brought into any part of college. Students suspected of been under the influence of them will be sent home and disciplinary measures will be undertaken in accordance with the appropriate College procedures.

Cars, Bicycles and Motorbikes

Please ensure you abide by the site rules where vehicles can be brought onto site. The speed limit on all sites is 10mph and do not drive or ride on pavements. Failure to do so will prohibit you from using a vehicle on site.

Moving about the College

- Use the gangways sensibly
- Obey all warning notices
- Only lift or carry what you can easily manage
- Take care you can see clearly where you are going
- Ask for help with anything you feel uncomfortable with
- Please do not lock bicycles to handrails - use only appropriate areas.

Please help to keep the College tidy and remember good housekeeping helps in ensuring a safe College.

Data Protection / Freedom of Information / Unique Student Number

GDPR (General Data Protection Regulation)

The College regards data about individual students and staff as confidential. The College has a GDPR Policy which all staff abide by. This ensures that we comply with GDPR.

For information on the types of personal data held please refer to your Learning Agreement.

Information held may be used for the following purposes:

- Checking suitability and fitness for study
- Managing and maintaining a safe College environment
- Managing duties and obligations under the current disability legislation
- Provision of information to the SFA, HEFCE and its Partners for funding, planning, statistical analysis and to detect evidence of fraud
- Further information about Data Protection and GDPR policies can be found here <https://www.hull-college.ac.uk/the-college/data-protection-gdpr>

Information may by necessity be disclosed to appropriate members of College Staff, Department for Education (DFE), DIUS, LRS, OFSTED, auditors, employers, the Connexions Advice Service and such other bodies as may be required by statute or with your consent. We will also provide information about enrolment, attendance and performance to the appropriate Local Authority or Student Loan Company on request, if you have been assessed as eligible for support. In certain circumstances the College may disclose personal data to the police or courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death).

Access to information

Staff, students and other users of Hull College have the right to access personal data relating to themselves that is held by the College in electronic format and/or manual records forming part of a 'relevant filing system'. A request for information will be dealt within the time legally required.

Anyone wishing to make such a request should complete the "subject access request form" which is available from The Data Services Manager or on the College Portal.

Unique Learner Number (ULN)

From September 2008 everyone aged 14 years and older who takes part in Government funded education and training will be issued with a Unique Learner Number (ULN). Your ULN is a personal 10-digit number which will remain with you throughout your life.

How will you benefit from having a ULN?

It will be used to link together all of your learning experiences, exam results and qualifications into an online **Student Record**. Your Student Record will include personal information and information on what courses you have attended, and the results gained (September 2008 onwards). It means you will not need to repeat information already in your Student Record or provide evidence of their qualifications through paper copies or certifications. It will also make it easier to provide good advice and guidance about education and training opportunities which will help you take that important next step.

What information will we need from you?

We are not asking you for anything new or anything that you do not already let us have. The core bits of information we use to get your ULN are your first name, family name, date of birth and gender.

Do you have to give consent?

You cannot refuse to have a ULN, but you can opt out of sharing your data with others if you choose. If you do opt out of sharing, you may find that you end up filling in longer forms again each time you move on to something new.

Details of how you opt out of sharing your data is contained on your Learning Agreement

What about my data - can other people access my information?

The law already guarantees that your personal details are handled securely and sensitively. Your information will only be passed on to people with a legitimate reason, such as examination boards, schools or Colleges that you want to move to and the government agencies who have responsibilities for education.

Where should you be using your ULN?

You will need to use your ULN when logging on and accessing your personal learning record. Once you have been issued with a ULN, you must register on the Personal Learning Record website <https://www.gov.uk/topic/further-education-skills/learning-records-service> or ring the helpline on 0345 6022589, you must have your own email address to allow you access to your Personal Learning Record.

You are in control of your Personal Learning Record and this is to be used throughout your lifetime. Controls are in place to ensure consent is given by you to make sure access is given to educational institutions and employers to view your Personal Learning Record as and when you want this to happen.

Confidentiality

HE Quality and Registry will not release any of your personal details to third parties. This includes information on contact information, assessment results or extenuating circumstances. If you need to collect any documentation from us then you will be asked to provide ID before it can be issued. **Please ensure you keep your contact details up to date with Data Services as we will from time to time send important information regarding assessment results and graduation and certification.**

11) Assessment, Quality and Standards

a) Assessment Regulations

Summary of Assessment Requirements

The programme adopts in full the College Academic Principles and Regulations. Students will be provided with a copy of the College Assessment Regulations at the point of registration for their award.

External Examiners

External examiners are an essential part of the College's framework for quality assurance. All approved courses leading to an award of the College must have External Examiners. An External Examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the programme is of the correct standard.

The role of External Examiners is to assure the quality of students' learning experience and ensure that they are assessed fairly in relation to other students on the same course and to all students across the College and nationally. The External Examiner does this by looking at a sample of work (e.g. assignments, exam answers, presentations, and dissertations), discussing the work with your lecturers and attending the assessment boards to ratify results. External Examiner/adviser reports are an integral part of the College's quality assurance processes. They form part of the requirements for course annual review and in all cases course teams must demonstrate how they have responded to the views and comments made by external examiners.

Courses will follow the assessment regulations detailed within HCG HE09 which is available on the website or from HE Registry and Academic award regulations for that apply to the year of enrolment.

12) Methods for evaluating and improving the quality and standards of teaching and learning.

This award is managed and operated in accordance with college regulations and procedures. This will include representation and input from employers who will contribute to curriculum development and review.

The following methods are used to evaluate and improve the quality and standards of teaching and learning:

- External Examiners reports;
- Cohort statistics e.g. gender, ethnicity, age and disability;
- Student feedback; this includes module evaluation questionnaires, staff and student committees, invitations to sit at joint meetings between the University and the College
- Module reviews/evaluations;
- Curriculum planning;
- Course team minutes and the Quality Enhancement Plan;
- Modifications of the course;
- National Student Survey and other surveys which are administered by the college

a) Student Perceptions and Representation

The award will be subject to Student Experience Meetings and National Student Survey results and evaluation. Student representation will be encouraged on all Committees, at a cross college level and through student representation on Course Team Meetings, HE Committee's and Academic Board.

Student representation is a key part of the quality enhancement strategy of the College. Student contribution to the cycle will also take place through the use of student meetings and student representative attendance at Institute Committees.

National Student Survey

In the final year of your studies, you will be asked to complete the National Student Survey (NSS). The NSS is supported by the Student Union and is a nationally published anonymous survey run by independent consultants. All responses to the survey are valued by the college in order to improve the experience for future students.

Module Evaluation

Module Evaluation provides you with the opportunity to feed back about the modules you have studied at different points during the year. These surveys are conducted electronically through Microsoft Forms, all responses are collected anonymously except for the identification of the module and programme you have been studying.

Graduate Outcomes Survey

The Graduate Outcomes Survey collects information on what all leavers from higher education (HE) programmes are doing 15 months after qualifying/graduating from their HE course. There are two annual DLHE collections. Each census point takes place roughly 15 months after students have left the institution. We are required to provide the collecting agency with contact details for all leavers, please keep us up to date with details if these change.

- The first collection (tranche 1) in April covers leavers between 1 August and 31 December.
- The second collection (tranche 2) in January covers leavers between 1 January and 31 July.

13) Quality, Assessment Boards and Standards

The College has had excellent reports from all large-scale inspections of the provision and this has raised the profile regionally and nationally. As in a university, the College is subject to reviews carried out by the Quality Assurance Agency (QAA) for Higher Education to verify the standards of the provision. A review of Hull College was carried out in September 2019, as a result of its investigations, the review team had high confidence that all standards under review were highly proficient. Following the confirmation of all criteria being met, the Office for Students confirmed that the Degree Awarding Powers for Hull College would be extended.

The report can be accessed [here](#)

Students as Partners in Research and Scholarly Activity

We view students as partners and peers in the research process. This is achieved by encouraging students to develop their research capabilities and providing them with structures opportunities to share their findings with others. The College provides opportunities for students involved in research to take part in an annual student-led research conference.

14) Examination Committees and Board

Examination Committees and Board of Examiners meetings are where decisions are agreed regarding your achievement. The Board of Examiners meeting is where your results are approved and your degrees awarded. **Prior to your results being presented at Board of Examiners, all results are provisional.**

Once student results have been moderated, they are submitted to the appropriate committee where module results are formally recorded. These grades are forwarded to the Board of Examiners which confirms decisions on progression and awards. External Examiners will also be in attendance to contribute to the decision process on individual progression and awards.

Until confirmed by the Board of Examiners, normally at the end of academic year, all marks are provisional. Module Leaders and Programme Leaders will grade you to provide you with feedback about how your work is progressing. You should not assume that these will be the final marks until they are confirmed by the Board of Examiners. It should also not be assumed about eligibility to progress from year to year (e.g. Level Four to Level Five) or to be awarded your degree until the results have been confirmed by the Board of Examiners.

a) Appeal against a Decision of the Examination Board

You can request an appeal to reconsider a decision of the Examination Board. Disagreement with the academic judgement of the Examination Board is not sufficient grounds for an appeal, appeals need to be more aligned to any procedures that did not take place in determining the outcomes of the Examination Board. To appeal a decision of the Examination Board you will need to follow the process detailed in HCG HE16 Academic Appeals and use the documentation referred to within the policy.

Preventing the Spread of Coronavirus

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The below details give you advice on the preventative measures you can take while at College to keep yourself and others safe. This booklet will also advise you of what to do if you or one of your learners develop COVID-19 symptoms while at College.

What to do if you have symptoms

Try to stay at home and avoid contact with other people if you have symptoms of COVID-19 and either of the following below:

- you have a high temperature
- you do not feel well enough to go to work or do your normal activities

Take extra care to avoid close contact with anyone [who is at higher risk of getting seriously ill from COVID-19](#).

You can go back to your normal activities when you feel better or do not have an elevated temperature. [Find out more about what to do if you have COVID-19 or symptoms of COVID-19](#)

Testing

Changes to testing for COVID-19

Free testing for COVID-19 from the NHS has ended for most people in England.

If you have symptoms of COVID-19, you are no longer required to do a rapid lateral flow or PCR test.

If you still want to get tested and you are not eligible for a free NHS test, you must pay for a COVID-19 test yourself.

You can buy a COVID-19 test from some pharmacies and retailers, in person or online. Find out more about changes to testing for COVID-19 in England

Urgent advice: Get help from NHS 111 if:

- you are worried about your symptoms
- you are not sure what to do

Get help from NHS 111 online. Call 111 if you cannot get help online.

Do not go to places like a GP surgery, hospital, or pharmacy.

Important: Babies and children

Call 111 if you are worried about a baby or child under 5.

If your child seems very unwell, is getting worse or you think there is something seriously wrong, call 999.

Do not delay getting help if you are worried. Trust your instincts. Get more advice about COVID-19 in children

What to do if you get coronavirus (COVID-19) symptoms again

Try to stay at home and avoid contact with other people if you get symptoms of coronavirus (COVID-19) again and you either:

- have an elevated temperature
- do not feel well enough to go to work or do your normal activities

Try to stay at home and avoid contact with other people even if you have had a positive test result for COVID-19 before.

You probably have some immunity to the virus but it's not clear how long it lasts. Take extra care to avoid close contact with anyone who is at higher risk of getting seriously ill from COVID-19.

You can go back to your normal activities when you feel better or do not have an elevated temperature.

(Personal Emergency Evacuation Plan)

A PEEP is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of any emergency. If you feel you may need a PEEP then please contact the SEND additional support team on 01482 381932 or email SENDsupport@hull-college.ac.uk.

Mental Health

It is important that we look after our mental health and well-being. Poor mental health can affect how we think, feel and act and can determine how we handle stress, relate to others and make choices. There is lots of support available for you while you are at College this also includes the College's counselling service. There is also lots of information on the Hull College website. If you would like to talk to someone about mental

health and would like some advice or support, please contact the SEND additional support team on 01482 381932 SENDsupport@hull-college.ac.uk. To contact our counselling service please email listen@hull-college.ac.uk.

First Aid

In the event of an accident/minor injury/person feeling unwell or suspected COVID-19 patient please contact the College security emergency number on the following to obtain first aid assistance:

External : 01482 383939

Internal : 3939

If you have any concerns or issues, please speak to your Tutor or the staff on the main reception.

Fire Alarm Activation

If the fire alarm sounds you should immediately exit the building and head to the designated assembly point. The one-way system will be suspended upon exit and any stairwell or exit can be used whilst maintaining social distancing.

Upon return, the one-way systems will need to be followed and control of the numbers entering the premises to comply with social distancing.

Hull University Students Union

Hull University Student Union (HUSU) is the University of Hull's award-winning students' union. It offers a wide range of services and activities, including the multimillion-pound Asylum nightclub and many other amazing facilities. As a partner college student you are able to access all of HUSU's commercial services, venues and events.

In addition, you have the option to join as an Associate Member for free, which would allow you access to hundreds of HUSU activities as well as over 150 sports clubs and societies. Just visit <https://hulluniunion.com/associate-membership> to find out how you can join. There may be charges for individual activities, and to join sports clubs and societies.

For more information on the above please see www.hulluniunion.com or contact HUSU via email HUU-Officers@hull.ac.uk