

## Myerscough College University Student Handbook



**2018/19**

Please read this Handbook in conjunction with your Course Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) Myerscough and/or UCLan and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Head of Area. This applies to the materials in their entirety and to any part of the materials.

### **Myerscough Associate School**

Myerscough College is an Associate School of the University of Central Lancashire (UCLan). Whilst retaining Myerscough's status as an independent organisation, this partnership recognises the specialist nature of higher education provision at Myerscough and provides opportunity to work closely with the University to build on existing strengths and enhance student experience.

### **Myerscough Mission Statement**

To become the leading provider of education in the land-based & sports sectors and the natural choice for students who aspire to success, industrial partners and research.

### **Myerscough Values**

- Respect for yourself, each other and the environment
- Welcoming honest and open
- Happy, safe and supportive culture
- Inspiring learners and staff to be the best that they can be
- Positive and dynamic attitude

### **UCLan Mission statement**

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

### **UCLan Values**

- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

### **Student Charter**

The Student Charters have been developed by the College, the University and the Students' Union so that students gain the maximum from their College and UCLan experience. It is a two-way commitment or 'contract' between the College and University and each individual student. It acts as a means of establishing in black and white what students can expect from the College and University and the Union in terms of support, and in return what we expect from our students.

[Read the full Myerscough Student Charter](#)

[Read the full UCLan Student Charter](#)

### **Supporting Diversity**

Myerscough and UCLan recognise and value individual difference and have a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time here we expect you to be able to:

- Experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- Contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the Myerscough [Equality, Diversity and Inclusion Policy](#) for further information.

Please review the UCLan [Equality and Diversity Policy](#) for further information.

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## 1. Welcome and Introduction

Myerscough and the University of Central Lancashire (UCLan) welcome you and hope that you will enjoy studying at here and that you will find your course both interesting and rewarding. This Student Handbook provides you with generic College and University level information and the Course Handbook provides specific information about your programme of study.

### 1.1 Communication

You will be issued with a Myerscough student e-mail address and a University student e-mail address. You are expected to use and check both regularly for messages about your course. You can set up an auto-forward from your University e-mail address to your Myerscough e-mail address so you only need to check one. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded as unread.

### 1.2 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. External Examiner reports will be made available to you electronically. The College will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range. Details of the External Examiner associated with your course can be found in your Course Handbook.

### 1.3 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve. This includes attendance at timetabled activities and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact your tutor if you are unsure.

### 1.4 Attendance Requirements

If you are studying on-campus you are required to attend all timetabled learning activities of courses and modules. Notification of illness or exceptional requests for leave of absence must be made to the Head of Area at Myerscough or nominee (usually the Course Tutor), as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module. Students with continuous unauthorised absence may be deemed to have withdrawn from the course. You may appeal this decision by following the College [Complaints Procedure](#).

### 1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the College and the University will be held securely and will be used by the College and the University both during your course and after you leave for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the College or University policy on the use and disclosure of personal information, please see the College Data Protection Policy or the University Data Protection Policy and [Privacy Notice](#) or contact the UCLan Information Governance Officer, Clerk to the Board Service, University of Central Lancashire, Preston, PR1 2HE or email [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).

## 2. Library Learning Resources



Extensive resources are provided by the [Myerscough Library](#) and by the [UCLan Learning Information Servicer \(LIS\)](#) to support your studies. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

You can find the link to the Myerscough Library Opening Hours here:

<https://www.myerscough.ac.uk/students/student-life/library/>

You can find the link to the UCLan Library Opening Hours here:

[http://www.uclan.ac.uk/students/study/library/opening\\_hours.php](http://www.uclan.ac.uk/students/study/library/opening_hours.php)

Both Myerscough Library and UCLan LIS provide access to a range of electronic resources, e-journals, databases, e-books, images and texts.

### 3. Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has employability learning integrated into it. This is not extra to your degree, but an important part of it. Your course will take you on a journey of development that will help you to map your personal story of your time here. You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time here. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

The Myerscough [CORE](#) and UCLan [Careers](#) offers a range of support for you including:

- One to one career and employability advice and guidance appointments.
- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

For more information come along and visit the teams at the College CORE and at UCLan (in Foster building near the main entrance) or access our careers and employability resources via the College CORE, the College Graduate Employability site on CANVAS and the UCLan [Student Portal](#)

It's your future: take charge of it!

Myerscough Careers | The CORE | Myerscough College | 01995 642177 | [harthur@myerscough.ac.uk](mailto:harthur@myerscough.ac.uk)

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR1 2HE | 01772 895858 | [careers@uclan.ac.uk](mailto:careers@uclan.ac.uk) | [www.uclan.ac.uk/careers](http://www.uclan.ac.uk/careers)

### 4. Student support, guidance and conduct

#### 4.1 Student Support



There are centralised student support services based in the [CORE](#), at Myerscough and in [the <i>](#) at UCLan (the <i> at UCLan is based on the ground floor of the UCLan Library and open 7 days a week most of the year). We provide guidance to all students whatever the query may be. Our friendly and approachable teams will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.

#### 4.2 Students with disabilities

You are strongly encouraged to declare your disability on your application form when you apply to study here. If you have declared this, the College Inclusive Learning team will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also either contact the College Inclusive Learning team or the UCLan [Disability Service](#) ([disability@uclan.ac.uk](mailto:disability@uclan.ac.uk)) or let one of the course team know that you have a disability. With your agreement information will be passed on to the relevant service.

#### 4.3 Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact the College Inclusive Learning team in the first instance or University Disability Adviser ([disability@uclan.ac.uk](mailto:disability@uclan.ac.uk)) for advice and information.

#### 4.4 Health and Safety



As a student of the College and the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible. Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

#### 4.5 Conduct

You will be expected to abide by the [Myerscough Code](#) and the UCLan [Regulations for the Conduct of Students](#) in the University. The College and University expect you to behave in a respectful manner at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites. If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal verbal warning and the College and University will support staff by invoking formal procedures where necessary. You can read more about the College and UCLan expectations in the Myerscough Code and UCLan Regulations for the Conduct of Students.

### 5. Students' Union

You can play an important part in the process of improving the quality of your course through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feed back about your experience of teaching and learning. Where appropriate, we aim to respond to your feedback and let you know of our plans for improvement.

The [Myerscough Students' Union](#) is based in the Student Hub and offers an extensive range of opportunities for you to get involved in activities, engage in College developments and get the best out of your time at the College. Follow us on [FACEBOOK](#)



The UCLan Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students' rights is at the core of what the Students' Union does and is encompassed by its tag line of, *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Students' Union is where your voice can be heard, actions taken, or campaigns launched.

Your UCLan Students' Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go? Pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building at UCLan and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then the UCLan Student Union's dedicated staff team in the [Advice and Representation Centre](#) are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the UCLan Student Union's (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at [www.uclansu.co.uk](http://www.uclansu.co.uk)

## 6. Rationale, aims and learning outcomes of the course

You will find information specific to your chosen course of study in your Course Handbook, in the form of a 'programme specification'. As defined by the QAA (Quality Assurance Agency) - the body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in higher education more than the sum of the parts.

Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course.

## 7. Assessment



Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances have been expressly agreed by the College and the University to allow you to defer your assessment.

### 7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member, such as your Personal Tutor, Module or Course tutor, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

### 7.2 Extensions

Authorisation of the late submission of work requires written permission. Your module tutors are authorised to give permission for one extension period of between 1 and 10 working days where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for extensions should be made prior to the submission date as extensions cannot be given retrospectively ([Academic Regulations](#)).

If you feel that you need an assignment extension and may qualify, you should complete and submit an extension request form, with any supporting evidence, to your Module Tutor. Further information is available on the UCLan Student Portal at:

<https://www.uclan.ac.uk/students/support/extensions.php>

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

### 7.3 Extenuating circumstances



Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the College and University are ready to support you, with

both your course and your personal wellbeing, through a process called Extenuating Circumstances (see [Academic Regulations and Assessment Handbook](#))

You can apply for Extenuating Circumstances online via [myUCLan](#). You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

[Further information about the submission process](#)

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

#### 7.4 Late submissions



If you submit work late without authorisation, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

You may apply to appeal this decision in accordance with the University's [Academic Regulations](#).

#### 7.5 Feedback Following Assessments

Myerscough and UCLan are committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations](#)). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the course.

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

#### 7.6 Unfair Means to Enhance Performance



The College and the University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation ('unfair means'). You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the [Assessment Handbook](#).
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an

assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.

- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the [Assessment Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented as set out below:

In the case of a **single** offence of unfair means in an undergraduate or postgraduate assessment:

- The appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a **repeat** offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- The appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

### 7.7 Appeals against assessment board decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University [Academic Regulations](#): Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. That an Assessment Board has given insufficient weight to extenuating circumstances
2. That the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board
3. That there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred
4. That the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above)

If you want to appeal, then you must do so directly to the Chair of the Assessment Boards within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

## 8. Student voice



You can play an important part in the process of improving the quality of your course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going advice and support and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study).

The Students' Union and the College and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time here, through course reps, surveys and any other appropriate means.

At Myerscough, the Students' Union has representation on decision making committees at levels as high as the College Corporation. At UCLan, the Students' Union Student Affairs Committee (SAC), members of the UCLan Students' Council and UCLan School Presidents each have particular representative responsibilities and are involved with decision making committees at levels as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

### **8.1 Course Representatives and School Presidents**

A course representative is a student who represents their fellow students' views and opinions to the course team, College, University and Students' Union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and to the College and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year in September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills.

UCLan School Presidents are annually elected representatives who voice the opinions of students within each UCLan school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your UCLan School President is or more about the role visit the [Students' Union website](#) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk)

### **8.2 Student Staff Liaison Committee Meetings (SSLC)**



SSLCs are regular meetings between tutors and Course Representatives. The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other's views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. For distance learning courses this may be facilitated by an on-line discussion forum and/or individual communication. Course representatives will gather feedback from students and communicate this to the Course Tutor in advance of the meetings. Your Course Tutor will facilitate the SSLC meetings using guidelines and provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be used. These records from SSLC meetings will be discussed in subsequent Course Tutorials.

Cross-College Course Representatives meetings are also held three times per year to discuss general College issues such as catering, residencies, estates, IT and other services. These are attended by managers of the relevant areas to enable direct communication. Minutes, actions and responses from these meetings are made available on the College Student Intranet and can be fed back to students by Course Representatives in Course Tutorials.

### **8.3 Complaints**

The College and the University recognise that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedures of the College and the University are intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response.

As a student registered for a University award at a partner college, who is dissatisfied with the provision at the College, you should pursue your complaint in accordance with the [College's Complaints Procedure](#) in the first instance. In the event of continuing dissatisfaction upon exhaustion of the College's procedure, you will be entitled to submit your complaint to UCLan. Click on this link for more information University's [Complaints Procedure](#)