University of Plymouth Partner Student Institution Handbook 2019-20

Petroc

FdA Illustration
If you require any part of this Student Handbook in larger print, or an alternative format, please contact:

HE Administrator
Brannams Campus, room BM50
Tel: 01271 852330
E-mail: he@petroc.ac.uk

Please note:

All the information in this handbook is correct at the time of printing.

Petroc is proud of its teaching and research and it undertakes all reasonable steps to provide educational services in the manner set out in this Handbook and in any documents referred to within it. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the Institution interfere with its ability to provide educational services, the University undertakes all reasonable steps to minimise the resultant disruption to those services.
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Graduation and Results Guidance
Alumni

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HARVARD REFERENCING GUIDE
Harvard Referencing Guide

ANYTHING ELSE?
Dear Student,

Important – please note

The University will do its best to provide appropriate support for students with a disability. In the context of Higher Education study the term disability covers a range of impairments, medical conditions, mental health issues and specific learning difficulties. We have put in place a number of changes to procedures and to our campus to make our courses more accessible, and this is reflected in the diversity of students studying with us. However, it is important for us to consider any individual requirements sufficiently far in advance to enable us to advise you on the range of options available and to put in place appropriate arrangements.

So please ensure you have told us about any disability even if you do not think it will affect you while you are at the University

If you have already told us about a disability we may ask you for further information or invite you for an information meeting (with the Disability Advisor, partner representative, and accommodation officer) if necessary. We can then properly assess, in discussion with you, your individual requirements and ensure that we have the best possible chance of having any necessary adjustments in place at the start of your course. We can also advise you further about claiming for Disabled Students’ Allowance.

If you have a disability but have not yet told us about it, please contact Adult Learning Support on 01271 852404 or als@petroc.ac.uk. While we can make reasonable adjustments to our provision, we may not be able to meet your individual requirements if we do not have the opportunity to assess them in advance, and that could impact negatively on your experience of the course or even your ability to complete your course, or to take up your place.

Please respond positively to any requests from us for information. We can then explore with you the support available such as assistive technologies, study skills sessions and personal enablers. We can also address any health and safety issues and relevant academic or professional expectations and if necessary advise you on alternative options. Any information you give us will be dealt with in confidence and only shared within the University with your consent and on a ‘need to know’ basis. We want to give you the best possible chance to take up your place, to be ready for study and to be able successfully to complete your university course.
Welcome and Introduction

Congratulations on your choice to study at Petroc.

Welcome to the Foundation Degree in Illustration delivered at the University Centre, Brannams Campus, Petroc. The College is delighted that you have chosen to study with us. We are sure you are going to have a great time here and will get a great deal from the programme. We offer you a lively campus with dedicated studios, friendly staff and an environment conducive to all things creative.

This programme has been designed to equip you with the skills and knowledge base required to work in your chosen specialism or other graduate opportunities. It is also a platform from which you can undertake additional vocational and academic qualifications.

The Foundation Degree in Illustration is a qualification in its own right, but once you have obtained it, you will be able to attain an Honours Degree in Illustration by successfully completing a third year at The University of Plymouth, or an Honours degree in Professional Development (Creative Industries) at Brannams, Petroc. A compulsory work-related learning experience has been built into all Foundation Degree programmes.

This Programme in partnership with Petroc and University of Plymouth Student Handbook contains important information including:

- The Institution Procedures, facilities and opportunities
- Programme Information
- Academic Regulations including Extenuating Circumstances
- Student Support including careers education, information and guidance
- Financial information and guidance on funding
- Learning Resources
- Study Skills Support including key resources on Referencing and Plagiarism

Note: The information in this handbook should be read in conjunction with the current edition of:

- Your Programme Quality Handbook
  o available at: https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=2120
- Your Module Teaching, Learning and Assessment Guides
  o available at: https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=2120
- University of Plymouth’s Student Handbook
  o available at: https://www.plymouth.ac.uk/your-university/governance/student-handbook
Staff / Student Communication

Course Contact List

Programme Manager
The Programme Leader for your Foundation Degree is responsible for the effective delivery and development of the programme and for providing programme advice to students.
Your programme leader is Amy Stanley You can contact her on amy.stanley@petroc.ac.uk

Module Leaders
Each module within your programme has a designated Module Leader who is responsible for the effective delivery and development of the module and providing module advice to students

Personal Tutor
Your Personal Tutor will support you throughout your studies. They are there to provide additional academic and personal support concerning issues that may affect your studies. As staff are timetabled for lectures other than those for your class it is wise to email them to arrange times to meet face to face.

Note: Personal Tutors are particularly important for students in their first year, helping them to manage the transition from school or the workplace to university-style life. Personal tutors also assist with helping you to engage with important aspects of preparation for your career and or progression to further study and profiling your progress through the programme.

Programme Management

Amy Stanley

Foundation Degree Illustration Programme Manager, Lecturer and Tutor

“My position of Foundation Degree Illustration Programme Manager has strong links with my own career as an illustrator, graphic designer and commercial fine artist.

I attended The Falmouth College of Arts, where I studied B.A. (hons) Illustration, graduating in 2006, obtaining a First-Class Degree with honours.

I began teaching on the Illustration Foundation Degree programme at North Devon College (now Petroc) a short time after graduating. I now have over a decade of teaching experience on the programme.
I am part of a generation of Illustrators who witnessed the emergence of digital media, I was taught sound draftsmanship and painting technique and believe strongly in developing the ability to draw and paint well by hand. I have expert knowledge in the Adobe Creative Suite which I use throughout my own illustration and graphic design work. Possessing both traditional application techniques and digital media skill sets has enabled me to remain relevant with rapidly changing design trends in creative industry” - Amy Stanley.

Contact Information

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<thead>
<tr>
<th>HE Administration Office</th>
<th>HE Management and Quality Team</th>
<th>Library</th>
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<tbody>
<tr>
<td>Lesley Morris</td>
<td>Clark Denby</td>
<td>Brannams Campus</td>
</tr>
<tr>
<td>Lara Scott</td>
<td>Shaun Kershaw</td>
<td>01271 852342</td>
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<tr>
<td>Stacey Tanton</td>
<td>Craig Litster</td>
<td>North Devon Campus</td>
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<tr>
<td>Brannams Campus</td>
<td>Andrew Peacham</td>
<td>01271 852485</td>
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<tr>
<td>01271 852330</td>
<td>Helen Tucker</td>
<td><a href="mailto:library@petroc.ac.uk">library@petroc.ac.uk</a></td>
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<tr>
<td><a href="mailto:he@petroc.ac.uk">he@petroc.ac.uk</a></td>
<td>Brannams &amp; NDC</td>
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<td>01271 852491</td>
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<tr>
<td></td>
<td><a href="mailto:heleadershipteam@petroc.ac.uk">heleadershipteam@petroc.ac.uk</a></td>
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<th>Careers, Education and Guidance Adviser</th>
<th>Professional Adult Tutor</th>
<th>HE Study Centre</th>
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<tr>
<td>Mark Turnbull</td>
<td>Jackie Carlton</td>
<td>Brannams Campus</td>
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<tr>
<td>Careers drop in;</td>
<td>Brannams &amp; NDC</td>
<td>01271 852342</td>
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<tr>
<td>Based in Advice &amp; Guidance Centre NDC</td>
<td>01271 852453</td>
<td>North Devon Campus</td>
</tr>
<tr>
<td>Brannams – Weds 11.30-13.30 BM108</td>
<td><a href="mailto:j.carlton@petroc.ac.uk">j.carlton@petroc.ac.uk</a></td>
<td>01271 852485</td>
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<tr>
<td>01271 852424</td>
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<td><a href="mailto:library@petroc.ac.uk">library@petroc.ac.uk</a></td>
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<tr>
<td><a href="mailto:mark.turnbull@petroc.ac.uk">mark.turnbull@petroc.ac.uk</a></td>
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<td>Petroc Careers’ website;</td>
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<td><a href="https://sites.google.com/petroc.ac.uk/">https://sites.google.com/petroc.ac.uk/</a></td>
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<td>careercentral/home</td>
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All staff will communicate with students in the following ways:

- Email/ text messaging
- Institution extranet/ intranet / virtual learning environment https://my.petroc.ac.uk/moodle/moodle_3/
- University of Plymouth Student Portal (see section below)
- Programme Notice-Board (located in Brannams Reception and the HE Common Rooms)
- Campus map:
  - Brannams campus: https://www.petroc.ac.uk/college-information/campuses/brannams,
  - Mid Devon campus: https://www.petroc.ac.uk/_assets/downloads/mid-devon-campus-map-april-18.pdf
Registration, Term Dates including Exam weeks

Students will be contacted and invited to enrol by the Petroc Registry Team. First year students will be invited to attend a ‘Welcome Day’ which will be held on 11<sup>th</sup> September 2019 at the Brannams Campus. Exam weeks will occur at the end of every semester, guidance for which can be found in your module guides. Term dates for the academic year 2019-20 are below;

<table>
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<tr>
<th>Term</th>
<th>Date Range</th>
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<tr>
<td>Autumn</td>
<td>16/09/2019 – 17/12/2019</td>
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<tr>
<td>Half Term</td>
<td>21/10/2019 – 25/10/2019</td>
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<tr>
<td>Spring</td>
<td>6/01/2020 – 27/03/2020</td>
</tr>
<tr>
<td>Half Term</td>
<td>17/02/2020 – 21/02/2020</td>
</tr>
<tr>
<td>Summer</td>
<td>15/04/2020 – 12/06/2020</td>
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<tr>
<td>Half Term</td>
<td>25/05/2020 – 29/05/2020</td>
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Student Voice

Your opinions and needs, often known as ‘Student Voice’ are an important aspect of being an HE student. The Quality Assurance Agency (QAA) for Higher Education in the UK suggests that ‘Student engagement is all about involving and empowering students in the process of shaping the student learning experience’. Thus the Student Voice is really important and as such we actively encourage all students to get involved at a range of levels in their learning and in quality assurance, enhancement and management of their course.

Please find below the link to the student voice page [https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=2260](https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=2260)

The University values the Student Voice and is actively promoting the work supported through the student community. More information can be found at [https://www.plymouth.ac.uk/student-life/student-voice](https://www.plymouth.ac.uk/student-life/student-voice)

Student Representatives and the Feedback loop

Each programme should have one or more student representatives elected by their fellow students to sit on the Programme Committee. Course representatives are a vital conduit, linking staff and students so that issues of quality of provision affecting students can be promptly and appropriately addressed. In addition, representatives provide feedback to the programme’s staff on innovations and can assist the programme team in developing the curriculum to meet student needs. Students are also represented on University of Plymouth Joint Board of Studies (JBS), which scrutinises all the University of Plymouth programmes delivered at your institution.

Course representatives are will feedback from the meetings to all students on the programme demonstrating the impact of student voice and report on changes made to the programme based on feedback. Training will be given to all course representatives before commencing the role.

University of Plymouth Students' Union (UPSU) is led by students and supported by a team of staff, we are a separate organisation from the University and we are here to make sure that you have a successful, fulfilling and rewarding time, both whilst at University and in the future. We will work to ensure that you can learn and grow in an environment where you’re supported and cared for. Find out more about your students’ union at [www.upsu.com](http://www.upsu.com)
One of our essential services is the UPSU Advice Centre who offer free, confidential, and non-judgemental advice, which is independent from the University. As members of Advice UK and other advice organisations, we deliver the most current, relevant and accurate information available on a wide range of topics including; student funding, fitness to practice, advice on academic issues, academic complaints and appeals, housing, consumer rights and much more. Whether you would like to talk face to face, on the phone, by Skype or via email, we are here for you. This is a drop in service on the Plymouth campus with appointments available to book online at [https://www.upsu.com/advice/](https://www.upsu.com/advice/) call us at 01752 588373 or email advice@su.plymouth.ac.uk

We represent your views in University decisions about your academic and extra-curricular experience and campaign on your behalf about the issues that matter to you. Five students are elected each year to be Sabbatical Officers, they are there to represent the needs of all students, including those studying at Partner Institutions. They are supported by a number of Part-time Representatives who are also current students.

If you would like to get in touch with your elected Representatives and discuss how they can support you in making the changes you want to see on your campus, please do not hesitate to get in touch at studentvoice@su.plymouth.ac.uk

**Student Perception Questionnaire (SPQ) and National Student Survey (NSS)**

The University will invite you (via your University of Plymouth student email account) to complete an annual online questionnaire (SPQ) specifically focused on your experiences as a Higher Education student. You will also be asked to participate in the National Student Survey (NSS) at the end of your programme. Both of these provide valuable information to enable us to improve your programme and learning experience. You will receive feedback from tutors on changes that have been made due to your feedback so it is key to engage with these surveys to have your voice heard.

![NSS and SPQ](https://example.com)

**Your Virtual Learning Environment**

- How to log in or change your password:
  [https://www.petroc.ac.uk/_assets/downloads/student%20password%20change%20-%202016.09.15.pdf](https://www.petroc.ac.uk/_assets/downloads/student%20password%20change%20-%202016.09.15.pdf)
- How to change your network Password
  [https://fs.petroc.ac.uk/adfs/portal/updatepassword/](https://fs.petroc.ac.uk/adfs/portal/updatepassword/)

**The Petroc Foundation Degree Illustration Moodle**

Houses information on:

- Module guides - Teaching, Learning and Assessment
- Teaching materials
- Links to appropriate academic resources
- Links to Study Skills
- Guide to referencing
Your Library - Learning Resources

The institution provides resources that you need to successfully complete your studies. You will be introduced to these resources during your induction into the institution library. You will also be inducted in how to borrow books, access online materials, use systems and obtain the necessary resources to assist you with your studies.

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Manager and student representative so that the issue can be addressed at the next Programme Committee Meeting.

IT Facilities & WIFI

- WiFi is available across each Petroc campus, and students are encouraged to bring in their own mobile devices to support their course work.
- LTLS staff and IT Services are able to support students with access to college resources both on and off campus.
- Students are able to print, copy and scan using the college-networked machines; funds for this can be loaded to accounts at each Petroc location.
- A specialist reprographics department, The Print Shop, is located at Petroc Barnstaple main site, catering to all more specific printing and copying needs.

Brannams Campus

- HE student common room with kitchen facilities
- Learning Resources Centre
- Parking https://www.petroc.ac.uk/college-information/parking-information
- Student Support https://www.petroc.ac.uk/support-help/student-services
- The Factory Music and Arts Venue https://www.petroc.ac.uk/public-facilities/the-factory
- The Pottery https://www.petroc.ac.uk/students/places-to-eat
- Vending machines are also located by Reception

North Devon Campus

- Advice and Guidance Centre https://www.petroc.ac.uk/support-help/guidance-centre
- Blue Cross Cattery https://www.petroc.ac.uk/public-facilities/blue-cross-cattery
- Dog Grooming Studio https://www.petroc.ac.uk/public-facilities/the-dog-grooming-studio
- Fitness Centre https://www.petroc.ac.uk/public-facilities/fitness-centre
- Hair and Beauty Academies https://www.petroc.ac.uk/public-facilities/hair-beauty-academies
- HE student common room
- Learning Resources Centre
• Parking https://www.petroc.ac.uk/college-information/parking-information
• Sports Massage https://www.petroc.ac.uk/public-facilities/sports-therapy
• Student Support https://www.petroc.ac.uk/support-help/student-services
• The Basement, The Food Hall, The Fuel Stop (proudly serving Costa), The Sandwich Box, The Liberty Café https://www.petroc.ac.uk/students/places-to-eat
• The Print Room https://www.petroc.ac.uk/public-facilities/the-print-room
• The Stop & Shop (hot/cold drinks, food and snacks, essentials including toiletries, greeting cards, stamps, stationery and more
• The Taw Restaurant https://www.petroc.ac.uk/public-facilities/restaurants
• Vending machines are also located by the Food Hall

Room Access

The Foundation Degree Illustration Studio houses specialist equipment designed to facilitate Foundation Degree level Art study. Access to the studio is only available during timetabled hours whilst a member of staff is present.

Students as Partners – University of Plymouth

Founded in 1862 as a school of navigation, The University of Plymouth has been placed second in the UK and 86th globally in the 2018 Times Higher Education young University Rankings. Twice awarded the Queen’s Anniversary Prize for Higher Education, it has won numerous accolades in respect of its teaching and its research. The University has one of the highest number of National Teaching Fellows of any UK university. With two-thirds of its research ranked as world-leading or internationally excellent (2014 Research Excellence Framework). It was also the first university in the world to receive the Social Enterprise Mark.

The Institution is part of Academic Partnerships within the University of Plymouth, which houses around 15,000 students studying across the region and overseas. Academic Partnerships works closely to support the Institution in development and review of the programme to ensure the highest quality of teaching and learning is offered. The majority of provision delivered is at HE Level 4, 5 and 6 comprising of HNCs, HNDs, Foundation Degrees, Bachelors Awards, Higher and Degree Apprenticeships, however some masters-level study is also delivered.

Students and staff at the University of Plymouth have jointly developed an agreement that sets out key principles that underpin this partnership - “Students as Partners” - which can be found: https://www.plymouth.ac.uk/student-life/students-as-partners
Applying for your University of Plymouth Student Card

As a University of Plymouth student you are entitled to our student card. This is key for identification purposes but also allows you swipe access into our Charles Seale-Hayne library on the main Plymouth campus.

To complete this process you must be enrolled with The University of Plymouth. You will need your Plymouth Student Reference Number (SRN) to apply for a card, which you can get from your HE office. Once you have it go to https://eservices.plymouth.ac.uk/app/ and then complete the online form and the card will be posted to your institution for collection.

The Plymouth Online Study Guide

As a University of Plymouth student you are able to access the University’s e-resources through the Plymouth portal (the University’s internal staff and student website). There is access to over £2 million of e-resources and e-journals in a variety of different subject ranges which can be used to support your studies. This link takes you to the University of Plymouth Library page via the Digital Learning Environment (DLE) and if you then click on ‘Partner Institution – ‘Your Library Subject Guide’ then ‘partner institutions’ it will lead you to your institution pages which are essential to familiarise yourself with Plymouth services and e-resources. This video guide demonstrates how to access Primo at your institution. In addition the University has created a Student Study Guide available at www.studywithplymouth.ac.uk which signposts you to a wealth of resources including UPSU (University of Plymouth Students’ Union), Study Skills Guides and using the portal.
Forwarding your Plymouth Emails to your preferred account

Any communications with University of Plymouth will come via your Plymouth email account so it is essential that you forward your University emails to your preferred email address. Please forward your emails on as soon as your programme starts to prevent missing key communications from tutors especially around the topics of module choice and dissertation choice as you enter level 5 study. Instructions on how to complete this is available through www.studywithplymouth.ac.uk under the Library and Digital Learning Environment Tab.

To access The University of Plymouth website directly:
- Type in www.plymouth.ac.uk and then click Login.
- Enter the username and password given to you by your Programme Manager or Learning Resource Staff member.

You will automatically have a University of Plymouth e-mail account accessed through ‘My Email’ structured as follows: Firstname.Surname@students.plymouth.ac.uk. Your password will always be given in this format Dob.dd/mm/yyyy e.g. Dob.10/07/1984. You can change your password once into the portal however please make sure it is something memorable as you will need it throughout your studies.

Mobile with Plymouth

The free official University of Plymouth app is the must have resource for students or prospective students. It is full of helpful University information that is easily accessible wherever you are. Available at: https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/it-services/app

University Computing Helpdesk

If you have any problems when you are creating your computer account or logging into the student portal or if you can’t access the information you need, please contact the University’s computing helpdesk by email: libraryandITenquiries@plymouth.ac.uk or by phone on: (01752) 588588. You could also enquire within your Institution’s HE Office as they have access to the University password changer tool to change your password.
How to Change or Reset your Password

• To change your password at any time - click on the ‘Change Password’ on the top right hand side of the homepage.
• If you have forgotten your password follow this link: http://www.plymouth.ac.uk/password.

Assessment

Formative and Summative Assessment

Our summative assessment procedure has been developed by our team to allow students to have ownership and thus a real understanding of how assessments work. Students assess themselves against an understood mark matrix, following that, within a twenty minute period the assessed student presents their work to their tutor and another member of staff. Notes of feedback and commentary are recorded by a ‘buddy’ student, all four contributing to discussion about the assessed student’s position within the mark matrix. The ‘buddy’ and assessed student then complete the feedback procedure by further inclusion of points the assessed student wishes to record. This ownership of procedures has led to a complete understanding of the mark system and structure.

Due to our studio culture, you will be able to have regular one to one formative tutorials about your work with staff. You will often receive notes and actions from these tutorials which we advise you to refer to. You may also be a part of a group critique - try to play as active a role as you can.

Your performance in a module will be assessed during the academic year, normally through a combination of coursework and end of year examinations. You must pass the assessments in order to be credited with that module for your award. In addition, some modules may have to be passed as pre-requisites for others taken later in your programme.

The method of assessment varies between modules and your lecturers will advise you of the method(s) to be used. This reflects the need to develop a range of different knowledge, understanding and skills. During your programme you may experience some, or all, of the following types of assessment:

• Coursework
• Portfolios
• Coursework essay questions
• Group presentations
• Small group discussions

In all cases these are chosen and designed to assess your achievement of the particular learning outcomes for the module. You will be given Assessment Criteria which are used to judge the extent of your achievement.

Please note that ALL assessment marks and results are provisional until confirmed by the Subject Assessment Panel and verified by the Award Assessment Board. Please reference the Benchmarking Skills Map within the Programme Specification for further details on how the teaching, learning and assessments are achieved within each module.
Indicative Programme Assessment Schedule, Assessment Flowchart and Hand In Process

**Assessment Flowchart**

**Marking Stage**
- Student submits assessment e.g. sits exam or completes assignment.
- Submissions are collated and passed to the Module Leader.
- Submissions are marked by the Module Leader. All marks are collated by Module Leader and passed to Programme Leader.

**Internal Moderation Stage**
- Unconfirmed marks and assessment feedback given to students within 20 working days of deadline.
- Internal moderation samples are selected. Moderation undertaken by a second academic.
- External Examiners undertake moderation of a selected sample.

**External Moderation Stage**
- External Examiners undertake moderation of a selected sample.
- Marks submitted to Subject Assessment Panel (SAP) for consideration and approval.
- Marks approved by SAP and forwarded to Institution Award Board.

**Subject Assessment Panel Stage**
- Confirmed marks issued to students.
Extenuating Circumstances

The University of Plymouth Extenuating Circumstances Policy can be found here: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances

Extenuating Circumstances are circumstances which:

- affect your ability to attend or complete an assessment or a number of assessments
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question

Students who wish to claim Extenuating Circumstances should obtain a claim form from their HE Office. The form should be submitted to the HE Office accompanied by independent supporting evidence.

Assessed coursework / major project / dissertation or equivalent:
Extenuating Circumstances claims should be submitted as soon as possible, and normally no later than 10 working days after the deadline for the submission of the work.

Formal Examinations:
Extenuating Circumstances claims with respect to formal examinations should be submitted no later than the Monday after the end of the formal examination week.

Examples of extenuating circumstances that are likely to be deemed invalid:

- Alarm clock did not go off
- Car broke down, train/bus delayed or cancelled, other public transport problems (unless the student can demonstrate that he or she had allowed adequate time to compensate for such problems as might reasonably have been anticipated)
- Unspecified short-term anxiety from all sources, mild depression or examination stress.
- Minor illness, such as a cough/cold/sore throat or minor viral infection, unless the illness is incapacitating and at its peak at the time of a time-specific assessment such as an exam or test.
- Accidents or illness affecting relatives or friends, unless serious, or you are a sole carer.
- Financial problems, including debt sanctions imposed by the University, but excluding cases of exceptional hardship or significant changes in financial circumstances since enrolment.
- Family celebrations, holidays, house moves, or similar events, in which you have input to, or control over, the date or may choose not to participate.
- Computing problems, such as corrupt data or media, poor internet connectivity, printer failure, or e-submission of an assessment file in an incorrect format, or lack of access to IT facilities because of debt sanctions imposed by the University.
- Problems with postal or other third party delivery of work.
- Misreading timetables of any kind, or time management problems, such as assessment deadlines close to each other.
- Appointments of any kind, including legal or medical appointments, which could be rearranged.
- Sporting, recreational or voluntary commitments, unless you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University’s national or international reputation.
• For full-time students, normal pressures of employment, because, by enrolling as a student, you have made a commitment to make time available to study.

Examples of extenuating circumstances which MIGHT be considered valid:

• Your own health problems, including major accident or injury, acute ailments, hospitalisation (including for operations), or those affecting a significant period of study.
• Personal or psychological problems for which you are receiving counselling, or have been referred to a counsellor or similarly qualified practitioner.
• Clinical depression or other significant mental health issue.
• Pregnancy-related conditions and childbirth (including for a partner in labour).
• Bereavement causing significant impact.
• Separation or divorce of yourself or your parents.
• Recent burglary, theft or serious car accident.
• Jury service which cannot be deferred.
• Representing the University at national level, or your country at international level, or participation in an event that is of benefit to the University’s national or international reputation.
• For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances.
• Late diagnosis of, for example, dyslexia, meaning you have not had the appropriate support for assessment, including provision in exams.
• Unavailability of the DLE where the module lead confirms that this would have a significant impact on your preparation for an assessment or exam.
• Disruption in an exam or assessment, such as a fire alarm going off, or excessive noise from building works.
• A significant change to your financial circumstances after enrolment, such as withdrawal of Student Finance England (SFE) funding or its equivalent mid-year.
• Interviews for placements, but only in cases where you have asked the employer or provider to reschedule, but this has not been possible.
• Significant positive life events, such as weddings of close family members, where you can show that no alternative arrangement, such as the date or your attendance, is possible.
• For research degree programme milestones (Project Approval and Confirmation of Route), methodological reasons why your research has not progressed at these stages as expected, submitted by your Director of Studies.

Academic Offences

Issues of plagiarism and any form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme.

The University has developed information on plagiarism which can be found here: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/plagiarism

Additional support is available from the library as part of their LibGuides: http://plymouth.libguides.com/c.php?g=48936&p=314461

The University of Plymouth Library also has a LibGuide providing information regarding referencing: http://plymouth.libguides.com/referencing

Further support on regulations including academic appeals is available from University of Plymouth at: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations
Academic Dishonesty: How to stay straight and clean

Types of Academic Dishonesty

- Buy an essay online
- Steal essays from another student
- Not doing your fair share of group work
- Copy bits of your housemate’s essay
- Copy and paste large chunks of an essay from the internet
- Just copy ‘a little bit’
- Work with a friend to produce an individual essay
- Taking bits from a coursework already submitted
- Making up results from a questionnaire

Types of Academic Dishonesty: Exams

- Take a paper out of an exam when you shouldn’t
- Bringing in a translator or dictionary or programmable calculator to the exam
- Bringing in crib sheets or notes
- Getting someone else to take an exam for you
- Using your mobile to get answers in an exam
- Copying the work of another student by looking over their shoulders
- Learning some exam answers off by heart from the internet
- Working with other students to prepare exam answers

Why Cheat?

- I got desperate at the last moment: I could not keep up with the work
- My family expect me to succeed: I have to get good marks
- The lecturers don’t care anyway
- Why not? I will probably get away with it
- All I need is that bit of paper at the end of the course
- But the teacher said, “Work together”!
- I am only showing respect for the original writer, who is far cleverer than I am
- If I write in my own words it will be full of mistakes

Plagiarism

Definition: using others’ ideas, words or research without clearly acknowledging the source of that information.

To plagiarise, you:

- never have references to your sources
- Reference some sources, but not all
- Reference bullet points or phrases without showing that they are direct quotations

Some students might feel that paraphrasing is disrespectful, produces nonsense, or poor English. However, a British university education is meant to teach you how to criticise the work of others. We expect original work: your own poor English is preferred to other people’s good English - you will improve. In addition, good paraphrasing improves the meaning.
Writing in your own words

Academic writing involves summarising, synthesising, analysing or evaluating other people’s arguments. To “write in your own words” you understand, reflect on and digest your source material. Then you discuss or re-state this using your own vocabulary and an argument that is structured to the specific task you have been set. (Source: Open University)

Advantages of good paraphrasing

- It clarifies your understanding of the material
- It improves your ability to remember it
- You will be able to use the material in new contexts
- Your argument will be tighter, with fewer words
- Your argument will be appropriate to the question or assignment
- If you can’t handle the coursework you won’t be able to answer the exam questions

Contract Cheating

Issues of plagiarism, collusion and any other form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme. Some offences, such as contract cheating, where you deliberately pay someone else to write work for you, will be punished more severely than plagiarism, where you copy a paragraph from a published source without properly referencing the source. Support on referencing including online tutorials is available here http://plymouth.libguides.com/referencing

How to reference using the Harvard Referencing System

The University of Plymouth Library has produced an online support referencing guide which is available here: http://plymouth.libguides.com/referencing.

Another recommended referencing resource is Cite Them Right Online; this is an online resource which provides you with specific guidance about how to reference lots of different types of materials. From books to TV shows, journals and podcasts it is expanded regularly to include new types of source material. Although based on the Harvard Referencing System it is useful for all students no matter which referencing system is preferred by their institution. There is a detailed guide at the end of this handbook.

Hand in Process / Submission of Assessed Work

Assessments for this course will be submitted online via Turnitin and the Moodle by 12 noon on the deadline day. Physical art work will be submitted to the HE Admin Office by 12 noon on the deadline day.

Return of Assessment and Feedback

This work is then marked and returned within 20 days. You will receive written notes and a tutorial to discuss the mark and feedback given. Your work is marked according to the generic marking scheme.
Academic Matters - Procedures for dealing with late submissions and extenuating circumstances

For more detailed programme guidance please see your Programme Quality Handbook available on your Institution website. Your programme operates under University of Plymouth Academic Regulations; to view these regulations, go to: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

Late Work

Work submitted after the deadline will be marked as normal to give you an indication of the standard of your work, but a capped mark of 40% will be recorded if the work is submitted up to 24 hours after the deadline and a zero mark will be recorded after this time. Further information can be found at https://www.plymouth.ac.uk/uploads/production/document/path/8/8388/Section_D_Assessment.pdf. If you have a reason that your work was late i.e. illness etc. you can complete an Extenuating Circumstances Form.

Turnitin

Turnitin (http://www.turnitinuk.com/) is an Internet-based 'originality checking tool' which allows documents to be compared with content on the Internet, in journals and in an archive of previously submitted works. It can help to detect unintentional or deliberate plagiarism.

It is a formative tool that makes it easy for students to review their citations and referencing as an aid to learning good academic practice. Turnitin produces an ‘originality report’ which may be necessary to be attached to your coursework and your tutors will advise you on how to access and use Turnitin where required for your studies. To learn more about Turnitin go to: https://help.turnitin.com/Home.htm

Students will all be given their own access to Turnitin, and helped to set up their accounts in one of the Petroc LTLS timetabled Workshops. More detail is given in the Module Teaching, Learning and Assessment handbook).

Progression to Further Study & How Your Marks are Calculated

Direct Entry’ applications can always be made by students, however success in the application will always be considered based on individual merit and availability of space by the admissions tutors. The programme manager needs to consider how appropriate it is to advertise specific ‘direct entry’ examples here, including the comparative reflection on this Fd and its agreed At the end of the course, you will have a graduate exhibition and a digital portfolio to showcase your work, and an understanding of your skills, and know the possibilities and genres you and your work might gain employment from. You should also be able to function as a designer/illustrator.

Upon successful completion, students may be able to progress to the part time BA (Hons) Professional Development (Creative Industries) award delivered at Petroc. This award is held one day per week for two years enabling you to undertake your practice whilst completing your degree. Students may also be able to the third year of the BA (Hons) Illustration at Plymouth University.
Please note there is a deadline for progression applications (circa mid-January with the actual date determined annually) and places maybe subject to availability.

Your Programme Manager is able to contact University staff in order to communicate your questions regarding progression to programmes at University of Plymouth.

Information on individual programme progression is available in your Programme Quality Handbook, on your Institution website

https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=577

Please note there is a deadline for progression applications (circa mid-January with the actual date determined annually) and places maybe subject to availability.

Your Programme Manager is able to contact University staff in order to communicate your questions regarding progression to programmes at University of Plymouth.

Information on individual programme progression is available in your Programme Specification, on your Institution website and also on the University of Plymouth course web page

https://www.petroc.ac.uk/content/courses/arts-design-craft-photography/foundation-degree-in-illustration

https://www.plymouth.ac.uk/courses/undergraduate/ba-illustration

**Foundation Degree Student Only**

If you are studying a Foundation Degree and your aggregate mark across all modules is:

- 70% or above you will be awarded a Foundation Degree is Distinction
- 60% - 69% you will be awarded a Foundation Degree with Merit

If you are studying an undergraduate programme and progress to a University of Plymouth honours degree programme, University of Plymouth will calculate your final Honours Degree classification to include marks from each of your levels of study.

- 10% from Level 4 – calculated from the highest achieved 80 credits. Where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage.
- 30% from Level 5
- 60% from Level 6

If you progress onto Level 5 of a programme at University of Plymouth, then 10% (of the highest achieved 80 credits or where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage) will come from your level 4 marks studied previously, 30% of your level 5 aggregate mark will be drawn from the level 5 modules studied at University of Plymouth and then 60% from your level 6 aggregate mark at University of Plymouth.

There may be wider progression opportunities available to you however you must discuss your individual requirements with programme staff who will be able to offer further guidance. Please note there is a deadline for progression applications (circa end of November with the actual date determined annually) and places maybe subject to availability.
Further Information can be found within the Regulatory Framework documents; both postgraduate and undergraduate documents can be found here: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

Exam Procedures

Petroc has a team of specialists who are qualified to assess for Exam Access Arrangements. Access arrangements are adjustments made to exam conditions for individual learners, based on their needs and their normal way of working. They ensure that all candidates have the same opportunity to be successful in their exams, and include reasonable adjustments for those candidates with a disability or learning difficulty for some learners with specific medical needs, the college provides personal care assistance.

For essential help and information about exams follow this link: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/help-and-support-for-exams

External Examiner Arrangements

Each Programme has an External Examiner who comes from a Higher Education Institution in the UK (not from the University of Plymouth). The Subject External Examiner is primarily concerned with the standards of assessment of the subject and therefore attends the subject assessment panel. They will verify the process of assessment throughout your modules advise upon re-assessment (further information can be found within your teaching learning and assessment handbook). Your final result is decided by an Examination Board which happens in June followed by resit boards in September.

You can find your External Examiner reports online through the Digital Learning Environment or DLE (https://dle.plymouth.ac.uk/): click on “Tools/Resources” then “Your External Examiners”. For further Programme external examiner details please see your teaching, learning and assessment handbook.
Complaint Procedure for University of Plymouth Students

We aim to provide high quality services to students. Unfortunately things occasionally go wrong. Whatever your complaint, you can expect it to be dealt with promptly and fairly and in line with the University’s policies and procedures. You will not be disadvantaged or treated less favourably by making a complaint. Please see the following link that will direct you to our Complaints Policy, you need to ensure that you read the policy thoroughly and follow the guidance: https://www.plymouth.ac.uk/uploads/production/document/path/13/13366/Student_complaints_procedure_v11.pdf

Studying at Petroc

Campus Information and Student Support

- Careers Advice and Guidance
- Counselling services
- Gym
- Parking
- Transport arrangements

Student Support

Additional Learning Support Team (including Higher Education support)
Based at NDC but provide support for all campuses - room A38 (via the Advice & Guidance Centre), 01271 852404, als@petroc.ac.uk

Student Support
Debbie Keates, based at NDC but provide support for all campuses 01271 852468 studentsupport@petroc.ac.uk NDC drop in – Mon-Fri 10-3.30 room A106A

Jackie Carlton – Adult Tutor (all campuses) 01271 852453 j.carlton@petroc.ac.uk
Please email for an appointment or you can be referred via your teaching team (please note; Jackie does not work on a Friday)

Safeguarding Team
Brannams drop in – Wednesdays, 10am-3.30pm, room BM50A, 01271 852370, studentsupport@petroc.ac.uk
NDC drop in – Mon-Fri, 10am-3.30pm, room A106A, 01271 852370, safeguarding@petroc.ac.uk

Mentor for Enhanced Learners
Steve Griggs, based at NDC - room A106A, 07967650981

If students require URGENT advice and support and the on duty officer is not available, please contact Pete Gammon on 07971673031

College Counsellor
Our college counsellor is on hand for advice and appointments. If you would like to refer yourself or somebody else, please email clare.turner@petroc.ac.uk
Reporting Bullying, Harassment and Discrimination
We want all learners who come to Petroc to have a great experience. It is a priority of ours that students can come to any of our campuses and feel safe, supported and free from intimidation and harassment. If whilst you are attending Petroc, you experience anything that has caused you to feel intimidated, harassed or frightened then you can report it by clicking here. The issues you experience don’t just have to have happened whilst you are here, maybe they occurred on line, via social media, or perhaps on your journey to and from college. Whatever or wherever you experience problems whilst coming to Petroc, we want to support you.

Self Help Inspiring E-Resources (SHINE)

Self Help Inspiring E-Resources - an innovative new, stand alone, self-help website which was developed through the Student Counselling & Personal Development Service and students. You can watch, read, listen and find apps and useful links to the best online resources and information about mental health and well-being: https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine

Anytime advice line

Plymouth has an ‘Anytime advice line’ offering around the clock, free, confidential assistance please follow the link: https://www.plymouth.ac.uk/student-life/services/learning-gateway/anytime-advice-line
Sport, Leisure & Social Activities

The Gym is open to students for a small monthly fee, for more information, please visit https://www.petroc.ac.uk/public-facilities/fitness-centre

Petroc offers a full range of clubs and activities from film clubs to Yoga! Details of clubs currently available can be found here https://www.petroc.ac.uk/students/academies-clubs

The state-of-the-art Lifestyle Centre houses luxury hair and beauty salons, a beautiful glass-fronted training restaurant, and more, all of which are open to the public; https://www.petroc.ac.uk/public-facilities

Financial Information and Guidance on Funding

- Bursaries https://www.petroc.ac.uk/courses-search/considering-a-degree/he-support
- Council tax – please contact the Advice & Guidance centre on 01271 852422 (North Devon Campus) or 01884 235245 (Mid Devon Campus) to request a student certificate in order to claim council tax remission
- Disabled Students’ Allowance https://www.gov.uk/disabled-students-allowances-dsas
- Fees https://www.petroc.ac.uk/courses-search/degrees/fees
- Student Funding arrangement – bursaries, www.gov.uk/student-finance

Institution Policies

Please visit the HE Moodle page or your Petroc Dashboard for information on policies, such as;

- Institution HE Charter
- Student Information Pages
- Student Code of Conduct
- Health & Safety
- Equality & Diversity
Taking Your Learning Seriously

Key Features of University Level Study

Outlined below are key features of University or Higher Education (HE) level education, including what differentiates this from other forms of education e.g. at school, institution or in the workplace.

Attendance

You are expected to take responsibility for your learning and attendance in timetabled sessions. In some modules if you do not attend consistently you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available for every week of your Institution terms. Please ensure that holidays are only arranged outside of term and assessment commitments. Students who do not attend run a very high risk of failure.

University of Plymouth expects all students to attend all scheduled classes, field trips and other events that are part of their programme of study. All teaching is developed to give you relevant and necessary experience. We know that students who do not attend perform less well.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you have caught up with the work.

Programme leaders work very hard to make sure that teaching and assignments are well designed, and that they support your learning. Where minimum attendance is required before an assessment can be undertaken this will be clarified in the Module Teaching, Learning and Assessment guides.

Your Approach to Studying

Probably the most significant difference between university level study and other levels of education is the amount of personal responsibility you have. This has implications for how you approach your studies.

Staff will use a variety of educational approaches, depending on the learning outcomes of the module. These may include: lectures, group work, discussion, student led activities, simulation; technology supported activity, practical scenarios, and directed study. Your active participation will enhance your learning. It is your responsibility to acquire the required knowledge and skills.
Key strategies to become a Successful Student

You must take proactive responsibility for your own studies. We will give you as much help and support as we can but ultimately your success (or failure) is down to you.

Plan your time carefully. Write a personal timetable as soon as you can.

Attend all lectures and tutorials and take notes.

Do not miss deadlines.

Read extensively around your subject. Just being familiar with the set text books is unlikely to be enough to pass.

Seek help, if you need it, as soon as possible. If you need specific help with your studies, speak to your lecturer or tutor or make a personal appointment to see them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone at the Institution know - ignoring problems will only make things worse later on.

At this level of study, you will be treated as a responsible adult, capable of acting on your own initiative.

You may be used to a learning or workplace environment with fixed hours and routine activities. However HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers is only part of your module timetable. As an indication, the average amount of ‘total student effort’ expected for a 20 credit module will be around 200 hours, however this will consist of both timetabled hours and self-directed study.

You must, therefore, learn to use your time constructively. Your most valuable learning will be done in your own time and in your own way.

Suggested Reading for New Students

- FdA Illustration provides book lists to link with each individual practical module. We also provide many reference books in the studio.


Reading for your study

You will not complete your programme successfully if you do not read regularly and in-depth. You will be given reading lists for each module. You should purchase at least one recommended text for each module. Since books are expensive, however, it may be a good idea to pool resources by sharing with friends in a study group.

Please note that you may only be able to borrow basic texts from the library on a short-term basis. Demand for such texts may be very high at certain times in the year; so do not rely on them being available.

You are strongly recommended to follow current issues relevant to your programme in the quality press, for example, The Times, Independent, Guardian and Telegraph. You should also make use of subject-related journals held in the library.

Reading texts for Higher Education demands note-taking as well as reading skills; as with lectures keep careful notes from your reading.

Private Study

Your private study time is likely to be taken up by different tasks for each module or by preparing for tutorials or undertaking some reading of a programme text or library research. In addition, private study time provides students with the opportunity to ensure they have understood the subject, for reflecting on any feedback on assessed work and building up a good set of notes for revision.

Study Groups

In all our programmes, the institution encourages students to learn skills to enable them to work as groups and teams. These are not merely useful during your programme. In any employment context you will find such skills and experiences invaluable. Sometimes you will find you are assessed on a piece of written work or presentation completed as a group. Many students benefit significantly from working collaboratively in study groups, to check their understanding of difficult issues or concepts and to revise.

Personal Development Planning

It is important to bear in mind from the outset of your study that you are working toward a degree that will provide you with a foundation for a potential career. It is important to be aware of your own career direction from the early stages of the programme. Therefore, we place a great deal of importance in Personal Development Planning (PDP). This describes the ‘means, by which students can monitor, build and reflect upon their personal development’.

Therefore, PDP is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and / or achievement and to plan for their personal educational and career development. You are ultimately in charge of your own career direction but we are more than happy to help and advise you throughout your degree programme. You will be introduced to the use of PebblePad which will provide you with a flexible electronic resource which you can use to plot and reflect on your learning achievement. PebblePad allows you to plan and develop strategies for learning and also to reflect and evaluate your accomplishments.
It is hoped that the PDP process available on this programme will enable you to:

- Become more effective, independent and confident self-directed learners;
- Understand how you are learning and relate your learning to a wider context;
- Improve your general skills for study and career management;
- Articulate your personal goals and evaluate progress towards your achievement; and
- Encourage a positive attitude to learning throughout life.

**Factors Affecting Your Learning**

In addition to teaching, academic support and private study there are often factors which influence your learning environment. If you are aware of these, you will be able to manage your studies more effectively.

**Effective Learning**

Learning refers not simply to the sum total of facts and information you can recall at a given moment. It also relates to how you use and apply information and how you find, store and retrieve it. One of your aims as a student should be to become a more effective learner.

The quality of your learning will depend on these starting points:

- Your attitudes, attendance, aims and goals
- Your dedication
- Your aptitude for the subject
- Your intelligence
- Your willingness and ability to learn
- Your use of resources - tutors, books, materials, the work experiences built into the programme, etc - and time - your timetabled lectures and tutorials as well as private study.

To assess how well you are learning, you should frequently check your progress by keeping in touch with your tutors and your fellow students and ensure you are up-to-date with deadlines.

**Time Management**

Good time management lies at the root of effective learning. You will need to plan the use of your time carefully. You will have the demands of your programme, learning in lectures and tutorials, working on assessments and completing your private study to consider.

A personal timetable can help you in assessing all your priorities: paid work, social and family commitments, as well as your studies.

You will have to think realistically about the number of hours that you need to study to be a successful student. If you are studying full-time, we would expect that your lectures, other timetabled sessions and private study taken together will only account for a proportion of the 200 hours of study required for each 20 credit module. However, the amount of study effort required varies from student to student.
Coping with Stress

Stress can be a serious problem, particularly in your first year when you may be adjusting to a new environment, arranging accommodation, managing your finances, living away from home and balancing your time between study and family / work commitments. There is, however, plenty of help available and you are encouraged to make use of support services, such as the Institution Counselling Service available within https://www.petroc.ac.uk/support-help/student-services

University of Plymouth has also developed a set of e-resources to help support students wellbeing. Self Help Inspiring E-Resources (SHINE) are available here: https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine

Learning Skills

Some students find the transition to university level study, particularly student-centred learning, more difficult than they expected. This can be because they have not yet developed the required learning skills. Although you will receive help throughout your programme to improve these skills, there is specific support, advice and resources available through the Institution’s Learning Skills Service concerning issues such as:

- Presentations
- Essay Writing
- Referencing
- Time Management
- Reading and Note-taking
- Revision and Examinations

University of Plymouth has a suite of excellent support resources which are available at: https://www.plymouth.ac.uk/student-life/services/learning-gateway/learning-development
Plymouth Compass

While you’re at Plymouth, you’ll gain more than just your degree

The Plymouth Compass helps you to navigate your way through your whole university experience, in both your taught curriculum and your extra-curricular activities. What you learn at university prepares you for more than a career, so the Compass identifies key attributes in four broad areas of your life - academic, civic, professional, and personal.

During your time here, you'll have plenty of opportunities to practice and develop these attributes, helping you gain experiences, improve skills, and build networks for your life beyond graduation. The Compass also supports us, as a community, to coordinate our efforts to offer you as broad an education as possible. It clarifies what the University values and what it anticipates will help you, as a graduate, in a future that is hard to predict.

Find more information at: [https://www.plymouth.ac.uk/your-university/teaching-and-learning/plymouth-university-compass](https://www.plymouth.ac.uk/your-university/teaching-and-learning/plymouth-university-compass)

The Plymouth Award

Students are encouraged to sign up for the Plymouth Award which is designed to recognise and celebrate student achievements outside the curriculum. Many students already make significant contributions to the life of their institution and the communities in which they live and work. The Plymouth Award is one way of recognising the value that we place on these contributions and on the learning and personal growth that students gain from these activities. It is also recognized by many employers as a demonstration that you have gone above and beyond your studies.
The Higher Education Achievement Record (HEAR)

The HEAR includes and extends the existing record of academic achievement: the academic transcript, and the European Diploma Supplement. This information follows the same documentation you would expect for students graduating from any university in Europe. It also features additional achievements relating to co-curricular activities which are formally recognised by the University, for example, the Plymouth Award, or being a Course Rep. A full list of what is included on your HEAR is available on the FAQs website. You can also view an example of a mock HEAR report.

For more support please contact:

Your HE office at: Brannams Campus, room BM50, 01271 852330, HE@petroc.ac.uk
Employment and Progression Opportunities

As a student studying Higher Education your programme has been designed to help you to succeed in your career aspirations and has been designed with the involvement of employers. Many of these are prepared to come to your Institution to give talks to students about their working environment and the qualities that they expect in potential employees. Please make every effort to attend such events and to profit from such employer contacts.

Many of your teaching staff will also be able to give you helpful career advice. The Institution Careers Service offers information, advice and guidance to students at all stages of their programme – Mark Turnbull, Careers Advisor Mark.turnbull@petroc.ac.uk

Further advice is available from the University of Plymouth Careers and Employability Service. As a graduate you will have a wide choice of career opportunities throughout the private and public sectors, both in the United Kingdom and abroad.

Access MyCareer

MyCareer is the University of Plymouth’s career management portal. This will be your central system to see all that the Careers and Employability Service have to offer.

MyCareer will give you access to:

- Individual careers appointments to support you in identifying opportunities to get involved in and help with career planning.
- Hundreds of vacancies, from part-time work to fit around your studies, to summer internships and graduate vacancies.
- A wide range of workshops and activities to help you develop your employability skills. These include mock interviews and a variety of skill sessions from job searching to enhancing your CV.
- Access to events such as Career Fairs and Networking Evenings to help develop your confidence, expand your professional network and explore your career options.
You can access myCareer at any point through your computer or mobile device. Please see the following link to access myCareer: www.plymouth.ac.uk/mycareer

Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability

WBL and WRL, in its various forms, is one of the major defining characteristics of your studies. It plays a central role in enabling you to apply academic study to workplace environments and problems. In turn, your programme of study should enable you to integrate knowledge and skills developed in WBL / WRL into your project work and study in taught modules.

An employable graduate is one who is able to meet the requirements of employers and fulfil their career aspirations at a graduate level. They will be able to apply the skills, knowledge and personal qualities developed during their programme to the workplace and other contexts. An employable graduate will need to be able to:

- Demonstrate and apply graduate attributes and skills;
- Demonstrate and apply career management skills: e.g. preparing effectively for the recruitment and selection process;
- Demonstrate and apply lifelong learning skills: e.g. reflecting critically on academic, personal and professional development, identifying and articulating achievements and planning for the future;
- Demonstrate business and organisational awareness: e.g. understand changing working practices, including self-employment, with particular reference to the professions and sectors relating to their programme of study;
- Demonstrate an international outlook: e.g. understanding the attributes and breadth of outlook appropriate for working in a global economy.

Your programme has been designed to put all this in perspective, and give you the opportunities to develop the requisite skills. Work-related skills are integral to the modules and many specifically offer you the opportunity to experience the world of work, even if you are studying full time. Your programme specification details the knowledge, skills and understanding you will be able to demonstrate when you gain your award which is available in your Programme Quality Handbook.

Graduation and Results Guidance

University of Plymouth has developed a guide to your statement of results, transcripts and award verification. The information has been gathered together to help answer any questions you may have regarding your results, how and when you can access them and links to further information on what happens if you fail any part of your course. Click here to access the guide:

Petroc holds a Graduation Ceremony each year in October. All Graduating students are invited to attend the ceremony, which is also attended by many local dignitaries. There is a time-honoured procession through the town centre led by the town crier.

Alumni

Graduating from Plymouth means you will become part of a thriving alumni community making a difference across the world. Your lifelong connection with us will offer you many benefits, including careers support for three years after graduation and a host of alumni events around the world to help you to network and stay in touch with your old university friends. More information can be found at https://www.plymouth.ac.uk/alumni-friends/alumni
If you are from outside the EU the compliance / immigration team at your college will need to check that you hold the correct visa that permits study in the UK. If you require a Tier 4 visa for study in the UK, they will be required to ensure you meet all Tier 4 requirements before issuing you with a CAS, so you can apply for a Tier 4 visa. Copies of your visa and passport will need to be checked and stored by your college at enrolment and there may be other processes connected with immigration compliance that you will be expected to follow. For further information please contact your Immigration/Compliance/International team:

University of Plymouth publish regular updates specifically for new and current international students. Please find these here: https://www.plymouth.ac.uk/international/compliance/updates
Harvard Referencing Guide

When the Harvard system is used, acknowledgement of the work of others appears within the text; it includes making direct quotes and paraphrasing. (NB Footnotes do not need to be used with this system; however, your tutor may allow you to use them to expand or qualify points in the text). You need to note the author’s surname, followed by the year of publication and, for a direct quote, the page number.

- Where you are citing **more than one work** published by an author in one year you add a lower case letter after the year eg (Bloggs 1994a).
- Where there are **two authors**, give the surnames of both authors.
- Where there are **three or more authors**, give the surname of the first followed by *et al.*

There are several ways in which these references can be made; there are some examples below. (The full details of sources are given in the list of references at the end; see the next section).

**How not to Plagiarise: Direct Quotations**

Either:

- “Place in quotation marks”, or single spaced with indented margins for large amounts of text, like this
- Give author’s **surname, year** of publication and **page number** (write n.p. if there is no number e.g. for internet sources)
- Only use quotations when the **exact words** are important
- Give the full reference in a list at the end

**How not to Plagiarise: Figures and Tables**

You can use maps, tables or diagrams from other people but you MUST show the source underneath. Then give the full reference in the list of references.

**How not to Plagiarise: Paraphrasing**

Take information from a source, put it in your own words (paraphrase) and then add the author (or organisation) and year in brackets. In addition, give the full reference in a list at the end.

**Type of sources:**

- Direct quotations
- Statistics
- Facts which are not common knowledge
- The results of another’s research or study
- Other people’s theories and ideas
- Other people’s interpretations of events

**Quotation**

If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you **must** put the borrowed material in single quotation marks (with double quotation marks for a quote within a quote). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quote then three dots should be used to show the omission. If you add words, these should be in square brackets.
eg He lists twenty-four names of people who had ‘felt hitherto strange and unfamiliar desire to have images formed by light spontaneously fix themselves’ from as early as 1782 (Batchen 1990: 9).

eg Whilst Williams (1989) suggested that ‘schools in Devon are...’

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

eg Terry Eagleton explicitly links Freud’s psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.

When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtusenesses are at war with his native wit. If Freud had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed. (Eagleton 1990: 283)

**Paraphrase**

If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into your own words, and you must, again, clearly indicate the source from which the information came.

eg Biographies of Rossetti tend to differentiate the successive stages of his career by associating each of them with a particular woman in his life (Prettejohn 1997: 9).

eg E. H. Carr has observed that is a construct consequent upon the questions asked by the historian (Carr 1964).

eg In a further article (Johnson 1989a) it is argued that...

eg In this article (Nicholls et al. 1990) the view is taken that...

eg This finding has been confirmed by other researchers in the United States (Smart 1986; Billings and Brown 1990).

**Secondary Citation**

Sometimes you need to cite the ideas of an author that were referred to in someone else’s writing, though, where possible, you should try to read the original source. You must show that you used the secondary source.

eg Learmouth (1978 cited in Short 1984) acknowledges that it is impossible to...

**List of Sources (Bibliography)**

**Introduction**

All written work should include a list of sources at the end detailing, in alphabetical order by author, all the sources you used to research the topic. (You may divide it into sections according to the format of the resources from which you have obtained information eg Books and Journals; Films; Websites etc.).

When there are two authors, cite them both. For three or more authors cite the first author followed by et al.
The following guide combines the conventions used in the Harvard System and the style recommended by the Faculty of Arts.

**Book**
Surname and initials of author (if editor/editors, put ed./eds in brackets after the name)
Year of publication (in brackets)
Title of book (in italics)
Edition (omit if first edition)
Place of Publication
Publisher
Page or chapter numbers if needed


**Article in edited book**
Surname and initials of author
Year of publication (in brackets)
Title of article (in quotation marks)
In, then surname and initials of editor/editors of book, followed by (ed.)/(eds)
Title of book (in italics)
Place of publication
Publisher
Page numbers.


**Article in journal/newspaper**
Surname and initials of author
Year of publication (in brackets)
Title of article (in quotation marks)
Title of journal (in italics)
Volume number (in bold)
Part number (in brackets)
Page number(s).


**Video and Film**
Title (in italics)
Year of release (in brackets)
Medium
Director
Other relevant detail re writers, performers etc.
Distributor
Other relevant detail re physical characteristics eg size, length of film


If you are citing the relevance of a particular individual, begin with that person’s name and contribution.

**Television / Radio Programme**
Title of programme (in italics) or, when in series, title of programme (in quotation marks) and title of series (in italics)
Broadcast date
Other relevant detail re producer etc.
Network
Other relevant detail re physical characteristics, length of programme etc.

Video, 45 minutes.

If you are citing the relevance of a particular individual, begin with that person’s name and contribution.

Video, 55 minutes.

**World Wide Web Document**
Author or editor (if known)
Title of document (in quotation marks) followed by Online (in square brackets)
Location of document (full web address)
Access date (in square brackets)

eg Brown, M. ‘Impressionist painting’ [Online] [http://www.fisk.edu/][27th September 1999]

**Article in Electronic Journal**
Author
Year of publication
Title of article (in quotation marks)
Title of journal (in italics)
Type of medium (in square brackets)
Volume, part of journal
Location of document (full web address)
Pages (if given) or other indicator of length
Available: Supplier/ Database name/ Identifier or number (if given)
Access date (in square brackets)


**Miscellaneous**
For information about citing letters, computer software, music recordings, performances, works of art, interviews, maps etc. please refer to the *MLA Handbook for Writers of Research Papers*.
Please note that when using these examples the elements of the entry are suitable for Harvard, but that you need to put the date of publication in round brackets after the first element.
Use of Latin
You will encounter a variety of Latin abbreviations in references, especially if the book or article is more than twenty years old. A list of the four most common abbreviations is given below. (It is not necessary to use these when using the Harvard referencing system).

1. *ibid.* [short for *ibidem*] meaning “in the same book, chapter etc.” and used when a reference is given to the same source as the immediately preceding reference. For clarity you should add the page number.

   60. *Ibid.*, p. 84

2. *loc. cit.* [short for *locato citato*] meaning “in the passage already quoted”

3. *op. cit.* [short for *opere citato*] meaning “in the work already quoted”
   Both *loc. cit.* and *op. cit.* are used when the full reference has already been given in an earlier footnote, but not in the immediately preceding one. For clarity, you should add the page number of the relevant passage and also the date if the author has more than one source listed in your footnotes.

   *passim* [from *passus* meaning scattered] and used when a point is made in many places, here and there or throughout a passage, a chapter or even a whole book.

   eg a reference to ‘pp. 60-80’ might indicate a concentrated discussion of an idea, whereas ‘pp.60-80 *passim*’ shows that the idea makes numerous, but sporadic appearances.
Frequently Asked Questions:

What if I want to withdraw from, or suspend, my course?

If you are considering withdrawing from the University or interrupting your studies for any reason, please consult your programme leader and seek advice if you are experiencing difficulties. Just talking to someone may be enough to put you back on track. Students choose to interrupt study or withdraw for a variety of reasons and we may be able to help.

If you decide that you don’t want to continue with your studies in this academic year, it is important that you correctly withdraw or interrupt study as there are academic and financial implications that you need to consider. For international students there will also be implications with regard to your visa.

You must complete the withdrawal or interrupt study form, which is available from the HE Office. Please note, if you wish to email this form we’ll only accept it if sent from your University of Plymouth student email account as proof of signature. Do not, under any circumstances withdraw or interrupt study without completing this form.

Depending on the date you withdraw or suspend study, you may be deemed to have had an attempt at the modules you are enrolled on. Further information on the cut-off dates by which you would be considered to have an attempt are detailed on our withdrawing from a module pages (https://www.plymouth.ac.uk/student-life/your-studies/essentialinformation/regulations/withdrawing-from-a-module).

If you have extenuating circumstances for withdrawing or interrupting study you should complete an extenuating circumstances claim form now. A valid claim for extenuating circumstances could mean you do not lose an attempt at some or all of your modules. This is important as there is a maximum number of attempts any student can have at a module and second and third attempt marks are capped. Please refer to our extenuating circumstances policy for more information on making a claim (https://www.plymouth.ac.uk/student-life/your-studies/essentialinformation/exams/exam-rules-and-regulations/extenuating-circumstances).

Withdrawal Information

All students who start on a programme of study will be charged 25% of the fee if they withdraw during the First Term of the course. For withdrawals during the Second Term of the course the student will be charged half of the tuition fee. All students leaving their course during the Third Term will be liable for the full tuition fee.

Students with outstanding fees who have not made satisfactory arrangements to resolve payment could be liable to be de-registered from their programme. Please note that any unpaid fees may be passed to a Debt Recovery Agency and any additional costs incurred maybe added to the debt.

We recommend that you discuss this with them before you make your decision as this may affect your ability to receive funding in the future.

Once your withdrawal/interruption has been formally processed, Petroc will communicate this to the relevant funding body advising them of your last date of attendance as recorded on your withdraw/interrupt study form.
If you require any support with your student funding please contact UPSU:Advice.

What if I want to change my course?

You'll need to get advice from your Programme Leader, Personal Tutor if you wish to change course. You will need to complete a form and get your current Programme Leader to sign it, along with the Programme Leader of the course you wish to join. The form is available from the HE Office. It is important that you follow University procedures as you may find that your student loan is at risk if you do not. You will also be required to inform Student Finance England/Student Finance Wales/Student Finance Northern Ireland/Your Funding Body to a change in your circumstances.

Where do I get my Timetable?

Your timetable will be available on your Student Dashboard. Please ask your Personal Tutor or one of the lecturing team if you are unsure about anything on your timetable.

How do I submit my coursework?

Please see the section on Assessment above.

How do I raise an issue?

Please see the section above on Taking Your Learning Seriously.

How do I find out who my personal tutor is?

Please see the section above on Personal Tutors.

Where can I find information about:

- Counselling
  [https://www.petroc.ac.uk/support-help/student-services](https://www.petroc.ac.uk/support-help/student-services)

- Disability Assist
  [https://www.petroc.ac.uk/courses-search/considering-a-degree/advice-on-applying](https://www.petroc.ac.uk/courses-search/considering-a-degree/advice-on-applying)
  [https://www.petroc.ac.uk/support-help/student-services](https://www.petroc.ac.uk/support-help/student-services)

- Help with writing essays and study support

- What should I do if I can’t make a deadline/sit an exam?
  Please see the section above regarding Extenuating Circumstances.

- Who should I speak to regarding careers/employability?
  Mark Turnbull, Careers Adviser [Mark.turnbull@petroc.ac.uk](mailto:Mark.turnbull@petroc.ac.uk)

- When is graduation?
  [https://www.petroc.ac.uk/graduation](https://www.petroc.ac.uk/graduation)