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

Programme Manager / HE Administrator
Tel: 01271 852335
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 to use all reasonable steps to minimise the resultant disruption to those services.
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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, faculty 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 or the University’s Disability Assist Services on 01752 587676 or by email ds@plymouth.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 College.

Welcome to the Foundation Degree in Early Years Practice: a degree developed in response to the Children’s Workforce Development Council to build a graduate led workforce. This degree runs in partnership with the FdA Early Childhood Studies to allow learners without a ‘full and relevant’ qualification to entitle them to work with young children the opportunity to gain that status through a focus on practice-based modules at levels four and five.

All of the modules refer to the practical application of theory to work with children. A number of modules offer the opportunity to plan and delivery activities in the workplace. The development of graduate skills is a priority for all the teaching staff and spending around one day a week in the workplace assists students to make links between theory and practice. Past students remark on the considerable personal development and growth that they gained through the teaching and learning they experience on the programme. By working closely with the teams on the BA (Hons) Early Childhood Studies programme with Plymouth University and BA (Hons) Professional Development here at Petroc, a smooth progression to the final year is ensured.

The Foundation degree in Early Year Practice offers a comprehensive and in-depth knowledge of children’s development and the provision of innovative practice to support students’ learning. Students have many opportunities to apply theory to practice and develop their understanding of key concepts. There are no examinations, but a wide range of essays, presentations, case studies and reports contribute to the module grades. The transferable skills gained through the activities and study programme will enable students to apply for employment in a wide range of sectors; planning and managing projects and working in teams are just some of these skills. One double-credit module a year is based around professional practice, consequently students are required to be eligible for enhanced DBS clearance and will need to allow the time and arrange for a paid or unpaid professional position in the Early Years.

This Teaching, Learning and Assessment Handbook contains important information including:

- Who will be teaching and providing support to you
- Details of your programme of study and assessment including feedback.

Note: the information in this handbook should be read in conjunction with the current edition of the College/Institution / University Student Handbook available at https://www1.plymouth.ac.uk/studenthandbook which contains student support based information on issues such as finance and studying at HE along with the University’s Student Handbook available here: https://www.plymouth.ac.uk/your-university/governance/student-handbook and your Programme Quality Handbook available on website.

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 available at online and on your home pages
  - Your Module Teaching, Learning and Assessment Guides available online and on your home pages
- University of Plymouth’s Student Handbook available at: https://www.plymouth.ac.uk/your-university/governance/student-handbook

Programme Management

FdA Early Years Practice is managed at the Brannams Campus by Kate Roberts

Personal Tutor

Personal tutors are designated as a sustained and first point of reference for individual students on personal, domestic or academic matters; detailed information will be available in your teaching, learning and assessment handbooks.

Your lecturers 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: 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.

For the FdA Early Years Practice, tutorial is delivered via the Professional Skills and Development programme, through a series of employability events, and with meetings arranged with the Programme Manager.

The university personal tutoring policy is available for information and guidance. College/Institution and programme staff will communicate with students in the following ways:

- Email / text messaging
- College/Institution intranet / virtual learning environment
- University of Plymouth Student Portal (see section below)
- HE bulletins regularly posted on the college intranet
- In person, at the University Centre: https://www.petroc.ac.uk/college-information/campuses
- Additional Support: https://www.petroc.ac.uk/support-help/student-services
- The university personal tutoring policy is available for information and guidance.
Further information can be found by following this link to the University personal tutoring policy.

Course Contact List

Programme Leader
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 Kate Roberts (Brannams campus)

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. Information on the module leaders and lecturing teams are available in the Quality and Module handbooks.

Course Contact List

Department Manager: Laura West- Burnham BM56 01271 332491 Laura.west-burnham@petroc.ac.uk

Programme Manager Kate Roberts BM109 01271 852334 email kate.roberts@petroc.ac.uk

Amanda Isaac (Learning Resources HE Lead) BM127 01271 852342 amanda.isaac@petroc.ac.uk

Staff / Student Communication
Please see information below with contact numbers and email addresses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE Administration Office</td>
<td>01271 852335</td>
<td><a href="mailto:he@petroc.ac.uk">he@petroc.ac.uk</a></td>
</tr>
<tr>
<td>Library</td>
<td>01271 852485</td>
<td><a href="mailto:library@petroc.ac.uk">library@petroc.ac.uk</a></td>
</tr>
<tr>
<td>Careers (Jobshop)</td>
<td>01271 852424/ 07411</td>
<td><a href="mailto:jobshop@petroc.ac.uk">jobshop@petroc.ac.uk</a></td>
</tr>
<tr>
<td>Diane Dimond (College Principal)</td>
<td>01271 338011</td>
<td><a href="mailto:debbie.wright@petroc.ac.uk">debbie.wright@petroc.ac.uk</a></td>
</tr>
<tr>
<td>Mark Turnbull (Careers, Education and Guidance Adviser)</td>
<td>01271852424</td>
<td><a href="mailto:mark.turnbull@petroc.ac.uk">mark.turnbull@petroc.ac.uk</a></td>
</tr>
</tbody>
</table>

Petroc and programme 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/](https://my.petroc.ac.uk/moodle/moodle_3/)) and any off campus access guidance if appropriate.
• University of Plymouth Student Portal (see section below)
• Programme Notice-Board (located in Brannams Reception and the HE common rooms)
• HE Newsletter to be sent out monthly
• campus map or details:
  Brannams campus: [https://www.petroc.ac.uk/college-information/campuses/brannams](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](https://www.petroc.ac.uk/_assets/downloads/mid-devon-campus-map-april-18.pdf)

**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. Online training will be given to all course representatives before commencing the role.

All students registered on University of Plymouth courses, regardless of where they study, are automatically a member of UPSU. You can visit our website [www.upsu.com](http://www.upsu.com) to get all the latest information about the services we offer; discounts, activities, gigs, campaigns and contact information for your current Lead Student Reps and Sabbatical Officers. To stay on top of all the opportunities UPSU offer you can sign up to the Partner Student Newsletter; a monthly update of opportunities for student at Partner Institutions like Petroc. Visit [www.upsu.com/partnerstudents](http://www.upsu.com/partnerstudents) to sign up.

We encourage all student to get involved with a variety of aspects of UPSU life, whether that be campaigning for change, becoming a course rep, coming along for a night out, volunteering, playing for a sports team, writing for our student newspaper or using our Advice Centre. UPSU Advice Centre offer free, confidential and non-judgemental support, on academic issues, housing and finance. There are loads of opportunities to learn new skills, meet new people and support you through your studies.

The Sabbatical Officers are there the needs of all students by visiting, meeting and communicating with Partner Institution Students as well as attending strategic boards and committees to champion the Student Voice and make your views heard. The Team are responsible for providing a link between Partner Institution Students and UPSU, and promoting opportunities for involvement. If you would like to get in touch, please contact [partnershipstudents@upsu.com](mailto:partnershipstudents@upsu.com)

[https://www.petroc.ac.uk/content/people/governors/karen-mcelfatrick](https://www.petroc.ac.uk/content/people/governors/karen-mcelfatrick)
Student Voice

Please find below the link to the student voice page
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

Student Representation, Feedback and Evaluation

Please see the following link for information on student representation, feedback and evaluation

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.

Electronic Student Perception Questionnaire (e-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 (e-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.

Your Programme

Registration, Term Dates including Exam weeks

Students will be invited to attend a ‘Welcome Day’ where you will then enrol on your course. These will be held on 5th September 2018 at the Mid Devon campus and 6th September 2018 at the Brannams campus.

<table>
<thead>
<tr>
<th>TERM DATES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>17/09/2018 to 19/12/2018</td>
<td></td>
</tr>
<tr>
<td>Half term</td>
<td>22/10/2018 to 26/10/2018</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>07/01/2019 to 05/04/2019</td>
<td></td>
</tr>
<tr>
<td>Half term</td>
<td>18/02/2019 to 22/02/2019</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>24/04/2019 to 10/06/2019</td>
<td></td>
</tr>
<tr>
<td>Half term</td>
<td>27/05/2019 to 31/05/2019</td>
<td></td>
</tr>
</tbody>
</table>
### Distinctive Features of your programme

#### Programme Structure and Pathways

**FHEQ level: Level Four**  **For: Early Years Practice  Full Time**

<table>
<thead>
<tr>
<th>F/T Route Year</th>
<th>When in Year? (i.e. Autumn, Spring etc)</th>
<th>Core or Option Module</th>
<th>Credits</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year one</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1112 Professional Skills and Development</td>
</tr>
<tr>
<td>Year one</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1117 Young Children’s Welfare and Wellbeing</td>
</tr>
<tr>
<td>Year one</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1118 Policy and Provision for the Early Years</td>
</tr>
<tr>
<td>Year one</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1120 Theories of Learning and Development</td>
</tr>
<tr>
<td>Year one</td>
<td>All year</td>
<td>Core</td>
<td>40</td>
<td>PETR1065 Practice Based Study</td>
</tr>
</tbody>
</table>

**FHEQ level: Level Five**  **For: Early Years Practice**

<table>
<thead>
<tr>
<th>F/T Route Year</th>
<th>When in Year? (i.e. Autumn, Spring etc)</th>
<th>Core or Option Module</th>
<th>Credits</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>20</td>
<td>NORD2124 Researching Childhood</td>
</tr>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>20</td>
<td>NORD2125 Multi Agency Working</td>
</tr>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>20</td>
<td>NORD2126 Children’s Spaces</td>
</tr>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>20</td>
<td>NORD2128 Social And Emotional Development</td>
</tr>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>40</td>
<td>PETR2075 Developing Professional Practice</td>
</tr>
</tbody>
</table>

**FHEQ level: Four and Five**  **For: Early Years Practice  Part Time**

<table>
<thead>
<tr>
<th>P/T Route Year</th>
<th>When in Year? (i.e. Autumn, Spring etc)</th>
<th>Core or Option Module</th>
<th>Credits</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1112 Professional Skills and Development</td>
</tr>
<tr>
<td>Year One</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1118 Policy and Provision for the Early Years</td>
</tr>
<tr>
<td>Year One</td>
<td>All year</td>
<td>Core</td>
<td>40</td>
<td>PETR1065 Practice Based Study</td>
</tr>
<tr>
<td>Year Two</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1117 Young Children’s Welfare and Wellbeing</td>
</tr>
<tr>
<td>Year Two</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD1120 Theories of Learning and Development</td>
</tr>
<tr>
<td>Year Two</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD2126 Children’s Spaces</td>
</tr>
<tr>
<td>Year Two</td>
<td>All Year</td>
<td>Core</td>
<td>20</td>
<td>NORD2125 Multi Agency Working</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>------</td>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Year Three</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD2124 Researching Childhood</td>
</tr>
<tr>
<td>Year Three</td>
<td>All year</td>
<td>Core</td>
<td>20</td>
<td>NORD2128 Social And Emotional Development</td>
</tr>
<tr>
<td>Year Three</td>
<td>All year</td>
<td>Core</td>
<td>40</td>
<td>PETR2075 Developing Professional Practice</td>
</tr>
</tbody>
</table>
Programme Specific Resources

Petroc provides the resources that you need to successfully complete your studies. If you have come across materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available - be they online, library, physical materials etc. then report this as soon as possible to the appropriate member of the academic or support staff. Please refer to the student handbook for more detailed information on library resources and computing.

Your Virtual Learning Environment

- How to log in or change your password: https://www.petroc.ac.uk/_assets/downloads/student%20password%20change%20-%2016.09.15.pdf
- How to change your network Password https://fs.petroc.ac.uk/adfs/portal/updatepassword/
- Please use the following link to access:
  - Library Catalogue
  - Study Skills
  - Search eResources
  - Subject Guides
  - Computer Booking

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.

Room Access

The Brananms campus facilities include a student common room with kitchen facilities. There is an on-site canteen ‘The Pottery’ which is open **8.30am until 11.30am** serving full English breakfasts, pastries, hot and cold drinks and snacks and **12:00 until 2pm** serving cooked lunches, sandwiches, baguettes, salads, soups, snacks and drinks.

Students as Partners – University of Plymouth

Founded in 1862 as a school of navigation, Plymouth is one of the leading modern universities, ranked in the top 60 internationally under the age of 50 by Times Higher Education. 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. 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. You will be guided to this in the LTLS Workshops.

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 and if you then click on 'Popular Links' – '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.

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.

Students will have a Petroc LTLS Workshop to familiarise them with the University resources as part of their timetabled LTLS sessions.
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 Tab. Students will also be supported through this in the Petroc LTLS Workshops.

To access the Plymouth portal directly:
• Type in http://student.plymouth.ac.uk into your browser OR if you want to go in via the extranet, key 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 ‘myEdesk’ which includes E-mail, calendar, contacts, (OWA) 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.

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 Petroc LTLS staff can help you if you have forgotten your login details, or need to reset your password. Alternatively you can follow this link: http://www.plymouth.ac.uk/password.

The University subscribes to lynda.com - a comprehensive library of video-based training resources available to all staff and students. Lynda provides a wide range of tutorials dedicated to increasing knowledge across a varied range of subject area and is available at http://lynda.plymouth.ac.uk/.

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.
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/mobile-with-plymouth-university

Studying at Petroc

Campus Information and Student Support

Institution to populate and remove if not appropriate – include links to website for further information

Campus information:
- Catering
- Parking
- Transport arrangements
- Careers Advice and Guidance
- Counselling services
- Gym

Student Support

Additional Learning Support Team
(including Higher Education support)
The administration office is based in Room A43A – in the Guidance Centre (North Devon Campus)
01271 338183

Behaviour & Welfare Coordinator
07971 673031 - Based in E146 (North Devon Campus)

Student Support
01271 852468 - Based in E146 (North Devon Campus)
01884 235350

Safeguarding Team
Based in Room E146 (North Devon Campus)
01271 852370

Mentor for Enhanced Learners
Based in Room E146 (North Devon Campus)
07967 650981

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 online, 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.

**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](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](https://www.plymouth.ac.uk/student-life/services/learning-gateway/anytime-advice-line)
Sport and Leisure
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-club

Social Activities
Please see above.

Financial Information and Guidance on Funding
- Fees
- Council tax – please contact the Advice & Guidance centre on 01271 852422 (Barnstaple) or 01884 235245 (Mid Devon) for a council tax remission form.
- Student Funding arrangement – bursaries, www.gov.uk/student-finance, tax credits
- Disabled Students’ Allowance https://www.gov.uk/disabled-students-allowances-dsas
- Bursaries https://www.petroc.ac.uk/courses-search/considering-a-degree/he-support

Institution Policies
https://my.petroc.ac.uk/moodle/moodle_3/course/view.php?id=740
- Institution HE Charter
- Student Information Pages on Your Website
- Student Code of Conduct
- Health & Safety
- Equality & Diversity

Assessment

Formative and Summative Assessment
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. 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 essay questions
- Coursework group reports
- Coursework case study problems
- Group presentations
- Small group assessed discussions
- Practicals
- Online assessments
- Portfolios
- Research project
- Academic Posters
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. This can be found within your Programme Quality Handbook.

**Indicative Programme Assessment Schedule, Assessment Flowchart and Hand In Process**
Wherever possible we make our assessments as inclusive as possible for everyone, so that the whole class can work in the same way. We will work closely with you to ensure that you are prepared for each assessment and that it will reflect your ability fairly. There is however provision for a modified assessment process and this can include additional time, own room, computer or laptop, scribe or reader (this list is not exhaustive). In accordance with University regulations students requiring MAPS must be assessed by Disability Assist Services (DAS) prior to any provisions being put in place. Student Support Documents contain a student’s MAPS. For information contact Linda Knight (Linda.knight@petroc.ac.uk / 01271 33(8183) (BPL-J03) or your personal tutor for advice.

If a student does not want to use their modified assessment provision it is important they sign a Revised RMAP form. This ensures students understand the process.

Module information

Full module information is available in each Module Handbook via the Moodle page for each module: https://my.petroc.ac.uk/moodle/moodle_3/course/index.php?categoryid=89

Assignment Feedback Form

Full details on how to submit for each assignment, including the relevant feedback forms, are on the individual Moodle pages.

Submission of Assessed Work

Where possible, your assignments will be submitted electronically. The assignment brief will clearly state the requirements for electronic submission, including the file format and Turnitin class id, please see the top of the assignment brief below:

<table>
<thead>
<tr>
<th>Submission type:</th>
<th>Originality checked:</th>
<th>Turnitin Class ID (where needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online/Hard copy</td>
<td>Turnitin submission required/not required</td>
<td></td>
</tr>
<tr>
<td>File format type: (if online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF/Audio file etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where assignments are set up for electronic submission, students cannot submit a paper copy as well as or instead of.

You will be shown how to do this during your first few weeks of term and your work will be uploaded on your course Moodle Home page.

Sometimes you may be asked for paper submissions as instructed on your assignment brief.

Work must be submitted to college reception, either at Brannams, North Devon or Mid Devon campuses, by no later than 12pm/midday on the deadline date. You must complete a cover
sheet for your work before submitting it – this will be made available to you on your module Moodle page.

When submitting work, you must ensure that your work is presented in a project folder or poly-pocket, otherwise it may be refused submission. Also, please ensure you do not use foolscap folders or ring binders (unless submitting large portfolios) as these take up a lot of room and cannot be stored for your module leader to collect.

Any work received after the assignment deadline whether by paper or electronic submission, will be marked as late, and will result in a capped mark of 40% if the work is submitted within 24 hours of the deadline, or a mark of 0%. Thereafter if there are no valid extenuating circumstances have been applied for.

Details of the expected format – including font size, spacing, and formatting, will be on the individual assignment briefs.

**Return of Assessment and Feedback**

All work submitted by the deadline given will be returned for review of feedback within 20 working days of the deadline date as per college and University policy. The work itself – particularly when submitting artefacts or single hard copies – will be retained until the end of term for review by the External Examiner.

You will receive written feedback for every formal assessment (excluding exams) and will have the opportunity to discuss the feedback and recommendations with your module leader upon the return of your work.

**Results Guidance Notes**

The 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

**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 moodle page or from the 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)
- Child care problems which could have been anticipated
- Accidents or illness affecting relatives or friends (unless serious, or you are a sole carer)
- Unspecified short-term anxiety, mild depression or examination stress
- Cough, cold, upper respiratory tract infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-of-module test or in-class test and the corroborating evidence refers to the impact on your performance
- Financial problems (other than cases of exceptional hardship or significant changes in financial circumstances since enrolment)
- Holidays, house moves, family celebrations or other events where you either have control over the date or may choose not to participate
- Computer problems, corrupt data, disk or printer failure or similar
- Problems with postal delivery of work (unless recorded delivery or registered mail)
- Time management problems (e.g. competing deadlines)
- Appointments (legal, medical etc) which could be rearranged
- Sporting or recreational commitments (unless the 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)
- Debt sanctions imposed by the University.
- Atypical performance
- Close proximity of assessment deadlines to one another.
- E-submission of an assessment file in an incorrect format.

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

- Hospitalisation, including operations
- Health problems
- Personal or psychological problems for which you are undergoing counselling or have been referred to a counsellor or other qualified practitioner
- Pregnancy-related conditions and childbirth (including a partner in labour)
- Bereavement causing significant impact/effect
- Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long-lasting to impact on a significant part of a term
- Clinical depression or other mental health problem
- Recent burglary/theft/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. You must submit corroborating documentary evidence (e.g. a letter from your employer) which confirms the particular circumstances, explains why they are exceptional and outside your control and formally supports your claim. If you are self-employed, you must provide independent evidence to support the claim that the pressures are exceptional and outside your control.
- Late diagnosis of, for example, dyslexia, resulting in no support or examination provision.
- Separation or divorce - student or parental (provided the facts and the effects are independently corroborated)
- Unavailability of the student portal prior to the deadline for an assignment or examination where it has been confirmed by the module lead that this would have had a material effect on the preparation for an assessment.
- Examination disruption (e.g. fire alarm going off; excessive noise from building works)
- A significant change to your financial circumstances after enrolment (e.g. a withdrawal of Student Finance England (SFE) funding mid-year).
Academic Partnerships Student Handbook (UK) 2018-19

Interviews for placements, only in cases where you have asked the employer or provider to reschedule, but this has not been possible. Such claims should be evidenced by a letter from the employer or provider.

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

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

Petroc LTLS offers support, guidance and workshops to develop awareness and skills in referencing and anti-plagiarism

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

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

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

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

Referencing Guide

Online support available through the University Referencing Library Guide including the online version of ‘Cite them rite’: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/referencing
And also at Petroc on https://my.petroc.ac.uk/moodle/moodle_2/course/view.php?id=1287

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.

Ideally, Petroc uses a harvard system of referencing for nearly all programmes, as laid out in Cite Them Right, link here. Some Modules/programmes will use other referencing systems as appropriate and full guidance will be given through timetabled sessions.

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.
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 from **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).

**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 four 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

*eg*

**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.

*eg*

**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).
eg

**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

eg

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

eg

**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.


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


**World Wide Web Document**
Author or editor (if known)
Title of document (in quotation marks)
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.

   eg


   60. *Ibid.*, p. 84


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.

**Hand in Process**
Where applicable please submit all work online via the Moodle page as directed or Paper submissions where appropriate can be made to your nearest Campus reception. Deadlines are on Thursday by 12pm (noon)

https://my.petroc.ac.uk/moodle/moodle_3/my/index.php

**Return of Assessment and Feedback**

**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 (see below).

**Turnitin**

Turnitin ([http://www.turnitinuk.com/](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://guides.turnitin.com/01_Manuals_and_Guides/Student/Student_User_Manual](https://guides.turnitin.com/01_Manuals_and_Guides/Student/Student_User_Manual)

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**

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 and also on the University of Plymouth course web page

**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 mid-January 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
Relevant information can also be found in your Programme Quality Handbook available online and on your home pages.

Exam Procedures

There are no examinations on this course.

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 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 reassessment (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.

The External Examiners for this course are:

Felicity Dewsbury (Pen Green)
Rachael Illsley (South Glos. and Stroud)
**Enrichment and Co-Curricular Activities**

**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 Petroc Award in Partnership with Plymouth University**

Students are encouraged to sign up for the Petroc 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 Petroc 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 recognised 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.
Petroc Higher Education Student Complaints Procedure:

Your complaint

Stage 1a: Seek informal resolution
Talk or write to the member of staff most directly involved or approach your student Representative to resolve the issue.

You remain dissatisfied

Stage 1b: Written complaint to Petroc
Write to the HE Department Manager. Your complaint will be logged on the Complaints Tracker and directed to the relevant Senior Manager for investigation and response. (You will have the right to ask for reconsideration of the Stage 1 decision in the light of additional information or evidence)

You remain dissatisfied

Stage 2: Formal written complaint to Plymouth University
Write to the University Complaints Office. Your complaint will be sent to the relevant Senior Manager for investigation and response. (You will have the right to ask for reconsideration of the Stage 2 decision in the light of additional information or evidence)

Stage 3: Referral to a Complaint Review Panel at Plymouth University
Write to the Plymouth University Complaints Office using the stage 3 Formal Complaints form (see appendix 3), saying why you are dissatisfied with the Partner College Senior Manager’s response and ask for referral to a Complaint Review Panel within 10 working days of receiving your response at stage 2.

You remain dissatisfied

Referral to the Office of the Independent Adjudicator for Higher Education

For more support please contact:
Your HE office he@petroc.ac.uk
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, but you may only be timetabled for (Institution to insert appropriate number) hours.

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
  - All module specific reading lists are in your Quality handbook and an extended reading list available for each module via Moodle.
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 in your relevant module guides, as well as additional links to suggested reading and a core e-text suggestion on each Moodle page.

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
What next?

Employment and Progression Opportunities

The Foundation degree offered in Early Years Practice is an important new addition to the local Early Years sector: offering practitioners a chance to formalise and improve on their skills and to develop their career paths. The qualification appeals both to those already working in the sector, returning to work and progressing from full-time education, offering both the breadth of knowledge that the broader subject focus allows, while giving the opportunity for specialism and a focused career path into BA (hons) degree progression and post-graduate study. The majority of our students progress to the full honours degree via a number of progression pathways and remain in the local workforce: as managers, teachers, health workers, and pedagogues.

All of the modules refer to the practical application of theory in working with children. A number of modules offer the opportunity to plan and deliver activities in professional settings. The development of graduate skills is a priority for all the teaching staff that many past students remark upon, noting the considerable personal development and growth that they gained through the teaching and learning they experience on the programme.

The wealth of opportunities to investigate potential careers, make local professional links, and extend professional knowledge makes this foundation degree an ideal choice for learners whose interests extend across the range of disciplines, professions, and specialisms when working with children and families in the Early Years.

The range of progression opportunities include:

- BA (Hons) Professional Development (Childhood Studies)
- BA (Hons) Early Childhood Studies (via UoP or FLECS)
- BA (Hons) Education Studies (via UoP)

Please note there is a deadline for progression applications (circa mid-January with the actual date determined annually) and places maybe subject to availability. You are strongly encourage to manage your own UCAS applications and choices, with guidance from programme staff, and proactively attend progression and advice events.

Your Programme Manager has access to University staff and is able to communicate your questions regarding progression to programmes at the University of Plymouth.

Information on individual programme progression is available in your Programme Quality Handbook available on your College/Institution website.
If you progress to a University of Plymouth honours degree programme, The 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 the 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 the University of Plymouth and then 60% from your level 6 aggregate mark at the University of Plymouth.

**Employment**

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 [https://www.petroc.ac.uk/support-help/guidance-centre](https://www.petroc.ac.uk/support-help/guidance-centre).

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.
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:

https://www.plymouth.ac.uk/student-life/your-studies/essential-information/results-guidance-notes

Over 100 Petroc Higher Education students received their qualifications at the college’s annual Graduation last year.

In total 105 graduates, who studied on HNC, Certificate in Education, CIPD, Foundation Degree or BA Honours Degree programmes, attended the ceremony at St. Peter’s Church, Barnstaple, alongside many local dignitaries – after the time-honoured procession through the town centre led by town crier Roy Goodwin.
Click here to see full gallery from the day’s celebration

Alumni

As Plymouth Students you are part of the Plymouth Alumni. More information can be found at https://www.plymouth.ac.uk/alumni-friends/alumni
United Kingdom Visas and Immigration

If you are an EEA (European Economic Area) or Swiss national you are entitled to enter the UK freely and have automatic right of residence for up to three months without needing to demonstrate that you are exercising a right of free movement (or right to reside), for example, to study or work.

Thereafter, you must be in the UK exercising a right to reside. Once you have enrolled at your partner institution/University of Plymouth you will have the right to reside, provided you meet the requirements around having comprehensive sickness insurance (CSI).

The European health insurance card (EHIC) is acceptable evidence of CSI and can only be obtained from your country of residence therefore please obtain this before you travel to the UK. For more information on CSI, exercising your right to reside and right of permanent residence, please visit the UK Council of International Student Affairs website, https://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Staying-in-the-UK-as-a-student.

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

International Students studying in the UK are able to access specialist services and guidance through University of Plymouth’s International Student Advice team (ISA). From the day you accept an offer, right through to graduation, they will offer help and advice so you can get the most out of your studies, and your time in the UK. For more information visit: https://www.plymouth.ac.uk/student-life/services/international-students/international-student-advisory-service
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/essential-information/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/essential-information/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. https://www.upsu.com/advice/ Or HE Office he@petroc.ac.uk

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 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

The student union
University of Plymouth Students’ Union (UPSU) is an independent registered charity that seeks to represent all the students of University of Plymouth. We facilitate student representation at all levels, host the sports clubs and societies, manage campus sport facilities and provide volunteering opportunities, independent advice, entertainment, shop, accommodation, catering and bars. The website here https://www.upsu.com/ provides more information.

Disability Assist
https://www.petroc.ac.uk/courses-search/considering-a-degree/advice-on-applying

https://www.petroc.ac.uk/support-help/student-services
What should I do if I can’t make a deadline/sit an exam?
Please see the section above regarding Extenuating Circumstances.

When is graduation?
https://www.petroc.ac.uk/graduation