



**LEEDS CITY COLLEGE
HIGHER EDUCATION SCHEME**

Higher National Certificate / Diploma

**Manufacturing Engineering
And
Electrical & Electronic Engineering
Enter course name**

COURSE HANDBOOK

2016/17

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1 Welcome to the College

1.1 Welcome from the Principal



I am delighted to have this opportunity to welcome you to Leeds City College. Thank you for choosing to study a Higher Education course with us.

Our provision continues to be commended externally. In a recent HE inspection, carried out by the Higher Education Quality Assurance Agency in May 2016 (The QAA inspects all Universities and colleges) the high quality of our HE programmes was confirmed and it was noted that our approach to supporting and facilitating scholarly activity and the implementation of our new Virtual Learning Environment were areas of good practice.

We regularly seek the views of our students on the quality of their courses and use this information to make improvements. Student satisfaction is consistently high, with students commenting on the level of support provided and the quality of feedback they receive on their work.

At Leeds City College we know that the whole HE experience is at the heart of student success. That's why, in addition to the actual teaching and learning experience, our campuses have a friendly, supportive atmosphere and we offer a range of support services which cater for individual needs.

We hope you enjoy your time with us.

A handwritten signature in black ink that reads "Colin Booth". The signature is written in a cursive style.

Colin Booth
Chief Executive & Principal

1.2 Welcome to Leeds City College

Welcome to Leeds City College and the School of Technology. In particular, welcome to the Higher National Certificate / Diploma in Manufacturing Engineering or Electrical & Electronic Engineering.

This handbook provides you with information about your Higher National Certificate / Diploma course, the school, your responsibilities as a student, support available to you, in addition to information about assessment and other regulatory issues.

Now that you have enrolled, our aim is to offer you all possible help and support to enable you to gain the qualification, prepare you to be successful in the engineering discipline that you are studying and also for progression onto a BEng (Hons) Degree top-up course if that is your choice.

The team is looking forward to meeting you and hopes that your time in Leeds is both enjoyable and successful.

Best wishes to you in your future studies.

John Wilson
Programme Manager
School of Technology

1.3 Which School is my course in?

The School of Technology provides a range of programmes from entry level courses through to Higher Education. Courses are offered in Motor Vehicle Engineering, Fabrication and Welding, Mechanical Engineering, Electrical and Electronics Engineering, and Manufacturing Engineering.

Most provision for the School of Technology is based at the Printworks Campus where the majority of courses are delivered. The main aims of the Faculty are to provide quality education and training to meet the needs of learners at all levels and to provide opportunities for learners to progress into Higher Education or to enter into, and progress within industry.

The HNC/D courses are delivered primarily at the University Centre.

1.4 What facilities are available?

Facilities are available to support you in your studies. These range from specialist simulation software and a fully equipped electronics laboratory to CAM/CAPP/CNC equipment together with a range of resources and reference books.

1.5 What can I do once I graduate?

Graduates from this course have gone on to be Manufacturing engineers, Electrical / Electronic Design Engineers, Project Engineers, Senior Design Engineers, Production Engineers and Engineering Managers amongst the varied engineering job roles available.

Those students who successfully complete a HNC course can progress directly onto a HND course in engineering. Students completing a HND qualification can progress onto a B.Eng. (Hons) programme.

Completion of either a HNC or HND engineering programme will normally be accepted as meeting the academic requirements for the Engineering Council Technician Standard (EngTech).

2 About your course

2.1 Welcome to the course

The Higher National Certificate is designed to be completed in two years part time. It is a progression for students who have completed a suitable Level 3 Course whether this is A2, BTEC or EAL based. The course has eight units largely associated with the 'UK Specification' designed by and linked to the IET (Institute of Engineering and Technology). Similarly, the Higher National Diploma is designed so that it can be completed in three years and is comprised of the eight HNC units plus a further eight engineering units. Students who successfully complete the courses can progress to a suitable Bachelor of Engineering (Honours) degree qualification.

2.2 Aims of the course

The curriculums have been designed to provide for those students who want a general Manufacturing or Electrical & Electronic Engineering education. The course provides sufficient scope for students to study topics that are of particular interest to them in the general area of Manufacturing Engineering and Electronic Engineering. Project work provides opportunities to apply lecture and laboratory led content to the solution of practical problems and to introduce elements of management of an engineering enterprise.

2.3 Course Learning Outcomes

The Learning Outcomes for the Course are to:

- Provide flexible programmes of study that will enable students to identify, acquire and develop transferable skills and knowledge which will enable them to contribute and develop their full potential in the labour

market and specific employment sectors.

- Prepare students for progression to Level 6 Higher Education and to further enhance their employability and career opportunities for students wishing to progress from employment.
- Deliver specialist knowledge informed by national occupational standards and enable students to develop their skills and knowledge through work based learning which is integrated with work based study underpinned by knowledge and skills.
- Respond to changes in the local labour market and meet the needs of employers by closing the identified skills and knowledge gaps in a range of sectors.
- Provide a challenging, employability led curriculum relevant to the needs of the student that reflects the current and projected regional Electronic & Electrical and Manufacturing needs.

The course assessment method consists of assignments, group project work, design reports, journals, case studies and presentations. There are no examinations.

2.4 What will I learn?

Higher National Certificate in Manufacturing Engineering course structure

HNC	Subject	Unit No.	Group	Level	Credits	Tutor
Year 1	Analytical Methods	1	Mandatory	4	15	MJ
	Engineering Science	2	Mandatory	4	15	KH
	Business Management	7	A	4	15	JW
	Business Improvement Techniques	17	B	5	15	JW
Year2	Project Design, Implementation and Evaluation	3	Mandatory	5	20	JW
	Manufacturing Planning & Scheduling	9	A / Mand.	5	15	JW
	Manufacturing Process	10	A	4	15	KH
	Materials Engineering	21	B	4	15	SK

Higher National Diploma in Manufacturing Engineering course structure

HND	Subject	Unit No.	Group	Level	Credits	Tutor
Year 1	Fluid Mechanics	41	Imported	4	15	SK
	Quality & Business Improvement	20	A	4	15	JW
Year 2	Further Analytical Methods for Engineers	35	B	5	15	MJ
	Engineering Design	8	A	5	15	DM
Year 3	<i>**Personal and Professional Development</i>	27	B	5	15	JW
	<i>**Work-based Experience</i>	29	B	5	15	JW
	Managing the Work of Individuals & Teams	76	B	4	15	JW
	Design for Manufacture	15	A	5	15	DM

Higher National Certificate in Electrical & Electronic Engineering course structure

HNC	Subject	Unit No.	Group	Level	Credits	Tutor
Year 1	Analytical Methods	1	Mand.	4	15	MJ
	Engineering Science	2	Mand.	4	15	KH
	Business Management	7	A	4	15	JW
	Business Improvement Techniques	17	B	5	15	JW
Year 2	Project Design, Implementation and Evaluation	3	Mand.	5	20	MJ/JW
	Electrical and Electronic Principles	5	A Mand.	5	15	MJ
	Programmable Logic Controllers	22	A	4	15	MJ
	Microprocessor Systems	58	A	4	15	MJ

Higher National Diploma in Electrical & Electronic Engineering course structure

HNC	Subject	Unit No.	Group	Level	Credits	Tutor
Year 1	Fluid Mechanics	41	Import.	4	15	SK
	Quality & Business Improvement	20	A	5	15	JW
Year 2	Further Analytical Methods for Engineers	35	B	5	15	MJ
	Digital & Analogue Devices and Circuits	117	A	5	15	MJ
Year 3	<i>**Personal and Professional Development</i>	27	B	5	15	JW
	<i>**Work-based Experience</i>	29	B	5	15	JW
	Instrumentation and Control Principles	55	B	4	15	MJ

	Principles of Electronic Product Manufacture	73	A	5	15	MJ
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*Note ** subjects delivered remotely*

2.5 How will I be taught?

A mixture of lectures, tutorials and seminars will be used. The lecture programme will impart the necessary principles and concepts. The seminars will be a mixture of student and tutor led sessions considering practical examples of the principles and concepts. The tutorials will take the form of individual support and feedback for students by tutors or other students. Tutor led sessions will be held to provide an opportunity for students to work on examples and case studies in the areas covered by the lectures.

Student-led tutorials will consist of action learning activities, discussion groups and report-back sessions which allow students to develop their research, communication and teamwork skills.

The Higher National Certificates in Manufacturing Engineering and Electronic Engineering are Level 4 Higher Education courses whilst the Higher National Diplomas in these subjects are Level 5 courses. As such you are expected to take responsibility for your own learning and development. It is your responsibility to make your own notes during taught sessions and to write enough to ensure you have a good understanding of the subject, as a starting point for further reading and research and as a basis for your assignment work. A good set of notes, built up week by week, is the most valuable learning resource of all.

2.6 How will I be assessed?

The HNC and HND courses offered are assessed through written assignments. These are available on the VLE and will also be issued by your tutor at appropriate stages of delivery of each unit. It is your responsibility to comply with the submission requirements and dates. Students should keep an electronic copy of all submitted work.

See Appendix 3 for Assessment Grid

You will have opportunities to engage in a range of activities in addition to your studies during your time at Leeds City College including volunteering, student societies, playing in College sports teams and being a student academic representative.

3 Student Support System

3.1 Who is going to teach me?

Your unit lecturers are the members of the College staff who you will have most contact with. Their job is to manage and deliver their part (unit) of your programme of study, assess and grade your work, and also give you continuous feedback on how you're doing.

Lecturers aim to develop adult, professional relationships with students. You are encouraged to voice any concerns that you might have about your work with the lecturer concerned.

Our job is to do all we can to help you succeed but we can't do this unless you talk to us about anything that is worrying you.

You will be allocated a personal tutor whose job it is to deal with any problems that can't be settled at lecturer level, plus more general concerns that you might have, for example any problems you might have which may be affecting your work.

The Course Manager (CM) has overall responsibility for the running of the HNC and HND programmes and the well-being of the students.

Your tutors:

John Wilson

Mahdi Jafari

Steve Kendall

David McKean

Kenneth Hewitt

(brief biographies to follow)

For each unit, the unit leader will set out the preferred method of communicating general information about that unit to you, which may be by e-mail or notices posted on the VLE.

3.2 What study facilities are available in the Library

The library centres at Leeds City College contain a range of services to help you with your studies:

- An extensive collection of books and other publications.
- Journals and e-resources.
- Access to computers with printing allowances allocated to individuals.
- A very helpful team of staff who will be happy to help you gain the maximum benefit from the services.
- A dedicated member of staff for your award.
- Full details of the range of facilities available at each of the college campuses.

PLEASE NOTE : You will need to register with Library in order to be able to use the facilities, including the computers. To do this you will need your student ID card which you were issued with when you enrolled.

How can I get help and advice?

Each course has a specific Academic Librarian who has detailed knowledge about your chosen subject. He or she will buy all the resources for your subject in the library and will teach you how to make the most of the information available to you during your course. You will meet your Academic Librarian at your induction. Further help is available at the Help and Information Point in each Library.

3.3 Study Facilities

Our newly refurbished University Centre provides a range of study facilities, accessible only to Higher Education students, in the Study Zone. Here you will find a combination of individual, small group and group study areas with access to PCs. In addition to the provision of PCs there are also a small number of MACs available for use.

Our other campus' also provide HE specific study spaces which will be pointed out to you during your induction.

4 Your responsibilities as a student

4.1 What are my responsibilities?

It is your responsibility as a student to comply with the scheme, course and unit requirements for attendance and for completion of assessments. This includes meeting deadlines for assessments. In order to achieve this you should be aware of the following Core Principles:

- Be Respectful – For example, ensure your interactions are always respectful and professionally conducted and College facilities are appropriately used.
- Be Sensitive – For example, be aware of your language and behaviour to ensure it respects others and recognises diversity.
- Be Understanding – For example, ensure there is mutual respect by listening to others (be aware your voice may be more easily heard in some venues than others).
- Be Punctual – For example, make sure you arrive, start and finish on time. Let the appropriate person know if you are delayed. To avoid disruption to others, late entry to a session/appointment may not be possible.
- Be There – For example, actively participate to get the most out of the time available.
- Be Prepared – For example, make sure you have done the necessary preparatory work. If insufficient preparation has been done it may not be possible for the planned activity to take place. Students who have attempted but had difficulty with preparatory work should bring this to the attention of the relevant staff member.
- Be Considerate – For example, use mobile phones and electronic devices with an awareness of how this might impact on others.

Please note that the College has a disciplinary process which can be found at <https://intranet/studentzone/zones/front.jsp?deptcode=201&linkid=984>

4.2 What if I'm an international student?

There are new requirements relating to immigration procedures in the UK with the introduction of the Points-Based System. Information is available at: <http://www.leedscitycollege.ac.uk/courses-apprenticeships/international/>

4.3 Are there any guidelines about attendance?

The units on the course will help you to develop both skills and academic knowledge. Most units will require you to undertake formative work, which will help you to apply your knowledge and understanding, which in turn will help you to achieve a good grade in the summative assessments. Therefore it is important that you attend regularly. Research has demonstrated a clear link

between attendance and success rates therefore we recommend that a minimum attendance of 80% is maintained.

The college policy is to withdraw a student from a course if they do not attend for 4 consecutive weeks. The Student Loans Company will be informed of your withdrawal and will then stop any future payments to your account. Therefore, it is important that you contact the Course Manager if you are going to be absent for any length of time.

During your course of study, there will be times when you are not able to attend classes because of illness, personal and domestic crises. It is therefore all the more important that you do attend when you are able to otherwise it is very easy to lose the thread of what is going on and become disheartened.

We do not advise that you take holidays in term time. Please see the college calendar in Appendix 1 for details.

If you are absent you must telephone or email your personal tutor to notify them. Doctor's notes will be required for absences of more than a couple of days or recurring illness. Please keep your unit tutors informed if you are having difficulty attending your classes for whatever reason. We are here to support you but cannot do that unless you keep us informed of problems you are experiencing.

If you are absent through illness immediately prior to an examination or assignment deadline and wish to submit a case for mitigating circumstances, you must provide us with details and any available evidence as soon as possible.

Depending on the nature of your illness you may be able to apply for Mitigating Circumstances. For information please refer to section 5.9.

You can hand in or send medical certificates to John Wilson (Programme Manager) or to the HE Administration office.

Notification of infectious disease

If you have been diagnosed with or have had contact with an infectious disease, you must notify us in writing within 24 hours of diagnosis. You must not return to College until a medical practitioner's certificate of clearance has been submitted.

4.5 What do I do if I am going to be absent?

In case of absence from College, you should contact John Wilson on 0113 3861972 or e-mail at john.wilson@leedscitycollege.ac.uk.

4.6 How do I withdraw from my course?

If you are considering withdrawal from your course you should speak to your personal tutor or the Students' Union to discuss your reasons. If there is a problem, College or Students' Union staff may be able to help.

If you decide to withdraw from your course or programme of study, you must notify us in writing. This notification must be sent immediately to your CM/Award Leader and be copied to the HE Registrar Co-ordinator and the HE Admissions Officer.

4.7 Are there any specific course requirements (e.g. placements, DBS checks)? [Delete if not appropriate]

There are no specific course requirements.

4.8 What do I do if I change my details?

Whenever you change your address and contact details, particularly your mobile phone number, you should inform your CM/Award Leader immediately. This will ensure we can always contact you in an emergency.

The school will inform you of cancelled classes as soon as possible via text to the mobile phone number we have for you on our contact records. It is your responsibility to ensure that we have your most up-to-date mobile phone number.

5 Assessment

Your work is assessed in terms of its ability to demonstrate the learning outcomes for the unit. You'll see the exact assessment criteria in each unit handbook. The levels of achievement are categorised in percentages.

For each unit of study, you will complete summative assessments. In addition, lecturers may set "formative" assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assignments. At the end of the unit, a mark is awarded based on the evidence of the summative assessments.

5.1 How will I get my results and feedback on my work?

Results from unit assessments and decisions on progression to the next level or awards (if you are in the final level) will be displayed on your course notice board. Your notice board is located at University Centre, adjacent to Room C4.16. Results will also be published on the course page on the VLE .

You will normally receive written comments, verbal feedback or group feedback on your work within 3 working weeks of submission of your work. Your unit leader will advise as to the format of the feedback.

Feedback on your progress comes in many different forms including written comments about your work, verbal comments from your tutors in class or on a one-to-one basis, discussions with peers in the classroom or outside it, electronic discussion, emails, feedback grids and generic feedback proformas. Receiving and acting on feedback is a continuous part of your learning experience and will help you to develop knowledge about your strengths and weaknesses and improve your learning and performance. Previous students have advised that it is important that you:

- Are not afraid to acknowledge your successes
- Reflect on the feedback you receive and think about what you have done well and how you could improve. For example, you could keep all of your feedback together and draw up an action plan based on common areas of strength or concern
- Try not to focus on the mark and ignore the feedback. If you have done well, your feedback will tell you why and if you haven't, it will suggest ways in which you can improve
- Consider the marks you are given and if you are disappointed in them, give yourself some time before going back to the feedback to look for ways to improve
- Try not to take negative feedback personally. It is given to help improve
- Are not afraid to approach tutors and lecturers for more feedback. Asking questions can be an important part of receiving feedback – and remember, your peers can be a valuable source of information too
- Use feedback to self-assess your work against the assessment criteria, where possible. This can help you to address any areas you need to improve on.

5.2 Where can I find the College's assessment regulations?

These regulations are available on the VLE.

5.3 What is the marking scheme?

For each unit, you will complete one or two assessments which may contain a number of tasks. In addition, tutors will set ungraded or formative assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assessments. At the end of the unit a grade is awarded based on the evidence of the summative assessments.

Each successfully completed unit will be graded as a pass, merit or distinction. A pass is awarded for the achievement of all outcomes against the specified assessment criteria.

Merit and distinction grades are awarded for higher-level achievement. The generic merit and distinction grade descriptors listed in Appendix 4 are for grading the total evidence produced for each unit and describe your performance over and above that for a pass grade.

Summary of Grades

In order to achieve a pass in a unit	<ul style="list-style-type: none"> All learning outcomes and associated assessment criteria have been met
In order to achieve a merit in a unit	<ul style="list-style-type: none"> Pass requirements achieved All merit grade descriptors achieved
In order to achieve a distinction in a unit	<ul style="list-style-type: none"> Pass and merit requirements achieved All distinction grade descriptors achieved

Calculation of the overall grade

Pass qualification grade

Learners who achieve the minimum eligible credit value specified by the rule of combination will achieve the qualification at pass grade (see section *Rules of combination for the Pearson BTEC Levels 4 and 5 Higher National qualifications*) which can be found at:

<https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/manufacturing-engineering-2010.html#tab-Teaching>

Qualification grades above pass grade

Learners will be awarded a merit or distinction qualification grade by the aggregation of points gained through the successful achievement of individual units. **The graded section of both the HNC and the HND is based on the learner's best performance in units at the level or above of the qualification to the value of 75 credits.**

The number of points available is dependent on the unit grade achieved and the credit size of the unit (as shown in the 'Points available per credit at specified unit grades' table below).

Points available per credit at specified unit grades

Points Per Credit

Pass	Merit	Distinction
0	1	2

Qualification Grades

Points Range	Grade	
0-74	Pass	P
75-149	Merit	M
150	Distinction	D

5.4 Will I have to follow a word limit?

The assessment brief may contain a word limit for your work. You should ensure that you do not submit work over the word limit as this will be penalised.

If you go beyond this limit your work will be penalised by 10% for every 10% you are over the word limit.

For example if an assessment requires a 1000 word report and you submit a 1,200 report you will be penalised by 20% of the total possible mark. Therefore if that piece of work would have received a grade of 62%, following the application of the word count penalty, the work would only receive a grade of 42%.

The reason for this is that it is part of the assessment to work to the word limit. This develops your analytical and evaluative skills as you have to be selective as to which information you include and leave out.

5.5 Academic Appeals

Your unit lecturer will explain to you how the criteria have been applied to produce your mark. If you wish to appeal the decision of an Assessment Board, you may do so but only under specific grounds and after your results have been ratified by an Assessment Board. Please note that this is not a procedure to challenge academic judgment. If you feel you have grounds for an academic appeal you will need to contact the Dean of Higher Education to put forward a claim for an academic appeal. Please refer to the Leeds City College Academic Appeals Process for details, which can be found on the VLE

Please note : You may not appeal on the grounds of academic judgement.

5.6 How and where do I hand in an assignment?

For each summative assignment a deadline for submission/presentation of the work will be set. Completing the work within this time period and meeting the deadline is part of the assignment.

Work must be handed in according to the instructions given by the unit tutor, which will be detailed in the unit handbook. **In the majority of cases this will be via Turnitin.**

Only work that is ready by the agreed deadline can hope to qualify for a good grade.

Completed assignments should be submitted to your subject tutor. This can be either as hard copy or electronically. In all instances you should keep an electronic copy of your work.

PLEASE NOTE : Computer failure will not be accepted as a reason for late submission.

Students must submit assignments in the following format.

- Assignment feedback sheet
- Assignment task sheet
- Assignment
- Bibliography
- Turnitin report

5.7 Can I submit a draft?

The following guidelines have been drafted to promote consistency across the Higher Education provision within Leeds City College.

When can I submit a Draft?

The latest date for draft submissions to be submitted will be 2 weeks prior to the hand in date for the assessment. You must remember that it could take up to a week for the tutor to give you feedback so you may wish to submit your draft earlier than 2 weeks before the deadline so that you have more time to incorporate the feedback into your work.

How much can I submit?

The draft submission should be no longer than 25% of the maximum words for the assessment component e.g. for a 2000 word report a draft of up to 500 words could be submitted.

How many times can I submit a draft?

You are allowed to submit one draft submission per assessment component.

What form can the draft take?

Draft submissions can consist of:

- Assessment plans – so that the tutor can give comments regarding whether you are on the right lines.
- Extracts – for comments on style.
- Referencing – for the tutor to check that your referencing style is correct.
- Reference materials to see if your reading is wide enough for the assessment.
- Data tables.

The above are examples of what could be submitted and is not meant to be an exhaustive list. Drafts can be submitted electronically or in hard copy.

5.8 What do I do if I can't meet a deadline for an assignment?

It is the responsibility of all students to attend examinations and to submit work for assessment by the set date.

Extensions to submission date

There may be times when, for reasons outside your control, you have not performed as well as you could in your assessment. Or there may be circumstances that prevent you from submitting a summative assessment on time or attending an examination.

It is important that you discuss your situation as soon as possible with an appropriate member of staff, such as your Unit Tutor or Programme **Leader Manager**, who will be able to provide you with guidance on the most appropriate course of action from the following list:

- A **Short Extension** of up to 5 working days, usually for one unit only (not available for a reassessment attempt);
- Alternatively, if your problems are outside your control, you can apply for **Mitigating Circumstances**.

If you realise that you are not going to meet the agreed deadline date because of illness or other exceptional circumstance, you must request an extension using the appropriate form. It is important to note that an extension will only be granted when it is clear that exceptional circumstances have prevented you from completing your work on time. Please make sure that you follow the guidance provided on the form and attach appropriate evidence.

Please see the Student Guide to Extensions and Mitigation for full details

NB Extensions are an exception rather than the norm.

Please note that short extensions are only available for first submissions.

Fit to Sit/Submit

The College's Extenuating Circumstances and Mitigation regulations are based on the Fit to Sit/Submit principle. This means that when you take an assessment you are declaring yourself fit to take the assessment.

If you feel that you are not fit to take the assessment then you may wish to apply for an extension or submit a claim for your extenuating circumstances to be considered by the Mitigation panel.

In the event that you do not take an assessment and have not submitted a claim for extenuating circumstances, then your assessment will normally be recorded as a non-submission.

If extensions are granted, your work will be marked as if it was handed in on time. Work that is late and which is not covered by extensions or mitigation will be penalised in accordance with the College regulations.

Short extensions:

A Short Extension is an extension of the assessment deadline(s) of up to and including 5 days. It is usually for one module only. It is normally only available for first submission, not reassessment, because of the need for timely progression to the next stage of the programme. A Short Extension should be agreed by the Programme Manager.

Late submission

If you submit work after the submission date without approval, but submit it within seven days it will be capped at a maximum grade of 'Merit'. Any work submitted after 7 days will be recorded as 'Not Submitted'

5.9 What if I have extenuating circumstances and require a longer extension?

For full details on Leeds City College's regulations relating to Mitigating Circumstances please refer to the Leeds City College Academic Regulations which can be found on the VLE. You will also find a Student Guide to Extensions and Mitigation which explains what these are and how to apply.

You are strongly recommended to read these Regulations. They provide a detailed explanation of Mitigating Circumstances and the procedures expected to be followed.

A student may apply for mitigation due to extenuating circumstances if

- He/she is unable to submit assessed coursework on time
- He/she is unable to sit an examination or other scheduled assessment on the required date

Leeds City College operates a **fit to sit/submit principle** in that students who undertake assessments declare themselves fit to take that assessment. The College will not normally consider any application for mitigation in relation to that assessment. Only in exceptional circumstances will the College consider such an application, for example, if a student becomes ill during an examination.

The College recognises that there may be times when your circumstances are such that you cannot complete assessments to the best of your ability, are unable to attend an examination, or are unable to meet an assessment deadline due to adverse circumstances beyond your control. In such circumstances the Mitigating Circumstances Regulations enable you to request that your situation is taken into consideration. You are expected to have taken reasonable steps to ensure that you could not have prevented the circumstances from taking place. It is your responsibility to notify your School of any Extenuating Circumstances, which you feel will affect your performance in any summative assessment.

Remember, any application you make has to be approved and may not be granted.

Students can apply for Extensions or Mitigating Circumstances for all forms of summative assessment. You can also apply for Mitigating Circumstances for reassessment opportunities offered by the relevant Examination Committee or Examination Board. However, Short Extensions will not normally be allowed for reassessment because of the need for timely progression to the next stage at the beginning of the academic year.

It is important that you discuss your situation with a tutor who will be able to provide guidance on the most appropriate course of action. In circumstances which are likely to affect your progress over a longer time period, you may be advised to suspend your studies until the circumstances no longer have an impact on your studies.

The following points will help you when submitting an application:

Do

- Review the grounds for applying for extenuating circumstances.
- Seek guidance from your Unit Tutor/Programme Leader or Personal Tutor if you are experiencing difficulties in completing your work on time.
- Meet with a tutor prior to the submission/examination date.
- Discuss with a tutor whether an extension would be appropriate and if so, what type.
- Request an extension where you are unable to meet the deadline.
- Submit an application that covers all unit assessments you are taking during the period of difficulty.
- Submit the application prior to the submission/examination date and ~~of~~ for claims of Mitigating Circumstances within 14 days from the submission date.
- Complete all sections of the form.
- Include evidence to support your application.
- Make sure that you have received a receipt from your Course Manager when you submit your application.

Don't

- Apply for any formative assessment pieces of assessment that do not count to your overall unit mark.
- Use evidence that is undated or solely from family members supporting your application. You have to provide independent evidence.

If you believe that your circumstances warrant the award of either a long extension or mitigation then you should apply using the forms which can be found using the following link:

<P:\Higher Education\HE Staff Shared\Programme Documentation\Extension & Mitigation Documents>

5.10 Reassessment

If you have submitted an in-course assessment by the defined hand-in deadline and are deemed by the Unit Tutor not to have passed the assessment (but it is considered that you have made a genuine attempt), you may be allowed to undertake further work on the assessment prior to the work being formally considered by an Examination Board. Only one reassessment opportunity is possible for any in-course assessment component.

Suitable feedback will be provided to students who are offered a reassessment and a hand-in deadline will be set for the reassessment.

Key points

- Always submit something for every assessment.

- You must attempt all assessments at the first opportunity.
- You must do each assessment (essay, project, report, portfolio etc.) for every unit. You should do this even if you don't think you can fully complete them.
- You do not have an automatic right to resit or to repeat a year of study.
- The maximum mark that can be awarded for reassessed components is a Merit.

6 Academic and student regulations

6.1 Where can I find the College's academic regulations?

These regulations are available on the VLE.

6.2 What is Academic Misconduct?

What follows is only a brief summary of the College's Academic Misconduct procedure and should be read in conjunction with the Leeds City College Assessment Regulations available on the VLE.

You are strongly recommended to read those Regulations. They provide a detailed explanation of academic misconduct, the procedures which must be followed when an academic misconduct offence is suspected and the possible penalties.

In order to avoid academic misconduct, the College is committed to continually educating its students on how to develop good academic practice and writing skills. The following support is available and it is recommended that you take advantage of this:

- Student Guide to Avoiding Academic Misconduct (available on the VLE)
- Training provided within units in relation to referencing
- Facility for students and staff to use plagiarism e:detection software
- Briefings on academic misconduct provided at student induction events and during relevant units

Academic misconduct relates to academic work that does not meet normal standards of academic practice and encompasses all kinds of academic dishonesty, whether deliberate or unintentional, which infringes the integrity of the College's assessment procedures. Types of academic misconduct are defined in the Leeds City College Academic Regulations, section 4.9 Academic and Professional Misconduct

If suspected of academic misconduct, you will be required to attend either an informal or formal meeting and if subsequently found guilty, you will receive a penalty, the most serious of which can be exclusion from the College. The processes and penalties are described in the Student Guide. If you are found

guilty of academic misconduct after the end of your course, any award that you have received may be withdrawn. This can be done after you have graduated.

Do

- Familiarise yourself with the regulations and penalties that can be incurred.
- Make sure that you know how to correctly acknowledge other people's work or opinions, and get feedback from your Tutor on whether or not you are doing this correctly.
- Take care when making notes from books or articles. Always keep a record of whether your notes are a paraphrase of the source or a direct quotation, so that you don't inadvertently include quotes without proper acknowledgement (this is a frequently cited reason students give when accused of academic misconduct).
- Seek support from your Unit Tutor or Personal Tutor if you are experiencing difficulties in completing your work on time.

Don't

- Cut and paste (or reproduce) chunks of material from electronic sources or books/articles (even if you acknowledge the source, material not stated as being a direct quotation will make you vulnerable to an accusation of academic misconduct).
- Loan your work to other students (if it is then copied, you may be accused of academic misconduct).
- Borrow work from current or previous students.
- Submit the same work for different assessments.
- Get someone else to do your work (essay-writing web sites don't always keep their promises and have been known to inform universities of students who have purchased work).

6.3 Are there any regulations relating to use of social media?

Social media provides wonderful opportunities for life and for learning. The term social media describes the online tools, websites and services that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself. These tools include social networks, blogs, message boards, podcasts, microblogs, lifestreams, social bookmarking, wikis and vlogs. The feature that all these tools, websites and services have in common is that they allow conversations and online interactions between groups of people. These guidelines are not intended to deter individuals from using these communication tools but are necessary to help protect staff and students and to prevent them damaging the college either inadvertently or intentionally.

All students should be aware that failure to follow these guidelines could lead to disciplinary action, and in more serious cases could be considered gross misconduct and may lead to exclusion.

Leeds City College is committed to the responsible use of social media. The College may routinely monitor social media and it reserves the right to instruct relevant parties to remove unauthorised sites. Any information posted on social media sites must comply with the Data Protection Act.

For further information and full details please refer to the Student IT and Social Networking Policy which can be found on the Student Intranet.

6.4 Are there any regulations relating to research?

All work related and research projects will have to be agreed by your tutor to make sure that your plans conform to the College's Research Ethics Guidelines. These can be found on the VLE.

7 Quality Control

The course is not subject to an external examination regime. All student work is continually assessed by the lecturers and is subject to internal and external moderation.

A range of checks and safeguards is in place to ensure that that the qualification you receive at the end of the course continues to be acceptable to the College, HE institutions and employers.

The Awarding Body is Pearson. In order to be able to offer this qualification, the College has to gain approval from Pearson, meeting strict criteria on things like staffing, resources and quality systems. Pearson monitors the quality of the awards through an annual Moderation visit. The College is also subject to inspections undertaken by the QAA (Quality Assurance Agency) in order to ensure that prescribed quality standards are being maintained.

Finally all of your tutors will have been observed in action by the College's Learning Observation Team. All Leeds City College tutors have to be observed annually.

7.1 End of Year Procedures

Once you have completed all of your assessments and these have been marked, moderated and seen by the External Verifier, your tutor will compile your mark profile. These profiles will then be submitted to the Examination Committee and Board

The Examination Committee looks at the mark profiles of each student and will make a decision as to whether you can progress onto the next level or whether you have passed the course.

NB. If you have not paid your fees in full your profile will not be presented to the Examination Committee/Board and you will not be able to proceed into the second year or receive your award.

Within 10 days of the Board, the Chair of the Examination Committee/Board will write to you informing you of the decision of the Board and will give you a copy of your grade profile. If you, when you consider your grade profile, you think you might have grounds to request an Academic Appeal (see the Academic Appeal Regulations for information relating to grounds) you must initially engage in an informal discussion with the HE Quality Co-ordinator within 10 days of the results being published (not 10 days after receiving your results). Any issues that cannot be resolved through an informal discussion may result in the submission of an application for an Academic Appeal – please see section 5.5 for details.

A results list will also be published on your course notice board within 3 working days of the Assessment Board sitting. This is the official publicising of the results and the appeal time runs from this date. The result list will use student numbers rather than student names so other students will not know your results.

N.B. It is your responsibility to ensure that your Course Manager/Award Leader has your correct address. The College will not be responsible for results which are sent to old addresses if you have not updated your contact details. If you do not receive your results within the agreed time it is your responsibility to contact the Higher Education Registrar Co-ordinator on (0113 2162563) to obtain a replacement letter.

7.2 Programme specification

A programme specification is a concise description of your course's aims and objectives and how you will be taught and assessed to achieve the required learning outcomes. It includes information on admissions, course structure and the maintenance of academic standards. This can be found on the VLE.

7.3 External Verifier

Students often ask questions about how we know that their foundation degree/degree is broadly of the same standard as those awarded for similar courses by other universities. In the UK we have a system called external examining, which is one of several ways that we confirm that standards are met. An External Verifier is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the course is of the correct standard. The External Verifier does this by

looking at a sample of work (e.g. assignments, exam answers, dissertations), and discussing the work with your lecturers. He / she will also spend time discussing aspects of the course with students. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The External Verifier's reports are made available on the VLE.

The main External Verifier for your course is Mr Robert Blackshaw and they work for Pearsons. Sometimes your unit may have a different External Verifier, your unit leader can provide details on request. Please note that students are not permitted to contact External Verifiers directly and External Verifiers will not respond to any communication from individual students. If you have concerns about your course, then please speak to your Course Manager.

8 Have your say

8.1 Student course representatives

Our College is committed to ensuring that the views of students are heard and responded to. This is partly achieved through course-level student course representatives, which are recruited across all courses.

Each course will elect a representative whose responsibility it will be to represent the course group at Course Committee meetings.

Course Committee meetings are an essential part of the College's quality assurance process and provide opportunities for both staff and students to use a range of feedback and indicators to ensure that issues affecting students on the course are promptly dealt with alongside a broader discussion of academic matters.

Course Committee meetings will take place twice per academic year – dates for your Course Committee meetings are:

21st October 2016 and 24th February 2017

Course Representatives will also be invited to a Student Pathway meeting in May. This provides an opportunity for all Leeds City College Higher Education Student Representatives to meet with the Higher Education Academic Registrar to discuss issues and share good practice.

Our College and the Students' Union work together to raise awareness of student academic representation and to provide training and development for elected representatives. The Students' Union can be contacted on 0113 2162215 or can be found in the Student Union Area.

8.2 Unit evaluation

We value your feedback. Our College undertakes unit evaluations to give you the opportunity to tell us what you think about unit delivery, assessments and the learning resources available to you. We are interested in hearing about areas that have exceeded your expectations as well as those that have not met your needs or requirements. There is also a free text comments section where you can submit additional remarks and suggestions.

Unit evaluations are confidential and completed anonymously. This feedback is used at both course and faculty level so that the student experience can be continuously improved. By undertaking unit evaluations you can help us to refresh and revise our unit delivery to enhance the learning experience and continue to improve upon our academic provision.

8.3 Your feedback

There are many ways that you can tell us about your experience here at our College. The Students' Union runs regular meetings where you can come along, meet students from other courses, and discuss your concerns with members of staff from across all faculties and services.

The faculty will also organise a Course Committee meeting to cover your course and level twice yearly, where you can give feedback on your experience of the course to a range of academic staff. Any issues noted at these groups will be fed into the formal monitoring and review process.

If you are entering into your final year you may also be invited to participate in the National Student Survey. This is a survey for all final year students in all universities in England and the results are made public to help prospective students make choices about where and what to study. Again these results are used by staff on your course to make improvements and to share good practice. Your feedback matters – so take these opportunities to get involved.

8.4 What happens with my feedback?

We take your comments very seriously and you can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or the VLE. The faculty also provides updates on action taken through the "You said, We did" posters prominently displayed around our College.

For example, last year the Chromebooks were issued to part time students on a loan basis only. After considering feedback from students this was changed in line with the terms offered to full time students and Chromebooks are no longer expected to be returned at the end of the course.

8.5 How would I make a complaint?

We always hope that your experience of the college and your course will be a positive one, however at times things do go wrong. If you have cause for complaint we would encourage you to talk to your CAM in the first instance, however if you wish to make a formal complaint you will find information on the VLE– Complaints Process.

9 Where to get help

9.1 Student Support

We are here to make sure that your time at Leeds City College is as trouble free as possible. If you have a question or want information or need help over and above that which your tutors are able to provide then contact the Higher Education Development Office (HEDO). If we cannot help you immediately, we will let you know who can help you, and in many cases, book an appointment for you if required.

The College provides a good support system but can only help if you use it. If you do have problems contact either your tutor or a member of HEDO staff.

9.2 The Virtual Learning Environment (VLE)

All programmes are supported by the College's VLE which provides a range of resources, activities and information for students. The College utilises Google Classroom as a VLE and you will find that there is a section that provides general information, made available to all Higher Education students, in addition to a programme specific area, which only students on your programme will have access to. It is important that you familiarise yourself with both areas to ensure that you have access to all the relevant information you need.

9.3 Students' Union advice

If you need independent advice, information or representation, the Students' Union Advice Service provides a free, confidential and non-judgemental advice service.

The service is staffed by professionals, who are specialists in providing information and advice on all regulations, policies and procedures, including academic appeals, student complaints, disciplinary hearings, cheating and plagiarism.

9.4 Safety, health and well-being

Fire safety procedures

Fire prevention is everyone's responsibility. You can help to prevent fires by:

- Good housekeeping

- Safe use of electrical and gas appliances
- Observing our College no-smoking policy

Fire information

Fire information is present on Fire Action Notices displayed in all College buildings. These are normally present in corridors or inside classrooms.

They inform you of the appropriate action to take, the location of the nearest Fire Alarm Call Point, the location of fire fighting equipment and the location of fire assembly points.

All fire exit routes are clearly identified. You should take the opportunity to familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies.

If you discover a fire

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire by calling 999 – indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

Fire evacuation

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Please assist visitors.

Follow the route to get out of the building and continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building.

Take appropriate action to assist mobility impaired persons or wheelchair users to a safe refuge.

- Do not stop to collect belongings and do not try to leave by your usual entry route unless this is the way indicated by the escape signs.
- Do not attempt to use the lifts.
- Do not restrict emergency service access routes.
- Do not re-enter building until officially authorised to do so

Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled students

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair.

If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you, as appropriate.

First Aid

First Aid Notices (green and white) are displayed in all College buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. Each first Aid Notice gives the following information:

- The location and contact number of the nearest First Aiders(s)
- The location of the nearest First Aid box
- The College emergency telephone number 3333 (Park Lane campus – for other campus' please check
- Other emergency contact numbers

The names and telephone numbers of the nearest First Aiders can also be obtained from the Health and Safety team on 2166334.

Accident and incident reporting

All accidents, incidents and dangerous occurrences must be reported to, and recorded by College staff.

Accident report forms (HS1) are available on the intranet.

Policy statement

Leeds City College Corporation accepts both moral and legal responsibility as an employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of all its employees. The College will ensure to conduct its undertakings in such a way that persons not in direct college employment (i.e. students, contractors and members of the general public) who may be affected, are not exposed to risks to their safety and health. In addition the College will actively endeavour to limit the adverse affects on the environment in which operations are carried out.

All safety, health and welfare matters will be treated as a management responsibility equal to that of any other managerial function.

Leeds City College Corporation is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards throughout the college.

Appendix 1

College Calendar 2016-17

College Week	Commences Monday	Note	Prog. Week
1	1-Aug-16		
2	8-Aug-16		
3	15-Aug-16	A Level Results Day (Thursday, 18 August)	
4	22-Aug-16	GCSE Results Day (Thursday, 25 August) – full departmental coverage for enrolment required	
5	29-Aug-16	Bank Holiday – College closed Monday, 29 August 2016	
		All teaching staff back in college on Tuesday, 30 August 2016	
6	5-Sep-16		
7	12-Sep-16	HE Enrolment and Induction	
8	19-Sep-16	Semester 1 starts	1
9	26-Sep-16		2
10	3-Oct-16		3
11	10-Oct-16		4
12	17-Oct-16		5
		Staff Development Day (Friday, 21 October)	
13	24-Oct-16	October Half Term	
14	31-Oct-16		6
15	7-Nov-16		7
16	14-Nov-16		8
17	21-Nov-16		9
18	28-Nov-16		10
19	5-Dec-16		11
20	12-Dec-16		12
21	19-Dec-16	Christmas Holidays	
22	26-Dec-16	Bank Holidays – 26 and 27 December 2016	
		Christmas Holidays – College closed Wednesday, 28 December	

		2016 to Friday, 30 December 2016	
23	2-Jan-17	Bank Holiday – Monday, 2 January 2017 (New Year's Day)	13
		All Staff Development Day – Tuesday, 3 January 2017	
		College open Wednesday, 4 January 2017	
24	9-Jan-17		14
25	16-Jan-17		15
26	23-Jan-17	Semester 2 starts	1
27	30-Jan-17		2

College Week	Commences Monday	Note	Prog. Week
28	6-Feb-17	Mitigation Panel	3
29	13-Feb-17	February Half Term	
30	20-Feb-17	Staff Development Day – Monday, 20 February	4
31	27-Feb-17	Exam Boards	5
32	6-Mar-17		6
33	13-Mar-17		7
34	20-Mar-17		8
35	27-Mar-17		9
36	3-Apr-17	Term continues (Keighley only)	
		Easter Holidays (Leeds sites only)	
37	10-Apr-17	Easter Holidays (all sites)	
		Bank Holiday (Good Friday) – College Closed, Friday, 14 April 2017	
38	17-Apr-17	Bank Holiday (Easter Monday) – College Closed, Monday, 17 April 2017	
		Easter Holidays (Keighley only)	
		Start of Summer Term (Leeds sites only) 18 April 2017	

39	24-Apr-17	Start of Summer Term (Keighley only)	11
40	1-May-17	Bank Holiday – College closed on Monday, 1 May 2017	12
41	8-May-17		13
42	15-May-17		14
43	22-May-17		15
44	29-May-17	Bank Holiday – College closed on Monday 29 May 2017	
		Half Term	
45	5-Jun-17		
46	12-Jun-17	Mitigation Panel	
47	19-Jun-17		
48	26-Jun-17	Exam Boards	
49	3-Jul-17	Self-assessment, Development and Well-being Week	
50	10-Jul-17		
51	17-Jul-17		
52	24-Jul-17		

COLLEGE CLOSURE DATES: PUBLIC HOLIDAYS

Monday 29th August 2016 (*Bank Holiday*)
Sunday 25th December 2016 (*Christmas Day*)
26th and 27th December 2016 (*Bank Holidays*)
Monday 2nd January 2017 (*Bank Holiday*)
Wednesday 28th December 2016 – Wednesday 4th January 2017 (*College Closure Days*)
Friday 14th April 2017 (*Good Friday*)
Monday 17th April 2017 (*Easter Monday*)
Monday 1st May 2017 (*May Day Bank Holiday*)
Monday 29th May 2017 (*Spring Bank Holiday*)
College sites may close for additional days. This will be confirmed at enrolment.

NOTES:

- The College main sites will be closed for the days stated above and also to students on the Staff Development Days.
- Some programmes may vary from the 2 semester calendar. Students will be informed of these dates at the start of their programme.
- Students may take additional leave for festival days associated with their practised religion. Tutors must be notified in advance.