

CREATIVE PRACTICE

(Graphic Design)

(Media Production)

(Photography)

LEVEL 6 (Top-Up)

BA (HONOURS)



COURSE HANDBOOK

2018-2019

THE SHEFFIELD COLLEGE



in partnership with

SHEFFIELD HALLAM UNIVERSITY

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1 Introduction

1.1 Welcome to the Sheffield College

Congratulations on choosing to study for your BA Creative Practice (top-up) with the Sheffield College. We hope that the time you spend with us will be both enjoyable and rewarding and that you will be able to take full advantage of all that the College and the City of Sheffield have to offer.

Starting a new course can be a confusing and worrying time. As a group of students you come with a wide range of experiences. Some of you are living away from home for the first time; others have lived or worked in Sheffield for a considerable period. Some of you have come from college, others are returning to study after several years working outside the education system. You come in all shapes and sizes, age ranges, ethnicity and gender, from the UK, The European Union and other countries. What you all have in common is that you are about to begin study for the first time at Level 6. We hope that you will quickly make friends within the group and that the group as a whole binds together so that you all support each other. In many ways you are each other's most important resource.



We hope you will find that the course you have chosen fulfils all your expectations and that by the time you leave us you will be fully equipped to meet the demands of employment and your chosen career path.

Steve Tipping
Head of HE and Access

1.2 The College

The Sheffield College has around 20,000 students in total, 500 of which are on university level courses. Higher education at the Sheffield College operates across 2 sites; Hillsborough and Sheffield City. Higher Education is based within departments in order to give you access to specialist facilities. Each course has a designated HE Curriculum Leader, who is responsible for the day to day running of the course, and is your first point of contact.

We are proud of our vocational facilities, which are among the best in the north of England, and our staff work hard to ensure you get a valuable experience when using them. You will find your tutors and support staff approachable and available to help you every step of your journey. For us, your time here is 'all about you' and we hope that you will work with us to continue to build a vibrant HE community.



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1.3 Purpose of this handbook and how to use it

An important aspect of offering high quality courses of study at university level is the provision of information for students which is accurate, comprehensive and reliable for your learning needs.

In support of this objective, this handbook is designed in collaboration with your awarding body, Sheffield Hallam University, to meet the expectations of the UK Quality Code Part C Information about Higher Education.

The handbook provides information about your course team, the course you have chosen to study, assessment, personal academic and pastoral support, learning resources, quality assurance, work-based learning and opportunities for further study. It is a document that you will need to dip into during the course, when you need to look up, for example, what to do if you are ill. It contains the rules by which we all must live; so keep it in a safe place for future reference.

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2 Course Team

2.1 Contacting Staff

At the Sheffield College we are proud of the amount of tutor support we provide. We encourage you to contact tutors if you need any help or support with your work, or if you have any queries about their module. Whilst you can often catch staff in their workrooms during breaks, email is usually the best method of contact at other times, as tutors have busy teaching commitments and may not be readily available by phone. If you do contact by phone, be prepared to leave a message with your phone number; your tutor will always phone you back to arrange a time to meet with you to discuss any concerns you may have.

As well as having tutors for different modules of the course, each course has an HE Curriculum Leader, who is responsible for the day to day running of the course. You should contact the HE Curriculum Leader if you have any queries concerning the course and how it operates, or if you are unable to attend class for any reason, for example due to illness.



In addition, groups of courses are managed by a Deputy Head of Learning. You are unlikely to need to make contact with the Deputy Head of Learning, unless your HE Curriculum Leader is absent from College for any length of time. Contact details for individual tutors will be given to you in class, by the tutors themselves. Contact details for your HE Curriculum Leader and Deputy Head of Learning are listed below.

BA (Hons) Creative Practice

Name	Role	email	telephone
Paul Clarkson	HE Curriculum Leader	paul.clarkson@sheffcol.ac.uk	0114 260 2939
Karen Matula	Interim Director	karen.matula@sheffcol.ac.uk	0114 260 2940
Matt Goodlad	Deputy Head of Learning	matthew.goodlad@sheffcol.ac.uk	0114 260 2239

2.2 The Sheffield College University Centre

The College has a dedicated specialist unit to service HE students. This is your first point of contact for all administrative queries. The administrator, Sue Fletcher can be contacted on 0114 260 2597 susan.fletcher@sheffcol.ac.uk Sue will either be able to answer your query herself, or give you the contact details of the appropriate person to help you. Working with the administrator is the Head of HE and Access, Steve Tipping, who can be contacted on 0114 260 2587 stephen.tipping@sheffcol.ac.uk

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3 The Course

3.1 Programme Specification

The Programme Specification for your course describes the learning outcomes, how the learning outcomes are taught and assessed, the design and structure of the course, and career and progression opportunities. Because this information is specific to your course it is included as Appendix 1. The individual module descriptors are also included as Appendix 2.

Curriculum

You will be given a module guide at the beginning of each module which details the assessment tasks, the assessment schedule, the scheme of work, and other pertinent information.



3.2 Attendance Requirements

Our BA (top-up) Degrees are vocational courses which prepare you for working in a professional environment as well as to undertake further study. These courses require you to behave in a professional manner, in much the same way as you would in a working environment. Therefore we expect your attendance rate to be high, and that if you have to miss a class for some unavoidable reason, you inform your HE Curriculum Leader, and make arrangements to catch up the class you miss. Our courses move at a fast pace, and there is a strong relationship between good attendance and success.

Group work is a key component of all courses, and will form part of your assessment. Good attendance enables you to build working relationships with your peers and play your full part in collaborative activities. Being able to work as part of a team is an important employability skill, and is highly valued on our courses.

For all these reasons, your personal tutor will monitor your attendance and, should an issue arise for any reason, will help you to action plan so that you get back on track. However, it is your personal responsibility to ensure that you attend, and in particular that you **do not take holidays during term time**. To help you with your planning, you will receive a college calendar at induction.

The College reserves the right to withdraw you from your course should your attendance pattern indicate a lack of commitment to your studies with the likelihood that you will not successfully complete the course. If you do not attend for 4 consecutive weeks, or have a pattern of haphazard attendance, you will be withdrawn and the student loans company will be informed. This will result in your funding being stopped, and you will owe the college the balance of any unpaid fees.

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4 Assessment

4.1 Sheffield Hallam University Standard Assessment Regulations

This handbook does not include the University's Standard Assessment Regulations themselves because these may change periodically. The current Regulations are published on Sheffield Hallam University's student intranet where you can access links to all Assessment and related Regulations. <http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp>

Click on 'Rules and Regulations' at the bottom of the page, and 'Assessment and awards' down the left hand side. You do not need to log in to view the regulations. You will also find a link to the assessment regulations on your course Moodle site.

Please ensure that you read these and familiarise yourself with them, as they govern your assessment, progression and attainment.

4.2.1 What if I experience problems which affect my studies?



The University's Extenuation Policy is intended to support those students who experience unexpected and unanticipated difficulties during their time as a student which adversely impact on their studies and their ability to complete assessments or complete them to their usual standard.

If you are experiencing such difficulties, please refer to the Extenuation Policy for guidance and speak to a member of the teaching staff about your specific situation. They will be able to advise which procedure you need to follow and who to submit the relevant paperwork to.

The Extenuation Policy is available on Sheffield Hallam University's student intranet, <http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp> Click on 'Rules and Regulations' at the bottom of the page, and 'Illness and difficult circumstances' down the left hand side.

You should read this information if you are experiencing personal problems, for example, if you are ill, have been in hospital, have experienced an exceptional family emergency or are suffering from exceptional stressful life events, and they are having a significant impact on your ability to study.

Whilst studying with us you may well encounter some of the difficulties of life experienced by most people, such as ill-health or personal issues. Normally you will be able to overcome or manage these without any impact on your ability to study and complete assessment.

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Occasionally however you might experience ill-health or personal issues that are exceptional in nature and which have a significant impact on your ability to study and to complete assessment. **We define these as extenuating circumstances.** Generally such circumstances will occur suddenly, will be unexpected and are beyond your immediate control to overcome or manage due to their severity and/or timing.

Our policy is to help you where we can to mitigate the impact of your extenuating circumstances on your studies and to consider all requests for help sensitively, fairly and equitably.

It is important you inform us as soon as you are aware that your studies and/or ability to take assessment are being affected by ill-health or personal issues. You should contact your **HE Curriculum leader** immediately if your circumstances are preventing you from attending classes or are affecting your ability to complete assessment. We understand you might not always feel comfortable doing this particularly when your circumstances are of a personal and sensitive nature. However we encourage you to do so. Any information you disclose will be handled in confidence.



The appropriate mechanism to help mitigate the impact of your circumstances will depend on the timing and severity of those circumstances.

- Where the circumstances occur close to a coursework submission deadline and are of the type that can quickly be overcome, you can request a short extension to that deadline.
- Where your circumstances will prevent any sustained meaningful engagement with your studies, then you can request a planned break in studies.
- Where your circumstances are having a detrimental impact on your ability to attempt or reach a pass standard in an assessment task, you can request to repeat your attempt at that assessment task.

We will consider any request sensitively, fairly and equitably based on the extent to which you have:

- Submitted the request in a timely manner.
- Clearly stated the nature of your circumstances and the impact they are having on your ability to study and take assessment.
- Provided appropriate documentary evidence where it can be reasonably obtained.

The Sheffield College will support students in completing a Request Repeat Assessment Task (RRAA) form.

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The Sheffield College will hold Extenuation Circumstances Panels (ECPs) to determine if students RRAA will be accepted or declined following SHU's Extenuating Circumstances Policy and Procedure process. The Sheffield College will confirm RRAA outcomes to students.

NB: The following list indicates the type of situations which do not meet the definition of extenuating circumstances because we believe they can be avoided or that you can act to limit the impact. The list is not exhaustive.

Medical

- *long-standing medical conditions (as these should be covered by a Learning Contract)*
- *planned health appointments*
- *minor ailments such as a cold*

Personal



- *the break-up of a short-term relationship*
- *financial difficulties*
- *attending or taking part in sporting events*
- *holidays or travel*
- *moving house*
- *normal domestic issues*
- *work commitments for fulltime students reducing time available for study and coursework*
- *voluntary work*
- *weddings*

Study related

- *completing coursework too late and missing deadlines*
- *losing coursework*
- *not following the assessment timetable*
- *transport difficulties which could have reasonably been avoided*
- *withdrawal of IT facilities as a result of being in debt to the College*
- *circumstances that affect another individual in relation to group work*
- *English being a second language*

4.2.2 Academic Misconduct

Sheffield Hallam University believes strongly in the importance of academic integrity and supports the development of good academic practice. As such it takes breaches of academic conduct (for example, plagiarism, collusion, falsifying data, irregular behaviour in an examination) very seriously and all allegations of

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academic misconduct will be investigated according to these regulations and procedures. These are applied with full regard to the principles of equity and fairness.

Academic misconduct is committed when a student does not follow published assessment protocols or tries to gain an unfair advantage by breaking, or not following, the academic regulations concerning any part of the assessment process. This procedure applies to all students on taught courses engaged in any University assessment activity whether on or off site including collaborative programmes.

In addition to these procedures, students on professional courses may also be subject to supplementary Professional Statutory or Regulatory body regulations and procedures. These procedures will be specified in individual course documentation.

The misconduct procedures include a two stage process for dealing with allegations of misconduct.



- Meetings under Stage One take place at the college, and if there is sufficient evidence to substantiate the allegations a sanction will be recommended and the sanction will be ratified by the Chair of one of Sheffield Hallam University's Academic Conduct Panels.
- Stage Two entails a meeting of the Academic Conduct Panel at Sheffield Hallam University. Students involved in Stage Two proceedings may participate by making a written statement in advance for consideration by the Academic Conduct Panel.

The regulations regarding Misconduct can be accessed via <http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp> then click on 'Rules and Regulations' at the bottom of the page, and 'Misconduct' down the left hand side. You do not need to log in to view the procedures. You will also find a link to the procedures on your course Moodle site.

4.2.3 Appeals

An appeal may be submitted against the decision of a Departmental Assessment Board, Extenuating Circumstances Panel or Academic Conduct Panel, on the grounds stipulated in the regulations.

You cannot appeal against an academic judgement of the marks awarded but you may request confirmation of their validity if you think there has been an error or irregularity. You are strongly advised to speak with your module tutor as early as possible if you require clarification of a mark awarded for your work or to your Curriculum Leader if you do not fully understand the impact on you of an assessment board decision.

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An appeal must be submitted on the correct form, with accompanying documentation within the specified time frame to you curriculum Leader who will submit it to Sheffield Hallam University who will conduct all appeals.

The full Appeals Regulations are published on <http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp>. Then click on 'Rules and Regulations' at the bottom of the page, and 'Appeals and complaints' down the left hand side. You do not need to log in to view the procedures. You will also find a link to the procedures on your course Moodle site.

You are advised to read these regulations in full.

4.3 Marking Arrangements




When you are set coursework, you will be given the deadline by which it is to be submitted. It is vital that you ensure you know the date, time and place for submission of coursework. Failure to meet a deadline counts as non-submission, and will be marked at zero.

It is your responsibility to keep a copy of all written coursework submitted. Your work will be marked by the module tutor, and a sample will be internally verified by another member of staff. In addition, the External Examiner will sample work from all modules.

You will receive feedback and marks for your work within 3 working weeks of submission. Working weeks exclude weeks where the college is closed to students. If for any reason this is not possible, you will be informed of the reason and given a date when work will be returned. The feedback you receive will be both written and oral, and forms a vital part of the learning process. Do make sure that you fully understand the feedback given, so that you can use it to improve your future work. Do not hesitate to ask the tutor if you need further guidance and explanation of how your work was marked.

Please note that any marks you receive as part of the feedback process are provisional until confirmed at a review board, and ratified by the University at a Departmental Assessment Board.

All assessed work will count towards your final percentage mark for the module. What you need to achieve in order to pass a module is specified in the assessment regulations. The following table explains how Honours degree classifications are calculated.

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Degree Classification	Level of achievement required for the classification You will be awarded this classification if you:
First Class Honours (1 st)	<ul style="list-style-type: none"> • Achieve a final average mark of 70.00 - 100.00%, or • Achieve a final average mark on the first class borderline (68.01 - 69.99%) <u>and</u> achieve first class module marks in at least 60 credits at level 6 or higher
Upper Second Class Honours (2.1)	<ul style="list-style-type: none"> • Achieve a final average mark of 60.00 - 69.99%, or • Achieve a final average mark on the class 2.1 borderline (58.01 - 59.99%) <u>and</u> achieve 2.1 class or higher module marks in at least 60 credits at level 6 or higher
Lower Second Class (2.2)	<ul style="list-style-type: none"> • Achieve a final average mark of 50.00 - 59.99%, or • Achieve a final average mark on the class 2.2 borderline (48.01 - 49.99%) <u>and</u> achieve 2.2 class or higher module marks in at least 60 credits at level 6 or higher
Third Class Honours (3 rd)	<ul style="list-style-type: none"> • Achieve a final average mark of 40.00 - 49.99%

For details of how your classification is calculated see:



<http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp>

Then click on 'Rules and Regulations' at the bottom of the page, and 'Assessment and Awards' down the left hand side - see *Regulation 11* within the document. You do not need to log in to view the procedures. You will also find a link to the procedures on your course Moodle site.

What happens if you fail a module, whether a module can be compensated, retaking a failed module and the impact this may have on your progression through the course is explained in the assessment regulations. If you need to retake a failed module a fee will be calculated according to the number of credits involved. Please contact the Sheffield College University Centre for advice if this situation arises.

For details see <http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp>

Then click on 'Rules and Regulations' at the bottom of the page, and 'Assessment and Awards' down the left hand side. You do not need to log in to view the procedures. You will also find a link to the procedures on your course Moodle site.

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4.4 Guidance on Referencing

Accurate and consistent referencing is essential in all academic work. Whenever you refer to either the work or ideas of someone, or are influenced by another's work, you must acknowledge this. Similarly if you make a direct quotation from or paraphrase someone's work this should be referred to accurately.

There are a number of systems of referencing. The system you will use on this course is the APA (American Psychological Association) system. This system is described in the guide, which can be found on the Learning Resource Centre Moodle/VLE page on the Student Hub, via the link <http://vle.sheffcol.ac.uk/moodle/course/view.php?id=3913> On the Contents page, click on section *14. Referencing and Plagiarism*, where you will find the guide to APA Referencing.



Referencing is a skill which improves with practice. It is a very important part of your academic development. The guides are comprehensive and explain how to reference any information source. Your tutor will give you feedback on your referencing in assignments to help you develop your referencing skills. Study assistants are available in the learning centres to provide individual help and will also work with groups of students by arrangement.

4.5 Notification of Results

At the end of each semester there will be a Departmental Assessment Board, which is chaired by a senior member of the faculty at the University, and attended by the link tutor from the University, your HE Curriculum Leader and tutors. The Head of HE and Access attends a sample of assessment boards. The External Examiner is often, but not always present also. Whether or not the External Examiner attends the Board, they will have reviewed samples of your assessed work and agreed the marks awarded.

These assessment boards consider your marks and confirm whether or not you have passed each module. Decisions about whether you are awarded the Honours Degree are taken by the University at Departmental Assessment Boards. The Sheffield College University Centre normally sends out results letters within 2 weeks of the Departmental Assessment Board meeting.

Further information regarding Review Boards can be seen here, <https://www.sheffcol.ac.uk/about-us/terms-and-conditions> and click on *Review Boards Policy & Procedure*.

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4.6 Provision of Certificates



On successful completion of the course, your results are submitted to the University, who will issue your Certificate. It is vital that you ensure the Sheffield College University Centre always has your current address to ensure that these important documents go to the correct address.

You **must** notify the Sheffield College University Centre if you change either your term time or the permanent addresses given at enrolment, and your email address and mobile telephone number.

4.7 Graduation

During the summer following successful completion of your course you will receive an invitation to attend our graduation ceremony. This is a memorable occasion where family and friends join you and your tutors to celebrate your achievements. Our media students usually film this event to capture the moment when, wearing your cap and gown, you shake hands with the guest speaker and receive your scroll. They film interviews with students and tutors. The college photographer also takes group shots of graduates. The resultant DVD is sent to all those attending graduation. The ceremony takes place in the autumn following successful completion of your course.

You will also receive an invitation to attend the graduation ceremony at Sheffield Hallam University, the awarding body for our top-up degrees.

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5 Personal, Academic and Pastoral Support

5.1 Personal Tutor/other Individual Support Arrangements

Every student is allocated a personal tutor. Full time students meet with their personal tutor during induction and then on a weekly basis for either group or individual tutorials. Part time students meet for individual tutorials by arrangement.

Your personal tutor will monitor and keep records of your progress. You will be expected to take an active part in this process and take responsibility for your own learning and progress. Your personal tutor is there to support and guide you on your learning journey and is your first point of contact if you have any concerns or need to access support, counselling or careers guidance. Your personal tutor will be responsible for writing your reference when you apply for further courses or employment. You will be given contact details for your personal tutor during induction.

You will receive academic support from your module tutors. This may take the form of face to face academic tutorials, advice surgeries, appointments which may be remote (by telephone or email conversations) and conferences on the college intranet. Never be afraid to ask for help or advice - we are here to support you. Module tutors will provide you with contact details during the first lesson.



5.2 Other Sources of Support

During induction you will be given details of all the support services which the college provides.

Each campus has a Student Services base staffed by a manager and a team of staff who are there to support you throughout your time at College. This team of staff includes our own Educational Guidance Advisors who can advise you about appropriate courses and give careers advice, and a team of staff offering personal support. As a student of the college you have access to free and confidential telephone counselling service, where you may find it helpful to talk to someone who will not judge you.

5.3 Additional Learning Support

In most instances your learning support is funded by Student Finance England www.direct.gov.uk/studentfinance through the Disabled Students Allowances. These allowances are awarded to you, not to the College, so you have to apply for them before we can buy in the support you need on your behalf.

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In order to access specialist support you need to apply for Disabled Students Allowance. You need to complete an online [application form](#) and send the documents requested to Student Finance England, who will assess your claim. If successful, they will fund you to attend an assessment centre where your particular support needs can be assessed. For more information visit [Disabled Students' Allowances](#). If you need any help with your application, or have any questions about Disabled Student Allowance, you should contact Liz Escadale on 0114 260 2075 or by email elizabeth.escadale@sheffcol.ac.uk

If you have applied for Disabled Students' Allowance and been unsuccessful, ask your HE Curriculum Leader to refer you to Liz Escadale, who will liaise with them about your case and agree appropriate strategies for your support.

5.4 Nursery and Childcare Services

The College nurseries provide a high quality educational and social experience for children aged 6 months to 7 years within a caring environment.

The nurseries are open to all parents who live, work or study within the wider community.

We have full day care facilities at both Hillsborough and City Campuses.

[City Nursery](#) is located at the bottom of Granville Rd, next to The Sheffield City College, close to tram and bus routes. This is a 60 place purpose built nursery, open 50 weeks per year from 8.00 am - 6.00 pm, Monday to Friday.

[Hillsborough Nursery](#) is located in the grounds of our Hillsborough campus on Livesey Street, and is a purpose built 40-place nursery, open term time from 8.30 am - 5.00 pm, Monday to Friday.




The childcare staff teams have the required qualifications, skills and experience to provide childcare and education that enables children to reach their potential and equip them to be questioning, confident individuals with a positive attitude for learning.

Full time, part time or occasional/emergency places are available.

Holiday cover is available at City Nursery for children aged 7 and under.

For prices, how to apply or further information please contact the Senior Nursery Manager on 0114 260 3524.



For details see <http://www.sheffcol.ac.uk/college-life/nursery-and-childcare>

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5.5 Funding your study

Please refer to information published by Student Finance England [on how to apply for loans and grants and details on your entitlement.](#)

If you encounter financial hardship during your studies, you may be able to apply for an HE Hardship Loan. You must have applied for the full amount of any support available i.e. maintenance and fee loans, before we can consider you for a hardship loan. Each application is considered on its merits, while ever funds remain. If you need any further information or help with making an application, please call Learner Financial Support on 0114 260 2600 or visit student services on your campus.

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6 Learning Resources

All college campuses provide Wi-Fi access so that you can connect your own devices. There are drop in sessions at all college campuses to help you if you experience difficulties.

6.1 Access to College Resources

Learning Resource Centres (LRCs) provide open access to resources, study space and computing facilities, in a pleasant and welcoming environment. You will find a Learning Resource Centre located at all of the College campuses - Hillsborough, Peaks and Sheffield City College. Opening times can be found on the college website, in our information leaflets, and are displayed in each centre, as well as 24/7 electronic access where available.

It is our aim to make the LRC a flexible service, giving support throughout your time in college. Regular Student Forum meetings are held, where we welcome feedback and suggestions from students in order to improve our service.



LRCs provide you with an extensive range of resources to support your learning, including:

- Books, magazines and newspapers
- DVDs, multimedia, online and electronic resources
- Study support materials and learning packages
- Internet access, including Wi-Fi to connect your own device. Secure access to online resources is provided through an authentication service (currently Shibboleth) and the college VLE / Moodle found via the link <http://vle.sheffcol.ac.uk/moodle/course/view.php?id=3913>
- Resources can be produced in alternative formats and equipment can be loaned to make the most of mobile learning technologies.

You will be able to borrow many of these resources but others are available only for use in the LRC. Equipment is provided where necessary so that you can access the resources e.g. DVD players and computers.

In each LRC we have dedicated staff available to support students' learning needs:

- Study Assistants are available during working hours for face to face support, and questions can be sent via email to be answered by the next available assistant.
- Study Assistants also offer small group workshops on particular study skills - for example: referencing; researching a subject; effective internet searching, etc.

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- Staff are appropriately trained and keep up to date by attending regular updating sessions.

The LRC staff can help you with your study and research skills, and have specialist knowledge of the resources available in your subject area. The team can provide training in a range of library related information skills to enable you to use resources effectively to support your studies. During induction you will be given a tour of the facilities and have the opportunity to meet the staff.

Your access to the College's IT facilities is by means of a Student Account. Full-time students will create this as part of induction; part-time students should do this on their first visit to the LRC. Students are given a small starting balance on their printing and photocopying account. When that has been used, further credits can be purchased.

You can pre-book a computer to work on at any of the LRCs, so that you know a PC will be available when you need it.

The [library catalogue](#) and details of all the services offered are available from all college LRCs, or online in the LRC sections of the [college website](#).

All students of the Sheffield College can borrow from any campus LRC. In order to borrow resources, students must bring their student card to the issue desk. Students are required to show their student card to gain access to College campuses.

Each student can borrow a total of up to 10 items, which may include:



Type of Loan	No. of items	Loan Terms
Ordinary Loan	Up to 10 items	3 Weeks
Short Loan	Up to 5 items	1 Week
Reference	Discretionary	Discretionary

The loan period is designated depending on the nature of resource and likely demand. The loan period may be changed following consultation with colleagues, or in periods of high demand.

Ordinary and short loan items can be renewed once, either by calling in to the LRC, by email, or by telephone. Reserved and overdue items will not be renewed.

Fines are charged for overdue items. Costs for lost or damaged items are the full cost of replacement, or is negotiable if the advertised price is not available.

Students can reserve items that are on loan to somebody else at the issue desk. If a resource is not available at their own centre, LRC staff can request it from

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another centre. This may take up to 5 working days. If your request cannot be satisfied within the college LRCs, we have access to a range of inter-library loan schemes, including links with the British Library.

The Learning Resource Centre Charter

We are here to help you be successful students - this is what we do for you:

Each working day we can give you:



- A welcoming place to study
- A wide range of books, journals, audio-visual materials and online resources relevant to your subject or course, most of which you are able to borrow
- A range of subject and study guides to support your learning
- Information Assistants to help you with your enquiries and information needs
- Study Assistants to help with your course work and IT enquiries
- Computers for you to use for your college work
- Wi-fi access for you to connect your own learning devices
- Photocopiers, printers and a range of learning equipment for you to use
- Access to all Sheffield College Learning Resource Centres to use their facilities
- Help in finding resources kept in other Libraries and Information Services

When you are not in college you can access many of our services 24/7:

- You can log in to our online services using your college user name and password
- You can email queries to us, to be answered when we are next working
- Our online catalogue helps you find resources in advance of your next visit
- We have a growing collection of e-books and e-journals for your course
- You can find our useful information guides through your Moodle/Google classroom VLE site

In return, this is what you can do for us:

- Ask us for any help that you need
- Take anything you want to borrow to the LRC desk with your Student ID Card
- Take care of any resources you use or borrow, and return them on time so they are available for other students to use
- Pay for any loss or damage caused to resources or facilities in your care, and the fines due on any items you didn't return on time
- Use the computers for course work only so they can be used by others too
- Respect the needs of other students and staff by keeping noise to a minimum for a pleasant and peaceful working atmosphere
- Use the LRC as a learning place - please don't bring food or drinks in
- Help us contribute to the environment by not wasting resources
- Tell us if you have any ideas on how we can improve our services

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We aim to provide an efficient and effective LRC service. Your suggestions and comments are welcome.

6.2 Learning Centres at Sheffield Hallam University

While you are studying a Sheffield Hallam University validated course you are able to join the learning centres as an associate member. The learning centres are the Adsetts Learning Centre at the City Campus, and the Collegiate Learning Centre. They are open twenty four hours a day, seven days a week, all through the year and you will need your SHUcard (Sheffield Hallam University's ID card) to enter. You will get this at your induction visit.

Help and support is available at the Helpdesk and staffed opening hours during semester are as follows:

Monday - Friday 8.30am - 7.00pm
Saturday and Sunday 10.00am - 5.00pm

Staffed opening hours change during vacation time so check these on the website below.

You can also get help by telephone and email. Contact details are as follows:

Telephone - 0114 225 3333 for 24/7 help
Email - learning.centre@shu.ac.uk

As an associate member you will be offered an induction visit with your course when you will get your Shu card (your ID card) which you need to bring with you every time you visit to get into the learning centre and to borrow books. You will be able to borrow up to five books. The learning centres provide media resources for reference use, staff support, study spaces for individual, group or social learning, and places to eat and drink.



You may be able to use some of the University's electronic resources in the library centres - ask at the Helpdesk for details on how to do this. The landing page also provides access to some of these resources.

You will be able to use some of the University's electronic resources in the learning centres - ask at the Helpdesk for details on how to do this.

There are helpful leaflets and guides available in print and online including:

- referencing guides
- *re: Search* which consists of guides to help you develop skills in finding and using information



These can be found on the Library Gateway.

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Below is a website link which gives more information about associate membership for Sheffield College students:

<http://libguides.shu.ac.uk/sheffcol>

In order to use Wi-Fi at Sheffield Hallam University, the University of Sheffield or any other participating university, you need to log-in to eduroam. Details of how to do this are given on your course Moodle site and will be fully explained during your college induction.

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7 Opportunities to Engage In Quality Assurance of the Course

7.1 Student Representation



Students are invited to send representatives to attend Course Committees, where issues relating to the running and development of the course are discussed by teaching teams. At these meetings students can raise any concerns they have, so that prompt action can be taken to resolve matters. In addition, your personal tutor will discuss any concerns which arise during group tutorials, and report back on action taken. Student representatives are also invited to attend the course review at the end of each academic year.

The college employs a Student Involvement Facilitator, who calls termly meetings of the HE Student Forum, to which you are invited to send representatives. The Forum discusses non- course issues which are then raised with the appropriate college manager, who provides feedback to the next meeting. The Student Forum elects a lead Student representative, who represents the student voice at the HE Strategy Group (consisting of senior managers and directors). The HE Student Forum is invited to make a submission for the Higher Education Review (HER) conducted by the Quality Assurance Agency (QAA). This submission helps the review team to understand what it is like to be a student at the College. There is a brief guide to student involvement in HER, and the role of the Lead Student representative on this section of the [QAA website](#).

Higher Education students elect a representative to sit on the Student Union.

7.2 Student Surveys

The National Student Survey is conducted in your last year of study, where you are asked to respond to a series of questions about the quality of teaching and learning on your course. During your first year we will also ask you to complete short surveys to help us with particular aspects of your experience eg induction. In addition, you are asked to contribute to module evaluations at the end of each module in order to help us to continuously improve. The results of these surveys are fed into the Annual Review process, and action plans are devised which take account of student opinion. You will receive feedback on the action arising from these surveys through your representatives on course committees and your personal tutor during group tutorials.

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7.3 Complaints Process

Definition

A complaint is an expression of concern or dissatisfaction with any aspects of the College's provision that requires a response. Complaints concerning assessment and accreditation may sometimes be dealt with through the appeals procedures and those set up by awarding/validating organisations. For details of these please see 'Appeals' in paragraph 4.2.3 of this handbook.

The Sheffield College is committed to providing a high quality, educational experience and aims to provide a supportive environment, responsive to any concerns raised by students. You should feel able to make a complaint relating to the action, or lack of action, or about the standard of a service or facility provided to students of the College. The procedures are intended to ensure that all complaints are treated fairly and consistently and, wherever possible, to resolve the matter to the complainant's satisfaction. The College complaints procedure has two stages:



- informal stage - resolving a concern through informal discussion
- formal stage - resolving a concern through the formal complaints procedure, of which there are three possible stages

Full details of the two stages, and who to approach for help and advice, can be seen here <https://www.sheffcol.ac.uk/about-us/terms-and-conditions> and click on *Complaints Procedure*.

Full details of the Complaints Policy can be seen here, <https://www.sheffcol.ac.uk/about-us/terms-and-conditions> and click on *Complaints Policy*.

7.4 External Examiner



The Name of the external examiner for your course is contained in the subject specific information contained in Appendix 2, together with the name of the institution at which they work, and their role.

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8 Work-based or Work-related Learning

Staff constantly strive to insert vocational relevance into WBL module assignments through the use of live briefs or working with internal/external clients. The department has a successful track record of working with students to produce professional quality products for a range of clients including the Sheffield College itself, Sheffield City Council, Sheffield Libraries, Ice Sheffield and a host of other organisations and local businesses. This engagement with external clients and development of the associated professional skills and understanding required to successfully provide clients with appropriate products, is seen as a key element of the course.

The programme staff strongly encourage you to take advantage of placements and internships although these are not formalised for academic credit so as not to disadvantage those who have already undertaken substantial placements prior to Level 6, those already working, or who are unable (for health or personal reasons, etc.) to secure a suitable placement during the programme. The manner in which theory and practice are combined should ensure you emerge from the programme as the confident, innovative and critically reflective practitioners required by your chosen industry.

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9 Opportunities for Further Study

9.1 Opportunities at Sheffield Hallam University

Applicants who are studying for SHU-validated degrees have the opportunity to apply for an appropriate Master's degree or employment.

The offer made by the University will be subject to:

- successful completion of the degree programme including satisfying performance attainment requirements where specified
- submission of a satisfactory personal statement and reference
- meeting the University's literacy and numeracy requirements
- satisfying any additional specific course requirements for entry to the designated progression route which may include successful attendance at an interview or selection event, successful completion of associated bridging studies or any non-academic conditions

Offers are made subject to the availability of courses and the University [Terms and Conditions](#)

9.2 Other Opportunities

We have an excellent and established track record of progression to employment. Students successfully completing the course will have the opportunity to gain employment and enter professions in the creative arts industry in a variety of related areas. Possible progression or career routes in:

Graphic Design:




Include publishing and editorial design, advertising and art direction, corporate design and branding, typographic design, interactive design, screen-based and digital graphic design, packaging and exhibition design, illustration and image-making.

Media Production:

Range from freelance production work to employment in small commercial production facilities or with major TV or Radio production companies.

Photography:

Include self-publishing and editorial, advertising and photo journalism, medical and documentary, architectural and reportage, social and PR, wildlife, landscape and all of the diverse service industries that support the production of these specialist practices.

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We would advise you to book a careers interview to discuss the opportunities for trainee graduate and internship positions. Careers advisors can also help you with your job search and recommend sources of information such as graduate recruitment fairs.

The degrees can also be a starting point for careers in teaching, marketing and management - the Sheffield College already offers a Post Graduate Certificate in Education/Certificate in Education: Post 16 and Further Education - Levels 5 and 7, providing opportunities for learners to obtain a recognised teaching qualification and progression towards Qualified Teacher Learning and Skills (QTLS) status in the Post 16/Further Education sector.