

**Bachelor of Arts with Honours
Performance in Practice**

**COURSE HANDBOOK
2023-2024**

THE SHEFFIELD COLLEGE

**in partnership with
University of Hull**

Should you require this handbook in an alternative format, please contact
HEoffice@sheffcol.ac.uk

Contents

Welcome/Introduction	3
General Information about the school/department	4
Communication within the school/department.....	5
Student Feedback.....	6
Library and IT facilities.....	7
Arrangements for Supervision	10
Health and Safety	10
SECTION B – Programme of Study Information	11
Key dates and information.....	11
Aims, Learning Outcomes and Credits.....	12
Exam Boards	15
Funding.....	16
Examination and Assessment	16
Degree Classification Weighting.....	17
Academic Misconduct – Plagiarism and Cheating	18
Guidance on Referencing.....	18
Possible Problems and Solutions	18
Suspend Study/Break in Studies	19
Academic Appeals	21
General Regulations	21
Complaints by Students.....	21
Support Services	22
Hull University Students’ Union	23
Tuition Fees and Financial Support for Students	23

Welcome/Introduction

Your programme of study leads to an award of the University of Hull, and has been validated by the University to assure the quality of your learning experience and the standards of the award. Validated means that the University of Hull endorses a programme taught at another institution as being equivalent to its other programmes leading to a similar award at the equivalent level. Your institution has designed your programme and is responsible for all your, teaching, support and assessment.

The University has carefully scrutinised the standard of your award and the quality of the learning experience provided by your institution.

This handbook has been produced utilising guidance provided by the University. The handbook sets out your rights and obligations as a student taking a programme delivered by The Sheffield College leading to an award of the University. It points you in the direction of further information, such as full copies of regulations and procedures which will apply to you.

It is your responsibility to familiarise yourself with the contents of this handbook, and make sure that you use it as the first source of information and guidance on matters relating to your programme and status as a student.

Matters detailed in this handbook are subject to review and change during the year. Every effort is made to ensure that the information is accurate and up-to-date at the time of publishing. The Sheffield College will inform you of any changes occurring during the year.

If you have feedback on this handbook and/or suggestions for improvement, please contact your Course Leader.

This handbook is also available on your virtual learning platform, which you will be enrolled onto at the beginning of each academic year. Your course leader will provide this in your induction. There will also be a copy uploaded onto the college website at the start of each academic year.

Welcome to the Sheffield College

Welcome to your Higher Education (HE) studies at The Sheffield College. As students studying a programme validated by the University of Hull, the University is very pleased to welcome you and is delighted that you are beginning or returning to your studies The Sheffield College. The University has a long standing and much valued relationship with its partner institutions and hopes that you find your time in higher education rewarding and enjoyable.

Many studies have shown that individuals who take the bold step to undertake HE study lead enriched lives: they have greater social mobility; can earn more money; have better chances of taking part in democratic processes and can contribute so much to their community.

Studying for a Higher Education course is undoubtedly immensely rewarding and challenging, and here at The Sheffield College we admire all our students who undertake HE study.

At The Sheffield College we have developed a whole range of ways we support our HE students. For example:

- we have Academic study support specialists;
- we have developed our Skills and Attributes Framework to give you the support you need to flourish in your studies and beyond;
- our HE students have enhanced career support, and;
- we have specialists who can help if you have a disability.

Our aim is to create a nurturing and supportive environment with good access to teachers and resources, and we hope that you will enjoy learning in our vibrant academic community.

Your tutors are focussed on supporting your journey and providing a positive HE teaching and learning experience, one in which you will develop as an independent learner and gain a whole range of graduate attributes which are valued by employers.

I hope that you enjoy your time here and make the most of the exciting opportunities ahead.

Tina Harrison

tina.harrison@sheffcol.ac.uk

Assistant Principal, Higher Education

The College

The Sheffield College has around 20,000 students in total, approximately 500 of which are on university level courses. Higher Education at the Sheffield College operates across 3 campuses; City, Hillsborough and Olive Grove. Higher Education is based within departments in order to give you access to specialist facilities. Each course has a designated HE Course Leader, who is responsible for the day to day running of your 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.

General Information about the school/department

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 Course Leader, who is responsible for the day to day running of the course. You should contact the HE Course 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.

BA (Hons) Performance in Practice

Name	Role	email	telephone
Matt Burgess	HE Course Leader	matthew.burgess@sheffcol.ac.uk	0114 260 2965
TBC	Programme Leader	TBC@sheffcol.ac.uk	0114 260 TBC
Lance Burkitt	Head of School	lance.burkitt@sheffcol.ac.uk	0114 260 2228

HE@TSC

The College has a dedicated specialist HE Office to service HE students. This is your first point of contact for all administrative queries. The HE Senior Administrator can be contacted via email; HEOffice@sheffcol.ac.uk and will either be able to answer your query or give you the contact details of the appropriate person to help you. The Assistant Principal, Higher Education, is Tina Harrison, tina.harrison@sheffcol.ac.uk

Enrolment

When you start your programme of study you will enrol with the Sheffield College and also enrol with the University of Hull. Through this process the University will be provided with your personal details which the University will hold on its student record system. The procedure for admissions (inc. enrolment) is available on the colleges [admissions policy](#) – any queries on admissions and/or enrolment should be sent to admissions@sheffcol.ac.uk

Communication within the school/department

VLE and Google classroom

As The Sheffield College is a Google Educator, it uses a virtual learning environment (VLE) called Google classroom. Within your induction your programme team will introduce you to the VLE, and you will be asked to enrol. This is one of the main platforms for communication about your programme of study and any updates. Staff may also use your college email address to communicate with you, and therefore it is important you regularly check your emails, as well as utilising your Google classroom.

Change of Details

Across your studies you may change details, such as your home address or mobile number. It is important that you update us of any changes, therefore please let your course leader know if there is anything that needs to be amended.

Expectations on Attendance

Our Foundation degree, BA (Hons) top ups and BA Hons programmes 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 are required to inform your HE Module and/or Course Leader and make arrangements to catch up the class you miss.

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 Programme team 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 have a pattern of haphazard attendance, your Course Leader will initiate a Positive Engagement Plan, to help you set targets and arrange support if you require it, in order to get you back on track. However, should your attendance not improve, or you do not attend for 4 consecutive weeks, 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.

To learn more, go to <https://www.sheffcol.ac.uk/about-us/terms-and-conditions> and click on *Positive Engagement and Disciplinary Procedure*, which details expectations on attendance and behaviour.

Student Feedback

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 HE Quality Standards meetings with senior managers and directors. Feedback from the Student Representatives across the country is taken into account by the Office for Students (OfS), alongside data from the annual NSS (National Student Survey). Their website can be found here: <https://www.officeforstudents.org.uk/for-students/what-the-ofs-does-for-students/>

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

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 e.g. 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.

Feedback for students on their submitted work

Feedback on assessed work is an essential process and one that can make a significant contribution to your learning and academic development. As Sheffield College students, you must receive feedback for all formative and summative assessment. At all times you must be given clear communication regarding feedback on assessment procedures which must address the following:

- A clear statement must be given on the period of time in which your work will be returned with feedback. You are entitled to receive feedback within 20 working days of the assessment deadline in accordance with policies approved at the University Education Committee and Faculty Education and Student Experience Committee.
- You must be provided with an opportunity to act on the feedback in preparing for further assessments in the same or other related modules.
- Feedback must be clear, and where written, legible.
- Feedback must include specific reference to module learning outcomes or to clear grading criteria derived from learning outcomes.
- The principles on which work is being marked must be made clear to you, whether this is via learning outcomes or grading criteria.
- Feedback should be balanced, to include strengths as well as areas for development.
- Feedback must include some targets for future development (relevant at both mid- and end-module).
- General academic features/study skills.
- Presentation, style, structure.
- Range and use of reading.
- Criticality.
- Focus on the question/establishment of a key and relevant question.
- Feedback must include not only areas for development, but also practical ways to improve these areas.
- Clarification relating to feedback must be made to you on request.

Library and IT facilities

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.

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) more information is available via LRC Staff
- Resources can be produced in alternative formats, please contact your tutor.

You will be able to borrow many of these resources but others are available only for use in the LRC.

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

- Senior Learning Facilitators are available during working hours for face to face and remote support, and questions can be sent via email to LRCteam@sheffcol.ac.uk they will be answered by the next available assistant.
- 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. 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 twice, either by calling in to the LRC, by email learningresources@sheffcol.ac.uk 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 at the issue desk or via the library catalogue. If a resource is not available at their own centre, LRC staff can request it from 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, quiet 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
- Learning Facilitators to help you with your enquiries and information needs
- Senior Learning Facilitators to help with your course work and IT enquiries
- Computers for you to use for your college work
- Wi-fi (eduroam) 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 username 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 Google classroom

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

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

Brynmor Jones Library

As a student on a programme validated by the University of Hull, you have full reference access to the Brynmor Jones Library (BJL) situated on the Hull Campus.

The Library has a variety of study spaces, including bookable study rooms, silent areas, and social learning spaces with furniture that can be arranged to suit your needs. There are PCs on each floor, and the high-quality Wi-Fi means you can use your own device. The ground floor is home to the Library Café, the University's Art Gallery, and the Exhibition Space.

The Library provides access to a wide range of quality academic resources to support your studies, including books, print journals and reference works. eResource access on campus may also be available, dependent on resource licensing terms. If you wish to use eResources you will need to book ahead of your visit using the Day Visitor scheme. If you wish to use eResources you will need to book ahead of your visit using the Day Visitor scheme.

If you wish to use the Library you will need to obtain a student card. The student card that you receive on enrolling with the University is also your library card and you will need it to enter and make use of the library.

You will be given details about when you will receive your student card as part of the enrolment process.

Further information on the Brynmor Jones Library can be accessed via <https://www.hull.ac.uk/library>.

Arrangements for Supervision

Academic Course Tutor/other Individual Support Arrangements

Where there is a supervisory arrangement as a part of a module, every student is allocated an academic supervisor. Students meet with their supervisor during module induction and then on a regular basis for individual tutorials. Your supervisor will monitor your progress and you will be expected to take an active part in this process and take responsibility for your own learning and progress. Your supervisor is there to support and guide you on your learning journey.

Health and Safety

Details on the Sheffield College's Health and Safety policies and procedures are available online, via the website at:

https://www.sheffcol.ac.uk/uploads/documents/Public%20Documents/The_Sheffield_College_Health_and_Safety_Policy_2021-22.pdf

The College also holds a Health and Safety Committee. The role of the Health and Safety Committee is to keep an overview on the adequacy of the main channels for communications, publicity and consultation on Health, Safety and Welfare matters across the College.

SECTION B – Programme of Study Information

Key dates and information

Academic Year

Each year, the college publishes the academic calendar on the website (available [here](#)). The academic year is split into two semesters (1 and 2), which coincide with the teaching of certain modules. At the beginning of your programme of student, across induction, you programme team will outline when your modules will be taught and how the academic year is structured, including holidays and examination period. In addition, each year, there will be a resit period, and it is expected that you are available for this period.

External Examiners

As a student on a University of Hull award it is important to note that the University welcomes and values the involvement of students in quality management processes. The name and contact details of the External Examiner will be published once they have been recruited. This information will be posted on Google Classroom.

External Examining is one of the principle means of maintaining academic standards across the UK. Suitably qualified and experienced External Examiners are appointed to provide informative comment and recommendations upon whether or not:

- the University is maintaining the threshold academic standards
- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the University's policies and regulations
- the academic standards and the achievements of students of the University are comparable with those in other UK higher education institutions

All assessment tasks and student work is marked and moderated by internal members of staff before being sent to the External Examiner. In order to carry out their role, External Examiners are asked to comment on assessment tasks, moderate a sample of student work, endorse Review Board decisions, and provide the University with an annual report.

At the end of each academic year, the External Examiner submits an annual report and the responses to it will be made available to you. Students will also have the opportunity to discuss reports during staff/student committee meetings. The Course Leader can supply a copy of a particular External Examiner's report on request.

Please note, this information has been provided in order to ensure External Examining arrangements are transparent. Students should not make direct contact with external examiners, in particular regarding individual performance in assessments. External Examiners have been advised to refer any direct contact from students to the HE Office.

Students may be asked to attend meetings with the External Examiner. The purpose of these meetings is to allow the External Examiner to gain student feedback on modules, course and experience. It would not be appropriate to discuss individual people and/or assessments.

Methods of discussing individual assessments, and engaging with quality management and enhancement processes should already be familiar to you, however if you have any queries, please do not hesitate to contact your tutor.

Aims, Learning Outcomes and Credits

University awards are designed to comply with the Quality Assurance Agency's Framework for Higher Education Qualifications and other 'external reference points'. (Information is available at <http://www.qaa.ac.uk>).

Schools have produced *programme specifications* for all of their programmes, which set out what you can expect to be able to do if you successfully complete the programme. These are referred to as learning outcomes/programme competencies.

a. Programme Aims

This programme aims to:

1. Develop career ready, confident, inquisitive, critical thinking and empowered individuals with a range of highly transferable skills, who can work autonomously but also develop relationships of teamwork and co-operation with others.
2. Develop independent, creative, reflective, culturally, and ethically engaged, and resilient performance makers with an entrepreneurial skillset and the ability to instigate, develop and produce their own performance work for a local, national and international market.
3. Develop highly skilled graduates with the necessary employability attributes skills and professional practices to begin, develop and maintain a career in the Performing Arts Industry.
4. Develop graduates with the ability to develop performance and practices through sustained and in-depth exploratory research.

b. Programme Learning Outcomes

By the end of this programme you will be able to:

1. Select, refine, autonomously apply, synthesise and critically evaluate a range of relevant approaches, theories, principles, rehearsal and performance skills, methods, techniques and working practices in the creation, development and presentation of performance.
2. Engage in collaborative, group and collective processes and apply team-working skills to negotiate and pursue goals with others; constructively and effectively manage creative, personal, and interpersonal issues, and work effectively as part of a performing arts company.
3. Select, autonomously apply, and critically evaluate exploratory, applied research and analysis methods and skills to create performance and develop own practice.
4. Research, critically evaluate and autonomously apply a range of strategies and professional practices required by practitioners to develop and maintain a career in the performing arts.

c. Modules and Credits

Students will meet the programme learning outcomes by successfully completing two 20 credit and two 40 credit modules over two semesters as follows:

Level & Year	Module Title	Credits
Y1 L6	The Practitioner in the Industry	20
Y1 L6	Theatre Lab	40
Y1 L6	Theatre Company	20
Y1 L6	Final Major Project	20

All programme and module specifications are available on your Google classroom. Copies can also be provided by Course Leaders, including alternative formats.

University and Partner Institution Regulations

As indicated in the Introduction, the programme of study for which you have enrolled leads to an award of the University of Hull. Because of this your programme is governed by the University's Programme Regulations. These ensure consistency irrespective of the subject of your programme of study.

All regulations relating to your programme of study including programme and assessment regulations can be accessed via the University's [Quality and Standards website](#).

In addition to the above University regulations, your programme of study (set out in the programme specification) details the modules which you must take in each year.

Learning and Teaching Methods

Learning and teaching are centred on developing the practical skills needed to develop and maintain a thriving career as a performer in the Performing Arts Industry. Students are encouraged to engage in creative and practical exploration, reflection, evaluation and research emphasising an inquiry-based approach to learning.

A variety of learning and teaching methods are used in the delivery of this programme to facilitate development of subject knowledge, understanding and skills. The approaches taken vary between modules as appropriate for the subject material and learning outcomes. They include practical work in rehearsal rooms and theatre or performance spaces, formal lectures, seminars, tutorials, practical exploration of performance materials, rehearsal techniques and performance styles and practitioner approaches, problem solving exercises in rehearsal situations, real world projects, individual and group presentations and performances, and directed learning activities. The directed learning activities are designed to extend and consolidate knowledge and understanding of module content outside of class-contact sessions.

In most modules there is a core of practical activity supported by specially prepared learning materials and practical exercises, and this provides learners with a framework of knowledge on which to build and acts as a stimulus for independent study. These practical activities include rehearsal, performance, the practical exploration of texts and stimuli, devising original material and the practical exploration of performance techniques, styles, perspectives and approaches. Students will be encouraged throughout to apply knowledge to the creation, development, rehearsal, and performance of a range of performance projects.

Seminars provide opportunities to examine and debate issues pertaining to module content, work on problems, and to probe more deeply into subjects addressed in the lectures. The interaction with other learners in seminars and group-work promotes reflective learning and the development of personal and interpersonal skills. These are essential for ensuring learners are a confident, creative, resilient, globally minded, enterprising graduate with integrity. Electronic resources will be provided, and students will engage in detailed guided reading and self-study to consolidate and reinforce the learning process. Activity-based learning is used throughout the course to further the development of key skills.

Tutorials are a vital part of the programme, helping students to review and evaluate their progress. Formal and informal, group and one-to-one tutorials take place at regular intervals on a weekly throughout the programme. Formal tutorials are documented to include topics discussed, guidance, feedback, support, actions and outcomes. They are also opportunities to inform members of staff of any personal issues students wish them to know. Group tutorials focus on project work, discussion, progress review and current and future information, given as guidance and feedback. Students are expected to take notes and use this opportunity for reflection and development of projects.

The VLE (currently Google Classroom) is employed as a core method of delivery and communication between staff and students and peer groups, and Turnitin software is used on all HE courses. The VLE proves particularly beneficial for group collaboration projects, significantly extending the learning environment. Where appropriate, social media sites such as Facebook and LinkedIn are also used to support projects, although they are not utilised for assessment purposes. Developing digital skills has many benefits for academic success and employability. We have incorporated the use of different digital technologies into the delivery of modules in this course in order to support and enhance the learning experience and aid the development of digital skills.

Academic rigour will be underpinned and assessed at each level. Our staff bring considerable industry expertise which can be applied to real-world, complex scenarios. Module content is continuously updated to reflect current developments in performance making, cultural and societal changes, artistic movements, new professional practices, and standards.

Proof Reading

You should be the first person to proofread your work. However, sometimes it helps to have someone else check it too, as they might spot things you do not. It is OK to ask friends and family to check your work, but you should advise them on what they can help with.

What can a proofreader help me with?

A proofreader can help you correct for:

- Spelling errors
- Typographical errors
- Grammar errors – such as wrong or inappropriate words used to describe something or incorrectly formatted sentences
- Accidentally repeated or missed words
- Referencing errors – incorrectly cited or wrong referencing style, or incorrectly formatted references
- Language errors – if English is not your first language, it is acceptable to correct language structure but this should **not** improve the quality of the work. It should only improve the quality of the English so the reader can understand the content.
- Other general corrections that improve the grammatical quality of your work to make it easier to read

What should a proofreader not help me with?

A proofreader must **not** change the general meaning of the academic content which can improve its quality. They must also **not**:

- Change or make suggestions about your content, or change the order of your work
- Make comments about improving your content or suggesting ideas for improvement
- Change any facts, figures, or calculations
- Alter any academic arguments or conclusions of your work
- Translate your work into English from any other language
- Check your work for plagiarism

Additional help on how to effectively proofread can be sought from our HE Personal Tutor (Martin.Flynn@sheffcol.ac.uk)

Assessment Procedures

Turnitin/Plagiarism Checker

It is expected that all written work is submitted via Turnitin (or a similar software, as per instructions by module leader), in order to check for plagiarism. Your module leader will support you with submission instructions on this.

Overlength Assessment

Coursework assessments have a set word length designed to enable students to develop their writing skills and demonstrate that they can present their work in a clear and concise manner.

The University has a clear process in place for work which is deemed to be overlength.

Overlength assessment applies to all forms of assessment with a stipulated length or size. For example, timed performances, presentations or lab work and word counts for essays, reports, or other documented/written tasks.

For summative assessed work, the University will normally not mark beyond the stipulated assignment length.

The full Code of Practice can be accessed via the assessment section of the [Quality and Standards Website](#).

Penalties for Late Submission

It is crucial that you submit your work on time to avoid the university's penalties for work deemed to have been submitted late. Should you fail to do so, the following penalties will apply:

- Submitting up to and including 24 hours after the deadline will result in a penalty of 10%.
- More than 24 hours and up to and including 7 days after the deadline will result in either a penalty of 10% or the mark awarded is will be reduced to the pass mark, whichever results in the lower mark.
- More than 7 days after the deadline will result in a mark of zero being awarded.

The full version of the University of Hull's regulations relating to assessment is available via the University's [Quality and Standards website](#) under the assessment section.

Exam Boards

Boards of Examiners

Your progression on your programme of study (i.e. whether you have passed one year and can move onto the next) and your eligibility for the award and degree classification (if applicable) will be determined by Boards of Examiners governed by the University's regulations. There are two levels of Boards of Examiners:

Module Boards – which decide the mark to be awarded for each module.

Programme Boards – which decide whether you can progress to the next year of the programme and the classification of degree if you have reached the end of the Honours level of an Honours degree.

Boards of Examiners include membership from the staff who deliver the programme, staff from the University and the External Examiner(s) appointed by the University to oversee the academic standards of the award. The External Examiner will be a member of staff from another University or similar body who is experienced in the subject area of your programme of study.

Funding

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 eligible to apply for an HE Bursary in line with our Access and Participation Plan. At the start of the course we will write to those students who qualify. Additionally, there is a small allocation of funding to support students in hardship and details of how to apply for this will be emailed to students, through College email accounts, during the course of their studies.

To learn more about our Access and Participation Plan, go to <https://www.sheffcol.ac.uk/about-us/terms-and-conditions> and click on the latest *APP Impact Report*.

Examination and Assessment

Your results will be formally notified to you in writing. You will not be able to get your results before the published deadlines, and under no circumstances will your results be given to you over the telephone, nor will they be given to another person on your behalf. You can however notify – to your school - a **correspondence** address and/or email address to which they can be sent during the summer vacation. Otherwise they will be sent to your college email address and/or home address. It is the student's responsibility to keep the institution updated with current address details. If you fail to do so, you may not receive your results, or other correspondence, promptly.

Provisional Feedback

Where appropriate, marks for individual pieces of assessed work are given to you during the module, to enable you to utilise feedback in completing the module. However, such results are **provisional**, that is they can be changed by the module board - for example on the advice of the external examiner - and they are not, therefore, final until that Board has met. The fact that a Module Board reduces a mark previously notified to you as provisional does not constitute a ground for appeal.

Access arrangements for Exams

If you have a disability and require alternative arrangements for examination, you should contact your Module Leader and the DSA co-ordinator (charlotte.hope@sheffcol.ac.uk). If you have any other special circumstances which may require alternative arrangements you should contact your Course Leader.

Exam Attendance

It is part of the requirement of your degree that you are available during each of the **three** examination periods. Note that only in the most exceptional circumstances will you be given permission to sit an examination other than at The Sheffield College.

Reassessment

You will always be given the opportunity to undertake reassessment in modules in which you have not achieved the pass mark. Reassessment shall be by:

- i. resubmission of the same, amended, piece of work (where appropriate)
- ii. resit of an examination, or
- iii. submission and assessment of a new piece of work.

The method of reassessment is made clear within the module handbook/specification.

The University regulations state that you have a right to be reassessed in the failed module on one occasion only. This being where you have not achieved a weighted average mark of at least 40% in levels 3, 4, 5, and 6.

The mark for any component of assessment in which you are reassessed shall be capped at the pass mark.

All assessment regulations can be accessed via the University's [Quality and Standards website](#).

Transcripts

You are entitled to an official transcript which sets out the full record of your results for the whole of your programme of study. This will be produced by the Sheffield College in accordance with guidance issued by the University (as the awarding body). You should note that you will be refused a transcript if you are in debt to the Sheffield College for your tuition fees.

Degree Classification Weighting

The University has standardised weightings for progression and award across all programmes.

Further information on programme regulations and weightings can be accessed via the University's [Quality and Standards website](#) under programme regulations.

Guidance on classification

The basic guide to classification of most qualifications can be summarised as:

Final Stage Weighted Average	BA/BSc/Integrated Masters	Masters/Integrated Masters (Final stage)	Foundation Degree (Diploma)
70-100	1st	Distinction ¹	Distinction
60-69	2i	Merit ²	Merit
50-59	2ii	Pass	Pass
40-49	3rd		Pass

¹ with a mark of no less than 67 in the Masters level

² with a mark of no less than 57 in the Masters level

Foundation degrees FD (Level 4 and Level 5)

If you are studying a foundation degree, your performance in the Preliminary Certificate, Certificate and Diploma of your degree programme shall not count towards the classification of your Honours degree. Classification is based on the weighted average of level 6 modules alone.

Ordinary degrees (Level 6)

An Ordinary Degree will be awarded if you achieve 300 credits on your programme of study (as opposed to the 360 credits required for an Honours Degree). To be awarded an Ordinary Degree, you must achieve 60 credits at Level 6.

You may be given the opportunity to transfer to an Ordinary Degree after your first or second year of study (level 4 or 5) if you do not achieve the required number of credits to proceed to the Honours Degree. Alternatively, an Ordinary Degree could be awarded to you at Level 6 if you do not achieve the full 120 credits for this level. For further information please speak with your Course Leader.

Academic Misconduct – Plagiarism and Cheating

The University Regulations for Academic Misconduct govern all forms of illegitimate academic conduct which may be described as cheating, including: plagiarism, self-plagiarism, collusion, contract cheating and the fabrication or falsification of data. You can view the regulations via the assessment section of the [Quality and Standards Website](#), where you will find definitions of the above forms of cheating.

Such conduct is punishable when undertaken by any University of Hull student on any programme, whether acting alone or with others, and conduct which amounts to an attempt to use such means is also a breach of the regulations. The regulations define the procedures which must be followed when an allegation is made, stating the rights of the student, including the establishment of an Adjudicating Panel which is required to determine whether the breach of the code has been proven.

It is essential, therefore, that you recognise that the University and the Sheffield College takes very seriously any form of illegitimate conduct, especially plagiarism, and that if you are judged to have breached these Regulations this could result in you not being awarded your degree.

It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism.

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 referencing systems. The system you will use on this course is the APA (American Psychological Association) system. 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 module leader will give you feedback on your referencing in assignments to help you develop your referencing skills.

Senior Learning Facilitators and the HE Personal Tutor are also available in the learning centres to provide individual help and offer small group workshops by arrangement.

The full version of the University of Hull's regulations relating to the above is available via the University's [Quality and Standards website](#) under the assessment section.

Possible Problems and Solutions

The following section explains possible solutions to problems which you may experience during your programme and study and which may mean that you are unable to complete your programme as originally planned. In all cases the emphasis is on getting advice from the appropriate person. It is important that you talk through any problems you might be experiencing with appropriate staff, whether with your Course Leader or somebody independent of the department such as Student Support Services or the Library Skills Team.

Credit

One of the benefits of the credit accumulation system operated by the University/The Sheffield College is that it is often possible to take any credits gained where you have not completed your programme and use them in the future, for example to resume your studies on the same programme or at another University. The University of Hull considers that credits have a maximum 'shelf life' of 9 years, although re-admission would depend on the specific programme of study in question, and therefore a shorter shelf life might apply.

You may also be entitled to an 'interim award' if you withdraw before completing the programme as follows:

- Successful completion of 120 credits (at the Preliminary Certificate level only):
- Foundation Certificate in Higher Education (subject studied)
- Successful completion of 120 credits: Certificate in Higher Education (subject studied)
- Successful completion of 240 credits: Diploma in Higher Education (subject studied) (excluding Foundation Degrees)
- Successful completion of 300 credits (in modules at specified levels): Ordinary Degree.

Suspend Study/Break in Studies

An alternative to withdrawing from your programme of study might be to suspend your studies for a period of time (e.g., taking a break in study). This might enable you to resolve the difficulties which are affecting your studies, whether medical, personal or financial. Occasionally, suspension of study is also used to enable you to undertake some form of work experience not forming part of the programme of study.

Permission to suspend study requires the approval of the University on the recommendation of the Sheffield College and must be supported by appropriate supporting documentation and details of the length of time requested, the reasons, and the last date you wish to attend the programme.

The full version of the University of Hull's regulations relating to the above is available via the University's [Quality and Standards website](#) under the student information section.

Suspension of study will be granted for a maximum of one year, but can be renewed provided that each level of the programme is completed within 3 years, including any suspension of study period.

There are times when the University may suspend a student continuing with their study if they are posing a risk to themselves or another, as part of the Student Support for Study process. Student Support for Study helps students to participate fully in relation to their academic studies, and as an engaged member of the University of Hull community.

In very special circumstances some cases may be appropriate to repeat a complete trimester (including the teaching and assessment periods) or a complete year. Repeating the trimester, or year, means you repeat that section, including all assessments, clearing your previous attempt. You must note that a repeat period will only be approved where you can clearly establish written evidence of either medical circumstances or exceptional personal circumstances or, in some cases, disability-related concerns which have been so serious that they have had a significant effect on your ability to undertake your studies, and that they have lasted for a large part of the year. Requests to repeat will not be accepted in cases where a student has simply performed poorly and wants 'a second chance'. In all cases, you must submit a medical certificate or information from a reliable and verifiable source other than yourself. The above rules also apply to any request to reapply for the same programme of study. Applications to repeat are decided by the University's Student Cases Committee on the recommendation of the Sheffield College.

It is important that you consider the financial implications of this, and inform the Student Loans Company of any changes to your original course end dates. It is important that you consider the financial implications of this, and inform the Student Loans Company of any changes to your original course end dates.

Requests for Extension and Additional Consideration

Extensions and Additional Consideration are unexpected life events, medical or personal issues, which you cannot overcome or manage without an impact on your ability to attend teaching, placements and undertake assessments. There is no definitive list of such situations and the University recognises that difficulties affect people in different ways. More information can be found in the [University Code of Practice: Requests for Extensions and Additional Consideration](#).

If you consider that your studies are being affected by circumstances outside of your control and that they are having a negative impact on your studies, you should talk these circumstances through with your Module or Course Leader. The earlier the Sheffield College is made aware of any impacting circumstances, the earlier support options can be made available.

Requests for extensions must be submitted no later than 48 hours after the assessment deadline, extensions cannot be used for fixed date assessments such as examination. Requests for additional consideration must be submitted within 10 working days of the assessment deadline. Requests submitted after this deadline may not be considered.

The Sheffield College's HE Extenuating Circumstances Policy and Procedure is intended to provide support if you experience unexpected and unanticipated difficulties during your time as a student which adversely impacts on your studies and your ability to complete assessments or complete them to your usual standard.

If you are experiencing such difficulties, please refer to the Sheffield College's HE Assessment & Extenuating Circumstances Policy for guidance (which outlines timescales and documentation needed to submit) 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 Extenuating Circumstances Policy is available here, <http://www.sheffcol.ac.uk/university-level-policies-procedures-and-terms-conditions> and click on *Assessment & Extenuating Circumstances Policy*. You will also find a link on your Google classroom/VLE site.

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. If you need to apply for Exceptional Circumstances, you should adhere to the timescales outlined and contact your **HE Course 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.

Absence from Examinations and Coursework Extensions

The extending of a submission deadline applies to course work submission only. Other types of assessments such as examinations, for example, are held on fixed dates and therefore an extension is not applicable. It is the responsibility of the student to manage their time according to the assessment submission schedule and ensure that work is submitted by the published deadline. Missing a deadline will generally mean that work is subject to a penalty and may not be marked at all.

If you are unable to submit a piece of assessed work by the date published, you may apply for an extension. An application for an extension can only be approved if applied for no later than 48 hours after the original deadline and supported by appropriate documentary evidence and/or details of the circumstances.

Academic Appeals

The University and the Sheffield College have a set of procedures governing your right to appeal against a decision about your academic progress.

It is important to be aware that you cannot appeal simply because you disagree with a decision of your department - for example to award 55 for a piece of work. You must be able to show that there has been some defect in the process by which that decision was made, such as not following procedures, bias or prejudice on the part of the examiner, or failure to consider relevant factors (such as additional consideration). Appeals must be lodged within 10 working days of you receiving notification of the decision against which you wish to appeal.

The University will allow students who have submitted an appeal to graduate and also allow students who have graduated to submit an appeal (provided they are within the 10 working day window). The candidate will graduate with the classification awarded and, if the appeal is subsequently upheld, any change will result in a new award being made.

The HE Appeals Policy is available here, <http://www.sheffcol.ac.uk/university-level-policies-procedures-and-terms-conditions> and click on *HE Academic Appeals*.

If your appeal is heard but rejected by the Sheffield College you will have a final 'right of challenge' to the University but only if you can show that the Partner Institution's Appeal Committee has not acted in accordance with its powers. Details of this right will be provided to you in the event that your appeal within the Sheffield College is turned down.

Please note that the University of Hull Code of Practice: Academic Appeals is available via the following link [Quality and Standards](#) under Student Information.

General Regulations

Please be aware that as a student you have both rights and obligations in respect of your fellow students, members of staff, and others who come into contact with the Sheffield College. The Sheffield College has a set of general regulations governing the conduct of students, as well as specific policies and procedures governing such matters as freedom of speech, freedom from harassment and data protection. These set out both your rights and your duties to fellow students, staff and others.

For reference, please visit and <http://www.sheffcol.ac.uk/university-level-policies-procedures-and-terms-conditions> Student Charter ([here](#))

Complaints by Students

In accordance with the requirements of the University, the Sheffield College has in place a complaints procedure, enabling you to make a complaint if you have cause for concern about any aspect of the Sheffield College's provision to you as a student. Complaints should be resolvable within the Sheffield College.

As a student on a programme leading to an award of the University you have a final right of challenge to the University, but only where you can demonstrate that the partner institution has not considered your complaint in accordance with its published procedures. The University will not reconsider the merits of the complaint. The Sheffield College is responsible for providing you with information about your rights. The complaints procedure for the Sheffield college is available at: <http://www.sheffcol.ac.uk/university-level-policies-procedures-and-terms-conditions>

Support Services

Academic Course Tutor/other Individual Support Arrangements

Every student is allocated an academic course tutor. Full time students meet with their academic course 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 academic course 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 academic course 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 academic course tutor will be responsible for writing your reference when you apply for further courses or employment. You will be given contact details for your academic course tutor during induction.

You will also 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.

Other Sources of Support

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

A Student Central base is located at the City and Hillsborough campuses, staffed by the [Student Support Team](#) who are there to support you throughout your time at College. This team of staff includes our own [Careers Advice Team](#) who can advise you about appropriate courses and give careers advice, and a team of staff offering personal support. We have various initiatives in place to support you, no matter what issues you might be facing either at home or at college. More information can be found [here](#).

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.

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 Charlotte Hope on 0114 260 2969 or by email charlotte.hope@sheffcol.ac.uk

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

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 further information and how to apply please follow this link: <http://www.sheffcol.ac.uk/childcare-and-nurseries>

Hull University Students' Union

Hull University Student Union (HUSU) is the University of Hull's award-winning students' union. It offers a wide range of services and activities, including the multimillion-pound Asylum nightclub and many other amazing facilities. As a partner college student you are able to access all of HUSU's commercial services, venues and events.

In addition, you have the option to join as an Associate Member for free, which would allow you access to hundreds of HUSU activities as well as over 150 sports clubs and societies. Just visit <https://hulluniunion.com/associate-membership> to find out how you can join. There may be charges for individual activities, and to join sports clubs and societies.

For more information on the above please see www.hulluniunion.com or contact HUSU via email HUU-Officers@hull.ac.uk

Tuition Fees and Financial Support for Students

Please refer to information published by Student Finance England [on how to apply for loans and grants and details on your entitlement](#). The Sheffield College fees policy is available [here](#)

If you encounter financial hardship during your studies you may be eligible to apply for an HE Bursary in line with our Access and Participation Plan. At the start of the course we will write to those students who qualify. Additionally, there is a small allocation of funding to support students in hardship and details of how to apply for this will be emailed to students, through College email accounts, during the course of their studies. Further information on how to apply is available from: <https://sheffcol.ac.uk/higher-education-support-fund>

To learn more about our Access and Participation Plan, go to <https://www.sheffield.ac.uk/about-us/terms-and-conditions> and click on the latest *APP Impact Report*.