

University Student Handbook for Taught Courses



Effective September 2020 to Present

Please read this Handbook in conjunction with your Course Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean/Head of School. This applies to the materials in their entirety and to any part of the materials.

UCLan Mission statement

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

UCLan Values

- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

Student Charter

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)

Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan [Equality and Diversity Policy and our UCLan Respect pledge](#) for further information.

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1. Welcome and Introduction to the University

The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. This Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

If your programme of study is based at UCLan Burnley, additional information can be found on the website: <https://www.uclan.ac.uk/burnley>

1.1 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded as unread.

1.2 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range. Details of the External Examiner associated with your course can be found in your Course Handbook.

1.3 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

1.4 Attendance Requirements

Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may request a review of this decision if you have grounds in line with the [Academic Appeals Procedure](#). Tuition fees will be charged in accordance with Appendix 2 of our [Tuition Fee Policy](#).

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. **You must only enter your own details on the system** as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the [Regulations for the Conduct of Students](#)

1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of personal information, please see the University's Data Protection Policy and [Privacy Notice](#) or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email DPFOIA@uclan.ac.uk.

2. Learning resources

2.1 Learning and Information Services (LIS)

The UCLan Library building provides comfortable, flexible study spaces and offers a wealth of excellent learning resources, extensive collections of information sources and expert help and support from Library staff.

Full information about how the Library works (including rules and regulations) can be found here https://www.uclan.ac.uk/students/library-it/library/how_it_works.php.

The Library has a dedicated professional team who provide support, guidance and advice for students. Their aim is to help you make the most of the Library facilities throughout your studies, and to make sure you're working effectively and efficiently. You can ask Library questions at the [Library Helpdesk](#), ask any Library staff providing 'roving' support or you can book a one to one session (online or in-person) with a Librarian via Starfish.

The best place to start when exploring the Library resources available to you is;

- Your 'Subject Guide' can be found in the [Library Resources](#)
- Your 'My Library' tab in the [Student Portal](#)
- Use the [Library search](#) to search for books and journals.
- Your module reading list – this can be found in your electronic module space.

2.2 Electronic Resources

LIS provide access to a range of electronic resources – E-Journals, E-Databases, E-Books, E-images and a research repository.

2.3 IT Support

At UCLan we ensure the best IT facilities are provided in conjunction with expert help and advice if needed. [Here](#) you will find answers to common questions our students ask about IT, email issues and printing facilities for UCLan students. The answers cover topics such as resetting your passwords, accessing your files from home, , renewing books and adding printer credit. If you have any further questions then please contact us directly:

LIS Self-Service Portal - <https://servicedesk.uclan.ac.uk/assystnet>

2.4 Learning and Technical Resources

All teaching laboratories, workshops and other specialist equipment and facilities are centrally managed by the LIS Learning and Technical Resources team therefore making them available to users right across the campus.

Detail of the resources that are available together with methods of contacting appropriate personnel, can be found on the Student portal or by following this [link](#).

3. Preparing for your career

We know that for the majority of students one of the main reasons for coming to University is to improve your future prospects. That is really important to us too, so to help you fulfil your potential we have employability learning integrated throughout your course. This means that whilst studying for your degree you will not only gain the technical knowledge and information related to your subject area, you will also have opportunities to develop the kinds of skills, attributes and attitudes needed for work. This is not extra to your degree, but an important part of it.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

It's your future: take charge of it!

The UCLan Careers Team offers a range of support for you including:-

- Careers advice and guidance appointments, plus applications checks and practice interviews
- Support to find opportunities including work placements, internships, voluntary positions, part-time employment and live projects
- Workshops, seminars and events to develop your knowledge and skills, plus the Annual Careers Fairs in November with over a hundred employers on campus promoting opportunities
- Online mentoring by an employer or professional from a wide range of different industries
- Quick and easy access to lots of online resources and careers development tools with CareerEDGE (UCLan's online careers system)

A daily drop-in service available from 09:00-17:00 (Mon-Thurs) 09:00-16:00 (Fri) for CV and cover letter checks and initial careers information. For more information come along and visit the team (in Foster Building near the main entrance) or access CareerEDGE at www.uclan.ac.uk/careers

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR12HE
01772 895858 careers@uclan.ac.uk

4. Student support, guidance and conduct

4.1 Student Support

Student Services provides all the non-academic student support services at UCLan. You can get support by visiting our <i> staff in the Student Information and Support Centre, based in the Library.

Our friendly and approachable team will ensure you receive the help you need. Come and have a chat with us if you have a query on any aspect of student life and study.

http://www.uclan.ac.uk/students/study/library/the_i.php

The <i> offers a range of services including

- Financial support, advice and guidance
- Library, printing and basic IT queries
- UCLan cards
- Car parking permits
- Banks and confirmation of study letters
- UCLan Bursaries
- Information about our services e.g. Pre School and Oasis Multi Faith Centre
- We also offer helpful information for international students. e.g. guidance on Tier 4 immigration and visa issues, airport collection, settling in and graduation

Student Support and Wellbeing

Everyone has ups and downs in life. We are here to help when that happens. You might just need some general advice, or you may need one of our one-to-one services, for example • Counselling • Disability/Inclusive Advisers • Mental Health Advisers • Student Mentoring • Student Wellbeing Service • Learning Technology etc.

Students have also asked us for help with: Addictive behaviours • Alcohol and drug use • Anxiety • Bereavement • Care leavers • Carers responsibilities • Depression • Domestic violence • Forced marriage • Physical health needs / injury • Safety concerns • Stalking and harassment • Victims of crime

If you are struggling financially or have financial concerns which may prevent you from continuing on your course, you can get advice from the <i>, or the Advice and Representation Centre at the Students' Union.

4.2 Students with disabilities

Students who declare their disability as early as possible will be able to access a range of support and adjustments as soon as they start their classes. You aren't alone – over 4,000 students at UCLan have a disability and get the support they deserve. Once you have told us about your disability, Student Services will be in contact to advise on the adjustments which may be appropriate for you. They will also allocate you an Inclusive Support Adviser who can help you during time at UCLan. If you prefer, please tell your Academic Adviser, who can refer you to Student Services.

https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

4.4 Conduct

You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner towards all members of the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the [Regulations for the Conduct of Students](#).



5. Students' Union

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the Full Time Officer team as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities

Representation and campaigning for students' rights is at the core of what the Students' Union does and is encompassed by its tag line of *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Students' Union is where your voice can be heard, actions taken, or campaigns launched.

Your Students' Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part time work whilst you study. Not sure where to go? Pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then the Student Union's dedicated staff team in the [Advice and Representation Centre](#) are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the Student's Union (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at www.uclansu.co.uk

6. Rationale, aims and learning outcomes of the course

6.1 You will find information specific to your chosen course of study in your Course Handbook, in the form of a 'programme specification'. As defined by the QAA (Quality Assurance Agency) - the regulatory body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in HE more than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our [Additional Information and Conditions of Offer](#)

7. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances have been expressly agreed by the University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions

/ brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member will be able to provide advice to you on how to do this. Mitigating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for

extensions should be made prior to the submission date as extensions cannot be given Retrospectively ([Academic Regulations](#)).

You should complete and submit an extension request form, with any supporting evidence, to the Academic Registry. Further information is available on the Student Portal at: https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.php

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable mitigating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Mitigating Circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

7.3 Mitigating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready to support you, with both your course and your personal wellbeing, through a process called Mitigating Circumstances (see [Academic Regulations and Assessment Handbook](#))

You can apply for Mitigating Circumstances online via [myUCLan](#). You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for mitigating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year. [Further information about the submission process](#)

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by mitigating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of mitigating circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

7.4 Late submissions

If you submit work late without authorisation, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.

- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

You may apply to appeal this decision in accordance with the University's [Academic Regulations](#).

7.5 Feedback Following Assessments

UCLan is committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations](#)). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the course.

For courses (except distance learning):

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

7.6 Academic Misconduct

The University regards any academic misconduct in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation.

You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the [Assessment Handbook](#).
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of

an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.

- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the [Assessment Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented as set out in the Assessment Handbook.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: suadvice@uclan.ac.uk for support and guidance.

7.7 Appeals against assessment board decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University [Academic Regulations](#): Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to mitigating circumstances;
 2. that the student's academic performance has been adversely affected by mitigating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
 3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
- that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the [Students' Union Advice and Representation Centre](#) by emailing: suadvice@uclan.ac.uk for support and guidance.

8. Student voice

You can play an important part in the process of improving the quality of your course and wider University experience through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feed back about your experience of teaching and learning.

The Student's Union elected reps can support you in voicing your opinion and ensuring your views heard. Whether it's feeding back about your academic experience to your Course Rep or School President, you're interested in helping create Union policy with the Students' Council or you want to get involved with one of the Full-Time Elected Officer campaigns, there's plenty of ways for you to have your say. The Union values your opinions so it's

important to engage with the democratic processes of the Students' Union, which includes things like the [Union elections](#), and [Your Big Ideas](#).

8.1 Course Representatives and School Presidents

To ensure students' views on their course are heard by the University, the Students' Union elects Course Reps who volunteer to be the voice of their course and provide feedback on behalf of their cohort to their course team, school, University and Students' Union.

The role of a Course Rep is beneficial to both students and the University. It enables students to have ownership of their student experience and to voice their opinions, primarily at the Student Staff Liaison Committee (SSLC) Meetings.

Course Reps are elected every year and any student has the right to nominate themselves to be the rep for their course during the elections period. Alongside receiving recognition, training and development, being a Course Rep is a great opportunity to enhance your employability skills.

School Presidents are also student volunteers and they work directly with the school Senior Management to make sure students are getting the best academic experience and that students are at the forefront of school-level decisions. School Presidents also chair Student Staff Liaison Committee (SSLC) Meetings where Course Reps attend to give feedback to the staff in their school. They also sit on Students' Council as the representative for the school to feed into wider Union policy discussion and campaigns.

If you are interested in becoming a Course Rep or School President and wish to find out more about the roles, visit the Students' Union website or by emailing: coursereps@uclan.ac.uk.

The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the [Students' Union](#) website or by emailing: coursereps@uclan.ac.uk.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the [Students' Union website](#) or email: coursereps@uclan.ac.uk

8.2 Student Staff Liaison Committee Meetings (SSLC)

The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other's views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an Academic Co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 Complaints

The University recognises that there may be occasions when you have cause for complaint about the service you have received. When this happens, the University's Student Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University's Student [Complaints Procedure](#)

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college's complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college's procedure, you will be entitled to submit your complaint to UCLan under stage 3 of the procedure.