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- Introduction to the Faculty
- Welcome from the Assistant Principal of Higher Education
- Programme Information

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- Academic Calendar

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- Faculty Team and External Examiner details
- Student Support Teams, Student Union, Advice and Guidance

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- Programme Resources
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- Evaluation Methods
- Quality, Assessment Boards and Standards

Support for Students and their Learning
This section can be accessed via the VLE at the following link:
hcuk.instructure.com
Section 1: Programme Details

Institution: Hull College Group  
Department: Higher Education  
Funding Body: HEFCE  
Programme Start Date: September 2018  
Document publication date: September 2018

1.1 Programme Awards & Programme Leaders:

<table>
<thead>
<tr>
<th>Programme Award</th>
<th>Programme Leader</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Hons) Applied Social Science</td>
<td>Andrew Wilson</td>
<td><a href="mailto:Andrew.Wilson@hull-college.ac.uk">Andrew.Wilson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>FD Business &amp; Management</td>
<td>Jenny Anderson, Sarah Coates</td>
<td><a href="mailto:Jenny.Anderson@hull-college.ac.uk">Jenny.Anderson@hull-college.ac.uk</a>, <a href="mailto:Sarah.Coates@hull-college.ac.uk">Sarah.Coates@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BA (Hons) Business &amp; Management</td>
<td>Kate Hunt</td>
<td><a href="mailto:Kate.Hunt@hull-college.ac.uk">Kate.Hunt@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>FD Construction Management</td>
<td>Helen Roe</td>
<td><a href="mailto:Helen.Roe@hull-college.ac.uk">Helen.Roe@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BSc (Hons) Construction Management</td>
<td>Helen Roe</td>
<td><a href="mailto:Helen.Roe@hull-college.ac.uk">Helen.Roe@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>HNC/D Construction and the Built Environment</td>
<td>Helen Roe</td>
<td><a href="mailto:Helen.Roe@hull-college.ac.uk">Helen.Roe@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>FD Health and Social Care</td>
<td>Gemma Wydell</td>
<td><a href="mailto:Gemma.Wydell@hull-college.ac.uk">Gemma.Wydell@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>HNC/D Health and Social Care</td>
<td>Gemma Wydell</td>
<td><a href="mailto:Gemma.Wydell@hull-college.ac.uk">Gemma.Wydell@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BA (Hons) Health and Social Care</td>
<td>Gemma Wydell</td>
<td><a href="mailto:Gemma.Wydell@hull-college.ac.uk">Gemma.Wydell@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>FD Criminology</td>
<td>Debra Johnson</td>
<td><a href="mailto:Debra.Johnson@hull-college.ac.uk">Debra.Johnson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BA (Hons) Criminology</td>
<td>Debra Johnson, Andrew Wilson</td>
<td><a href="mailto:Debra.Johnson@hull-college.ac.uk">Debra.Johnson@hull-college.ac.uk</a>, <a href="mailto:Andrew.Wilson@hull-college.ac.uk">Andrew.Wilson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>FD Engineering</td>
<td>George Singer</td>
<td><a href="mailto:George.Singer@hull-college.ac.uk">George.Singer@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BEng (Hons) Engineering Technology</td>
<td>George Singer</td>
<td><a href="mailto:George.Singer@hull-college.ac.uk">George.Singer@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>HNC/D General Engineering</td>
<td>George Singer</td>
<td><a href="mailto:George.Singer@hull-college.ac.uk">George.Singer@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>BSc (Hons) Sport &amp; Health Sciences</td>
<td>Andrew Thompson</td>
<td><a href="mailto:Andrew.Thompson@hull-college.ac.uk">Andrew.Thompson@hull-college.ac.uk</a></td>
</tr>
</tbody>
</table>

Delivery Sites:  
Digital and Green Energy Centre  
Queens Gardens  
Wilberforce Building  
Steve Prescott Centre

Credit Value:
- 120 credits for HNC programmes  
- 240 credits for all FD/HND Programmes  
- 360 credits for all Honours Programmes

1.2 Introduction to the Faculty

The Faculty is grouped into three curriculum clusters:

i) Business, Education and the Professional Portfolio  
ii) Social Sciences, Criminology and Health  
iii) Engineering, Construction and Technical.

These groupings are aligned to both local and regional areas for growth. Faculty staff are members of a variety of local and regional strategy and stakeholder groups. This facilitates the Faculty in becoming embedded in the local community and working in partnership with employers. These partnerships provide employers with the confidence that students from the Faculty of Management, Health and Technology have developed valuable high level transferable skills during their course. As a result of this, students often enter into jobs after their course with organisations they have been on placement with.

The course team welcome you to the Faculty where you will be engaging in a specialist programme of study to become informed professionals. You will develop skills and ideas together with awareness for the social and ethical contexts in which your practice is situated. We are confident that your time will be challenging, enriching and rewarding.

This Handbook provides important information about your programme, our expectations while you are studying with us and a summary of the range of services available to you and how to access them. As part of the Faculty of Management, Health and Technology you will be supported by staff with a wide range of practical, professional and academic expertise and encouraged to take a pro-active role in identifying and developing your own ambitions, professional abilities and contextual understanding.

We aim to provide an educational environment that is friendly and supportive and we trust that, should you have any questions or problems that are not answered by this Handbook; you will bring them to the attention of your Programme Staff.

We hope that you find your time on the programme both challenging but enjoyable.

Darren Capp - Assistant Principal of Higher Education
1.4 Programme Information

Programme Specification:
A programme specification is a concise description of your programme’s aims and objectives and how you will be taught and assessed to achieve the required learning outcomes. It includes information on admissions, programme structure and the maintenance of academic standards. Your programme specification will be made available on your course VLE page at the beginning of your studies.

Tutors and support staff:
We will introduce you to the staff during the induction period at the beginning of the programme. You will meet your programme and module leaders who are the first point of contact for all academic matters. Only your college email address will be used by academic and support staff for contacting you so you are advised to check your college email account regularly. For each module you study, the Module Leader will set out the preferred method of communicating general information in the Module Handbook. The Faculty will inform you of postponed classes as soon as possible.

Timetables:
During induction we will give you access to a weekly timetable, this may be as a hard copy, on the VLE or on noticeboards. The timetable shows when your tuition will occur. The timetable may vary to accommodate particular projects or events during the year. It may also have to change if there are any changes to the staffing on your programme. We will tell you about these variations as soon as possible and as the programme proceeds.

Employer Involvement:
Employers and professional practitioners have supported the development of Hull College Group’s higher education provision for a number of years now, particularly during the awarding of Foundation Degree Awarding Powers (FDAP). They will contribute in various ways to your programme delivery and quality improvements.

Section Two: Academic Year 2018-19

2.1 HE Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconvened Exam Board</td>
<td>30 August 2018</td>
</tr>
<tr>
<td>Part-time Enrolment</td>
<td>30 August 2018</td>
</tr>
<tr>
<td>Full-time Enrolment</td>
<td>31 August 2018 (new students) 1 September 2018 (returning students)</td>
</tr>
<tr>
<td>Semester 1</td>
<td>10 September 2018 – 21 December 2018 14 teaching weeks</td>
</tr>
<tr>
<td>Half term</td>
<td>29 October 2018 – 2 November 2018 1 week</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>24 December 2018 – 4 January 2019 2 weeks</td>
</tr>
<tr>
<td>Assessment weeks</td>
<td>7 January 2019 – 25 January 2019 3 non-teaching weeks</td>
</tr>
<tr>
<td>Semester 2</td>
<td>28 January 2019 – 24 May 2019 14 teaching weeks</td>
</tr>
<tr>
<td>Half term</td>
<td>18 February 2019 – 2 February 2019 1 week</td>
</tr>
<tr>
<td>Easter vacation</td>
<td>8 April 2019 – 22 April 2019 2 weeks</td>
</tr>
<tr>
<td>Assessment weeks</td>
<td>3 June 2019 – 21 June 2019 3 non-teaching weeks</td>
</tr>
<tr>
<td>Exam Boards</td>
<td>24 June 2019 – 28 June 2019</td>
</tr>
<tr>
<td>Re-sit work deadline date</td>
<td>9 August 2019*</td>
</tr>
<tr>
<td>Re-sit Exam Boards</td>
<td>27 August 2019 – 30 August 2019</td>
</tr>
</tbody>
</table>

* Holidays taken during the re-sit period in August will not be accepted as mitigating circumstances for non-submission of work.
### Section Three: Faculty and Support Staff Details

#### 3.1 Section Three: Faculty Details:

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Staff Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Henry</td>
<td>Director of Faculty</td>
<td><a href="mailto:Sarah.Henry@hull-college.ac.uk">Sarah.Henry@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Leanne Dolan</td>
<td>Registry Business Partner</td>
<td><a href="mailto:Leanne.Dolan@hull-college.ac.uk">Leanne.Dolan@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Susan Jarvis</td>
<td>Quality Manager</td>
<td><a href="mailto:Susan.Jarvis@hull-college.ac.uk">Susan.Jarvis@hull-college.ac.uk</a></td>
</tr>
</tbody>
</table>

#### Academic Staff in Faculty of Management, Health and Technology

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Programmes Involved With</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Wilson</td>
<td>Applied Social Science</td>
<td><a href="mailto:Andrew.Wilson@hull-college.ac.uk">Andrew.Wilson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Jenny Anderson</td>
<td>Business &amp; Management</td>
<td><a href="mailto:Jenny.Anderson@hull-college.ac.uk">Jenny.Anderson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Sarah Coates</td>
<td>Business &amp; Management</td>
<td><a href="mailto:Sarah.Coates@hull-college.ac.uk">Sarah.Coates@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Kate Hunt</td>
<td>Business &amp; Management</td>
<td><a href="mailto:Kate.Hunt@hull-college.ac.uk">Kate.Hunt@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Helen Roe</td>
<td>Construction</td>
<td><a href="mailto:Helen.Roe@hull-college.ac.uk">Helen.Roe@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Gemma Wydell</td>
<td>Health and Social Care</td>
<td><a href="mailto:Gemma.Wydell@Hull-College.ac.uk">Gemma.Wydell@Hull-College.ac.uk</a></td>
</tr>
<tr>
<td>Debra Johnson</td>
<td>Criminology</td>
<td><a href="mailto:Debra.Johnson@hull-college.ac.uk">Debra.Johnson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Andrew Wilson</td>
<td>Criminology</td>
<td><a href="mailto:Andrew.Wilson@hull-college.ac.uk">Andrew.Wilson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>George Singer</td>
<td>Engineering</td>
<td><a href="mailto:George.Singer@hull-college.ac.uk">George.Singer@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Andrew Thompson</td>
<td>Sport &amp; Health Sciences</td>
<td><a href="mailto:Andrew.Thompson@hull-college.ac.uk">Andrew.Thompson@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Rachael Tyas</td>
<td>Young Children's Learning &amp; Development</td>
<td><a href="mailto:Rachael.Tyas@hull-college.ac.uk">Rachael.Tyas@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Michelle Cameron</td>
<td>Young Children's Learning &amp; Development</td>
<td><a href="mailto:Michelle.Cameron@hull-college.ac.uk">Michelle.Cameron@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Deborah Fletcher</td>
<td>Young Children's Learning &amp; Development</td>
<td><a href="mailto:Deborah.fletcher@hull-college.ac.uk">Deborah.fletcher@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Debbie Meakin</td>
<td>Teacher Education</td>
<td><a href="mailto:Debbie.Meakin@hull-college.ac.uk">Debbie.Meakin@hull-college.ac.uk</a></td>
</tr>
<tr>
<td>Daniel Phillips</td>
<td>Teacher Education</td>
<td><a href="mailto:Daniel.Phillips@hull-college.ac.uk">Daniel.Phillips@hull-college.ac.uk</a></td>
</tr>
</tbody>
</table>

### 3.2 Student Support, Advice and Guidance

#### 3.2.1 Hull College Learning Support Statement

As a student of Hull College Group, Additional Learning Support is funded by Student Finance England (SFE) via a Disabled Student Allowance (DSA). Application forms are available on the SFE website and you are encouraged to apply as early as possible. You should expect the following from us:

- An effective system for the early identification of your support needs which is managed by the tutor, the student and specialist support
- An identified team of highly qualified and experienced staff to provide specialist assessment, support and training where necessary

<table>
<thead>
<tr>
<th>External Examiner</th>
<th>Award Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Iafrati</td>
<td>BA (Hons) Applied Social Science</td>
</tr>
<tr>
<td>TBC</td>
<td>FD Business &amp; Management</td>
</tr>
<tr>
<td>TBC</td>
<td>BA (Hons) Business &amp; Management (Top-up)</td>
</tr>
<tr>
<td>TBC</td>
<td>FD Construction Management</td>
</tr>
<tr>
<td>Anthony Higham</td>
<td>BSc (Hons) Construction Management (Top-up)</td>
</tr>
<tr>
<td>Stuart Agnew</td>
<td>BA (Hons) Criminology (Top-up)</td>
</tr>
<tr>
<td>Khalid Khan</td>
<td>FD Engineering Technology</td>
</tr>
<tr>
<td>Michael Knowles</td>
<td>BEng (Hons) Engineering Technology (Top-up)</td>
</tr>
<tr>
<td>Samuel Messam</td>
<td>BSc (Hons) Sport &amp; Health Sciences (Top-up)</td>
</tr>
<tr>
<td>Ann Gorecki</td>
<td>FD Young Children's Learning &amp; Development</td>
</tr>
<tr>
<td>Ann Gorecki</td>
<td>BA (Hons) Young Children's Learning &amp; Development</td>
</tr>
<tr>
<td>Lisa Millar</td>
<td>FD Health &amp; Social Care</td>
</tr>
<tr>
<td>Lisa Millar</td>
<td>BA Health and Social Care (Top-up)</td>
</tr>
</tbody>
</table>
Students with Disabilities Statement

We will provide you and your tutor with guidance and assessment that will assist you in choosing the right course at the right level.

Support may include:

• Accompanied support at interview, if required
• Assessment of your needs by a specialist at the start of your course, or before.
• Support may be arranged for you by your course tutor.
• If the college considers it reasonable, additional learning support may include:
  - Extra time with tutors
  - A Learning Support Assistant
  - Providing the special equipment you need in College
  - Within reasonable adjustment, we will provide technological support
  - Access to workshops
  - Development of special learning materials
  - A communicator or note taker
  - Extra examination time where appropriate
  - Dyslexia support workshops
• You have the right to praise or complain any aspect of our support for students with disabilities and to receive appropriate help or advocacy in making a complaint.
• The chance to tell us what you think of our support by using questionnaires designed to help us improve our service for students with disabilities.
• Welfare, support, advice, and information available from Student Services.
• Links with other organisations on your behalf.
• Specialist Careers Guidance from on-site Careers staff.
• Maps for all sites show the areas, which are accessible to people with disabilities, with ramps, lifts and accessible toilet facilities marked (Maps can also be adapted for Visually Impaired Students).
• Arrangements for disabled car parking. This can be explained/arranged over the telephone by contacting the Security team in Hull on [01482 329943 ext 2119].
• Where possible, we will timetable classes to the most easily accessible rooms.
• First Aid room for those Students who take regular medication.
• All information relating to disability is available via the College website and the VLE and is available in alternative formats upon request.

Equality and Diversity Statement

Hull College Group is committed to providing an environment that promotes equality for all and celebrates its diverse community. We value everyone equally and do not treat anyone less favourably on the basis of gender, disability, race/ethnicity, sexual orientation, age, religion/faith/belief, gender reassignment, pregnancy, maternity, paternity, marriage and civil partnership status.

The College expects all staff, students, visitors and on site contractors/temporary staff to do the same. We expect and encourage staff and students to work together to overcome all forms of discrimination and harassment. Through our shared College values every individual is respected as of right and this should always be reflected in our language, behaviours and actions.

The College is fully committed to the on-going implementation of its Single Equality Scheme and to complying with all equality legislation, aiming to achieve the following objectives:

• That no unfair or unlawful discrimination will be applied in education, training or employment opportunities.
• That the diverse nature of our College community will be reflected at all levels within the College.
• That the needs and interests or our diverse College community will be fairly represented within the curriculum offered by the College.
• That monitoring and review of this statement will be shared with staff and students.

At induction, staff and students are provided with further information about Equality and Diversity within the College and what they can do to make a difference.

If staff or students become aware of discriminatory, behaviour or actions taking place, they are encouraged to report this by either contacting their Programme Leader (if appropriate) or the Student Support Services Manager. The matter will be taken seriously and will be investigated.
3.2.4 HE Student Support Services

Leanne Dolan
Senior HE Quality Officer
Tel: 01482 598958
Leanne.Dolan@hull-college.ac.uk

Paul Waltham
Head of HE Quality and Registry
Tel: 01482 313491
Paul.Waltham@hull-college.ac.uk

Margaret Gregory
Additional Learning Support Team Leader
Tel: 01482 598933
Margaret.Gregory@hull-college.ac.uk

Gemma Wrightson
Group SEND Coordinator
Tel: 01482 598981/Ext. 2232
gemma.wrightson@hull-college.ac.uk

Sadie Oldridge
HE Student Engagement Officer
Tel: 01482 598737
sadie.oldridge@hull-college.ac.uk

Joy Bottery
Group Dyslexia Co-ordinator
Tel: 01482 381951
Email: joy.bottery@hull-College.ac.uk

David Greenway
Group Safeguarding & Student Welfare Manager
Tel: 01482 598738
david.greenway@hull-College.ac.uk

Zailie Barratt
Group Head of Student Services
Tel: 01482 598719
Zailie.Barratt@hull-college.ac.uk

3.2.5 Student Support Services & Student Services Team and other College Services

Queens Gardens – Chester’s Building

The Student Services team can:

- Tell you about courses in College and progression routes
- Tell you about personal support if you have a disability or specific learning disability
- Tell you about student loans and other financial support
- Arrange counselling for you
- Help you with finding a crèche/childcare facilities.

3.2.6 Careers Advice for Higher Education Students

- Sheri Revell, a Connexions Careers Adviser working with HE students is available within Student Support Services at Queens Gardens. She can be contacted at the Connexions Desk (Tel: 01482 598735) or email: sherridan.revell@hull-College.ac.uk if you would like an appointment for advice or to discuss:
  - Progression routes
  - Information on employment opportunities
  - Student finance
  - Postgraduate study
  - Help with job seeking skills
  - Completing application forms
  - Advice on interview skills

3.2.7 Information for International Students

The Student Services and Curriculum Support Team offers a dedicated service for international students at the College. The Department provides an arrival and welcome function for international students, which includes an airport meet and greet service. Students can refer to the team for matters relating to council tax payments, health registration, police registration, opening of bank accounts and UKBA regulation information. In addition, the Department works closely with the international student community through close regular contact meetings and drop-in sessions.

The team is located in Queen’s Gardens room 301 and operates an open door policy allowing students to access the services or meet with staff, without having to make an appointment.

3.2.8 Counselling Service

Just a reminder that our Counselling Service is here to offer professional and confidential support to students with both academic and personal issues and provides its services in Hull, Harrogate and Goole.

The service offers an open referral system so that students can contact the service directly but staff can also assist and facilitate referrals into the service where appropriate.

For any further queries please contact the team on:
Tel: 01482 313447/598736
Text: 07860 023367
Email: listen@hull-college.ac.uk
3.2.9 Dyslexia Support

There are targeted support services for those students who have been assessed as dyslexic. It is also for those who think they may be dyslexic and it applies to full-time, part-time and short course students. Support is tailored to meet the needs of individual students and can take the form of:

- Support from a qualified dyslexia tutor
- Individual support in a teaching group
- Shared support in the classroom
- Reasonable adjustments

Please contact the Group Dyslexia Co-ordinator (01482 381951) who can assist you with advice about support to help with your studies whatever your support needs.

Access to a personal computer, software, personal tuition and proof-reading are available to eligible students through the Disabled Student’s Allowance.

https://www.gov.uk/disabled-students-allowances-dsas/overview

3.2.10 Disabled Students’ Allowances (DSAs)

There are grants to help with the extra costs a student may face because of a disability. Conditions covered include long-term illnesses, mental-health conditions or specific learning difficulties such as dyslexia. For more information on sources of support for learning or special circumstances in to assessment, contact:

SEND Support Team on: 01482 381951 (Ext 2524 or 2232)

To apply for DSAs you will need to submit evidence of your condition along with your application:

**For physical conditions:**
- a report or letter from your GP or consultant

**For specific learning difficulties:**
- a report from your educational psychologist, taken after you were 16
- a report from a teacher with ‘approved teacher status’ from either the British Dyslexia Association or Professional Association of Teachers with Specific Learning Difficulties (PATOSS)

**For mental health difficulties**
- a letter from your GP
- if necessary, evidence from a specialist about how a mental health difficulty could affect your ability to study

3.2.11 Chaplaincy

The College Chaplain can be contacted through the VLE. The College has a Prayer Room in Queens Garden, Room 417 and can be accessed with code which can be obtained at Reception.

Details of all the services the Chaplaincy offers appear via the College website, and include supporting those who have a faith and helping everyone understand and work with religious people and religions.

3.2.12 Student Union

What is the Students Union?

Our mission is to promote, defend and extend the rights of students. We provide practical help with student led initiatives and we want every student to be able to make a contribution. In practice this means representing student views, supporting societies, organising events and creating opportunities for students to influence decisions on their college life.

How can the Students Union help me?

Representation, Trips, Advice, Support, Activities, Information, Campaigns, Societies, Local Deals, Discounts, Work placements and Volunteering

**NUS Extra Card**

NUS extra, the #1 student discount card, brings students over 200 UK student discounts. Students can choose from a 1 year card for just £12, a 2 year card for £22 or a 3 year card for only £32. Many discounts are online only so you can’t get them without your NUS extra card!

Telephone: 01482 598811 (Ext 2111)

3.2.13 HE Centre

The HE Centre, located within the Digital and Green Energy Building has been developed to allow the College’s HE student body a place to study and relax. This dedicated space features study work stations and a chill out zone.

3.2.14 Scholarships and Bursaries

There are scholarships and bursaries available for students. Student Services have information packs for these, including information on deadlines for application. Further advice on financial support available is also obtainable for Student Services.
3.2.15 Student Alumni
The College is currently designing an Alumni package for past students. We hope this exciting new development will include:

- Opportunities to network with former students
- Updates on college achievements, events and activities
- Employer support
- A continued relationship with tutors and support staff

If you would like to share your thoughts and ideas on how the Alumni would offer additional services to students please contact Marketing on 01482 598945.

3.2.16 Accommodation
Hull College Group does not own any property to rent out to students, but there is a wealth of student accommodation in the city.

If you would like further information and guidance on accommodation please contact Student Support Services.

3.2.17 Programme Management Team Structure

Assistant Principal of Higher Education
Darren Capp

Director of Faculty
Sarah Henry

Head of HE Quality and Registry
Paul Waltham (Oversees Quality Systems and Processes)
Quality Manager
Susan Jarvey (Review of learning teaching and assessments, support the on-going development and validation of programmes)

Programme Leader
Leadership of the programme and programme team

Programme Team
Teach and assess programme modules, contribute to the on-going development of the programme

Student Engagement Officer
Can support you with a wide range of areas whilst studying at the college.

Counselling Service
Can help with personal, mental health and wellbeing issues.

Library
Helps with information seeking, research, referencing, study skills and library queries.

Registry
Helps with rules & regulations, mitigation, suspending studies, exam results, student transcripts graduation and certification.

Student Finance
Supports students with financial issues in addition to broader college enquires, for example student loans, bursaries and the hardship fund.

Curriculum and Student Support Office
Supports staff and students. Receives and receipts your work for assessment.
Section Four: Introduction to the Programme

4.1 Programme Delivery

Higher education programmes are delivered through a series of integrated modules that focus on specific practical, theoretical and professional aspects of your discipline area. All modules are accomplished through assessments that set a range of problems encouraging you to explore, develop and apply an increasingly independent understanding of your own practice. Assessment remits take the form of developmental and responsive tasks that provide an opportunity to investigate an integrated awareness of the practical, conceptual, professional and theoretical nature of your subject area. Assessment Briefs will also contain a more detailed account of what is being asked of you and how you will be assessed on the work that you produce.

Modules are delivered and supported through a systematic and structured programme of taught sessions, seminars, practical and independent study. A range of sessions will be timetabled throughout the academic year and will include:

- Lectures, Seminars and Group Discussions to introduce module content, principles, theories and explore their integration with studio practice.
- Practical workshop sessions to introduce and support the development of practical and conceptual approaches to problem analysis, idea generation and design development.
- Regular group critiques - to further develop understanding and independent skills in the critical analysis and evaluation of individual progress and peer feedback.
- Individual or Group Tutorials to support the development of individual/group understanding of core themes, principles and practices in relation to module content and personal development.
- Visiting Lecturers & Visiting Professionals encourage and inform a broader understanding of the creative, professional and contextual understanding of individual practices and ambitions.
- Self-initiated drop in sessions & independent study to develop individual areas of interest, skills and methods of self-evaluation appropriate to module content and personal development.
- Practical sessions or laboratories which present students with the opportunities to engage practically with their subject in a safe environment.

4.2 Programme Resources

4.2.1 Libraries

As an HE student at Hull College Group you are entitled to a professional service from the Library to support your learning programme. To this end we can provide you with the following resources and services:

- Books you may borrow up to ten books for two weeks, unless the book is labelled otherwise. Books can be renewed in person, online or by telephone up to a maximum of three times if other students do not require them.
- Journals, Magazines and Newspapers are available on all sites for use in the libraries only.
- DVDs/Videos – available on all sites, with playback facilities. Most can be borrowed for a week.
- Careers – a large selection of materials, online resources and prospectuses available on all sites.
- E-resources (eBooks, e-journals and online databases) – we subscribe to a wide variety of online resources, all of which can be used off site.
- Study areas – working areas are provided in all libraries.
- JAWS, Zoomtext and large print viewers are available; please ask staff for more details.

As a student at Hull College Group we expect the following from you:

- Return or renewal of books or other materials within the library rules. Fines are payable on all overdue items.
- Polite and considerate behaviour towards Library Services staff and other users.
- Ask about anything you need help with - we will try very hard to provide it.

Study Skills Key Reading


**Printing, Photocopying and Computing**

Drop-in computers are available in all our libraries for learning related activities only. Inappropriate use of library computers may be identified by remote observation and will result in the user being asked to leave. Persistent offenders will be banned. PCs can be booked in advance at all college libraries.

Queen’s Gardens libraries offer Wi-Fi access and you can borrow a laptop for use within Queen’s Gardens library. Ask at the library desk for further details.

Printers/Photocopiers are available at all libraries. Copyright rules apply to written and recorded material. Please see displayed notices.

For more information on the library service at your site - see [http://library.hull-college.ac.uk](http://library.hull-college.ac.uk) or email library@hull-college.ac.uk

**4.2.2 ICT Services**

Help or advice can be obtained from the ICT Helpdesk located in QG-101.

Email ithelpdesk@hull-college.ac.uk Telephone, 01482 598990 (internal Ext 2990)

**IT Rules at a Glance**

Remember, when using College ICT systems you must follow the Hull College Group’s acceptable use policy and guidance. These are both available on the VLE.

You will be asked to read and accept these when you first log onto the College web systems.

In brief, the College does not tolerate:

• Viewing or downloading any form of pornographic, racist, offensive or inappropriate material.
• Using email or other forms of electronic communication (including social network sites) to send abusive, racist, offensive messages to anyone.
• Harassing any person via email or other electronic means
• Hacking systems

You will be allocated a network user login id and password. The library & ICT staff can provide you with these on production of appropriate ID.

Accounts are monitored centrally for misuse. Where misuse is suspected then the account may be disabled (a non-functioning account does not necessarily indicate that it has been disabled).

Breaches of the IT regulations will lead to disciplinary action; initially this may involve a warning and an interview with your Programme Leader, Director of Faculty or Assistant Principal of Higher Education. Further disciplinary action depends on the severity of the offence and any previous instances by the person in question.

Note: The account holder is deemed responsible for misuse of the account.

**Email**

You have been allocated a Hull College Group email address which will be [StudentID]@hull-college.ac.uk

**Wireless access**

Hull College Group has wireless hotspots throughout its campus; this provides convenient, secure access to the VLE and the internet when using College mobile devices or your own equipment. Help in connecting to Wi-Fi is available from library & IT helpdesks. The wireless network Eduroam is available throughout the Hull campus. You can use your device wherever you are, whether you are making notes in a lecture or enjoying the sunshine outside.

**REMEMBER:**

• LOG OFF when you finish using a computer.
• Do not share your login with others
• DO NOT leave your account open for someone else to use.
• If your account has been used incorrectly it will be assumed that it is you who was using it at the time.
• It is essential to keep your passwords for access to the computers and email secret, and to change them often.
4.2.3 Catering – Service Times

Queens Gardens
The College’s cafes and restaurants provide a fine selection of food at very acceptable prices. With each of the College’s eating areas gaining a Heartbeat award for providing healthy eating options, you can be sure of a wholesome diet.

HU1 Riverside is situated within the state of the art Centre for Performing Arts on the Queens Gardens campus. This modern silver service restaurant offers table service and snacks for staff, visitors and students alike.

Thursday and Friday   - Lunch           12noon - 1.00pm last orders
Wednesday            - Afternoon Tea  2.00pm - 3.00pm
Thursday                    - Dinner           7.00pm - 8.00pm

Footlights Café (Horncastle Building)
Monday to Thursday    9.00am - 3.00pm
Friday     9.00am - 2.00pm

The Hub Diner
Monday to Thursday        8.30am - 7.45pm
Friday                            8.30am - 3.30pm
Serving hot drinks, freshly prepared sandwiches, vegetarian choices, toasties and jacket potatoes. 24-hour vending is also available.

4.2.4 Lost Property
Take care of your belongings! If you find or lose something, contact the Security staff in the Security Station behind the main building Queen’s Gardens.

4.3 Programme Communication

E mail

Much of the Department communication is by email. Check your Hull College email regularly, so that you know what you should be doing and where and when you should do it. Computers to access e-mail are located around the campus. At your computer induction you will be provided with User Names to access the college computers and software.

It is really important to renew your password when prompted, otherwise you may find you are unable to log-in to the system. For help with logging contact IT Services on:

Email ithelpdesk@hull-college.ac.uk Telephone, 01482 598990 (internal Ext 2990)

Notice Boards

The notice boards are located near staff rooms. Here you will find general information and special notices such as signing-up forms for individual tutorials and workshops; you will also find your course timetables. Check the notice boards every time you come to your sessions and always before going to a seminar or lecture as changes of time or venue are sometimes necessary.

By Post

At certain times in the academic year it will be necessary to for us to write to you, so please make sure we have up to date contact details for you at all times and inform us promptly of any changes. This is really important as you will receive confirmation of results through the post and the outcomes of any mitigation or unfair means.

By Text

We occasionally use text messaging as a way of communicating essential information that requires immediate action or responses. We use text messaging or contact by mobile phone in case of emergencies and would ask that you make sure that any changes to your contact number is communicated to the course administrator.

Absence from the College:

You must notify your Tutor if you are absent from college, or will need to take time off for any reason.

Absence due to illness:

If you are absent from the College because of illness for more than seven consecutive days (including weekends), you must provide the College with a medical certificate.

If you are absent through illness immediately prior to an examination or assignment deadline and wish to submit a case for extenuating circumstances to the Board of Examiners, you must provide the University with a medical certificate as soon as possible.

If you are absent through illness on the day of an examination or assignment deadline, you must also provide a medical certificate as soon as possible. You can hand in or send medical certificates to your Programme Leader or to Curriculum and Student Support on 01482 480974.

Notification of infectious disease

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

What to do if you are absent

In case of absence from the College, you should contact Curriculum and Student Support on 01482 480970 or email your Programme Leader. If you are unable to leave a message then in the second instance you should contact the Curriculum and Student Support on 01482 480974 and ask them to e-mail your Programme Leader.
Section Five: Academic Information

All students are required to enrol and you will receive a copy of this handbook in addition to the college’s general student handbook. After enrolment you will also receive information specific to your programme, as part of your induction. You will be allocated a Personal Tutor who is a member of academic staff with responsibility for your academic supervision and progress. In addition to regular tutorials, your Tutor is there to provide advice and guidance on your academic studies and answer any queries you may have as a consequence.

You are expected to attend regularly and fully participate in your programme activities. The College monitors attendance and any student who does not attend on a regular basis will be contacted by their Tutor and in some cases may be deemed to have withdrawn. If you are unable to attend lectures or tutorials please notify your Tutor or the Curriculum and Student Support Office as soon as possible.

5.1 Academic Regulations

Your Degree is awarded via the Hull College Group Foundation Degree Awarding Powers, or the Open University or University of Huddersfield as part of a Validating partnership. Your programme is subject to The Hull College Group Academic Regulations, which are approved by the Open University for validated provision.

A copy of the Academic Regulations are available on the VLE.

5.1.1 Submission of Work

As a student it is your responsibility to be aware of the relevant submission dates for your coursework and to ensure it is handed in on time. Assignments should be submitted to the Curriculum and Student Support Office together with the completed submission form, or submitted via ‘Turnitin’ as directed by your tutor, on or before the published deadline. You should ensure that you keep a copy of your work and also that you obtain a receipt for any work you hand in.

Please note: If you do not submit your work on time marks will be deducted. This could result in you not being awarded any marks for your work. Non-submission of assessments will impede your progress on the course and can be seen as a lack of commitment to your studies.

5.1.2 Feedback

You will receive feedback on your coursework together with the mark or grade awarded 20 working days after the assessment has been completed or submitted. There is a standard form for this purpose which will be returned to you. Please note that all marks awarded are only provisional until they have been ratified by the Board of Examiners.

5.1.3 Assessment Decisions

Decisions on progression (passing modules or progressing from one level to another) and awards passing a whole qualification or contained award are confirmed at the Board of Examiners on the basis of the marks obtained for each module. These decisions will be published on the Faculty noticeboard and on the VLE and will be anonymised. You will receive a letter confirming your results together with a transcript of marks to your local address shortly after the meeting. The letter will also give you details of any modules you may need to resubmit and the date they are due to be handed in.

5.1.4 Progression/Awards

If you are unable to progress to the next stage of your programme or have not achieved sufficient credit to qualify for your award then you may be permitted to resubmit or retake modules you have not passed. This will depend upon how the regulations relate to your particular circumstances, and the decision of the Board of Examiners, based on your assessment profile. Retaking modules, if permitted, may be of a full or part-time basis. You will only be able to achieve an award or progress to the next stage of your programme once you have successfully achieved all the credit for the award or level.

5.1.5 Extenuating Circumstances and Mitigation

There may be instances during your period of study when your performance is affected by adverse circumstances. This can apply to both coursework and examinations and may mean you are unable to submit your work or attend an examination. It could also mean that you have completed the assessment but not performed as well as you might have done.

Examples of the type of circumstances that may be taken into account include illness, bereavement or significant personal problems. It would not include holidays, financial problems (unless this affected your health), workload due to employment or computer problems.

To apply for Mitigating Circumstances in assessment or to apply for an Extension you will need to complete an application for mitigation on the appropriate form. Forms are available on the VLE or from HE Registry Room 302, Queen’s Gardens Hull.

Any application is considered on its individual merits and it is in your own interest to set out the relevant circumstances fully and accurately. Applications will only be accepted on the correct form and where there is independent supporting evidence to support your claim. Any incomplete applications will be referred back to you and could lead to a delay in your application being discussed.

An extension of up to 10 days can be granted by the Programme Leader, based on extenuating circumstances. All requests should be submitted in advance of the deadline to your Tutor and will be formally recorded.
5.1.6 Use of Unfair Means in Assessment

Examples of this might include plagiarism (use of another person’s work without acknowledgement), use of materials in an examination which have not been permitted or falsifying data in reports. If a tutor suspects this may be the case then it will be referred to HE Registry for investigation. You should particularly ensure that if you use another person’s work it is referenced using the Harvard referencing system and that any sources of information have been paraphrased to ensure that your own argument is presented. Library staff can give you further information on how to do this if you are unsure, as can your Programme team.

5.1.7 Appeals

In certain circumstances students have the opportunity to appeal against the outcome of the Board of Examiners or Examination Committee. All appeals must be submitted to the HE Registrar using the appropriate form which is available via the validating body’s website or from HE Registry - Room 302, Queen’s Gardens Hull. Before submitting a claim you are strongly advised to refer to the guidance documentation issued by the validating body and you may also wish to discuss your case with the Students’ Union or Student Engagement Officer. When making an appeal you need to set out your reasons clearly and comprehensively and provide any accompanying evidence.

Please note you cannot appeal against the academic judgement/marks awarded of the examiners. If you have any queries about the appeals process then you should contact HE Registry in the first instance.

5.1.8 Praise and Complaints Procedure

The College has a formal Praise & Complaints Procedure. You may wish to access this procedure in the following circumstances:

- If you are unhappy with any service provided by the Hull College Group.
- If you would like to suggest how that service might be improved.
- If you would like to comment on any service you have received which is particularly good.

Links to the procedure and further information can be found on the VLE.

5.1.9 Graduation

Graduation ceremonies are held annually in October. Ceremonies are usually held in Hull and in Harrogate, dependent upon the number of graduating students in each subject that year. Ceremonies take place in the autumn, following the Board of Examiners, to allow any students taking resits to graduate with their group. In July you will receive graduation information which includes details of how to book onto the ceremony, obtain tickets for your guests and how to book your gown and photographs. Please note that you will only be allowed to attend the ceremony if the Board of Examiners has confirmed your award.

5.2 Other institutional policies and regulations

5.2.1 Student Behaviour and Disciplinary Policy

All students are required to abide by the College’s policy governing behaviour and discipline.

https://www.hull-college.ac.uk/the-college/safeguarding

5.2.2 Equality and Associated Policies

Copies of the College’s equality and associated policies and procedures e.g. Single Equality Scheme, Praise and Complaints, Personal Harassment Code of Practice (Staff), bullying and harassment procedure (in the Student Charter) are available on the College’s intranet VLE. They are also available in alternative formats upon request from the Marketing Department.

http://www.hull-college.ac.uk/the-college/equality-diversity

5.2.3 Health & Safety

You will be given details and advice on health and safety as your course progresses, but there are some important general points and rules you should remember and put into practice from the beginning. The aim of the College is to provide a “Safe Environment” for all to ensure that no one is in danger to themselves or others. Remember you share responsibility for a safe and healthy environment within the College.

5.2.4 Smoking

Smoking is not allowed on the College sites/campus as well as in all buildings. Smoking is only permitted in designated areas, there are shelters available around each site, and these will be identified as part of the course induction procedures.

5.2.5 Illness or Accident

If you feel ill or are involved in an accident inform a tutor or inform the staff at Reception who will get help from a First Aider. The College First Aid facilities are located in workshops and laboratories. These are green boxes with large white crosses. Remember to report all accidents and incidents that involve the safety of staff and students to your tutor or member of staff. If you are away from College because you are ill please let your tutor know.
5.2.6 Fire Procedures

On hearing the fire alarm please proceed to the nearest fire exit in an orderly manner. Your tutor will advise you of these procedures at the commencement of your studies and inform you of the assembly points. Fire marshals will assist in evacuating the buildings safely. Please follow their instructions.

However, you should also make sure you know where the fire notices and exits are. You must take part in all fire drills efficiently and sensibly. You must never wedge fire doors open, as they are there to slow the spread of fire within a building. You should never use the lift if there is a fire drill or a fire. Disabled students will be given specific evacuation information from their support worker or tutor and will be taken to safe refuge points. They will remain there unless deemed to be not safe, in this case arrangements will be made to evacuate.

Do not misuse firefighting equipment or alarms - this would involve disciplinary procedures and possible prosecution.

5.2.7 Personal Safety

In workshops, laboratories, studios and specialised areas you should take note of any regulations or instructions pinned up on walls or attached to machines. Staff will introduce you to any special procedures and you must follow them. Always use the protective clothing and equipment and stick to the safety procedures when using potentially dangerous equipment. All regulations and instructions are there to protect you or those working with you. Please report anything that you think could be dangerous immediately to a member of staff.

If staff or students fail to co-operate with the Colleges Health and Safety procedures and instructions, under the Health, Safety and Welfare Act 1974, disciplinary action and prosecution may be taken against them.

5.2.8 Piercing

Any facial or body piercing judged to be a health & safety hazard should be removed or covered when requested.

5.2.9 Alcohol and Illegal Drugs

Alcohol and illegal drugs are not to be brought into any part of College. Students suspected of been under the influence of them will be sent home and disciplinary measures will be undertaken in accordance with the appropriate College procedures.

5.2.10 Cars, Bicycles and Motorbikes

Please ensure you abide by the site rules where vehicles can be brought onto site. The speed limit on all sites is 10mph and do not drive or ride on pavements. Failure to do so will prohibit you from using a vehicle on site.

Moving about the College

- Use the gangways sensibly
- Obey all warning notices
- Only lift or carry what you can easily manage
- Take care you can see clearly where you are going
- Ask for help with anything you feel uncomfortable with
- Please do not lock bicycles to handrails - use only appropriate areas.
- Please help to keep the College tidy and remember good housekeeping helps in ensuring a safe College.

5.2.11 GDPR / Freedom of Information / Unique Student Number

GDPR (General Data Protection Regulation)

The College regards data about individual students and staff as confidential. The College has a GDPR Policy which all staff abide by. This ensures that we comply with GDPR.

For information on the types of personal data held please refer to your Learning Agreement.

Information held may be used for the following purposes:

- Checking suitability and fitness for study
- Managing and maintaining a safe College environment
- Managing duties and obligations under the current disability legislation
- Provision of information to the SFA, HEFCE and its Partners for funding, planning, statistical analysis and to detect evidence of fraud
- Further information about LSC partner organisations and what they do may be found http://www.lsc.gov.uk and follow the links to data protection

Information may by necessity be disclosed to appropriate members of College Staff, Department for Education (DfE), DfUS, LRS, Ofsted, auditors, employers, the Connexions Advice Service and such other bodies as may be required by statute or with your consent. We will also provide information about enrolment, attendance and performance to the appropriate Local Authority or Student Loan Company on request, if you have been assessed as eligible for support. In certain circumstances the College may disclose personal data to the police or courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death).
Access to information

Staff, students and other users of Hull College Group have the right to access personal data relating to themselves that is held by the College in electronic format and/or manual records forming part of a ‘relevant filing system’, there is a set fee to this process. A request for information will be dealt with in 40 working days.

Anyone wishing to make such a request should complete the “subject access request form” which is available from The Data Services Manager or on the College Portal.

Unique Student Number (ULN)

From September 2008 everyone aged 14 years and older who takes part in Government funded education and training will be issued with a Unique Student Number (ULN). Your ULN is a personal 10 digit number which will remain with you throughout your life.

How will you benefit from having a ULN?

It will be used to link together all of your learning experiences, exam results and qualifications into an online Student Record. Your Student Record will include personal information and information on what courses you have attended, and the results gained (September 2008 onwards). It means you will not need to repeat information already in your Student Record or provide evidence of their qualifications through paper copies or certifications. It will also make it easier to provide good advice and guidance about education and training opportunities which will help you take that important next step.

What information will we need from you?

We are not asking you for anything new or anything that you do not already let us have. The core bits of information we use to get your ULN are your first name, family name, date of birth and gender.

Do you have to give consent?

You cannot refuse to have a ULN, but you can opt out of sharing your data with others if you choose. If you do opt out of sharing, you may find that you end up filling in longer forms again each time you move on to something new.

Details of how you opt out of sharing your data is contained on your Learning Agreement

What about my data - can other people access my information?

The law already guarantees that your personal details are handled securely and sensitively. Your information will only be passed on to people with a legitimate reason, such as examination boards, schools or Colleges that you want to move to and the government agencies who have responsibilities for education.

Where should you be using your ULN?

You will need to use you ULN when logging on and accessing your personal learning record. Once you have been issued with a ULN, you must register on the Personal Learning Record website https://learnerrecord.ukrls.miap.gov.uk/learnerrecord/ or ring the helpline on 0845 6022589, you must have your own email address to allow you access to your Personal Learning Record.

You are in control of your Personal Learning Record and this is to be used throughout your lifetime. Controls are in place to ensure consent is given by you to make sure access is given to educational institutions and employers to view your Personal Learning Record as and when you want this to happen.

Confidentiality

The HE Registry will not release any of your personal details to third parties. This includes information on contact information, assessment results or extenuating circumstances. If you need to collect any documentation from us then you will be asked to provide ID before it can be issued. Please ensure you keep your contact details up to date with Data Services as we will from time to time send important information regarding assessment results and graduation and certification.
Section Six: Assessment, Quality and Standards

6.1 Assessment Regulations

Summary of Assessment Requirements

The programme adopts in full the College Academic Principles and Regulations. Students will be provided with a copy of the College Assessment Regulations at the point of registration for their award.

External Examiners

External examiners are an essential part of the College’s framework for quality assurance. All approved courses leading to an award of the College must have External Examiners. An External Examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the programme is of the correct standard.

The role of External Examiners is to assure the quality of students’ learning experience and ensure that they are assessed fairly in relation to other students on the same course and to all students across the College and nationally. The External Examiner does this by looking at a sample of work (e.g. assignments, exam answers, presentations, and dissertations), discussing the work with your lecturers and attending the assessment boards to ratify results. External Examiner/adviser reports are an integral part of the College’s quality assurance processes. They form part of the requirements for course annual review and in all cases course teams must demonstrate how they have responded to the views and comments made by external examiners.

This course will follow the assessment regulations and award regulations for Bachelor’s degrees. Refer to section B and C of the HE Academic Regulations.

6.2 Methods for evaluating and improving the quality and standards of teaching and learning.

This award is managed and operated in accordance with College regulations and procedures. This will include representation and input from employers who will contribute to curriculum development and review.

The following methods are used to evaluate and improve the quality and standards of teaching and learning:

- External Examiners reports
- Cohort statistics e.g. gender, ethnicity, age and disability
- Student feedback
- Module reviews/evaluations
- Curriculum planning
- Course team minutes and the Quality Enhancement Plan
- Modifications of the course
- National Student Survey and other surveys which are administered by the college

This award will be evaluated against the following criteria:

Benchmark alignment:

The award will be reviewed against appropriate benchmarks and professional frameworks

Quality Improvement:

The award will be subject to peer review as part of the College quality improvement process.

6.2.1 Student Perceptions and Representation

The award will be subject to Student Experience Meetings and National Student Survey results and evaluation. Student representation will be encouraged on all Award Committees, at a cross college level and through student representation on Course Team Meetings, HE Committee and Academic Board.

Student representation is a key part of the quality enhancement strategy of the College. Student contribution to the cycle will also take place through the use of student meetings and student representative attendance at Faculty Committees.

6.2.3 National Student Survey

In the final year of your studies you will be asked to complete the National Student Survey (NSS). The NSS is supported by the Student Union and is a nationally published anonymous survey run by independent consultants. All responses to the survey are valued by the college in order to improve the experience for future students.

6.2.4 Module Evaluation

Module Evaluation provides you with the opportunity to feed back about the modules you have studied at different points during the year. These surveys are conducted electronically through Survey Monkey, all responses are collected anonymously except for the identification of the module and programme you have been studying.
6.2.5 Destination of Leavers in Higher Education (DLHE) Survey
The Destinations of Leavers from Higher Education (DLHE) survey collects information on what all leavers from higher education (HE) programmes are doing six months after qualifying/graduating from their HE course. There are two annual DLHE collections. Each census point takes place roughly six months after students have left the institution.

- The first collection (tranche 1) in April covers leavers between 1 August and 31 December.
- The second collection (tranche 2) in January covers leavers between 1 January and 31 July.

6.3 Quality, Assessment Boards and Standards
The Group has had excellent reports from all large-scale inspections of the provision and this has raised the profile regionally and nationally. As in a university, the Group is subject to reviews carried out by the Quality Assurance Agency (QAA) for Higher Education to verify the standards of the provision. A review of Hull College Group was carried out in May 2016. As a result of its investigations, the review team considered that the quality of student enhancement opportunities should be commended and the accuracy of information meets UK expectations. Students are at the heart of the higher education system by involving you in quality assurance and enhancement, the Group enables students to become active partners in shaping their own education.

6.2.7 Students as Partners in Research and Scholarly Activity
We view students as partners and peers in the research process. This is achieved by encouraging students to develop their research capabilities and providing them with structures opportunities to share their findings with others. The Group provides opportunities for students involved in research to take part in an annual student-led research conference.

6.2.8 Examination Committees and Board
Examination Committees and Board of Examiners meetings are where decisions are agreed regarding your achievement. The Board of Examiners meeting is where your results are approved and your degrees awarded. Prior to your results being presented at Board of Examiners, all results are provisional.

Once student results have been moderated they are submitted to the appropriate committee where module results are formally recorded. These grades are forwarded to the Board of Examiners which confirms decisions on progression and awards. External Examiners will also be in attendance to contribute to the decision process on individual progression and awards.

Until confirmed by the Board of Examiners, normally at the end of academic year, all marks are provisional. Module Leaders and Programme Leaders will grade you to provide you with feedback about how your work is progressing. You should not assume that these will be the final marks until they are confirmed by the Board of Examiners. It should also not be assumed about eligibility to progress from year to year (e.g. Level Four to Level Five) or to be awarded your degree until the results have been confirmed by the Board of Examiners.

6.2.9 Appeal against a Decision of the Examination Board
You can request an appeal to reconsider a decision of the Examination Board. Disagreement with the academic judgement of the Examination Board is not sufficient grounds for an appeal, appeals need to be more aligned to any procedures that did not take place in determining the outcomes of the Examination Board.