



**Newcastle College**

**Higher Education**

**Student Handbook**

**(BA (Hons) and BSc (Hons) Degrees)**

Validated by Teesside University

## Contents

1. Introduction.....	4
2. NCG.....	5
2.1. Newcastle College .....	5
2.1.1. The College .....	6
2.1.2. Space.....	6
2.2. Teesside University .....	7
2.2.1. The University .....	7
2.3. General Information .....	7
2.3.1. Higher Education Term Dates.....	9
2.3.2. Communication with the college .....	9
3. Programme Information .....	10
3.1. Programme Specification .....	10
3.2. Tutors and Support Staff .....	10
3.3. Personal Tutorials .....	11
3.4. Timetable .....	11
3.5. Learning Activities .....	11
3.6. Employer Involvement.....	12
4. Your Responsibilities .....	12
4.1. HE Student Agreement .....	12
4.2. Identity cards.....	13
4.3. Use of mobile phones .....	13
4.4. What is expected of you (anything over and above the Student academic regulatory statements) .....	13
4.5. If you are absent from the College .....	13
4.6. International students.....	14
4.7. Change of personal information and contact details .....	15
4.8. Withdrawing from your programme .....	15
4.9. Complaints .....	15
4.10 Student Disciplinary .....	16
4.11. Fees and Account Information .....	16
4.11.1.Fees .....	16
5. Your Role in Quality Assurance and Enhancement.....	18
5.1. Quality and Standards.....	18

5.2.	Programme Committees .....	18
5.3.	Student Representatives .....	19
5.4.	HE Committees .....	19
5.5	Students as partners in Research and Scholarly activity .....	19
5.6	HE Student Fellowship Programme .....	20
5.7.	Have Your Say .....	20
5.7.1.	Module evaluation .....	20
5.8.	Student Forum .....	21
5.9.	The On Line Student Surveys .....	21
5.10.	National Student Survey (NSS) .....	21
5.11.	Annual Reviews .....	22
6.	Valuing Diversity .....	22
6.1	Policy Statement .....	23
6.2	Celebrating Diversity Awards .....	23
7.	Safety, health and well-being .....	24
8.	Teesside University Academic and Assessment Regulations .....	25
9.	Assessment .....	25
9.1.	Purpose of Assessment .....	25
9.2.	How and where to hand in an assignment .....	26
9.3.	What will happen if I hand in my assignment in late? .....	26
9.3.1	What if I have not received approval to hand my work in late? .....	27
10.	External Examiner's report .....	27
11.	Module Assessment Board and Progression and Award Board .....	29
12.	Achievement.....	30
12.1	How do I get my results and feedback on my work? .....	30
12.1.1	Notification of Results .....	30
12.2	Graduation Ceremonies .....	30

## 1. Introduction

### Welcome from the HE Registry

We have written this handbook to help you understand your programme and feel comfortable and confident as a student of Newcastle College Higher Education. Please keep it safe and bring it with you when you come to college.

The handbook contains a lot of information. Don't worry if you don't understand it all straight away. There will be an induction period at the beginning of the programme. This will help you get to know everyone, find out where things are and understand the programme. Your tutors will talk through the handbook during induction, and will refer to it again at later stages in the programme.

We will do all we can to provide your programme of study as described in this handbook. To get the best out of the programme you should come prepared to work hard and take responsibility for your own learning.

We want you to enjoy your programme and complete it successfully. If you find you are having problems or not enjoying the programme, please talk to us. Remember that everyone needs help and support at some time. Asking for help is not a sign of failure - in fact it may help you to succeed.

We also want to continually improve our provision. We will ask you to comment on your programme during your time with us. Please use these opportunities to tell us how we could improve it.

We wish you well with your studies. If there is anything you need to know that isn't in this handbook, please ask.

Yours sincerely,

A handwritten signature in black ink that reads "Ann Baxter". The script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

Ann Baxter (Director of Higher Education)

## **2. NCG**

In July 2016 NCG was awarded Taught Degree Awarding Powers. This represents a major breakthrough for the sector and puts colleges on a similar footing to universities.

As higher education student at the college you will be studying on a programme awarded by NCG.

NCG is one of the leading providers of education, training and employability across the UK. NCG's higher education provision is delivered at Newcastle College, West Lancashire College, Kidderminster College and Carlisle College offering a range of qualifications which include:

- Foundation Degrees
- Higher National Diploma/Certificates
- One year Top Up Honours Degrees
- 3 year Honours Degrees
- Post Graduate Certificates in Teaching
- Masters programmes

NCG's purpose to unlock potential through learning creates and develops partnerships that bridge education and business. We has extensive and established links with local and national industries and a philosophy centred on standards and the quality of the student learning experience.

We are committed to providing an inclusive learning environment and ensuring that our students are treated fairly. You will be part of a Higher Education student body of approximately 3000 undergraduate and post graduates.

### **2.1. Newcastle College**

### 2.1.1. The College

Newcastle College is a major provider of further and higher education in England. Its objectives are to:

- Put the needs of the learner and customer first
- Innovate and support excellence in learning and employability
- Promote diversity and social mobility
- Value, involve and invest in our staff
- Foster strong relationships with employers, partners and communities
- Secure our future through strategic investment and profitability.

We have a multi-million pound campus investment on learning resources and social facilities that will enable us to give you an exceptional education experience. The College has extensive and established links with local and national industries and a philosophy centred on standards and the quality of the student learning experience.

Newcastle College welcomes diversity in its student population. We are committed to providing an inclusive learning environment and ensuring that our students are treated fairly. You will be part of a Higher Education student body of approximately 3000 undergraduates.

Key information about the College can be found at [www.ncl-coll.ac.uk](http://www.ncl-coll.ac.uk)

### 2.1.2. Space

This two-storey building provides an area for higher education(HE) students. On the ground floor you will find PCs with internet and email access.

Upstairs is the ideal place for students to work on group projects, meet other HE students, relax after a hard day of studying.

## 2.2. Teesside University

### 2.2.1. The University

Teesside University is dynamic, energetic and innovative - Providing Opportunities, Driving Enterprise, Delivering Excellence.

The vision of the University is to achieve regional, national and international recognition as the UK's leading University for working with business and to be among the UK's top institutions of higher education in relation to:

- being a vibrant and effective learning community with students at the heart of everything we do
- enhancing academic and professional standards and producing highly employable graduates for the benefit of both individuals and organisations
- contributing effectively to the economic, social and cultural success of the communities we serve
- demonstrating a real and continuing commitment to social inclusion.

Follow the link for further information for students on programmes validated by Teesside University :

<https://www.tees.ac.uk/studenthandbook/>

## 2.3. General Information

Our award-winning team of dedicated Student Advisers have an excellent reputation for quality information, advice and guidance.

We offer a range of extra services to support you throughout your programme often available through 'drop-in' :

Additional financial support you may be eligible to receive such as College Bursaries,

Access to Learning Fund. Advice on budgeting, making the most of your money.

Referral or signpost to specialist agencies if you are experiencing personal issues that may affect your studies.

Advice and guidance about your additional learning needs while on your programme or progression into further study following graduation.

The Student Advisers are based on the ground floor in Armstron Building, Rye Hill Campus.

You can find out more by visiting: [www.ncl-coll.ac.uk](http://www.ncl-coll.ac.uk)

## **Student Union**

You automatically become a member of Newcastle College Students' Union when you become a student at the College. Once you have enrolled, you can purchase an NUS Extra card which will give you a variety of discounts and offers. You can find out more and purchase the card at [www.nus.org.uk](http://www.nus.org.uk).

The Students' Union offers advice, campaigns on your behalf and works across college to ensure you have a fantastic student experience whilst you progress through your studies. We have a social programme running throughout the year including trips, events, volunteering as well as the opportunity to start and become members of clubs and societies.

The Students' Union (SU) is run by students for students. What we mean by this is that we ensure that your voice drives the running of our SU. Our mission statement is "Your involvement, your decisions and your ideas, make your Union!" and we value every student's input into the organisation of the Students' Union. We are here to support you across a range of initiatives whether it's a college wide event, fundraising, clubs or campaign on issues that you feel are important.

The SU ensures that your voice is heard by meeting regularly with students across the College through Learner Forums and the Union feeds back ideas for continuous improvement through to the College Principalship. The SU can also provide you with advice and signposting on a number of issues from sexual health, housing, drugs and alcohol, staying safe and mental health. It is an inclusive safe space so regardless of your race, religion, ethnic origin, creed, sexuality, age, gender or disability we are here to represent you fairly and without prejudice.



## **Get involved!**

Getting involved with the Students' Union whilst at the College is a great way to have a say in what goes on and adds extra skills to your CV. Newcastle College's Students' Union has an Learner Voice and Students' Union Coordinator, a full-time elected SU President and a range of other elected officers that are filled by volunteers.

### **2.3.1. Higher Education Term Dates**

The term dates for 2017 -2018 are as follows:

Please note: Term dates for individual programmes may be subject to change

11/09/17	HE Term starts (Semester 1)
23/10/17	HE Reading Week
21/12/17	Christmas Break (Autumn Term Ends)
08/01/18	Spring Term Begins
22/01/18	Assessment Week
29/03/18	Easter Break (Spring Term Ends)
16/04/18	Summer Term Starts
22/06/18	HE Term Ends

The college will be closed to students on the following additional days:

### **2.3.2. Communication with the college**

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

When you enrol as a student with the college you will be provided with a College e-mail account. The College expects you to use this email account whilst studying at the college to communicate with us. ONLY your College e-mail address will be used

by academic and administrative staff for contacting you so you are advised to check your College e-mail account regularly.

### **3. Programme Information**

This section outlines the information that is common to all Higher Education awards at the College. In addition to this handbook you will also be issued with a programme handbook providing more details about your programme of study.

#### **3.1. 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 is available via the HE programme site.

#### **3.2. 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 academic matters. For all other matters relating to your programme you should contact your School office.

Only your College **e-mail address** will be used by academic and administrative staff for contacting you so you are advised to **check your College e-mail account regularly**.

For each module, the module leader will set out the preferred method of communicating general information about that module to you, which may be by e-mail or via your programme site (on VLE).

The School will inform you of cancelled classes as soon as possible. It is your responsibility to ensure that we have your most up-to-date contact information.

### 3.3. Personal Tutorials

Every student has an entitlement to a minimum of 3 personal tutorials across the academic year. At the beginning of your programme you will be assigned a Personal Tutor whose role it will be to:

- Provide support and guidance as to how you can manage your learning and personal and professional development
- Keep an overview of your progress
- Advise on progression opportunities.

You are advised to keep your Personal Tutor informed of your progress including your achievements and any difficulties you may be experiencing.

### 3.4. Timetable

During induction you will be given a weekly timetable. This shows when your tuition will occur. This timetable may vary to accommodate particular projects or events during the year. We will tell you about these variations as the programme proceeds.

Outside the contact hours we will expect you to work on your own, doing research or written work as directed by academic staff. You may wish to spend some of this time working in the library, learning resource workshops or other open access areas. As you progress in your programme you will find a greater expectation for you to undertake independent study.

### 3.5. Learning Activities

We aim to provide high quality learning opportunities using a wide variety of teaching and learning strategies. Methods vary from classroom delivery to seminar, case studies, work based learning, projects, interactive e-learning content and team learning. Underlying this is a philosophy of initial support leading to greater independence in your skills acquisition and use.

### 3.6. Employer Involvement

Employers and professional practitioners have supported the development of our higher education provision. They may contribute in various ways to its delivery and quality assurance.

Industry representatives or professional practitioners could be involved in setting some of the projects that are vocationally related. These may include either live or simulated briefs related to the subject studied.

Employers are also represented on the committees that monitor the management and quality of our HE awards.

## 4. Your Responsibilities

It is your responsibility as a student to comply with the Programme and Module requirements for attendance and completion of assessments.

### 4.1. HE Student Agreement

The Newcastle College Student Agreement sets out our commitments to you and explains what we expect of you in return.

We want you to have a positive and enjoyable experience as a Newcastle College student and hope the document provides a useful framework for us to work together. There are certain mandatory requirements by which we are governed and by which our students have to adhere and these are set out within this agreement.

The agreement does not contain all the regulations but does refer to them and we strongly advise you to familiarise yourself with the NCG HE Regulations, referred to in this document.

You will receive a copy of the HE Student Agreement as part of your enrolment and induction process. .

#### 4.2. Identity cards

You will be issued with an ID card which you are expected to wear and display at all times when you are on College premises. If you lose your ID card you will have to pay for a replacement which you can obtain from your School office.

#### 4.3. Use of mobile phones

If you need to bring a mobile phone into classes then it must be switched off. If you are expecting an urgent call please inform your lecturer at the start of your teaching session.

#### 4.4. What is expected of you (anything over and above the Student academic regulatory statements)

You are expected to conduct yourself in an appropriate manner and exercise consideration to fellow students and staff. In addition you must take responsibility for ensuring that any programme and/or College deadline is met.

#### 4.5. If you are absent from the College

##### *Absence of more than one day*

You must notify the College if you are absent for more than one day.

##### *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 mitigating circumstances to the Assessment Board, you must provide the College 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 the College with a medical certificate as soon as possible.

You can hand in or send medical certificates to your Programme Leader or Programme Administrator.

#### *Notification of infectious disease*

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

#### 4.6. International students

For international students there are regulations relating to Tier 4 Student visas that must be followed.

Depending on which course you are applying to study at Newcastle College you need to decide what type of visa to apply for.

Tier 4 (General) is the main immigration route for study. If you want to study a full-time course which is longer than 6 months in duration you need to obtain a Tier 4 General visa. All non-EEA nationals wishing to travel to the UK on Tier 4 must obtain entry clearance prior to leaving their home country.

Tier 4 entry clearance is confirmed as a yellow sticker in your passport known as a vignette. Once you have this sticker in your passport you can travel to the UK. For international students there are regulations relating to Tier 4 Student visas that must be followed. More information can be found on the UK Visas and Immigration (UKVI) website <https://www.gov.uk/government/organisations/uk-visas-and-immigration> and on the Newcastle College website [here](#).

If you are unable to attend college you must report this immediately and follow the attendance procedure for International Students. We are obliged to tell UK Visas and Immigration about 10 or more occasions of unauthorised absence, which could lead

to your visa being cancelled. Please contact the International Office for further guidance on 0191 226 6295

#### 4.7. Change of personal information and contact details

It is your responsibility to ensure you inform us of any changes to your personal details (eg address – **home** and **term** time contact details). The college will use this information when you have completed your programme to send your certificate to you. Please remember to notify your school office as soon as there is a change to your personal details. This is particularly important as you approach the end of your programme. The college cannot be held responsible, when sending out your certificate, if we do not have your correct address.

#### 4.8. Withdrawing from your programme

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

If you decide to withdraw from your programme, you must notify us in writing. This notification must be sent immediately to your School office. Please note failure to notify us may result in you being legally responsible to pay your programme fees in full.

Where you have had more than 4 weeks non attendance or engagement with your programme of study the college will notify you, in writing, that they intend to withdraw you from your programme. You will be offered the opportunity at this point to contact the college to discuss possible options to return to your studies.

#### 4.9. Complaints

We hope you will not have a complaint about the College. However, if you do, the College has a staged complaints procedure. You can access information about the complaints procedure via the college website.

<http://www.ncl-coll.ac.uk/>

As a student whose programme is validated by Teesside University you also have the right to submit your complaint to the University.

Under exceptional circumstances you may request a review of the decision of the Assessment Board through the Teesside University's Academic Appeals Regulations for Taught Programmes (this must happen within **25 days** of your results being formally published).

If you have any queries with your results you can in the first instance contact Ann Baxter, Director of Higher Education by emailing [ResultsQueries@ncgrp.co.uk](mailto:ResultsQueries@ncgrp.co.uk)

Further information on the process is available at

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

Then follow the link to Academic Regulations.

#### 4.10 Student Disciplinary

In addition to the College Student Disciplinary Procedure, students studying on a Teesside University award have a limited right of appeal to the university once the college disciplinary process has been completed. Further information relating to this process can be found by accessing the link:

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

#### 4.11. Fees and Account Information

##### 4.11.1.Fees

Newcastle College expects

Continuing students who have tuition fee debt owing to the College from previous academic years will not be allowed to re-enrol until the debt and associated costs have been cleared.

It is a student's responsibility to ensure their tuition fees are paid on time:

- by tuition fee loan applied for through Student Finance England, if applicable;
- or



- in full at enrolment or in full on receipt of their invoice; or
- by instalment – **in line with the Colleges instalment plan** – this option is only available by direct debit, drawn on a UK bank account on the dates below.

**Student to Pay** –If no Sponsorship identified at point of enrolment. Student responsible for paying their own fees:

- Direct Debit Instruction (DD) must be complete at the point of enrolment.
- Instalments as follows: Maximum 7 instalments on 1st each month between 1<sup>st</sup> October 2017 and 1<sup>st</sup> April 2018.
- The instalment option is only available on direct debit payment method, it is a students responsibility to ensure their bank account allows Direct Debits.

**Remember:** The direct debit payment request is submitted to banks 7 days prior to the payment date so please ensure adequate funds are in your account as we cannot stop the payment after this point. There must be enough money in the nominated bank account to meet the payment at the time it is collected otherwise your bank may make a charge to your account for each default. If you wish to cancel your direct debit all you are doing is removing the option to pay by instalments. You will then be required to pay the outstanding balance in full, immediately.

It is important that you pay your fees to the College on time. Failure to do so may lead to a disruption in your course. This could include, but is not limited to –

- IT (Blackboard) / Library accounts blocked.
- Exclusion from Class, Exams or Graduation
- Enrolment will not be permitted on any further courses until all outstanding fees with the College are settled in full.
- Referral to 3<sup>rd</sup> party debt collection agency to collect the outstanding fees on behalf of the College.

**Student Loans Company to pay: (sponsor)**

- Student enrolled with confirmed SLC loan agreement. Fees are invoiced to the SLC (who then pay the fees directly to the College, according to their Points of Liability).
- Student must be aware, as part of enrolment, fees will be payable by them in the event of SLC default for any reason (e.g. loan reassessment, cancelation of loan)

**Employer to pay (3<sup>rd</sup> party to be invoiced):**

- Student enrolled on presentation of valid Employer Fee Payment Form. Fees are invoiced to Employer and are due in full within College payment terms, 28 days of invoice date.
- Employer should provide a Purchase Order Number at the point of enrolment they require this quoted on their invoice.

**5. Your Role in Quality Assurance and Enhancement**

This section tells you how we monitor and improve the quality of our higher education provision, and how you can take part in this process.

**5.1. Quality and Standards**

Students are at the heart of the higher education system. By involving students in quality assurance and enhancement the College enables students to become active partners in shaping their own education. The College recognises that student engagement will be different for each student, however it is important that every learner is offered a range of opportunities to influence and enhance the quality of the learning experience at the College.

**5.2. Programme Committees**

For each programme and for each School there will be committee meetings held three times a year which will review programme operations, resource issues,

feedback from student evaluations and questionnaires and feedback from external examiners. Issues arising will be routinely presented at Quality Review and as part of the Annual Review Report.

### 5.3. Student Representatives

Student representation on and input into the monitoring and review committees is a key part of the quality enhancement strategy of the College. Student representatives are invited to Programme Committee meetings. At the start of the first semester student representatives will be elected to attend meetings and represent the views of their peers. Adequate notice of these meetings will be given so that representatives can consult their fellow students.

### 5.4. HE Committees

You can elect to take a more proactive approach to influencing and shaping the curriculum and be part of the decision-making process of the College by becoming a student representative on the HE Academic Board or either of its two sub-committees, the HE Quality and Standards Committee and the HE Teaching Learning and Assessment Committee. The committees facilitate a process for continuous monitoring, review and evaluation to ensure the effectiveness of the College HE provision.

### 5.5 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 structured opportunities to share their findings with others. A series of interdisciplinary student research seminars encourage engagement across the HE student body by eliminating traditional subject/School boundaries. The College provides opportunity for students involved in research to take part in an annual student-led research conference.

## 5.6 HE Student Fellowship Programme

The Student Fellowship Programme enables Higher Education students to actively participate in shaping their learning experience and contributing to the future direction of the institution.

The Higher Education Student Fellowship Programme is designed to provide opportunities for students to undertake funded projects. The programme will contribute to the implementation of our Higher Education Partnership Strategy and support the development of an inclusive academic community. Taking part in the fellowship programme offers the opportunity for students to contribute to the decision-making processes in the college as well as contribute meaningfully to cutting edge projects. Students will be actively engaged in shaping and developing quality assurance and the enhancement of higher education. You will gain experience in team work, leadership and presentation skills.

The Higher Education Student Fellowship Programme enables you to stand out in an increasingly competitive crowd by strengthening your CV and complementing your degree with employability and work-based skills. You'll also get the satisfaction of making a real difference to your course and the College as well as gaining valuable experience; you can also receive between £400 - £1000, depending on the role, which is not subject to taxation or National Insurance.

## 5.7. Have Your Say

### 5.7.1. Module evaluation

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

Module evaluations are confidential and completed anonymously. This feedback is used at both programme and School level so that the student experience can be

continuously improved. By undertaking module evaluations you can help us to refresh and revise our module delivery to enhance the learning experience and continue to improve upon our academic provision.

#### 5.8. Student Forum

The College operates a student forum system at which issues can be raised by students and discussed with staff in each School. The committee meets throughout the academic year. The meeting is chaired by a Director of School (or nominee) and minutes are taken. Issues and/or recommendations are forwarded to the appropriate committee. HE learner forums and focus groups offer a platform for students to comment on their teaching and learning experience, providing an opportunity to raise issues or concerns students may have relating to their specific programme. An action plan is created as result of the forum. The plan is shared with students to communicate the progress the pathway is making to resolve any actions agreed as a result of the meetings.

#### 5.9. The On Line Student Surveys

The College uses student questionnaires to help it monitor the quality of programmes. We will ask you to complete a programme survey at least once during the academic year.

Please consider the questions carefully, and answer them as honestly as you can in relation to your own experience as a student. The survey is confidential and completed anonymously.

The results from student questionnaires are analysed and summary reports are produced. These reports are discussed at committee meetings and actions are put in place where necessary.

#### 5.10. National Student Survey (NSS)

The NSS is a census of students in the final year of a programme leading to undergraduate credits or qualifications across the UK currently only foundation

degree students complete this survey at the college).. It is an opportunity to give opinions on what students liked about their time at college as well as things that they felt could have been improved.

Student feedback is used to compile year on year comparative data that is:

- published on [Unistats.com](https://www.unistats.com) where prospective students and their advisors can use the results to help make informed choices of where and what to study
- published at programme level as part of the Key information Set (KIS) on the College website providing information to prospective students and their advisors to help make informed choices of where and what to study.
- useful to the college to facilitate best practice and enhance the student learning experience.

Students and their answers remain anonymous at all times and contact details are only used for the purpose of the survey.

#### 5.11. Annual Reviews

At the end of each academic year an Annual Review for each programme is completed. This includes commentary on all aspects of programme operation based on the evidence collected during the year, such as module and programme evaluation questionnaires, external examiner and employer feedback and assessment results. The Annual Review is used to help us improve the programme as a whole.

### 6. Valuing Diversity

The programme is designed to value diversity and meet the requirements of the NCG Equality Strategy 2014-18 which can be found on NCG website.

This policy focuses on the approach of Newcastle College to 'valuing diversity' and outlines an approach that gives specific responsibilities to governors, managers, staff and students.

The purpose of this policy is to describe the College's commitment to achieving an organisation which values diversity, promotes equality and eliminates bias and discrimination from the way it operates.

## **6.1 Policy Statement**

The College will approach managing diversity by recognising the diverse needs of staff and students (both actual and prospective) and by ensuring that barriers to diversity are removed in relation to:

- understanding the concept of diversity in order that management and staff efforts will underpin the College's Strategic and Operational Plans;
- providing objective and fair policies and processes for all aspects of the student and staff experience;
- enhancing each individual's commitment to diversity by promoting awareness and understanding of its approach;
- ensuring that the College's activities are managed in a way which makes all individuals feel valued and harnesses their potential;
- ensuring that the concept of diversity informs all policies, practices and procedures;
- promoting the recognition of individual rather than group differences;
- encouraging a culture of empowerment through an environment characterised by open communication, participation and consultation and an absence of prejudice and discrimination;
- ensuring that the production of on-line learning resources and publicity materials adhere, wherever practicable, to World Wide Web Consortium (W3C) accessibility standards and guidelines.

## **6.2 Celebrating Diversity Awards**

The College holds an annual 'Celebrating Diversity Awards' to recognise contributions by staff and students to celebrating diversity.

Entries may be developed for the Awards or may be based on activities (such as good practice or voluntary work) either inside or outside the College. All students have the opportunity to take part in this event.

Whilst acknowledging that values and awareness are difficult concepts to assess and measure the programme will attempt to engender an ethos of cross-cultural awareness and responsible global citizenship which will manifest itself through the strategies, policies, actions and practices of the programme and the delivery team. Particular examples of practice will include:

Throughout the programme students will be expected to work in small groups requiring a range of personal perspectives.

The programme team will aim to utilise the students' backgrounds, interests and experiences to illustrate the diversity of the aviation industry.

Student performance and attrition rates are monitored by nationality, ethnicity, and disability.

## **7. Safety, health and well-being**

Health and Safety is an important aspect of any working environment. Following Health and Safety rules and procedures is a legal requirement.

It is important as a student that you adhere to legal health and safety requirements whilst studying at the College. The following Code of Practice is a guide to safety in all areas of the College. It applies equally to academic staff, support staff, students and authorised visitors.

- All employees and students of the College are responsible for protecting themselves and others from hazards that may result from their work or behaviour
- All individuals must leave their work areas clean and tidy
- All College regulations and notices displayed must be observed
- Everyone must understand the action to be taken in the event of fire or other emergency
- All accidents must be reported via a form available from the school office. If you have an accident it is your responsibility to make this report. If this is not



possible, owing to incapacity, the responsibility will pass to the member of staff with whom you are timetabled

- Students must comply with any special Health and Safety instructions issued by a member of staff whilst fulfilling teaching or support duties.

## **8. Teesside University Academic and Assessment Regulations**

The academic regulations provide a framework which ensure the standard of all Teesside University degrees. As students, you are responsible for ensuring you are aware of the regulations, particularly in terms of assessment and how decisions are made with regard to awarding your degrees.

Your programme will follow the Teesside University Academic Regulations which can be found by following the link:

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

The main areas of student regulations are explained in the link below and include:

- Academic Misconduct
- Extenuating Circumstances
- Attendance regulations
- Academic Appeal

<https://www.tees.ac.uk/docs/DocRepo/Student%20regulations/General%20Regulations/Essential%20Information%20for%20Students%20on%20University%20Regulations.pdf>

## **9. Assessment**

### **9.1. Purpose of Assessment**

Assessment is an important part of your studies. It helps provide a picture of your progress and achievement and identifies the next steps of your learning.

Assessment has two purposes:

- To provide you with regular feedback about how your work is progressing – this is called ‘formative’ assessment
- To measure and record your achievement of modules towards the qualification – this is called ‘summative’ assessment.

You will find an appropriate mix of formative and summative assessment across the modules you study.

Every module will have a set of specific learning outcomes and the assessment is designed to meet all these learning outcomes.

Internal and external moderation will be in place to ensure that there is consistency, comparability and parity of treatment in the marking of assessments and examinations.

Assessment of students’ work on this programme is carried out according to Teesside University Academic Regulations.

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

## 9.2. How and where to hand in an assignment

Each School will have procedure for the submission of assignments/assessment work; this will normally involve Electronic submission via Turnitin

Students will be provided with a receipt on submission of work for assessment. You must keep your receipt for proof of submission.

## 9.3. What will happen if I hand in my assignment in late?

It is the responsibility of all students to attend examinations and to submit work for assessment by the set date for that assessment. Where a student's circumstances are such that the student feels unable to meet this deadline, the student is strongly encouraged, as soon as possible, to discuss his/her circumstances with an appropriate member of academic staff (usually the Module Leader) **in advance** of the submission/examination date. The member of staff will help the student identify a suitable type of extension, depending on circumstance.

The University operates separate procedures for short and long extension requests as identified in the Extenuating Circumstances Regulations which is available at:

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

#### 9.3.1 What if I have not received approval to hand my work in late?

In accordance with Teesside University Academic Regulations;

Where an extension has not been approved:

- assessment work submitted late will receive a maximum mark/grade associated with the minimum pass requirement, provided it is submitted within 7 calendar days of the published deadline
- assessment work submitted more than 7 calendar days after the published deadline will not be marked/graded.

Where the student is submitting assessed work as a reassessment/resubmission and an extension has not been approved, any work submitted after the published deadline will not be marked/graded and the student will be deemed to have failed the assessment concerned.

### **10. External Examiner's report**

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called external examining which is one of several ways that we confirm that standards are met. An external examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the course is of the correct standard. The external examiner does this by looking at a sample of work (e.g. assignments, exam answers, dissertations), discussing the work with your lecturers and attending the assessment boards to endorse results. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The External Examiner reports are made available to students on the HE Moodle site

Sometimes your modules may have a different External Examiner and your module leader can provide details. Please note that students are not permitted to contact External Examiners directly and External Examiners will not respond to any communication from individual students. If you have any concerns about your programme, then please speak to your programme leader.

Further information regarding the role of an external examiner is available from QAA UK Quality Code Chapter B7: External Examining at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B7.aspx>

## 11. Module Assessment Board and Progression and Award Board

Once student results have been moderated they are submitted to an Assessment Board where module results are formally recorded. An assessment board is held within each subject area to ratify module marks. These marks are taken to the Progression and Award Board which confirms decisions on the awards.

External examiners will also be appointed to contribute to the decision process on individual progression and awards. His/her role at the Module Assessment Board is to guarantee fairness and equity and ensure that comparability of standards is maintained between students and across different years of a programme.

Until confirmed by the Progression and Award Board at the end of the academic year, all marks are provisional. Module tutors and Programme Leaders will mark your assignments and 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 Progression and Award Board.

Nor should you make any assumptions about your eligibility to progress from year to year or to be awarded your Degree until your results have been confirmed by the board.

### 11.1. Academic Appeals

Students may request an Academic Appeals Committee to reconsider the decision of the Progression and Award Board. Disagreement with the academic judgement of the Progression and Award Board is in itself not sufficient grounds for an Academic Appeal. Detailed information regarding grounds for academic appeal is provided on the Teesside University website under Academic Appeals Regulations.

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

To request an Academic Appeal you submit your request on the University Academic Appeal Application Form to the Director of School (Newcastle College) in the first instance within 25 working days of the date of formal publication of results established by the Progression and Award Board.

## **12. Achievement**

Information relating to assessment and achievement can be accessed via the Teesside University Academic Regulations.

Re-assessment and resubmission

Information relating to compensation, reassessment and resubmission can be accessed via the Teesside University Academic Regulations.

<https://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

### **12.1 How do I get my results and feedback on my work?**

You will normally receive written comments, verbal feedback or group feedback on your work within 20 working days of the hand-in date. Your module leader will advise as to the format of the feedback.

Results from module assessments and decisions are available after the Progression and Award Board. The results are usually displayed on your programme notice board and/or via your online programme/course site .

#### **12.1.1 Notification of Results**

After confirmation of your results by the Progression and Award Board you will be given a transcript showing your modules, marks and associated credit.

Where re-assessment or mitigating circumstances are involved confirmation of results will take place at the next scheduled meeting of the Progression and Award Board.

### **12.2 Graduation Ceremonies**

All awards will be conferred at the Newcastle College Higher Education graduation ceremonies.