



University Centre
at Blackburn College

Student Handbook

2022/23

Welcome to the University Centre at Blackburn College

Whether you are a new or returning student we want to make your experience with us enjoyable, supportive and fulfilling. So welcome.

This handbook provides you with the information you will need to help you successfully complete your studies. It also includes advice on where, and how, to access further guidance during your time here at University Centre at Blackburn College.

We will support you academically but we are also here for you in other ways; to

help you navigate your route through education and to get the most from your 'student journey'. We can provide additional assistance, signposting and advice, to ensure your experience is the best it can be.

As a University Centre, we help you prepare for the next stage of your life and we want you to know about, and take advantage of, all the opportunities available to you.

Best wishes,

Caroline Bracewell
Assistant Principal
(Higher Education)



Contents

Academic Structure	3	Graduation	20
Your Campus	4	Examinations	22
Personal Tutors	5	Moderation & Examination	23
Student Support:		Extensions & Mitigating Circumstances	24
The Academic Coach Team	6	Attendance & Sickness	26
The Hub Support Services (Careers Team & Finance Team)	7	Complaints & Academic Appeals	27
Emotional Health and Wellbeing	8	College Policies & Procedures	28
Chaplaincy	8	Transferring & Withdrawing	31
Accommodation	8	Work-Based Learning	32
Students' Union	9	Staying Safe	33
Disability Advice Service	12	What to do in an emergency	34
University Centre Library	16	Car parking & Travel	36
Microsoft Office 365	18	Additional Financial Support	37

Our Academic Structure and Qualifications

We offer a range of qualifications to suit your individual needs and career aspirations.

We have one of the largest bodies of Higher Education studies for a college in England and have over 50 years' experience of offering Higher Education courses.

What types of course are available?

At the University Centre at Blackburn College we offer over 100 Higher Education courses.

These include:

- Higher National Certificates (HNC)
- Higher National Diplomas (HND)
- Higher Level Apprenticeships
- Degree Level Apprenticeships
- Foundation Degrees (FdA/FdSc)
- Honours Degrees with Foundation Entry BA (Hons), BSc (Hons) Honours Degrees (BA (Hons), BSc (Hons), LLB (Hons))
- Masters Degrees
- Professional Qualifications

Degree and Higher Level Apprenticeships

You will be able to develop your career whilst earning a wage. Your employer will also benefit through the professional development and expertise of their staff.

Degree and Higher Level Apprenticeships offer an excellent alternative to the traditional route to gaining higher level qualifications, by offering you practical industry skilled training combined with study.

Entry Requirements

To be eligible you will need to have achieved one of the following qualifications or be able to demonstrate that you have suitable relevant and recent occupational experience. Qualifications include:

- A-Levels
- Vocational Level 3 qualifications
- An Advanced Apprenticeship

Please note: There are no fees for a Degree or Higher Level Apprenticeship but you will not be eligible for the financial support or Government loans and grants detailed in other areas of this prospectus. Higher and Degree Level Apprenticeships can start throughout the academic year. You do not necessarily have to start in September 2022.

Blackburn College Campus

- 1 University Centre at Blackburn College
 - 2 The Futures Centre
 - 3 Blackburn Sixth Form
 - 4 The Elizabeth Building
 - 5 The Victoria Building
 - 6 Construction Centre
 - 7 Beacon Centre
 - 8 Regional Automotive Technology Hub (RATH)
 - 9 Blackburn Sports and Leisure Centre
 - 10 Harrison Centre
- ➔ Entrance



Personal Tutors

At the start of your course you will be allocated a Personal Tutor who is your first point of contact for academic advice and personal/professional development. They are there to give a personalised approach to your Higher Education experience.

Your Personal Tutor will meet with you to discuss your progress. You will usually have at least two scheduled one-to-one meetings over the year, one in each semester.

Individual tutorials are key to building a good relationship with your Personal Tutor and provide you with an opportunity to discuss any emerging issues you feel are important. Agenda items for individual tutorials may vary depending upon your programme of study and your individual needs.

In addition to the one-to-one scheduled meetings which are specifically tailored to your needs, you will also attend and participate in group tutorial sessions that cover a range of topics including all you need to know about studying effectively.

Your tutor can provide you with guidance in academic matters, as well as information about where to go for any additional and specialist help and advice you might need e.g. careers, study skills, counselling, etc.



Academic Coach Team

“Here to Help You”

The Academic Coach team provide individualised advice regarding academic study skills to complement the teaching and learning provided by Higher Education Lecturers.

The team help with a range of study skills topics, including:

- **Assignment writing at degree level**
- **Exam preparation**
- **Presentation skills**
- **Referencing**
- **Research skills**
- **Organisational and time management**
- **Proof reading tips and techniques**
- **Stress management**

You can be referred to an Academic Coach through your personal tutor or you can self refer by contacting:

academic.coach@blackburn.ac.uk
01254 292144

You will benefit from high quality study skills coaching to assist with submissions of work and preparation for examinations and assessments as well as signposting to relevant support services.

Alongside 1:1 support, the academic coach will deliver relevant study skills workshops to groups and support you to access appropriate specialist academic or welfare support as necessary.

Student Support Team

Careers Team

Our friendly and professionally qualified Careers Advisers are here to help you plan your career and make the most of the graduate opportunities that will be available to you after your studies.

We can help you explore:

- Career options related to your studies
- Graduate vacancies and employers
- Postgraduate study options

If you would like to see a Careers Adviser for personalised Information, Advice and Guidance, we can help with:

- CV development
- Personal statement writing
- Sourcing job vacancies
- Applying for work
- Preparing for interviews
- Interview practice and feedback

Student Finance Team

Our Student Finance Team is here to help you budget, plan and explore the financial support available to you during your study.

We are here to:

- Ensure you are aware of your full funding entitlement from Student Finance England and the University Centre at Blackburn College
- Support you with your application for funding
- Support you in resolving any issues you may be experiencing with Student Finance England
- Provide budgeting information to help you avoid experiencing financial problems

For more detailed information please visit The Hub Moodle pages.

You may also find the following websites useful:

Student Finance England:
www.gov.uk/student-finance

Graduate Careers:
www.prospects.ac.uk

Support Services

To arrange an appointment, call us on **01254 292929** to check availability or call into the Exchange Monday - Friday 11am - 1pm in the Beacon Centre.

For help and advice, please book in for an hour long appointment, in a private interview space on **01254 292929**.

<https://www.blackburn.ac.uk/careers-programme/>

Emotional Health and Wellbeing Service

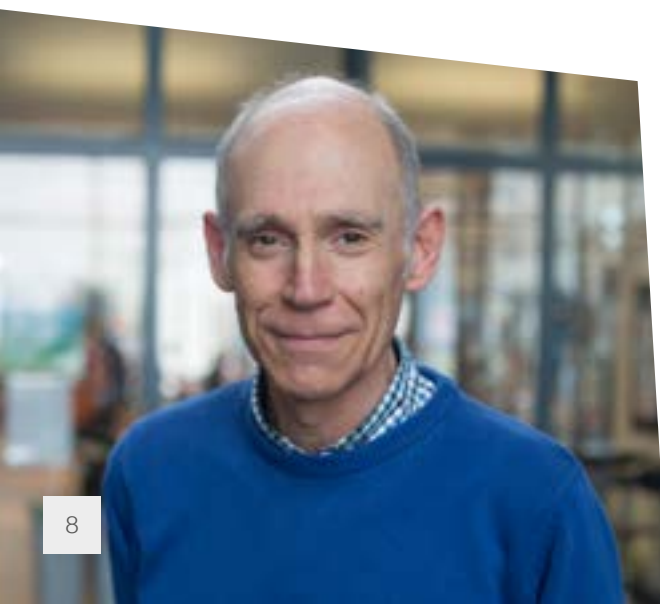
We have an Emotional Health and Wellbeing service (EHWB) situated within the University Centre.

The EHWB service can be accessed by students for many different reasons.

Changes and pressures in our lifestyle can, at times, affect our wellbeing and emotional health and you may feel you need some support. At the University Centre at Blackburn College, our Emotional Health and Wellbeing service is available for one to one appointments in a safe and comfortable environment, where you can speak to our EHWB Officer.

We can support you and if necessary, signpost and refer you to other specialist services that may be able to help.

If you wish to make an appointment you can contact us via email: ehwb@blackburn.ac.uk, telephone **01254 292269** or alternatively you can ask your tutor to make a referral to the service.



Chaplaincy

The College Chaplaincy is a service available for all students no matter what faith or belief. The College Chaplain is available for students' worship and spirituality needs and can also link students with different faith communities and interfaith groups and events.

The Chaplaincy service provides a room in the University Centre for reflection and contemplation – UC128, located on the first floor.

The College Chaplain is available to:

- Explore faith and spirituality individually or in groups
- Celebrate religious festivals
- Offer a compassionate listening ear regardless of your faith or belief
- Provide advice and guidance on faith related issues
- Help you make a positive contribution to society

You can contact the Chaplain by emailing: chaplaincy@blackburn.ac.uk or by visiting the Beacon Centre reception – please refer to the student information boards for dates, times and locations.

Ken Malpass

Emotional Health and Wellbeing Officer

Students' Union (SU)

Your Students' Union President exists to promote, represent and protect your welfare and interests.

Our mission is to enhance your student experience whilst you're at our University Centre. We do this by working with the College to ensure that you're getting the best experience whilst you're here.

Your SU is involved in a range of activities, for example, running events and societies, trips, drop in clinics for advice and fundraising for a range of charities. We've tackled issues such as getting new social seating in The Curve, replacement laptops and helping to set up a sustainability forum.



National Union of Students (NUS)

Don't forget to buy your Totem card online at www.nus.org.uk. All Totem cardholders receive discounts in many stores and online shops from Topshop to Ticketmaster, Amazon to Vue, you can really save wherever you spend, with over 150 exclusive discounts right at your fingertips!

You can now choose an address to have your Totem card delivered to. **It's only £14.99**, not bad for something that's going to save you a whole load of cash throughout the year.



Students' Voice and Campaigns

Across the whole of Blackburn College, students are represented on different committees and panels and are members of the Corporation Board. If you would like your voice and other students' voices heard then take part in any of the meetings or even become a member of the corporation board. Talk to your Head of School for more information.

Various events occur throughout the year that run in conjunction with the Students' Union. For example, the 'You Said We Did' campaign. These campaigns provide feedback and are also used to share information with you. Focus groups on specific topics are also set up in response to feedback.

Clubs and Societies

The SU is constantly expanding and growing. We currently have a range of societies you can get involved in, or you could start your own to cater to you and your friends' needs. For more information contact:

studentunion@blackburn.ac.uk

Clubs that you may want to get involved in include ...

- Law Society
- Enterprise Society
- Interfaith Society
- Research and Scholarship Society
- Football Club
- Sustainability Club
- Gaming Club

Events

We hold regular social events for students such as fairs and various trips and visits. We want to put on events that appeal to you so please let us know what you would like.

We can also support you if you want to hold an event yourself – maybe you want to raise money for charity or to organise an event for your course – let us know and we can advise or assist you.

Call **01254 292829** or email: studentevents@blackburn.ac.uk

University Centre Student Class Representatives

As a student, your views are very important to Blackburn College and the University Centre, not only views on student experience but even on how classes are run and what the management can do to make it better.

This is why we need you! Become a Student Class Representative and join in with the Students' Union to create a strong voice for students at Blackburn College and the University Centre.

This voice will be heard locally at relevant committees in the College from Single Equality Committee, Learning, Teaching and Assessment Committee, thematic focus groups, course representative meetings, Academic Board, Safeguarding Committee and even the Corporation Board. Equally the Student Voice will be heard nationally at meetings and conferences with the National Union of Students and other official bodies.

What is expected from a Student Representative at University Centre at Blackburn College?

- To attend monthly meetings arranged by the Students' Union President
- To attend Class Representative Meetings arranged by your Programme Leader
- To attend Student Representative Training at the beginning of the academic year
- To attend and participate in College forums that are in place to hear your views
- To be an ambassador for Blackburn College and promote the Student Voice

What can you expect from us as a Student Class Representative?

- Employability skills, a reference and something to put on your CV for when you are looking for a job
- To be part of a student voice and to have your opinions and ideas heard locally and nationally
- Special incentives such as Amazon vouchers or drink vouchers to spend at the College's Starbucks
- Training that can assist you in your career, such as team work, problem solving and debating
- To be part of a strong team and have fun whilst doing it
- To gain knowledge, experience and skills



Disability Advice Service

At University Centre at Blackburn College we pride ourselves on our inclusive culture and we are committed to supporting all our students to access education.

Any long term condition which may have a significant impact on your day to day life and subsequently your ability to study, may be classed as a disability (Equality Act 2010 definition).

Please do not hesitate to come and speak with one of our advisers.

Do you think you may have support requirements?

Dyslexia, Chronic Fatigue Syndrome, Irritable Bowel Syndrome, Cancer, Anorexia, Post-traumatic Stress Disorder, HIV, Hearing Impairments, Carpel Tunnel Syndrome, Fibromyalgia, Depression, Arthritis, Dyspraxia, ME, Visual Impairments, OCD, back conditions, Diabetes, and Autistic Spectrum Disorder, for example, are all disabilities, medical conditions or specific learning difficulties which may have a significant impact on your day to day life and consequently your ability to undertake a period of study.

There is a range of support options for students with disabilities.

Your Disability Adviser will be able to discuss an appropriate package of support, including access to funding (where applicable) e.g. Disabled Students Allowance (DSA).

Examples of support include:

A digital voice recorder: so you can record lectures, for your personal use only. This is particularly useful if you are living with pain or taking strong medication which may affect your ability to concentrate.

A 1:1 Study Tutor: who can support you with research and developing your study skills.

An ergonomic chair: in the classrooms and lectures to reduce pain levels when sitting for any duration.

Please note: Some support is dependent on an assessment.

How do I get support?

If you have Disabled Students Allowances in place you will need to contact your non-medical helper provider every September to arrange your one to one support.

How do I review my support?

If you would like to review any aspect of your support do not hesitate to make an appointment with one of our Disability Advisers.

I am in my Second or Final Year; is it too late to disclose a Disability or request support?

It is never too late to arrange to meet with one of our Disability Advisers.

If you have recently received a diagnosis which is impacting upon your ability to study or you have only just decided that you may benefit from support, do not hesitate to make an appointment with us.

Exam concessions and alternative assessments

Some students may be eligible for adjustments in exams, or require alternative assessments. Make an appointment with one of our advisers to discuss this further.

Car Parking Permits

Unfortunately we are unable to offer parking to students on campus. However alternative blue badge parking is available nearby. Please see **page 36** for more details.

Mobility Difficulties

If you have difficulties with your mobility, a physical disability or a medical condition which may affect your access to and exit from our buildings, please contact the Disability Service so we can discuss this and, if required, complete a Personal Emergency Evacuation Plan (PEEP). Alternatively, your tutor can complete a PEEP with you.

In Case of Emergency (ICE Cards)

If you have a medical condition that may require emergency medical intervention then we require you to complete an ICE card. We may also complete a risk assessment/care plan with you to ensure that your support requirements are fully addressed. An ICE card can be collected from your tutor or Disability Advice Service. Details should be completed on the reverse of the card and placed behind your student ID card.

In case of an emergency where a first aider is called and you are too unwell to communicate, they will check the reverse of your ID card to identify any medical conditions requiring emergency treatments and details of your emergency contact. Your lanyard containing your ICE card must be worn around your neck and it is your responsibility to update the information as and when necessary.

How to contact us

Phone:
01254 292269

Text phone for the hearing impaired: 07891481383

Email:
hedisabilityservices@blackburn.ac.uk

We are available for appointments in the University Centre between 9am - 4pm Monday to Friday and outside these hours by prior arrangement during term time and holidays.

Appointments can also be booked via the Hub in the Beacon Centre.

What are Exam Access Arrangements?

Arrangements are any additional adjustments we can put in place to enable you to access your exams due to a disability or temporary injury.

For example:

- A reader/access to IT
- Assistive software or a scribe (someone to write your answers)
- Extra time or rest breaks
- Taking the exam in a smaller room
- Adapted paper - font style, size or colour
- Access to an ergonomic chair
- BSL Interpreter

You must apply for exam access arrangements as soon as you have evidence of your disability or temporary injury and within the published deadlines.

Once you have applied you will not need to reapply again during the remainder of the higher education course you are enrolled upon, unless you wish to amend your original request, or if your arrangements have been cancelled due to non-attendance of an exam.

If you are doing a GCSE course, please speak to your tutor about access arrangements at the start of your course, as GCSE deadlines differ from university deadlines.

The granting of requests is an evidence based process and as such you must submit appropriate evidence in support of your application. All applications are heard by a Panel, which is convened to consider applications and evidence in accordance with the College's Academic Regulations. Evidence can be an assessment report or a GP letter.

It is your responsibility to apply for exam access arrangements before the advertised submission date. If you do not apply by the submission date, we may be unable to implement your approved requests for the first sitting of the exam.

First Panel Sitting

Submission Date: 5pm Saturday 5th November, 2022 - You may submit applications to the Panel for semester A or B exams. If you only have exams during semester B, you may still submit an application to the first panel.

Late submissions may be considered.

Access arrangement applications heard by the Panel will only be implemented for re-sit and future exams and not for Semester A exams (first sitting).

Second Panel Sitting

Submission Date: 5pm Saturday 25th February, 2023 - You may submit applications to this panel for Semester B exams only.

Late submissions may be considered.

Access arrangements applications heard by the Semester B Re-sit Panel will only be considered and implemented for re-sit and future exams and not for the Semester B exams (first sitting).

The HE Quality Team will record all decisions formally and you will be notified of the Panel's decisions via your student email account. Please note that personal email addresses are not accepted for this purpose. Please make sure you know how to access your student email account and that you check your account regularly.

TOP TIP: Synchronise your student account to your personal email account.

To assist you in making an informed decision as to which exam access arrangements you require and to facilitate you in **completing the online application**, please ensure that you make an appointment with a Disability Adviser. It is important, if you wish to meet the submission date, that you book an early appointment.

You can complete the online application independently, if you do not require guidance as to the most appropriate access arrangements.

Visit Moodle Quick Links to locate the exam access arrangements online application.

Changes to Assessment Practices

All University Centre at Blackburn College programmes have a mix of assessment methods that were approved at the time the programme was validated.

Inevitably you will like some methods more than others but the mix of methods on your programme has been carefully designed to be fair to all and to meet the expectations of the award. For this reason they are not varied lightly.

However, we do make reasonable adjustments to assessment practices where students provide up-to-date independent evidence of need. This is usually brought about by a student where there is a particular method of assessment that might not be suitable because of a disability or additional need.

There are two opportunities (one in each semester) for you to disclose a need and to ask the Assessment Arrangements Panel to make whatever arrangements might be needed to ensure that you are not disadvantaged.

It is up to you to disclose any needs you may have, comply with University Centre at Blackburn College's procedures and to provide adequate supporting evidence.

In order to apply for a change in assessment practice you must email the HE Quality Team at:

hequality@blackburn.ac.uk.

All applications must be received in line with the exam access application submission dates. If you would like to discuss any difficulties you may encounter in undertaking assessments and options available to you, please contact the Disability Advice Service.

University Centre Library (UCL)

Our Library is one of the best resources around for information.

Our library is stocked with the relevant materials for your course which includes books and periodicals as well as online databases and journals.

We liaise with your lecturers and tutors to ensure there is a wealth of relevant materials to help you complete your course successfully. Spread across two floors, there are also silent and private study areas, laptops, bookable PCs and group study areas including 'The Boardroom' with floor to ceiling glass walls which can be booked out for groups of up to 8 people. With a large screen PC and whiteboard this room is perfect for practising presentations or working on group assignments. We have a clear code of conduct so that we can ensure the library is a conducive learning environment for all. The library is open throughout the week including 4 evenings until 8.00pm, convenient for those with day-time commitments. You can also access our large collections of online resources 24/7, by logging on via Moodle.

Just some of the facilities that you can benefit from in the University Centre Library include:

- 29 Bookable PCs
- 30 Laptops
- 15 iPads
- Printing, photocopying and laminating facilities
- Stationery shop
- Bookable groups study room
- Groups study spaces
- Online Catalogue
- 24/7 online Library – accessible on and off campus

Library staff are available whenever we are open to give guidance on how to search and retrieve the most relevant and reliable information for your studies.

We have a team of knowledgeable and helpful staff who can facilitate and support you in your learning and studies by providing guidance and training on information skills.

If you need a bit more help you can always book a one to one or small group session with a member of staff.



UCL Opening Times

Term Time

Monday
8.30am - 5.00pm

Tuesday-Thursday
8.30am - 7.00pm

Friday
8.30am - 4.30pm

*Check for extended hours in the run up to exams

Holiday Time

Monday - Thursday
8.30am - 5.00pm

Friday
9.00am - 4.30pm

Online Academic Coach resources

The content of these Moodle courses will help you in preparing for your higher education studies. There are lots of subjects to choose from, such as communication and revision skills, but we suggest that you try to work through them all of them during your first few weeks of your degree programme. These courses are just one part of a wide range of support available to you at University Centre at Blackburn College. During your induction your Programme Leader and Personal Tutor will advise you of the other aspects of our College support.

Sometimes, the content of these online courses may differ slightly from the specific teaching on your degree (for example, referencing) – your tutors will advise you about this where relevant. If you have any questions about this course please contact your Personal Tutor or a member of the Student Engagement Team.

We hope that you enjoy these courses and find them beneficial for your studies.

Microsoft Office 365 and storage space for students

When you establish your Blackburn College email account you will have access to the following facilities:

Microsoft OneDrive for Business

This will give you 1TB of cloud storage for your files.

Access to Microsoft Office applications

You can download and install the full version Microsoft Office on your own devices. There is a limit of 5 installations per user. You also have access to the online versions of Microsoft Office applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint. New features are added by Microsoft on a regular basis.

Please note: you will lose access to all of these facilities automatically after you leave College so be sure to back-up your files before you leave.

The College email system and Moodle for University Centre at Blackburn College communication

It is imperative that you access your College email account at least once a week (or on specific dates if you have been notified to expect vital information regarding your course and progress). It is preferred that you do not write to any member of staff about College matters from any another email address. Likewise, staff should only write to you from their **@blackburn.ac.uk** email account.

Moodle is also used as an important and secure way of communicating with you so you must check it regularly. It also keeps you in touch with your peers and tutors.

“I much prefer Gmail / Yahoo!, Hotmail - why is this necessary?”

We ask you to use your College email address because we need to contact you easily, sometimes on very important matters. We can address an email to you from the University Centre system very easily, but we can't keep track of your other email addresses reliably.

If you don't check your College email regularly you might just be inconvenienced (like travelling in for a class that has been changed or relocated) or more importantly you miss out on receiving important notifications about your assessment or outcomes of mitigating circumstances.

It is also for your safety. People can easily pretend to be you just by getting a Hotmail / Gmail / Yahoo! account or similar and by then claiming to be you. However, we know your College account is authentic as we created it from your enrolment details. If you have protected your password (which you are required to do) then communication will be safe. We can't authenticate your personal email accounts in the same way and we can't keep track of everybody's changes to their email addresses.

NB: These are safeguarding precautions. These steps to protect you won't work unless you keep your login details secret, as you are absolutely required to.

If you experience difficulties with Moodle

Moodle records all access and accurately tracks activity by date and time, including assignment submissions.

If you have an issue whilst in the Moodle system, you can use the Moodle messaging system or the Help Desk link from the menu at the top to report the fault.

In the event that the Moodle service is inaccessible or unavailable, the fault can be reported on (01254) 292345 during normal working hours or via Twitter (@bbcollege) or Facebook (BBColl) outside of normal working hours.

The staff responsible for Moodle's operation endeavour to repair faults within 30 minutes of notification although it can take longer outside of normal working hours.

Please note: that academic tutors are not able to provide any assistance with these kinds of technical problems so please report the problems using the channels above only.





Graduation

Each year we hold a Graduation Ceremony in October.

At University Centre at Blackburn College we strive to make your graduation extra special and an unforgettable experience.

We have a dedicated web page and Graduation Team available to provide you with all the information you will need in relation to your ceremony.

You will need to refer to this information several times before the event, so make sure you bookmark www.blackburn.ac.uk/graduation in order to enable easy access to all the information you will need.

Registration

In order to attend your Graduation Ceremony you will need to register your attendance electronically when registration opens after you have received your results.

In order to graduate at the ceremony you must meet the following criteria:

- You must have successfully completed your course
- You must have registered your attendance by the deadline set
- You must have paid your fees in full and any other outstanding debts to the College

Guests Tickets

In addition to your own ticket of admission you are guaranteed two guest tickets providing you register by the deadline. Guests must be seated prior to the start of the ceremony as late admittance is not allowed in any circumstances.

Extra guest tickets may be available at an additional charge. Extra guest seats cannot be guaranteed and any advance arrangements regarding your party's travel or accommodation are made at your own risk. All extra guest tickets will go on sale for a limited time once registration has closed and are issued on a first come first served basis. You should stay up to date by regularly visiting the Graduation web pages to ensure you don't miss out.

Access Arrangements

If you require us to make any additional access arrangements due to a disability either for you or a guest/s it is essential that you state this when you register online.

Our Disability Advice Service will then be in touch to discuss arrangements.

Please visit www.blackburn.ac.uk/graduation for information.

Robe Hire and Photography

It is compulsory to wear the appropriate academic dress (gown, hood and mortarboard) in accordance with the University's regulations. Gowns are hired from the official robe supplier and graduation photographers will be available for the day. The cost of the gown hire varies depending on the level of your award.

Professional photography is not compulsory, however different photography packages are available to suit different budgets.



Conduct during face-to-face examinations

Before the examination you must:

- Enter the examination room only when authorised by the invigilator
- Put all coats and bags at the front or back of the room as instructed
- Switch off any mobile phones, and other devices capable of transmitting and receiving data, MP3 players, iPods or other items which may distract other candidates and leave them in your bag
- Ensure that you only have with you the papers which may be permitted within the exam – all other papers must be given to the invigilator
- You will not normally be allowed into the examination room if you arrive more than 1 hour after the exam has started

You must not:

- Start writing until told to begin by the invigilator
- Attempt to read the work of any other students
- Talk or communicate in any way with any other student

Your programme leader or personal tutor will inform you whether you will be required to sit face to face or online exams as part of your programme of study. If you are required to sit exams in a formal face to face setting there are various rules of conduct that you will need to follow.

During the examination you should:

- Obey all instructions by the invigilator
- Place your University Centre at Blackburn College ID card on the desk so that it is visible by the invigilator
- Use only University Centre at Blackburn College stationery for all work in the exam, including rough work
- Check that you only have authorised material on your desk

These could include:

- a small selection of writing and related implements - in a clear plastic bag only
- a bottle of water, items of confectionery (other food materials will be permitted only in the case of students with approved additional needs)
- any other items (calculator, data tables, pre-released materials etc.) that are explicitly permitted in the examination
- any items approved for use by a student with previously approved additional needs

Internal moderation, external examination and external examiners' reports

Internal moderation is a process used to ensure that the marks awarded for coursework and examinations are reliable and fair. It involves a second opinion on assessment being sought from another tutor belonging to the programme for a sample of assessed work using an agreed approach.

External examination involves an experienced academic from another Higher Education Institution (i.e. a person independent of the University Centre and awarding partner with considerable experience of the subject and its standards) inspecting a sample of students' assessed work and reporting formally on standards being applied.

Each programme has an External Examiner. There are systems in place to ensure that we apply standards correctly and our standards are equivalent to those on similar Higher Education programmes across the UK. Either might cause a mark, a grade, or feedback to change. How this change is determined is not predictable: it does not, for example, involve any kind

of average being calculated from the original grade, moderated grade and externally examined grade.

For these reasons, you must understand that marks, grades and feedback given to you early (because prompt feedback is beneficial) is PROVISIONAL and may subsequently change. This is normal throughout UK Higher Education.

Each year External Examiners write a report on assessment standards for consideration by the College and its University Centre staff. You can obtain a copy of the current and recent reports for the programme you are studying. To do this, simply make a request to your Programme Leader or Head of School.

How results are announced

You will receive an email to your College email account after the mid-year Assessment and Award Board in February and end of year Assessment and Award Board in June or July giving details of your academic results and details of any re-assessments that you need to undertake. Reassessments will be scheduled after the end of Semester B.

Extensions and mitigating circumstances

Extensions

In individual cases where there are circumstances justifying late submission of coursework, an extension of up to 1 term week beyond the original deadline may be granted by the Programme leader (not the Module Lecturer) if requested by the student **before** the expiry of the original deadline.

If the extension agreed would result in the assessment being submitted after other students have received marks and/or feedback on the original assessment, an alternative assessment of equivalent difficulty will be substituted.

There are sometimes circumstances where it is known in advance that it would be reasonable for a student not to take an examination on the normal date. Programme Leaders are not permitted to make this decision alone and the consent of the Assistant Principal for HE nominee is needed before a change can be made. If you want to seek a change of examination date you should apply for the change through your Programme Leader in exactly the same way as for extensions in coursework deadlines and should include any written supporting evidence that you would like to be considered. Your Programme Leader will take the matter forward from there.

You should be aware that examination dates are not normally changed without strong supporting evidence.

Blanket extensions across your course due to the fact that you may have a disability are not given. Extensions due to a disability may be negotiated at the discretion of your module leader. Evidence of entitlement will be required, for example: medical evidence, an Educational Psychologists Report or an Assessment of Need.

Please be aware that the University of South Wales does not permit extensions where reasonable adjustment has been already made. Once the original deadline/examination date has passed, extensions will not be granted.

Please also note that these matters are managed by a Panel at the USW, not the HE Quality team at Blackburn.

Extensions to Deadlines for Different Awarding Bodies

For courses leading to Lancaster University or Pearson BTEC awards, your Programme Leader can authorise extensions of coursework deadlines of up to 1 term week, providing that you request the extension before the original deadline has expired. You can expect to be required to provide evidence of a genuine need before an extension is granted.

Coursework extensions over 1 term week in length can be authorised by the Head of School. Any changes to examination dates require authorisation by the Assistant Principal - Higher Education and are not given without good supporting evidence of need. In all cases, your first step is to discuss the matter with your Programme Leader.

Students on courses leading to awards from University of South Wales and University of Central Lancashire are subject to the rules of their awarding institution. Please contact your Programme Leader for details.

Mitigating or Extenuating Circumstances

Please be aware that University of South Wales (USW) students apply directly to USW for any extenuating circumstances, and do not go through Blackburn College University Centre's Student Facing Panel.

Mitigating Circumstances

Sometimes things happen that might prevent you from submitting an assessment or attending an examination on the due date. The process for extensions described above should be used where the problem is known in advance. Where the problem arises too late for this, students can make an application to the Student Facing Panel for consideration of their individual circumstances.

The SFP meets regularly during term time. Applications are considered on their merits and the SFP can recommend whatever actions it feels are justified in the circumstances.

The SFP requires good written evidence to support applications. The necessary application form and explanatory guidance can be downloaded from Moodle. Please note that you are expected to apply to the SFP at the earliest practical opportunity and normally within 48 hours of the submission deadline.



Attendance and Sickness

We set extremely high expectations for our students.

Research shows that lack of attendance in class can affect studies and ultimately student achievement. Obviously, we expect 100% attendance and a minimum of 90% if you experience extenuating circumstances.

If you can't attend one of your sessions you're expected to notify your Personal Tutor by telephone. If the absence is due to sickness only, a central system is operated. You should phone 01254 292929 as early as possible and at least half an hour before your session starts. You'll need to state when you first became ill and provide an indication of how long you expect to be away.

It is our expectation that if you are off sick for longer than a day then contact every three days should be made unless a sick note is forwarded to your Personal Tutor indicating the duration of your sickness.

If you cannot make contact in person due to serious medical reasons you must make sure that someone else does so on your behalf. If you are unable to attend University Centre at Blackburn College and/or placement because of an infectious or contagious disease you must notify University Centre at Blackburn College immediately via the Personal Tutor.

It is most important that you monitor your attendance just as we do and bring any issues or concerns to the attention of your Personal Tutor or your Student Engagement Officer. You can check your

attendance on Moodle. You should do this regularly and if there are any discrepancies, let your Personal Tutor know. Absences for things like illness, family crises, medical or other appointments, educational visits, job interviews etc. all need to be notified as soon as practical. Where a disability, medical condition, mental health issue or the effects of medication are affecting your attendance or punctuality please discuss this with your Personal Tutor or a disability advisor so that we can make reasonable adjustments if appropriate. You should inform your Personal Tutor in the first instance when attendance is not possible.

Please see page 12 for information about the Disability Advice Service.

It is our aim to offer a supportive environment to ensure that when returning after a period of sickness you are offered the assistance you require to resume your studies successfully.

Tutorials will also offer you the opportunity to voice any concerns that you have and to be briefed on any information that you've missed should you have been absent. Tutorials will also be an opportunity for you to raise concerns and be signposted to the relevant service if additional support is required after a period of absence.

Arrive on time

Please do not be late for timetabled sessions. If you do arrive late in class it will be disruptive for those present especially if you interrupt during lectures and presentations. If there is a specific and good reason why you might be struggling to attend sessions on time, please speak to your Personal Tutor / Programme Leader for advice.

Complaints and Academic Appeals

Naturally, we hope that if you are dissatisfied with your course or a service provided by the College you will speak to staff immediately to try to resolve the matter.

If the informed attempt to resolve the problem has not resolved the issue to your satisfaction then you should refer to the College's Complaints Procedure which is located on the College website. The procedure provides a guide to the acceptable grounds for a complaint, the difference between raising a concern and making a complaint and how to complain. It will also give details of how your complaint may be dealt with.

We also welcome positive feedback – if you feel something has gone particularly well, please let us know.

Academic Appeals

These procedures are designed for students who believe that their examination or assessment results are inaccurate and who wish to appeal, for instance, on the grounds of a departure from the regulations during the examination or an irregularity of administrative procedures.

You are first advised to discuss your concerns with the relevant programme leader.

The appeals process starts with an application to the Head of Quality & Standards - Higher Education. If you are not happy with the outcome of the initial appeal you will have the right to have your case considered up to three further times, by the university whose award you are studying and, if you remain unsatisfied, by the Office of the Independent Adjudicator. You can get advice on your rights and details of the process from the Head of Higher Education Quality.

Please note that there are time limits on appeals, normally requiring an appeal to be lodged within 14 days of the decision you are appealing and that the grounds for appeal are limited.

In particular, you should note that you do not have a right to appeal on the grounds that you do not agree with the academic judgement of your assessors so long as this judgement has been arrived at properly.

Only award board decisions can be appealed. Students cannot challenge any other type of decision by this method.

The Complaints and Compliments Procedure can be found at:

<https://www.blackburn.ac.uk/about-us/corporate-information/publication-scheme/our-policies-procedures/complaints-and-compliments-procedure/>

College Policies and Procedures

We aim to provide you with clear and full information on a variety of topics, including relevant College policies, which relate to your studies.

Smoking and E-Cigarettes

The College Smoke-Free Policy is available on Moodle, but this summary should help you.

Smoking and the use of E-Cigarettes is prohibited:

- in all College buildings
- at all entrances and exits to College buildings
- in all College vehicles and hire vehicles used for College business

Smoking Provisions

Designated smoking shelters and waste bins are provided on campus which smokers are required to use with the expectation that they do not smoke in any other area on campus. Waste bins to dispose of smoking materials are provided next to the shelters and smokers are requested to dispose of materials responsibly.

Responsibilities

All staff are responsible for advising and reminding smokers using 'inappropriate areas' such as building entrances and exits, to use the designated shelters

All College staff and learners are required to adhere to, and support the Smoke-Free Policy. New staff and learners will be informed of the policy at recruitment/induction

Non-compliance

- College disciplinary procedures will be followed if learners do not comply with the smoking and E-Cigarette prohibitions, and the request to use of the smoking provisions
- Anyone breaching smoke-free laws may be liable to a fixed penalty fine and possible criminal prosecution

Cessation Support

The College recognises that for some people giving up smoking can be difficult.

NHS provide advice and support for smokers who want to stop. For more information visit: smokefree.nhs.uk.

Other local support services include:

Blackburn with Darwen Stop Smoking Services

Tel: 01254 682037

Email: quitsmoking@blackburn.gov.uk

Visit: refreshbwd.com/information/stop-smoking-service.html

Quit Squad - East Lancashire NHS Stop Smoking Service

Tel: 0800 328 6297 or 01254 283370

Email: stopsmoking@lancashirecare.nhs.uk or quitsquad@lancashirecare.nhs.uk

Visit: www.lancashirecare.nhs.uk/services/adult-community/stop-smoking.php

Data Protection

Students sign on the University Centre's enrolment form to acknowledge that the Centre holds certain information and will be processed in accordance with the Data Protection Act 1998 and from 25 May 2018, the General Data Protection Regulation.

Under the Data Protection Act you are able to access the records University Centre at Blackburn College holds on you. If you would like to obtain a copy, please contact Registry (located on the first floor of the Beacon Centre). There is a charge of £10 for a copy of the information.

Photo ID

On enrolment you will be issued with an identity/swipe card. This card will allow you access to University Centre at Blackburn College, the university library and select other Blackburn College buildings. You are required to display your ID card at all times whilst on College premises. There will be spot checks by College security.

Please take care of your ID card. The loss of the card will incur a replacement fee of £5.00. If you cease to study at University Centre at Blackburn College, then you must return your card to your personal tutor immediately.

If you need to access the first floor of the library and will require to use the lift due to a disability please contact the Beacon Centre reception desk who can arrange to programme your ID card.

Personal Property in College

Your personal property and possessions are your responsibility when you are at University Centre at Blackburn College. University Centre at Blackburn College cannot accept responsibility for any loss/damage to personal belongings. You are strongly advised to insure your possessions against loss or damage.

Health and Safety

Sitting in corridors can create a trip hazard and cause serious harm. Please ensure you keep corridors free from obstructions.

Other Policies and Procedures

Awarding Body Regulations

All University Centre at Blackburn College programmes operate within formal regulations and procedures approved by the relevant awarding body and these differ significantly between awards and awarding institutions.

As part of your induction you will be told the key points of the regulations that apply to your course. If you have questions that aren't answered at this time you can get further information, including copies of the formal regulations that apply to your course, from Moodle. If you would like some help in interpreting regulations then our Higher Education Quality Team will be happy to advise.

Use of Digital Recording

Devices in Sessions

In accordance with the Equality Act, disabled students have an entitlement to record lectures/classes. There are many reasons why a disabled student may find it beneficial to use a digital recording device in lectures i.e. due to dyslexia, a visual impairment, a physical disability, impaired concentration, or recall difficulties due to mental health conditions, extreme pain levels, or high

levels of medication.

If you have a disability or learning difficulty, which is affecting your ability to recall information or to physically take notes, please contact a Disability Adviser to discuss your support requirements.

Only disabled students have an entitlement to record lectures and must sign a contract outlining conditions of use. It will be considered a disciplinary matter where any student is found to be recording or filming aspects of a lecture or a tutorial without permission whether through the use of laptops, mobile phone or recorders.

All information shared within a learning environment is done so for educational purposes for the benefit of sharing, confirming or clarifying ideas, views or facts and as such can be recorded for study purposes. If you wish to share information which is personal to you in a lecture, you have the right to state that the information is personal and to request that your peers do not record or make notes of what you choose to share or to repeat the content to others outside of the session.

Transferring, Suspending and Withdrawing from Courses

Transferring

If your circumstances change and you need to relocate, a Careers Adviser can inform you about the possibility of transferring to another University or Higher Education Institution. A meeting will also be required with a member of the Student Finance team to discuss the financial implications of transferring.

Suspending Studies

If you find that you are experiencing significant problems that are making it challenging for you to continue with your University course, you may want to consider suspending your studies.

A suspension of study period will generally be up to a year and students would normally return at the beginning of a term or semester as appropriate. Whilst your studies are suspended you will no longer be a student at the University Centre and will therefore be unable to access/use College facilities.

A meeting with a member of the Student Finance team will be required to discuss the financial implications of suspending your studies, the contact details are on this page. Following the meeting with the Student Finance team, the next step will be to speak to your Course Leader/Personal Tutor. You may also wish to speak with a member of the Careers Team to explore other options.

Withdrawing

Should you decide that you want to withdraw from your course and to enable you to make an informed decision, you will need to understand the financial and academic implications. You will need to make an appointment to meet with a member of the Student Finance team and the Careers Team. Contact details are listed below.

If you decide to withdraw from your course, it is important that you inform the University Centre at Blackburn College of your decision. We would also recommend you speak the programme leader or other academic support staff before making a final decision on withdrawing to ensure there is nothing else we can do to help in terms of supporting you to continue and achieve.

Careers Team

Phone: 01254 292929

Email: careers@blackburn.ac.uk

Student Finance Team

Phone: 01254 292839

Email: studentfinance@blackburn.ac.uk



Work-based Learning

Whether you are already employed and wanting to progress your career or are setting out to find your first dream job, “employability skills” will play an essential part in your ability to achieve your ambitions for the future.

Use your time wisely at the University Centre by being aware of the essential skills you need for your chosen career and then take advantage of every opportunity to develop these. Students rightly focus on achieving the qualification but sometimes overlook the employability skills required to convince employers to employ them.

According to a recent report from the UK Commission for Employment and Skills: “Employability skills centre on personal communication skills, using numbers, words and technology, team-working and customer care.

Also needed is a

“positive approach”: being ready to “participate, make suggestions, and accept new ideas and constructive criticism”.

We put the employability of our students at the heart of everything we do. When we say ‘employability’ we use a simple and personalised definition – we aim to give each and every one of our students the best possible chance of joining, and sustaining, their chosen career path.

Undertaking Work Based Learning, Work Placements and Voluntary Work are excellent ways to develop links to industry.

Whether your course has a work based learning module or not, if you are not currently in employment or you are wishing to change sectors, links to employers are a really good way of getting noticed and enhancing your CV. Employers will want to see how you have linked to industry whilst undertaking your studies. Any references you gain as a result of your placements or work with employers are valuable when you start to look for employment.

In 2021, the University Centre at Blackburn College hosted and participated in a major entrepreneurship competition sponsored by a number of high profile businesses.

The Young Enterprise North West Start Up Final featured competitors from eight universities – including the University of Liverpool, University of Chester and the University Centre at Blackburn College.

In 2022, after successfully winning the Young Enterprise regional finals, one team of budding student entrepreneurs competed in the national finals where they had the opportunity to develop their enterprise and employability knowledge and skills working with top employers from across the UK.

Staying Safe

Safeguarding and Keeping Safe

Blackburn College is committed to safeguarding and has a dedicated team of experienced and qualified specialists to support students who require advice, guidance and / or referring to external agencies for support.

The team will ask students for their consent before supporting their needs.

The team can provide support on a number of issues that impact on personal safety and the risks of harm or abuse.

You can contact the safeguarding team directly by phone on 01254 292424 or by emailing safeguarding@blackburn.ac.uk



What to do in an emergency

If you discover a fire:

- Operate the nearest Break Glass point to raise the alarm
- Exit the building

If the fire alarm sounds:

- Close all windows and isolate equipment
- Proceed to the nearest fire assembly point leaving by the nearest safe exit

Remember:

- Close all doors behind you
- Do not stop to collect personal belongings
- Do not use lifts
- Do not obstruct exits
- Do not re-enter the building until told to do so by the incident controller

Additional information for disabled students:

For students who have disclosed a disability, they will be given, if necessary, a **Personal Emergency Evacuation Plan (PEEP)**, which will detail what to do in an emergency, if you are unable to evacuate independently. This will form part of your welcome and induction.

In the unlikely event of an emergency you should follow this plan. As a general rule you should go directly to a refuge point which are located in the last classroom at either end of the corridor on every floor. These are fire resistant zones for up to 30 minutes which allows sufficient time to evacuate you.

Please use the intercom system to notify the person on duty of your name and evacuation requirements. Your details will be passed to the incident controller who will inform the evacuation team of your requirements.



First Aid

If you have an accident, or feel unwell during a timetabled session, inform your tutor immediately.

There are a number of qualified first aiders in the building who will be able to assist you in the first instance. If you need to go home your tutor/course team will help you to make arrangements if necessary.

If you witness a serious accident or you feel that an ambulance or the Police may be required on campus then you should contact a member of staff immediately to notify the **Emergency Services using the emergency College number (extension 2222)**.

This is because Blackburn College is a large campus and we will need to direct the emergency services to the exact location on the site.

Please do not phone 999 directly when on campus but speak to a member of staff first. We are a large campus and need to direct emergency services to the exact location.

Accidents / Incidents / Near miss reporting

All accidents, incidents and near misses that occur in College or on College off site visits must be reported immediately to a member of staff and an Accident / Incident / Near miss Report Form completed and sent to the Health and Safety unit.

Car Parking, Travel and Public Transport

The College encourages students and staff to make use of sustainable travel options such as active commuting and public transport (please see travel section of the website).

Parking between 6.30am and 4.30pm on Mondays to Fridays: There is limited permit parking available on campus for students.

These limited spaces are offered on a paid permit basis (£100 for 1 year), first come, first served and subject to criteria (please see travel section of the website).

Alternatively, you can park on Feilden Street Multi-Storey Car Park, which is located next to campus (details on charges are available from the car park provider).

How do I apply?

Applications will be open from 31st August 2021 and will be open for a limited period of time.

To apply you will need to complete the form on this link <https://forms.office.com/r/trP2rKJtsc>,

Parking in the weekday evenings (between 4.30pm and 6.30am on Mondays to Fridays). If you are on site on a weekday evening, then the College car parks can be used on a pay and display basis.

Pay and display machines are pay by card or phone only. They do not take cash. Use of the car park is at the owner's risk and the College accepts no responsibility for loss or damage when it is on site.

Public Transport

A short walk from the Campus is Blackburn Train Station and Bus Station.

Trains run regularly from Blackburn to the surrounding areas. As a guide the train runs roughly every 30 minutes at peak times to Manchester and every hour during the day. The journey takes around 50 minutes. Trains are more regular for local journeys.

For more information visit: www.thetrainline.com

The Bus Station is a short walk from the Train Station. You can buy travel passes – and many routes include discounts for students. We recommend you review your study timetable before buying a termly bus pass. Because we condense many of our courses so you only need to come into University Centre at Blackburn College one day a week, you may find it is cheaper to buy single tickets.

For bus timetable information phone **0871 2002233**.



Additional Financial Support

£500 Study Bonus for full-time students

If you have enrolled on a full-time undergraduate course at the University Centre at Blackburn College as part of our September 2022 intake, you will be eligible for a bonus of **£500**.

To be eligible you will need a minimum course attendance of 90% at set periods throughout the year, and to be paying a minimum of £7,500 per year in tuition fees.

Terms and conditions apply.

Visit www.blackburn.ac.uk/BUCBonus for more information.

Up to £500 Access to Success Fund

The Access to Success Fund is a fund that students can apply to (via one or multiple applications) in order to receive a grant of up to **£500**.

To be eligible, you must be paying a minimum of £7,500 per year tuition fees, have the full level of support from the Student Loan Company and successfully show barriers to learning via a means test.

Students that have applied for funding in the past have been granted the funding for activities such as:

- **Trips to support learning and general support to meet other financial costs**
- **Attending subject-related conferences and events**
- **Purchasing specialist equipment to support with their course.**

Visit www.blackburn.ac.uk/accesstosuccess for more information.

*Eligibility applies

Find out more:

 01254 292929

 thehub@blackburn.ac.uk

 www.blackburn.ac.uk

Follow us:

 @bbcollege

 @blackburncollege

 BBCol

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