



Writtle
University
College

Higher Education Student Handbook

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1 Welcome!

Welcome to Writtle University College. We are committed to providing students with the best possible experience in higher education during their time at the University College.

2 Information about Higher Education at Writtle

This Student Handbook aims to provide you with clear and comprehensive information about Higher Education at Writtle and contains information on:

2.1 Student Charter

2.2 Course and Module Registration

2.3 Access Arrangements for Students with Disabilities

2.4 Teaching and Examination Timetables

2.5 Course Information

2.6 Tutorial Arrangements

2.7 Release of Results from Examinations and Assessments

2.8 Quality Assurance and Student Representation

2.9 Graduation Ceremonies

2.10 Progression to Further Studies

2.11 Postgraduate Community

It is supplemented by the Course Handbook for your subject area which sets out the specific details relating to your course. You can access your Course Handbook through Moodle. Access to other documentation such as University College policies, literature and publications are available on MyWi and the University College website <http://writtle.ac.uk/Policies-&-Procedures>

2.1 Student Charter

The Student Charter has been developed in partnership with the Students' Union of Writtle University College. Its aims are to *ensure you succeed in your studies, develop your skills academically, personally and professionally and enable your involvement in policy changes and*

decision making. It is rooted in the University College Strategic Vision and Mission and reflects the Higher Education Strategy.

A copy of the Student Charter will be given to you during registration and can be found on this link [Student Charter](#) . The Charter has been shared with stakeholders and is formally reviewed annually by the Academic Board. For information access to University College policies, documentation, literature and publications are available on MyWi and the University College website.

2.2 Course and Module Registration

Sections 2.2.1 to 2.2.2 outline the University College course and module registration process and other related procedures. For more information, please contact the Registry.

The Registry is situated on the Ground Floor of the Main Building at Writtle University College. Opening Times are: Monday to Thursday – 8.30am to 5.15pm, Friday – 8.30am to 4.45pm.

2.2.1 University College Admissions Policy

Writtle University College operates an open Admissions Policy that ensures fair and equitable treatment of all applicants and is committed to providing a high quality teaching and learning environment, focused on supporting students in achieving their full potential. A copy of the HE Admissions Policy is available from <http://www.writtle.ac.uk/Admissions>

2.2.2 Online Enrolment

Online enrolment opens mid-August and closes mid-October. Online enrolment takes place at the beginning of the first semester and is an annual process which is applied to all students at the University College. The University College keeps records of all students and it is the student's responsibility to ensure that their student record is correct and up-to-date. The online enrolment process is fast and simple and should only take approximately 15 minutes to complete. You can access the system using the following URL: <http://student.writtle.ac.uk> You will be asked for your student username and password.

If you are new to the University College an account has already been created for you. Your Login is your 8 digit student number and your password is your date of birth in the format ddmmyyyy. If you cannot successfully log on, it may be that your password is incorrect or inactive – please contact the Information Services Support Desk to arrange for it to be reset. Contact the support desk Monday to

Friday 9-5pm in U51 in the Main Building, by phone 01245 424211 (ext. 25632) or e-mail supportdesk@writtle.ac.uk .

If you are continuing with your studies, your username and password are the same as the one you use to log onto networked computers at the University College and for e-mail.

You will be asked to:

- check/amend your personal details, contact details including home, term time and emergency
- check your academic record, e.g., modules (read only)
- check/amend your financial details, fee status and funding source
- agree to, and confirm, that you understand the plagiarism declaration
- Complete the registration process by agreeing to the regulations.

2.2.3 Student Identity Cards

New students are issued with an ID Card at the beginning of their first academic year, usually following online enrolment. The information held on the card is extracted from our Student Records system. If you submit incorrect online enrolment details, your ID card will be incorrect. Cards are valid for the entire duration of study.

2.2.4 Higher Education Statistics Agency (HESA)

All Higher Education institutions are required to make a return to HESA on an annual basis. The data provided is strictly confidential and only published in statistical tables. If you have any queries regarding HESA please contact the Head of Registry.

2.2.5 Tuition Fees and Student Loans (Undergraduate Students)

If you are eligible for a contribution towards your tuition fees, please provide Registry with a copy of your financial assessment notification letter as soon as possible, failure to do so may lead to you being invoiced direct. Full details are given in the 'Higher Education Fees - Financial Information and Regulations for Students' booklet published by Writtle University College, and the 'A Guide to Financial Support for Higher Education Students' booklet published by the Department for Business, Innovation and Skills (BIS) available from: <https://www.gov.uk/studentfinance> . Copies of both booklets are available from the Registry. NOTE: If you change your course, level or duration, this may affect your entitlement of your financial support. You should seek advice from the Registry or your local authority at the earliest opportunity.

2.2.6 Registration / Certification with the Awarding Body

For students on Certificate, Foundation Degree, BSc/BA and Postgraduate programmes which commenced in academic year 2016/17 or before, we will notify the University of Essex of your achievement in order to arrange certification. Students who commence their study in academic year 2017/18 onwards will be certificated by Writtle University College. On completion of your course and confirmation of your achievement, Registry will normally issue your certificate at the graduation ceremony. All other certificates will be posted to your home address by recorded delivery. It is important that you keep Registry informed of any changes to your personal details, e.g., home address.

2.2.7 Changes to Personal Details / Notification of Change of Address

You must keep the University College informed as soon as possible of any change of local or home address, as we may have to reach you urgently. All personal details are held both on manual and computer files. It is very important that the details you supply are correct and/or amended if they change, e.g., home address, name. If you change your permanent home address at any time whilst you are at the University College, please inform the Registry immediately. You will be required to supply full details of your new address including the postcode.

2.2.8 Loan Cheques

BACS (Bankers Automated Clearing System) will be used for payment of loan cheques. The process is automated; Student Finance England will receive a file of confirmed student attendees and will release payment by BACS First. Therefore, it is important that you register as a student **each academic year**. This interface via the Internet to Student Finance England will trigger the release of payments direct to your bank account. If you fail to enrol as a student you will be unable to receive payment.

2.2.9 Course Transfers

If, for any reason, you find that the course on which you are registered is no longer appropriate for your needs, you are advised to discuss the position with your Course Scheme Manager as soon as possible, who will provide you with advice. The Academic Regulations provide that students may be permitted to change their registered programme or award title, subject to their meeting the requirements for the programme to which they wish to transfer and subject to the agreement of the relevant Course Scheme Manager. Any change in a registered programme will normally be agreed

before the start of the academic year. Programme Transfer may exceptionally be agreed at the start of the academic year providing the transfer process is completed early in the first semester prior to (the normal constraints on module transfer after the start of the semester will apply). Contact Registry for advice on the deadline date for course transfers.

A Course Transfer Form (T1) is available from your Course Scheme Manager. This form must be countersigned by your Course Scheme Manager before it is returned to the Registry. You will need to obtain the agreement of any agency that is funding you and consider whether there will be any personal financial implications.

We will verify the information and action the transfer by updating your student record. We will also notify your local authority, if applicable, that you have changed your course. If you have applied to Student Finance England for a tuition fee assessment or support you must also inform them of any changes to the title, level and duration of your course. It is important that you inform Student Finance England without delay as the transfer may affect your entitlement to financial support.

2.2.10 Module Registration

All students will be registered through a central system on the modules for their course of study. Where students have a choice of modules, they will be invited, at a fixed point in the year, to make their selection of optional modules for the following year on courses where these are available. Module selection forms will be made available.

Advice and guidance will be available as needed but students must take responsibility in the first instance for ensuring that they have chosen appropriately and have the right number and mix of modules, at the right level to meet course requirements as well as their own needs and interests.

Students can check their individual registration on modules through logging into the University College Student Intranet and selecting the 'My Enrolments' option from the home page. Any changes in accessing student registration through University College PCs will be publicised in the computer suites. **It is important that students confirm their details are correct - marks cannot be given for work on modules on which they are not registered.** Likewise, if students remain registered on modules which they are not studying and for which they do not undertake assessment, the modules will be marked on their transcript as failed (see HE UG Academic Regulation 5.6.2 or HE PG (Taught) Academic Regulations 5.5.2).

2.2.11 Module Transfers

If, following your optional module selection for the academic year, you wish to subsequently amend your original module option choice; you must make your decision within the first 2 weeks (10 working days) of Semester One. Your choice of alternative module may however be limited by capacity on the module and by existing timetabling constraints. You should discuss any proposed module change with your Course Scheme Manager to ensure that any new combination of modules meets the demands of your programme. If an agreement is reached you must change your module using the Module Selection forms. Please note that after the first 2 weeks of the semester it will normally be deemed too late to join the learning programme of another module. Any module remaining on the student records after Friday of Week 5 in Semester One will remain on the record to be considered by Examination Boards (see HE UG Academic Regulation 5.6.2 or HE PG (Taught) Academic Regulations 5.5.2).

2.2.12 Course Withdrawal

If you decide to withdraw from your course you should discuss the matter with your Course Scheme Manager, who may be able to offer help and advice before you make your final decision. If you then decide to withdraw, the Withdrawal Form (W1) must be completed by your Course Scheme Manager clearly stating the reason for withdrawal and your date of leaving. You should also contact your local authority to discuss the possible financial implications. Please refer to your course Moodle page for details on the Withdrawals, Intermissions and Resumption of Study Policy.

2.3 Access Arrangements for Students with Disabilities

Writtle University College welcomes applications from prospective students who have a disability or specific learning difficulty. Such individuals are considered on the same grounds as other applicants, but it is recognised that additional support may be required in order for them to get the most from their studies.

Writtle University College will, after assessment, endeavour to provide appropriate teaching and learning assistance and additional support facilities to enable disabled students to fully participate in their course.

The University College recognises that in the case of some students with a disability or specific learning difficulty, it may not be appropriate to assess the student's work by the standard methods specified for their course or programme of study. In such cases the method of study may be varied

as appropriate, bearing in mind the objectives of the programme and the need to assess the student on equal terms with other students.

This statement, which has been drawn up with regard to the University College Single Equality Scheme, sets out the principles which apply to any special access arrangements for University College examinations and assessments. Separate provisions may apply in the case of examinations set by other organisations but taken by students at the University College.

Students with disabilities seeking further information on the wider issues relating to living and studying at Writtle University College should contact staff in Learner Services.

The Writtle University College Disability Equality Scheme (DES) and its associated action plan outline the University College's approach to implementing and monitoring its responsibilities under the Equality Act 2010. The DES action plan can be accessed through the University College Website at www.writtle.ac.uk.

Principles of Access: Examinations and on Course Arrangements

The nature of any access arrangements for examinations or assessments will be determined according to the recommendations in a relevant:

- Statement of Special Educational Needs, or
- Assessment from an Educational Psychologist or equivalent, or
- Medical Report.

In determining any access arrangements the University College will seek to ensure:

- that such arrangements do not give the candidate an unfair advantage over other candidates
- that such arrangements do not reduce the validity or reliability of the examination or assessment
- that such arrangements do not mislead users of the Qualification or Certificate about the candidate's attainment
- that the candidate's usual methods of working are taken into account and that, if necessary, the candidate has had an opportunity to gain some experience in the use of any access arrangements.

Learner Services will be responsible for confirming student entitlement to special arrangements in examinations and assessments and any additional teaching and learning support. All students who

are eligible for access arrangements will be confirmed to the relevant Course Manager by Learner Services staff. Access arrangements may apply to students with a temporary disability as well as to those students who have a permanent or long-term disability or learning difficulty.

Any entitlement to variation in the method of assessment or to access arrangements in examinations must be agreed as early as possible as and no later than 12 weeks before the assessment is due to take place.

Written Examination Papers

- Additional time, normally in the region of 25% of the total examination time, may be allowed as recommended in evidence provided as outlined in the above Principles.
- Other arrangements such as reading of questions, use of computers or an amanuensis, dictation of responses on to tape or oral examination may be permitted if recommended in evidence provided as outlined in the above Principles.
- Students requiring access arrangements for exams (for example a Reader, additional time or separate rooming) are required to contact Learner Services **at least 3 weeks before the first examination***. Forms for requesting access arrangements can be found on Moodle in the Learner Services section (Section 9 Learning Support Documents) or from the School Administrators. Permission for access arrangements will only be granted if supported by a relevant assessment of need.
- Supervised breaks or rest periods may be allowed either inside or outside the examination room as recommended in evidence provided as outlined in the above Principles. The duration of any breaks will not be deducted from the time allowed for the examination paper. Additional time for completion of the examination paper may be allowed in addition to approved rest breaks.

*** Please note that Semester One assessments/examinations start early in January, so requests for specific access arrangements need to be made before the break for Christmas.**

Oral Assessment

- If recommended in evidence provided as outlined in the above Principles, alternative arrangements may be made for a student for whom a disability or medical condition may influence performance in oral assessment.

On Course Arrangements

- The student will be responsible for notifying the University College of their disability as noted in the Higher Education (HE) Academic Regulations. Learner Services staff will be responsible for notifying the Examinations Officer and Course Scheme Managers. Curriculum Leaders/Course Scheme Managers will be responsible for notifying any other staff who need to know for teaching and assessment purposes.
- The University College will endeavour to provide study support as appropriate in response to the needs identified.
- There will be no entitlement to additional time allowance for assignments.
- There will normally be an emphasis on the correct spelling of technical names and terms for all students. However, students with a specific learning difficulty with evidence provided as outlined in the above Principles will have their work marked in accordance with the 'Guidelines for Marking the Written Work of Students with a Specific Learning Difficulty'.

Reporting

- Information about any access arrangements agreed will be made available to the relevant Examinations Board, Modular Examinations Board or Awards Board. Any alternative arrangements for oral assessment must be reported to the CASTLe Office.

Staff Development

- The University College will provide relevant Staff Development to enable staff to be fully aware of the difficulties that disabilities may present to students.

2.4 Teaching and Examination Timetables

Copies of course timetables will be available to students prior to the start of each semester via the University College website and Moodle. These indicate the timing, location and staffing for teaching sessions associated with each course. The timetables can be subject to change and should be checked regularly.

Current teaching timetables should also be shown on course notice boards; if you have any difficulties please see the School Quality Advisors. Queries, or problems, on course timetables should be brought to the attention of your Course Scheme Manager or Year Supervisor.

Examination timetables are drawn up separately after the start of the semester once student registration on modules is fixed. The dates for examination weeks are shown here.

Students should note that examinations will not necessarily be held at the same time or on the same day as any teaching sessions for the module concerned. Examination timetables are normally published in draft in advance and posted up on the Examinations Notice board outside Room L54 in the main building and on course notice boards around the University College campus. An all student e-mail is sent out when the examination timetables become available. Personal draft timetables are available on MyWi; after logging on, click on 'My Exam Timetable'.

Students are asked to check the dates and times of their examinations and advise Course Scheme Managers or School Quality Advisors or Examinations Officer immediately of any urgent problems (e.g. examination clashes). Students are expected to be available throughout the examination period. Having 2 examinations on one day will not be regarded as a reason for moving examinations provided there is a reasonable break between the examinations.

The date of publication for the final examination timetable will be notified with any draft examination timetable. Final personal timetables will also be available on MyWi.

It is YOUR responsibility to check the final date, time and place for YOUR examinations.

Students should not rely on word of mouth, telephone enquiry or draft timetables issued in advance. Final examination timetables will be published in good time to allow all students (whether full or part-time) to check prior to the revision/study support week.

Students with disabilities

Students requiring specific access arrangements for exams, for example a Reader, additional time or separate rooming, are required to contact Learner Services at least 3 weeks prior to the examination date. Forms for requesting access arrangements can be found on Moodle in the Student Support section or from the School Quality Advisors. Permission for access arrangements will only be granted if supported by a relevant assessment of need.

Different arrangements may apply for any resit examinations and for students based other than at the Writtle University College main campus.

Please note that Semester One assessments/examinations start in week 13, so requests for specific access arrangements need to be made three weeks prior to that.

2.5 Course Information

Higher Education courses are modular in nature and delivered over 2 semesters per year. A full-time undergraduate student will normally take a total of 60 credits per semester from a specific set of 15 or 30 credit modules. Each course, or named award, is vested in a Programme Area. Courses are based on a set of core, compulsory and optional modules. A module which is core on one course may be an option on a number of others from different Programme Areas, so students studying these modules are likely to be drawn from a number of different courses.

Further information about the course is set out in a Course Scheme Handbook issued to students at the start of their programme of study.

All students should ensure that they are familiar with the structure and contents of their course and with the relevant sections of the Higher Education (HE) Academic Regulations. The Higher Education (HE) Academic Regulations (UG/PG) as well as the Rules of Assessment (UG/PG) are available on your course Moodle page under the section 'University College Policies and Forms/Useful Regulations and Guidelines'.

All students must also:

- Make sure they know the location of their course notice board and check it at frequent intervals as required by the Regulations
- Check their University College e-mail, at least once a week, for any urgent or important communications and ensure that there is space in their mailbox for the receipt of such communications

In addition to these details, arrangements for hand in of assignments will be clearly set out in the relevant assignment brief which will be provided by lecturing staff. The arrangements for handing in work will be included in the Course Scheme Handbook, and is also available from the School Quality Advisors.

2.6 Tutorial Arrangements

The Writtle University College Tutorial Policy forms the foundation of the student support and guidance system at Writtle and, in particular, of the institutional system for personal development planning. In brief, tutorial arrangements are as follows:

Personal Tutors

Each student will be allocated a personal tutor at the start of their course, usually a member of the core staff associated with the delivery of the course scheme. The role of the personal tutor will be to advise and support students in the development of their individual learning strategies and programmes. Personal tutors will also provide a focus for the non-academic care and support of the student. It may, however, be the wish of the student or tutor that such assistance is sought elsewhere. At Writtle, additional support and counselling is available from the University College Counsellors.

Tutorial Sessions

You will be entitled to a one-to-one tutorial session each semester as well as group Course and Subject tutorials throughout your study. Usually a timetable of formal tutorial sessions will be posted on your course scheme notice board. This appointment system is the normal approach, although if the matter is urgent every effort will be made to see you as quickly as possible. See the course Moodle page for further details on your personal tutor.

2.7 Release of Results from Examinations and Assessments

Provisional marks for coursework or other assessments held in the semester are given on feedback sheets, together with any comments from the Module Leader, as soon as practicable, so that students can see how they have performed in these assessments. Students should be aware that the marking, and double marking of assessments, may take some time particularly when there are large numbers of students on a module.

Marks for first semester examinations will be provided early in the second semester. However, it is important to note that these remain provisional until they have been confirmed by the Modular Examination Board at the end of the second semester.

Students should also be aware that all marks must be regarded as provisional until confirmed by the relevant External Examiner.

Marks for second semester examinations will be considered at Modular Examination Boards normally starting some 2 weeks after the second semester examinations. All marks will then go forward to the Progression Boards or Final Awards Boards, which meet for each course at the end of the academic year to consider the overall performance of students on the course.

Following the Progression and Final Awards Boards, individual transcripts showing overall results to date will be available on line; students will be notified by e-mail of the time and date when the results will become available.

To protect students' rights to privacy and safeguard against possible fraud, it is University College policy not to give results over the telephone.

NOTE: A student with outstanding tuition fees may be barred from having an award conferred until all debts have been discharged.

2.8 Quality Assurance and Student Representation

The University College recognises the need for continuous improvement to the standards and quality of its educational provision. Responsibility for quality assurance and enhancement is embedded within the roles and duties of all staff at every level in the institution. The CASTLe Office provides the procedures and guidelines for implementation of quality-related policies through the University College's academic committee structure. Writtle's quality assurance procedures have developed within the University College over many years and have been adapted to embrace the statutory requirements and recommendations of validating bodies, professional bodies and the Quality Assurance Agency (QAA). Higher Certificates, Foundation Degrees, undergraduate and postgraduate degree provision which commenced in academic year 2016-2017 or before is validated by the University of Essex. Programmes which commence in academic year 2017-2018 are awarded by Writtle University College.

As part of the University College's policy of continuous improvement, we regularly update our quality procedures and structures through our committees. Students are represented on all committees marked with an asterisk on the Higher Education Academic Committee Structure shown below. The President of the Student Union is the Student Governor on the Board of Governors. Student representatives, selected by the student body as a whole, sit as full members of the Academic Board. Elections are held annually by the Students' Union. All other representatives of the student body are nominated by the Student Union.

Higher Education Academic Committee Structure

Brief details of these Committees are as follows:

Academic Board – is charged with ensuring the University College's academic provision fulfils its objectives.

Academic Standards and Quality Enhancement Committee – is responsible for monitoring the effectiveness of policies and procedures and for ensuring that standards are established and consistently applied.

Course Scheme Review Meetings – review the content, delivery and outcomes of each course, facilitating a process of continuous review and improvement. They include student representatives from each year group.

Awards Boards and Progression Boards – are held annually for each course to review student performance and the validity of the assessment methods used.

Student/Staff Liaison Committees – are normally held twice a year for each year group of each course scheme, to receive and act upon student feedback. Ask the School Quality Advisors for these dates.

Other quality assurance mechanisms include:

Annual Review of Courses – all Course Scheme Managers are required to produce an Annual Report. These reports ensure problems identified are dealt with rapidly and effectively.

External Examiners – External Examiners are appointed for all schemes to ensure standards maintained within the University College match national expectations.

In addition to representation on the committees identified, and the many opportunities for informal consultation and feedback, students are also invited to contribute to the development of provision at the University College through the following:

Students' Union Liaison Group – regular monthly meetings held between the Students' Union Executive and the Vice-Chancellor.

Module Evaluation Form – these are periodically circulated to collect student feedback on particular modules.

Internal Student Satisfaction Survey – this is circulated at the end of each Semester, inviting student views on general university college facilities and course-related matters.

National Student Survey – final year undergraduate students are also invited to participate in the National Student Survey to feedback on their academic experience covering their views of the teaching on their course, assessment and feedback, academic support, organisation and management, learning resources, personal development and overall satisfaction. The results are collated nationally for all higher education students. The University College strongly encourages all final year students to participate in the survey as students' views are an important part of our on-going improvement process and allow us to build on successes and take action on any areas of concern.

2.9 Graduation Ceremonies

Each year students who successfully complete their undergraduate and postgraduate programmes by the end of July are invited to attend Graduation Ceremonies the following September. All ceremonies are held in Chelmsford Cathedral and provide a memorable occasion for students and parents.

Please follow the link below for further information relating to our Graduation Ceremonies:

<http://www.writtle.ac.uk/Graduation>

2.10 Progression to Further Studies

The University College has developed its modular credit scheme in accordance with the National Qualifications Framework. This provides the opportunity for students to progress internally from one award to another and facilitates credit transfers to and from other institutions. **Internal progression to further studies has been designed within our courses so that the curriculum content and depth of study progress seamlessly from one course to another.**

Students completing Higher Certificate or Foundation Degree studies may progress to an Honours Degree, subject to their academic achievement, the choice of award title and relevant bridging and other studies. Many Honours Degree students go on to obtain postgraduate qualifications (see Section 2.11, [Postgraduate courses at Writtle](#) and www.writtle.ac.uk for more details.

Opportunities are equally suited to the needs of those who obtained their qualifications some years earlier. As a result, even if you decide that progression to a higher level of study is not sensible for you at this time, opportunities may still be available in future years. If you have any questions about the progression opportunities that exist at the University College, please speak with your Course

Scheme Manager or Tutor. Alternatively, call into the Registry between 10.00 am and 4.00 pm any weekday.

2.11 Postgraduate Community

Postgraduate study is an important feature of the academic life of the University College with an international community of students involved in taught course programmes or study by research. These students are part of the postgraduate community, which supports individuals in shaping their continued personal and professional development whilst earning a formal postgraduate qualification. Study at postgraduate level is a core part of the academic life of the University College in which development and innovation are encouraged and it is accompanied by ongoing growth of postgraduate resources across Programme Areas. Our aim is to ensure that all postgraduate students are given support in their specific study area by providing help and advice as part of the Student Support network, so gaining maximum benefit from their postgraduate experience.

The current portfolio of postgraduate awards (both full and part-time) includes research degrees (MSc, MPhil, PhD), taught degrees (MSc, MA,) and Postgraduate Certificates and Diplomas in:

- Animal Science - Animal Welfare & Conservation, Livestock Production Science
- Design - Landscape Architecture, Garden Design
- Horticulture - Horticulture, Crop Production (Horticulture/Agriculture), Postharvest Technology
- Sustainable Land Management under Global Change
- Veterinary Physiotherapy

If you are interested in working at postgraduate level for a further qualification, or as part of a professional development programme, or simply want to know more about postgraduate opportunities, then please contact the Postgraduate Coordinator – to be advised.

3 General University College Regulations

The University College Regulations are kept to a minimum but are set down in order to provide a framework within which the University College community can operate effectively. Disciplinary action may be taken against any student in breach of these Regulations.

Standards

- Heavy/dirty footwear must be removed before entering the teaching, dining, recreational or residential areas. Dirty overalls must not be worn in the Garden Room.
- Smoking in University College buildings, halls of residence and the bar is prohibited; designated smoking points are provided across campus.
- Food and drink must not be taken into lecture rooms, study rooms, laboratories, workshops, computer suites, library or the Postgraduate Room.
- It is our policy to maintain the Writtle estate as a “litter free environment” and the co-operation of everyone is requested in this respect.
- Everyone is expected to assist in ensuring that public areas are maintained in a clean and tidy condition.

Conduct

- The University College is a community and students must conduct themselves in such a way that no inconvenience or annoyance is caused to other members of that community.
- Students must ensure that they do not bring the names of the University College, or its staff or students into disrepute. This includes the publishing of defamatory comments on internet networking sites.
- Students must not indulge in dangerous or reckless practices which could harm either themselves, or others, or University College equipment and premises, or contravene the University College’s Health and Safety Policy (copies available from the Health and Safety Officer, or on MyWi).
- Mobile phones and paging devices must be switched off during all lectures, practicals and examinations, and whilst in the Computer Suites and Library.

Damage

- Any student causing wilful damage to any part of the University College or grounds will be required to pay for the damage caused.
- It is a criminal offence to interfere with fire appliances, apparatus, alarms or other protection equipment.

Alcohol

- No student will be permitted to attend timetabled classes, assessments or other curriculum related activities where it is suspected that they are under the influence of alcohol.

Drugs

- It is a criminal offence and strictly forbidden to supply, use or possess any prohibited substances, or to introduce drugs into the University College. The use of cannabis or any other prohibited substance is not permitted in bedrooms or anywhere in the halls of residence or student campus.

Weapons

- The only weapons permitted at the University College are licensed shotguns for use with the University College's Clay Pigeon Club.
- All firearms and ammunition must be stored in the University College's gun cabinet at all times when not in use in the club's activities.
- Under no circumstances may guns be kept in student bedrooms or in vehicles on the campus.

Bladed Articles

- The definition of a blade is any type of blade with a handle, including scissors – these articles may be an essential tool used as part of your course practical.
- Where students need to use bladed articles such as blades with handles, safety knives or scissors, they must do so in a safe manner.
- Where bladed articles are an essential part of a course practical, they must be kept in a locked workbox whilst not in use.

Guns and Blades – Offensive Weapons

- Any knives, bladed article with a handle, scissors or similar tools, being carried or used in a threatening manner will be deemed as an offensive weapon.
- Any bladed article which is not a safety blade, or any items such as BB guns, air guns, catapults, etc, which is not a tool required as part of a course practical, will not be permitted on campus.

Dress

- Dress must be adequate and suitable at all times when on the University College campus, in the University College buildings and when attending all forms of instruction and assessment. Students deemed not to be appropriately attired will be excluded from classes, assessments and from entering University College dining facilities.
- Students attending University College receptions and presentation events, and when presenting themselves to External Examiners, Verifiers and potential employers are reminded of the importance of being appropriately and smartly dressed. In these situations students are not only representing themselves but also the University College.
- Appropriate protective clothing and personal protective equipment in accordance with University College codes of safe practice and/or as directed by the member of staff in charge of the activity, must be worn at all times when engaged in practical activities.

Visitors

- Students will be held personally responsible for the actions of any visitors they invite to the University College.

Copyright, Computer Systems, Computer Software and Library Books

- Students must abide by the Information Services Usage Policy.
- The University College is an authorised user of proprietary software for computers. Any student found to have illegally copied any licensed software will face disciplinary action and possible legal proceedings.
- Students must abide by the copyright legislation when using University College photocopiers and other reproduction equipment. The University College Copyright Policy can be found on the University College Student Intranet.
- Students must not damage library books or periodicals or electronically retrievable data sources.

NOTE: Separate regulations apply to students resident in University College halls and motor vehicles brought to the University College.

4 Arriving and Parking at University College

The University College has adopted a green transport policy and encourages green forms of travel. The main modes of access to University College are by cycle, bus or car, with local residents of Writtle able to walk to the site. The University College is located along the signed National Cycle Route 1 that links Central Park, with Admiral's Park and Writtle. The cycle route continues through the central track to the farm and Cow Watering Campus, including the Equine Centre. Cycling is one of the best ways of getting about at Writtle and is one of the cheapest. There are also regular bus services from Chelmsford, with just a short walk from the bus stop on Lordship Road in Writtle. If you need a car for access then you should follow the Student Vehicle Regulations that apply on site, as described below.

Cow Watering Lane

Cow Watering Lane is narrow and has many places with restricted visibility. Drivers are likely to encounter approaching vehicles, horses, cyclists and pedestrians. Therefore it is in everyone's interest that all vehicles are driven with great care, consideration and courtesy in Cow Watering Lane. It is recommended that vehicles going to and from Cow Watering Campus drive round the circuit in an anti-clockwise direction. Horse-riders should use the central track in preference to Cow Watering Lane.

Parking Cycles

There are many cycle racks on the campus and secure cages are available for a refundable deposit of £10 from the SU office. If you do want to bring a bicycle onto campus we would advise that you get it insured.

Motor Bikes

Motor bikes may be parked in the covered store situated just beyond Design 2.

Motor Vehicles

Any student reported for driving at an inappropriate speed without consideration for other users, whilst using a mobile phone or parking in an unauthorised place will face disciplinary action by the University College. This could involve fines, withdrawal of permission to have a vehicle at the University College or, in extreme cases, suspension or expulsion. In the interests of safety the following regulations apply:

Student Vehicle Regulations

Students may only park in designated student car parks – the locations of which are shown on the University College map and on MyWi. All vehicles must be registered on-line at <http://student.writtle.ac.uk>, and display a current parking permit in a prominent position on the windscreen.

The one-way systems must be strictly observed. A 5 mph speed limit applies to all campus roads, with no parking allowed along the University College roads. Please note, if students park in staff or visitor car parks they will be fined (£25); unauthorised parking in a disabled bay will also incur a fine. Vehicles must not be left at University College during vacations without obtaining permission from the Property and Facilities Office. No drivers of vehicles may use a mobile phone whilst driving on University College grounds. It is an offence to cause undue vehicle noise when driving on University College grounds. Vehicle repairs must not be carried out in the car parks.

The University College reserves the right to dispose of abandoned vehicles after a period of 3 months with any costs incurred charged to the vehicle owner. All vehicles brought on to the campus must be insured and taxed, legal and roadworthy. Students' visitors bringing cars on to campus should park in designated student car parks and obtain a temporary vehicle pass from Reception. Vehicles must not be driven recklessly or on to paths or grassed areas. Students in breach of any car parking or vehicle regulations will be fined. Persistent offenders will be subject to a vehicle campus ban.

5 University College Regulations and Procedures - Important Guidance Documents

5.1 Useful Student Documents

Apart from this HE Student Handbook, it is very important that all HE students familiarise themselves with the following documents as they outline information that explains how HE programmes are delivered, and what is expected from the HE students:

Document title	Location	Content
UG/PG Higher Education Academic Regulations	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines	<ul style="list-style-type: none"> • Entry Requirements • Student Rights • Student Responsibilities • Course Design, Structure and Requirement • Assessment • Examinations • External Examiners • Student Performance and Non-Achievement • Academic Offences
UG/PG Course Scheme Handbook	Course Moodle page	<ul style="list-style-type: none"> • Staffing and Programme Area Information • Course Information • Teaching, Learning and Assessment on the Course • Web-based Resources • General Course Information

5.2 Useful Regulations, Policies and Guidelines – where to find them

There is a number of Writtle University College Regulations, Policies and Guidelines that you might need to refer to during your period of study. The table below lists the main ones and where they can be viewed. If in doubt which document you should refer to in order to assist you with your potential problem, please ask your Personal Tutor or the Course Scheme Manager for advice.

Document/Information type	Location
Absence Reporting	UG/PG Higher Education Academic Regulations document on the Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines

Academic Appeal Procedure	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines
Attendance Policy	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines Or http://writtle.ac.uk/Admissions
Complaints Procedure and Form	Writtle University College MyWi / Dept.Info / Policies and Procedures
Equality Policy	Writtle University College MyWi / Dept.Info / Policies and Procedures
Extenuating Circumstances Policy	Course Moodle page / University College Policies and Forms / Extenuating Circumstances Guidelines
Fitness to Study and Reside Policy and Form	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines
HE Student Guide (Induction)	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines
Late Work Guidance	UG/PG Higher Education Academic Regulations document on the Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines

Referencing Policy	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines
Student Disciplinary Policy and Procedure	Writtle University College MyWi / Dept.Info / Policies and Procedures
Withdrawals, Intermissions and Resumption of Study Policy	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines
Word Limit and Guidance Policy	Course Moodle page / University College Policies and Forms / Useful Regulations and Guidelines

We wish you every success in your HE studies at Writtle University College.