Student
Handbook

BLOOMSBURY
INSTITUTE
LONDON

Contents

1. Introduction

This Student Handbook should be read alongside your Programme Handbook, which contains information specific to your chosen programme of study.

2. Academic Regulations

The Academic Regulations which apply to you throughout your studies are those of the University of Northampton. The Regulations, and the University's Student Handbook which provides an explanation of the Regulations, are available at:

https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/

Some of the University's Academic Regulations apply differently to our courses, because they consist of 30-credit modules. The following differences are particularly important:

✓ Accumulated failure (Regulation 3.7)

✓ Where students have a profile of non-engagement with assessments and learning across the year, they may also still be considered for termination under the accumulated failure regulation, shown here (if the levels are breached):

- More than 60 credits at Level 3 (Foundation Study Framework)
- More than 80 credits at Level 4
- More than 60 credits at Level 5
- More than 60 credits at Level 6

✓ Progression to next stage for Level 3 students (Regulation 3.7.3)

- As an exception to 3.7.3, if you are studying the Level 3 year of the Foundation Study Framework, you are not permitted to progress to Level 4 until you have passed all 120 credits at Level 3.

✓ Condonement (Regulation 3.7.13)

Condonement does not apply and, therefore, you must pass every module at a minimum grade of D- in order to successfully complete your degree.

Maximum number of credits that can be studied each academic year (Regulation 3.3.2)

You can only take four 30-credit modules [120 credits in total] in one academic year.

If, after exhausting all opportunities for reassessment, you fail a module your studies will continue into an additional academic year, provided you are not in breach of the accumulated failure rule.

Modules failed due to mitigating circumstances will be treated differently. You can obtain further advice from our Academic Registrar or your Course Leader.

3. Quality and Enhancement Manual (QEM)

The Quality and Enhancement Manual (QEM) can be found on our website and includes information and documents relevant to your course.

The QEM is broken down into three key sections:

Section One: Corporate and Academic Governance

This section includes information on our corporate structure, our corporate and academic governance framework and our core values.

Section Two: Operational areas

This section provides information about all our key operational areas. Within each sub-section, you can explore the Quality Code's expectations for the area and how we do things at Bloomsbury Institute.

Section Three: All policies

This section contains all our policies and other key documents, many of which are very relevant to students, such as:

• Engagement Policy

• Feedback Policy and Guidelines

• Disability Policy

• Student Complaints Policy and Procedures

• Dignity and Respect Policy

• Mental Health and Wellbeing Policy

• Student Guide to Mental Health and Wellbeing

You can find a list of key student-facing policies in **Appendix A** below.

The QEM is available at: **www.bil.ac.uk/qem**

4. Student Services area of our website

The Student Services area of our website contains links to many important sources of information that you will need to refer to on a regular basis during your studies. The Student Services area includes links to:

- ✓ Attendance Portal: access to check your attendance

- ✓ Timetable: access to check your timetable

- ✓ Disability and Wellbeing: advice and support on short-term or long-term health conditions and specific learning differences

- ✓ Academic Calendar: access to check your academic calendar i.e. semester dates, submission and exam periods, resubmission periods etc.

- ✓ BISG – Bloomsbury Institute Student Guild – where you can find all the latest events and information about societies

- ✓ BOLD (Bloomsbury Online Library and Databases): access to our online library and databases

- ✓ Student Self-service Portal (SSP): a vital tool for any communication with your Academic Administrator (see **Section 18.1** below)

- ✓ IT Support Knowledgebase: access to search for information on various learning technology related matters

- ✓ Canvas: access to our virtual learning environment

- ✓ Student Forms: an area where you can find all the main forms you might need

- ✓ IT and LT Services: link to information and support in these areas

The Student Services area of our website is available at:

www.bil.ac.uk/student-portal/

5. Programme specification

The course that you are studying e.g. Business Management (4-Year) or LLB (2-Year) sits within a programme e.g. Business Management or Law.

Programme	Business Management	Law	Accounting and Financial Management
Courses	BA (Hons) Business Management including Foundation year (Four Year)	LLB (Hons) Law including Foundation year (Four Year)	BA (Hons) Accounting and Financial Management including Foundation year (Four Year)
	BA (Hons) Business Management (Three Year)*	LLB (Hons) Law (Three Year)*	BA (Hons) Accounting and Financial Management (Three Year)*
	BA (Hons) Business Management (Two Year Accelerated)*	LLB (Hons) Law (Two Year Accelerated)*	BA (Hons) Accounting and Financial Management (Two Year Accelerated)*
	BA (Hons) Business Management (One Year Top Up)		

* Not recruited to in 2021-22

For each programme there is a Programme Specification, which includes information on the following:

- The educational aims of the programme

- The subject-specific knowledge and skills (i.e. the learning outcomes) that a student will demonstrate achievement of through formal assessment

- The transferable skills that a student will have developed (with an indication of those skills that a student will demonstrate achievement of through formal assessment)

- The teaching, learning and assessment methods and strategies

- The structure of the course

- Professional body requirements

- Assessment Regulations

- Support for students and their learning, career and progression opportunities

- Methods for evaluating and enhancing the quality and standards of teaching and learning

- Indicators of quality and standards

Specific programme information [i.e. for Accounting and Financial Management, Business Management, and Law] can be found in the relevant Programme Handbooks.

The Programme Specification is published within the Programme area of Canvas (see **Section 16.3** below).

6. Modules and Award Map

A module is set at one of four levels: Levels 0 and 4-6, Level 0 being the least complex and Level 6 being the most complex. The module level is demonstrated by the learning outcomes for the module. Upon successful completion of a module, you are awarded the specified number of credits at the specified level.

Modules are taken at set levels and in designated semesters. The way in which the modules must be taken is outlined in the Award Map.

For information about the modules and Award Map for your programme, please refer to your Programme Handbook.

6.1 Taking modules at mixed levels

Taking modules at mixed levels is possible, but subject to the following:

- You cannot progress from Foundation Year and take any Level 4 modules unless you have successfully completed all Foundation Year modules.

- You cannot take a module at the higher level if there is a pre-requisite module which has not been passed.

- Where a student is repeating modules, a mixed programme of studies may be undertaken to achieve sufficient credits at a given level, provided that such a programme complies with the award map and that credits are studied in level order. For full regulations please see Section 3.7. of University of Northampton Academic Regulations.

7. Module Study Guide

A Module Study Guide is available on Canvas for each module. It includes the following for the module:

- The content (i.e. the syllabus)

- The delivery schedule

- The subject-specific knowledge and skills (i.e. the learning outcomes) that a student will demonstrate achievement of through formal assessment

- The transferable skills that a student will have developed (with an indication of the skills that a student will demonstrate achievement of through formal assessment)

- The teaching and learning methods

- Key texts and additional reading

- An overview of how the module is assessed

- Details of academic staff teaching on the module

8. Academic staff

8.1 Office hours

Lecturers are available for students outside of class time during their office hours. Their office hours are published within Canvas and/or as a signature to their emails. For 2021-22, office hours will mean that the lecturer is available both face-to-face and online. Wherever possible, appointments should be made. Lecturers may also be available to speak with students at other times by appointment. Students can contact lecturers by email to arrange an appointment.

Lecturers will aim to respond to student emails within 2 working days. Please note that the response may be a 'holding' response such as: 'Thank you for your email. I will get back to you with a full answer by the end of this week'.

Note: Please make sure to email the lecturer in advance if you are unable to make an agreed appointment.

8.2 Staff absence

If a member of staff is unable to deliver a teaching session, you will be notified.

If the lesson concerned is due to be held more than 24 hours from the time of notification, you will receive an email on your Bloomsbury Institute email address to inform you. If the lesson concerned is due to be held less than 24 hours from the time of notification, you will receive an email and a text message.

All missed lessons will be made up at an agreed mutually convenient time.

9. General teaching methods

Modules are delivered through a combination of lectures, seminars, workshops, and independent study.

Through this combination, students gain the opportunity to engage with the content of their module in different ways and, thereby satisfy different aims. In short:

- Lecture = active listening

- Seminar = discuss and develop deep understanding

- Workshop = apply/practise

Lectures provide a broad outline structure for each topic to be covered. Lectures offer a good way of covering a lot of information and, more importantly, of conveying ideas to many people at once.

Seminars are generally much smaller groups than lectures and are an opportunity for students to explore further the topics/theory/concepts introduced in the lecture. The purpose of the seminar is not just to receive information, but to develop a deep understanding of that information. Students will be expected to prepare for seminars usually through reading or researching topics and themes of the lecture.

Workshops follow on from lectures and seminars and are designed to reinforce proactive learning by providing opportunities for discussion and interaction. Workshops will often be focussed on the application of the theory and knowledge that has been engaged with through the lectures and seminars. Workshops may also include development of 'soft skills' (e.g. innovation, developing personal values, developing communication skills etc.) and personal development activities that lead from, and support, the content of the module.

Independent study is an important feature of higher education. For all modules you will be expected to work around 150 hours on your own.
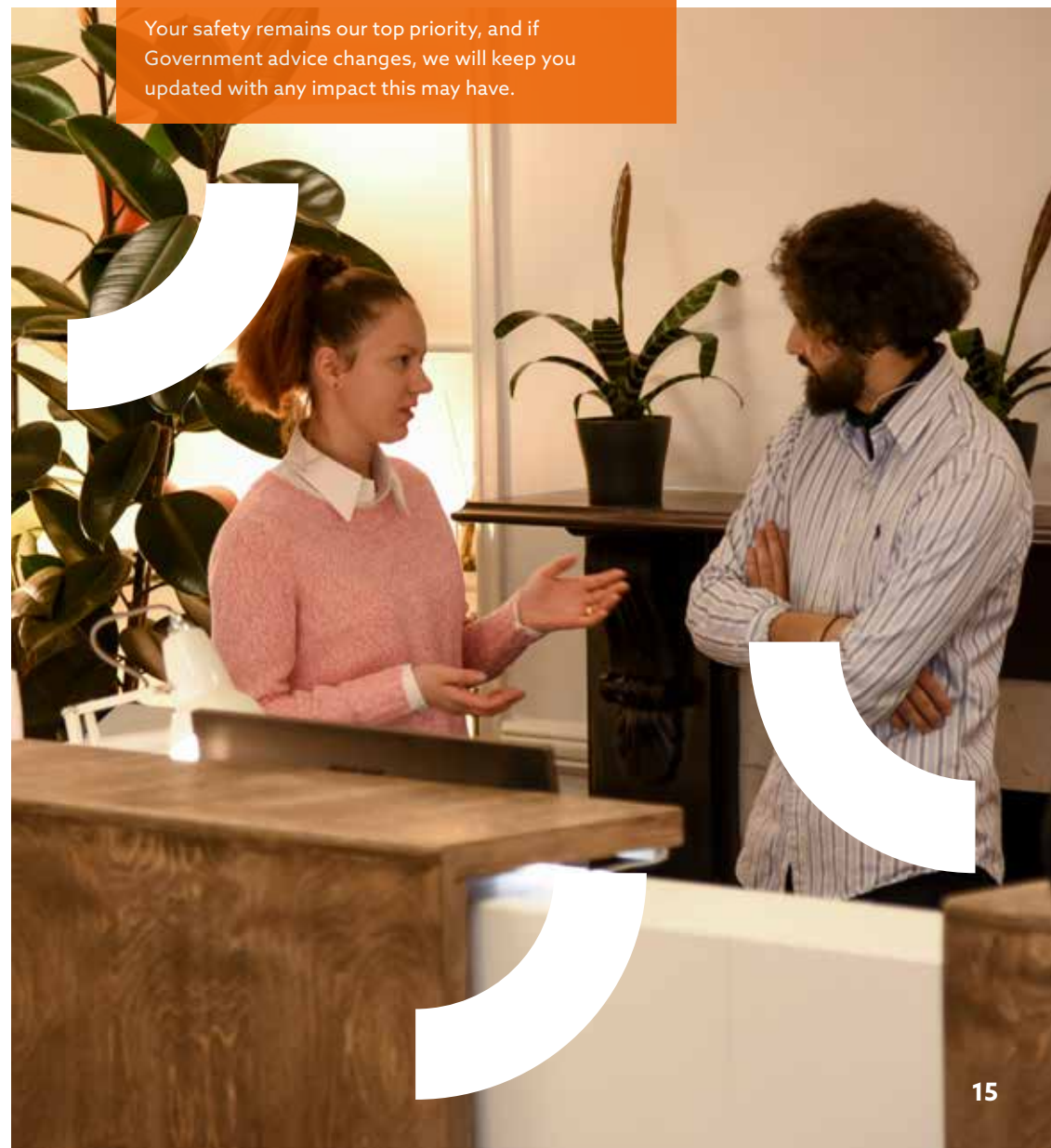
9.1 Behaviour and classroom etiquette

9.1.1 Freedom of Speech

We will secure, protect, and promote the right to Freedom of Speech. We believe that every student and member of staff has the right to freedom of thought and speech, as the free exchange of ideas adds to the richness of intellectual debate within our institution. Respect for the principles of academic freedom and freedom of speech is embedded within our Articles of Association and our Corporate and Academic Governance Framework.

Staff and students work together to support these principles within the classroom and outside of it.

9.1.2 Dignity and respect

We are committed to creating and sustaining a positive and mutually supportive environment where all are equally valued and respected, and encouraged to thrive. Our Dignity and Respect Policy and our Harassment and Sexual Misconduct Policy aim to reassure students and staff that allegations of harassment or bullying will be dealt with quickly and sensitively with no fear of reprisal. This commitment is at the heart of our Strategic Framework, which includes the following values:

- Be inclusive: Welcome difference as a source of strength and enrichment.

- Show courage: Challenge yourself. Dare to think differently. Stand up for what's right.

- Don't be mean: Talk straight. Don't play games. Treat people well.

We value diversity within our academic community and the huge range of experience and perspective that this brings. An appreciation of diversity and the equitable treatment of all are among our core values, underpinning our success as a community of scholars. For these reasons, we will not tolerate any form of bullying or harassment.

We expect all members of our academic community to:

- Treat others with courtesy, politeness, and kindness.

- Encourage others to express opinions and ideas.

- Listen to what others have to say before expressing your viewpoint. Never speak over, butt in, or cut off another person.

- Recognise and praise others for their work and ideas.

- Treat people the same regardless of their race, religion, gender, age, or country of origin.

- Be inclusive.

- Be aware of their body language, tone of voice, and demeanour and expression.

We do not tolerate actions or words that:

- Insult others, name call, disparage or put down people or their ideas.

- Constantly criticise, belittle, judge, demean or patronise. A series of seemingly trivial actions, added up over time, constitutes bullying.

- Treat people differently as this can constitute harassment or create a hostile environment within the classroom.

9.1.3 Mobile phones

In all face-to-face taught sessions, mobile phones should be set to silent. You should never answer your phone in class, unless it is an emergency. If you do have to answer your phone, you should leave the room immediately to take the call.

9.1.4 Engagement

Students are required to attend all timetabled classes for their relevant course, unless there are exceptional circumstances preventing them from attending a class. Timetabled classes include lectures, seminars, workshops, and revision sessions.

Students are also required to engage regularly on Canvas, the virtual learning environment provided by Bloomsbury Institute to augment the learning which takes place. Canvas provides students with opportunities to review lecture slides, read the resources recommended by teaching staff and engage in discussion with staff and peers through Discussion Boards.

Students should note that the academic year is not restricted to timetabled classes or teaching weeks alone as re-sits generally take place after teaching ends.

Most students who fail their courses do so as a result of not attending classes and not engaging with the virtual learning environment. Regular attendance requires time discipline and management skills, both of which are beneficial to whichever career a student chooses.

Most importantly, engagement is necessary to:

- enhance your educational development within your area of study

- encourage a sense of belonging and mattering within our academic community

- contribute to the learning of others

- receive information about the course

- prepare for all assessments

- undertake any practical work or group work

- maintain compliance with the UKVI, SLC and other external agencies, as appropriate

- develop skills for the workplace, including:

  - planning and managing time

  - developing stronger communication skills

  - learning how to give and receive feedback on performance

9.1.5 Timetable changes

If you would like to change the timetable that you have been allocated, you can request a timetable change through the SSP (see **Section 18.1** below). The deadline for making such requests is usually the third Monday of each semester. Please note that it is not always possible to change timetables, so there is no guarantee that we will be able to accommodate your request.

9.1.6 Attendance monitoring

Attendance is recorded using a tap-in card system for face-to-face workshops and seminars. Students' ID cards are used to tap a reader placed inside each teaching room. Attendance at all teaching sessions, online and face-to-face, is recorded via our attendance management system, be they lectures, seminars, workshops, revision sessions or other. Tutors will sometimes take a written register as well for verification purposes. You can log into the attendance management system [and check your attendance record] via the attendance portal, which can be found at: **https://www.bil.ac.uk/student-portal/**.

Attendance is recorded once per session. If you have a 2-hour seminar, then attendance will be recorded just once for that session.

Students can register their face-to-face presence (i.e. tap-in) up to 10 minutes before the beginning of the session, so, if the session starts at 10 am, attendance can be registered from 9.50 am to 10.00 am. However, students logging in 10 minutes early for an online session will be required to wait in the 'lobby' until the lecturer admits them, and their attendance will be recorded from 10:00 am.

From 10.01 am both face-to-face and online attendance will be recorded as 'late'. When late attendance is recorded, the system notes 'how late' the student was, so we can monitor the actual time you were present during the session. Our Student Engagement, Wellbeing and Success team

(SEWS) check the attendance data on a weekly basis and will intervene in instances of persistent lateness or absence, or patterns of absence.

Students are expected to respect the integrity of our attendance monitoring system and only tap their cards to record their own attendance. If a student is found to have tapped in on behalf of another student who is not in the classroom, both students will be referred to SEWS for an interview which could result in a referral to the Academic Registrar for disciplinary action.

Some Frequently Asked Questions (FAQs) on attendance can be found in Appendix B of this Handbook.

9.1.7 Absence

If you are going to be unable to attend class, you will need to raise an 'attendance request' on SSP. You should also email your Module Leader/Tutor to notify her or him. In the request, state clearly how long you are going to be absent for and why. Contact details for Module Leaders and Tutors are available from the home [landing] page of your Canvas module area.

If your absence is a result of illness and is up to 7 days in length, then you should complete the Self-certification form (available from the Student Services area of our website) and upload it to the SSP. If your illness is longer than 7 days, then you will require some documentary evidence e.g. a letter from your doctor or counsellor to confirm your illness.

9.1.8 International students

If you are an international student on a Student visa, you are required by the UKVI to attend all your lessons. Attendance is monitored on a weekly basis so in practice, you would generally have three contact points a week. The UKVI consider a contact point as a 'day'. If you miss 10 consecutive UKVI contact points, you may be terminated from the course and have your sponsorship withdrawn. This means you will need to return to your home country and this may affect any future visa applications you make to the UK. More details can be found in our **International Sponsored Student Policy and Compliance Procedures**.

Full information on engagement, notifying us of absence, and the Self-certification form can be found in our Engagement Policy, which is downloadable from our online Quality and Enhancement Manual (see **Section 3** above).

9.1.9 Timekeeping

Punctuality is not only a common courtesy but is also something that employers will expect. Students arriving/logging in late will have their attendance registered as 'late' and our systems will record the time that they enter the session.

In cases of persistent lateness, the lecturer may decide you cannot enter the session if it is proving disruptive to the group. This approach has been adopted (with the support of our students) in order to create an environment conducive

to effective teaching and learning. Latecomers are disruptive to both the lecturer and other students.

9.1.10 Seminar and Workshop Preperation

Learning to manage independent study time is an important part of higher education. It is essential that you prepare for seminars and workshops: not doing so can lead to disruption to those who have prepared and impede successful group work. In addition, lack of preparation will impact on your own academic experience and ultimate success.

Students who arrive unprepared may be asked to work alone in order to participate effectively in the lesson.

9.1.11 Student Charter

Our Student Charter, found on the **QEM** of our website, outlines what you can expect of us and what we expect of you as a member of our academic community (all our staff and students), and how we all strive to contribute towards creating a cooperative learning environment in line with our vision, mission, and values. The Student Charter covers areas such as:

• Participation and engagement

• Equality, diversity and inclusion

• Assessment

• Academic standards

• Communication

10. Learning enhancement

We embed academic skills development into all our courses to improve student performance in lecture/seminar/ workshop interactions, develop reading and writing skills, and improve assessment performance. Embedding learning enhancement sessions include:

• Understanding an Assessment Brief

• Recognising and responding to feedback

• Effective use of BOLD, our online library and databases

• Referencing support

Additionally, we have a suite of cross-course academic skills development sessions delivered face-to-face and electronically through one-to-one and small group sessions. These sessions cover topics such as:

• Formality in academic writing

• Delivering effective presentations

• Note-taking

• Structuring an academic essay

• Editing and proof-reading

11. Let's Grow

Our Let's Grow programme for employment, enterprise and personal success for life is designed to promote a person-centred approach to personal and professional development. This ensures that students are well-prepared to take on the challenges of postgraduate study, employment, self-employment or entrepreneurship, and lead lives that are rewarding and constructive.

The aims of Let's Grow are:

✓ To enable students to communicate their skills and experiences effectively to a range of audiences from employers to investors.

✓ To actively encourage students to take on opportunities, provided by the Institute, to develop and apply a wide range of employability skills,

✓ To provide students with a global outlook, international opportunities and up-to-date analysis of the UK and international job market.

✓ To promote, encourage and reward work-related learning.

✓ To continue to build and create new key partnerships with employers, professional bodies and postgraduate study providers.

✓ To reward students taking ownership of their career development and student-centred interventions.

Let's Grow is embedded within the curriculum (i.e. it forms a part of some modules). In addition, it takes place outside the curriculum through the provision of personal, academic and career development opportunities. These extra-curricular opportunities are set out in **Sections 11.1 to 11.4** below.

11.1 Enhancing academic knowledge

11.1.1 Extramural lectures

Our location in the centre of London's university district provides a stimulating context for student learning. You can greatly benefit from the experience of attending online lectures, talks and presentations by accomplished academics from other places of learning and from fields beyond your own subject area.

By engaging with these extramural lectures, you will discover how your own studies can relate to the wider world and how your own learning can be enhanced by exposure to the ideas of others.

Each term we invite students to engage with public lectures that are organised by neighbouring institutions. In the past, students have attended lectures at the London School of Economics, Gresham College, Goodenough College and University College London.

11.1.2 Bloomsbury Institute External Speakers Programme

Bloomsbury Institute's external speakers programme offers students the opportunity to hear from leading figures from their areas of study to enhance their learning and build networks in the fields in which they may one day be employed.

Six events take place each semester, three Lunchtime Dialogues and three evening seminars. Information on Bloomsbury Institute's seminar events is published on Canvas, the Bloomsbury Institute website, and through emails sent to students in advance of each event.

11.2 Skills development

11.2.1 Peer Assisted Learning (PAL)

Peer Assisted Learning (PAL) is an internationally recognised scheme based on research indicating that students benefit academically from peer learning. Our trained and accredited members of staff train students to lead supplementary online study sessions for students studying in the year below themselves.

These online study sessions are offered on selected modules in addition to regular classes and are focused on helping students to master the material they study during lectures, workshops and seminars. Becoming one of our trained students, and leading a study session, is an excellent way for you to develop graduate employability skills such as group working, autonomy, communication and problem-solving.

The scheme is managed by the Centre for Student Engagement, Wellbeing and Success and we encourage you to volunteer when training is offered.

11.3 Graduate employability

11.3.1 Internship module

On all programmes students can elect to take the Internship module.

Students will gain a beneficial experience of carrying out practical activities in a workplace or by working virtually. Learning supports the placement experience which involves carrying out work-based activities and reflecting on the benefits of the activities to the business and to the student. It is expected that students will be supervised in the workplace or when working virtually in addition to the supervision provided by Bloomsbury Institute.

11.3.2 Volunteering

Volunteering enables students to gain excellent professional experience and can boost their career options by enhancing their team-working, networking, communication and organisation skills. Our Let's Grow advisors, based in the Centre for Student Engagement, Wellbeing and Success, can assist you to find a suitable volunteering opportunity.

11.3.3 Graduate visa

Upon successful completion of your degree course, you will be eligible to apply for the Graduate visa. This is a visa that will allow you to work or look for work in the UK for two years. You do not need a job offer to apply for this visa. More details can be found **https://www.bil.ac.uk/how-to-apply/ international-students/graduate-route/**

11.3.4 General graduate employability skills

The development of general graduate employability skills is delivered both through the curriculum and through Let's Grow. Activities include the Bloomsbury Institute external speakers programme, specialist online seminars and courses in communications skills, leadership, finance and business, and visits to employers or other educational institutions. The aim is to equip students with sought after employability skills such as:

- Self-belief
- Learning to learn
- Communication
- Group work
- Self-management
- Problem solving
- Use and application of information technology
- Processing of numerical data

The Centre for Student Engagement, Wellbeing and Success provides a wide range of information, advice, guidance, online training and workshops for students on how to start and develop their careers. Students can talk to an advisor who specialises in employability matters. Work experience is essential for securing graduate-level employment and our Advisors can help students to find and obtain work experience, internships and placements.

Students who participate in Let's Grow employability events will be eligible to gain a certificate upon proven attendance at 5 extra-curricular activities over the course of an academic year. In addition, students who participate in 7 Let's Grow activities, e.g., Enneagram, peer assisted learning, peer mentoring, attendance at extra-curricular events; and who complete corresponding reflective logs will be eligible for an enhanced reference.

11.3.5 Student Guild societies and clubs

Being active in the Student Guild, especially through participation in the societies and clubs, will help you get the most out of your student experience both during and after your academic journey.

Bloomsbury Institute's Student Guild creates opportunities for you to extend your learning beyond the classroom and share and acquire knowledge in a social and friendly environment. Central to this is participation in the different societies and clubs or, indeed, your involvement in setting up a new society or club. If you decide to set up a club or society or become involved in the running of an existing one, you can enhance your employability skills through activities such as event planning, organisation, fundraising, budgeting, and marketing. However, simply being a member of a club or society shows any future employer that you are a well-rounded individual. For more information on the Student Guild societies and clubs, please (see **Section 19.1** below).

11.3.6 Networking

Networking is a daily activity which involves engagement with friends, fellow students, family members, academics, mentors, former colleagues and managers. Students can also network through social media, e.g. LinkedIn and through joining a professional, statutory or regulatory body.

Networking involves building relationships, seeking advice, sharing information and using connections in personal and career development.

Staff from the Centre for Student Engagement, Wellbeing and Success can provide students with advice on networking opportunities.

11.4 Developing leadership skills

By undertaking the leadership roles below, students develop transferable skills such as leadership, team working, self-management, communication and organisation, all of which are valued in the workplace.

All student leaders are offered the opportunity to attend an extra-curricular 'Student Leadership CPD Programme' of activities which will further enhance their employability skills and enable them to market these to future employers and investors.

11.4.1 Student Representatives

Our student representatives play an important role in the life of our Institute by providing feedback on course delivery and by representing the views of other students on several important committees. Student views are essential to the running of the Course Committees (see **Section 20** below).

11.4.2 Peer Advisors

The Student Guild is the official representative body for all students. Every year Bloomsbury Institute works with the Student Guild to train newly selected Peer Advisors to provide a virtual and onsite Peer Advice Service as required. This friendly and supportive service includes disseminating information, helping with Bloomsbury Institute systems access/usage, and signposting where applicable. They contribute to a great student experience.

11.4.3 Peer Assisted Learning (PAL)

PALs are students who lead study groups on subjects they themselves have succeeded in.

12. Centre for Community Engagement and Learning (CCEL)

Staff and students here at the institute are comitted to working for the public good. Embedding civic engagement within the institute is a responsibility shared by all of us. Building and supporting these external relationships enhances all our lives and impacts positively the lives of our partners and neighbours.

The Centre for Community Engagement and Learning (CCEL) promotes and supports the strategic strengthening of these partnerships. It builds the capacity of the institute and our partners to create strong and vibrant futures whilst feeding into the departments focused on enhancing the student experience.

The centre works to develop an understanding among students, staff and external bodies of Bloomsbury Institute as a civic-minded place of learning

with a strong commitment to building community with others. By working with stakeholders, students, alumni and the wider public we position the institute as a helpful friend and neighbour in the social, cultural and economic life of London and beyond.

12.1 Bloomsbury Radio

Our in-house radio station, Bloomsbury Radio, broadcasts continuously from its studio in Bedford Square. The station broadcasts a range of programmes covering all aspects of student life. Full details and schedules are published and updated on our website.

To find out more, or to get involved email **radio@bil.ac.uk**.

13. Assessment

Modules can be assessed in different ways, depending upon the nature of the module, its level, content and learning outcomes. Generally, there are four types of assessment:

- Assignment: e.g. essay, problem question, case study, business simulation and seen examination

- Presentation: a class assessment that can occur during teaching hours. This can be an individual work or a group work

- Time Constrained Assessment (TCA): a class assessment that can occur during teaching hours

- Examinations: any unseen examination

Only a few modules will have an unseen examination, most will be assessed by assignments, others a mixture of the four. Assignments may be text-based or non-text based. Text-based assignments include essays, problem questions and seen examinations. Non-text-based assignments include presentations and video CVs.

13.1 Feed-forward and feedback

Prior to the final submission of an assignment, you will be offered the opportunity to gain feed-forward on your draft work. This is offered to help you target your study activities and develop your ideas; this feed-forward will not include any indications of speculative grading. In the context of your development through the stages of your studies, the detail and extent of feed-forward will reduce as you progress.

There is a specified maximum level of feed-forward on which the tutor can comment:

- Foundation Year: Assignment plan **and** 50% of assignment

- Level 4: Assignment plan **and** 20% of assignment

- Levels 5 & 6: Assignment plan **or** 20% of assignment

> **Please note:** to receive feed-forward on your draft work, you will have to submit the work **at least 10 working days** prior to the submission deadline.

Feed-forward and feedback comes in many forms and it is important to recognise all the feedback opportunities:

- Tutor written summative comments on an individual student's work.

- Tutor written on-script/in text comments on an individual student's work.

- Generic written or oral feedback, for example an assessor's report/summary of strengths and weaknesses of work submitted by students who completed an assignment. This can be delivered and discussed in class and/or through Canvas.

- Self-assessment/reflection tasks.

- Peer feedback.

- A discussion in class, or on Canvas, of model answers.

- 'Informal' feedback given during contact hours.

- Informal tutor feedback given during office/consultation hours.

Feedback on summative work can be delivered through Canvas in written or audio medium, and/or face-to-face with the marking tutor. You can find more information about feedback in our **Feedback Policy and Guidelines**.

13.2 Information and assessments

From Week 1 of each semester, Assessment Briefs [ABs] are available on Canvas [within the syllabus area] for each item of assessment. ABs include:

- Assessment structure for the module, including the weighting for the item of assessment

- Details of the assignment (i.e. for the item of assessment, unless it is an unseen examination):
  - The assignment task (e.g. question(s))
  - Guidance to complete the assignment
  - Submission requirements

- Details of any unseen examination:
  - Duration of the examination (including, if applicable, reading time)
  - Material which may be brought into the examination (if applicable)
  - Structure (e.g. number of questions set; number of questions to be answered; whether there are any compulsory questions; allocation of marks)
  - The syllabus content that will be examined

- The key skills which are being assessed for the item of assessment

- The learning outcomes which are being assessed for the item of assessment

- Extensions and mitigating circumstances

- Appendix 1: Submission Checklist

- Appendix 2: Declaration of Authorship (for assignments)

- Appendix 3: Use of external editorial and proof-reading services

Please note: There is an Assessment FAQ document, that can be found in Appendix D of this document.

13.3 Submitting assignments

If the item of assessment is an assignment, the Assessment Brief will include the deadline date for submission of the assignment. The deadline given is the latest possible date for submission. The submission date will be a Monday or a Friday, and the time of submission will be 3pm. This time has been decided upon as a result of student feedback. All assignments must be submitted on time. If you submit work within 7 calendar days from the submission deadline, your work will still be accepted and marked, but your mark will be capped at a minimum pass (D-).

You need to take note of the due dates for assignments. You may well find that there are clashes (i.e. that work for two different modules is due on the same day, or on dates that are close to one another). It is your responsibility to plan around such clashes to ensure that you begin work on each assignment sufficiently in advance of the deadline, so that you can complete all work required by the due date.

Even the best organised student can have her/his plans disrupted by a variety of events, such as minor illnesses, missed buses, computer malfunctions, and a multitude of similar obstructions that life scatters onto our paths! It is essential that you include some 'slack' in your planning, so that such difficulties do not cause you to miss a deadline.

13.3.1 Formatting guidelines for submitting work

Unless advised otherwise, when submitting assignments, you should use:

- Font style: Arial

- Font size: 11 or 12

- Line spacing: 1 to 1.5

- Paragraph spacing: double line space

13.3.2 Problems submitting work

If you are experiencing technical issues with submitting your work, you should email **IT Services** [**itsupport@bil.ac.uk**] copying in your **Module Leader/Tutor**.

Attach your work file so we have a copy of the work that would have been submitted **before the deadline**! Your file will **not** be accepted if you send a copy after the deadline.

Include in the email:

- Your full name

- Your student number (e.g. LON987654321)

- The module name (e.g. Digital Marketing [Oct-19])

- The assessment name (e.g. Assessment 2: Case Study)

- Your mobile or other contact phone number so a member of our IT Services team can respond to your issue

To help our IT Services team investigate the problem, also provide details, such as:

- The type of device used: desktop, laptop, tablet, phone

- Operating system: Windows, Apple, Android

- Browser: Chrome, Firefox, Internet Explorer, Edge, Safari

- Network: Wi-Fi, Ethernet, Mobile phone connection

Please note: Although the IT Services team will do all they can to help resolve any technical issues, **they will not submit your work on your behalf**; submission of your work is your responsibility.

13.3.3 Word limits

All written assignments will include clear guidance in the Assessment Brief on the maximum amount that should be written in order to address the requirements of the assessment task, a 'word limit'. If the submission exceeds the stipulated word limit by more than 10%, the submission will only be marked up to and including the additional 10% (i.e. the excess will not be taken into account when awarding a grade for the assignment). Abstracts, footnotes, reference lists, bibliographies and appendices are excluded from any word limit requirements (but headings and in-text citations are not).

Where a submission is under the word limit, the full submission will be marked on the extent to which the requirements of the assignment have been met.

Generally speaking, submissions which are substantially under the word limit will fall short of the requirements of the assignment task.

13.4 Extensions to assignment deadlines

Assignments are expected to be submitted by the due date. We are all expected to deliver on time in many parts of our lives and should be prepared for the consequences of not meeting submission deadlines.

In a similar way, learning to manage your time is an important skill and you should plan your time so that work is submitted on time.

Occasionally, circumstances beyond your control may affect your ability to submit work on time. In these cases, it is possible to request an extension to a deadline of up to 2 weeks. The granting of such an extension will depend upon the nature of the difficulty that you are experiencing, whether the difficulty could and should have been anticipated, and the extent to which the circumstances were outside your control. For example, serious health difficulties that prevent you studying for a number of days during the period when you were expected to be working on an assignment would usually provide legitimate grounds for an extension; a crashed computer or assignment overload would not!

If an extension of up to two weeks is not sufficient you should make a claim for mitigating circumstances (see section below).

> The University of Northampton's general policy with respect to assignment extensions is to be supportive of students who have genuine difficulties, but not to tolerate bad planning or poor organisation, and not to encourage an 'excuse culture'.
>
> Do not assume you will be granted an extension.

Although extensions are allowed, it is important that you do hand work in on time, since delaying the submission of your assignment can lead to you having difficulties in submitting other work on the due date.

To request an extension, you need to complete the "Extension Request Form" which you can find under Student Form page on the website; to support your request you need to provide documented evidence. You can submit your Extension Request Form and evidence via the Student Self-service Portal (SSP) before your original submission deadline [see **Section 18.1** for information on the SSP]. A copy of the form will be held on your student file.

If you have an extension and submit work to check for similarity [during the time of your extension] our system will not allow you to submit another piece of work. You will need to contact our IT Services [**itsupport@bil.ac.uk**] copying in your Module Leader, to ask them to remove the work you submitted, thereby allowing you to submit your final work.

Note: There are no extensions for re-sit work.

The University of Northampton Student Handbook (Undergraduate) 2020-21 provides further details on assessment.[1]

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[1] **https://searchtundra.northampton.ac.uk/?tag=a9d12d76-8a7b-48f4-841b-f1048c26edc0**

13.5 Mitigating circumstances

Mitigating circumstances are defined as a serious or acute problem, or an event beyond a student's control or ability to foresee, which has prevented completion of assignment/s or attendance at examination/s. If you are experiencing unforeseen or unexpected events – such as serious illness or severe disruption of your personal life – that may affect your ability to complete assignment/s or sit examination/s please meet with your Module Leader, Course Leader or Academic Administrator or a Student Wellbeing Advisor to discuss available options.

If you are unable to sit an exam or submit an assignment, you may be able to claim mitigating circumstances, which, if accepted, would allow you to complete the assessment for the first time at a later date and receive an uncapped mark for it. Following the acceptance of your mitigating circumstances. If the MC are upheld for a first sit item of assessment, the assessment would be taken at the next sitting or the assignment would be submitted at the next submission opportunity (resubmission/resit). If the MC is upheld for a resubmission/resit item of assessment, there will be no further opportunity to resubmit/resit that assessment. A claim for mitigating circumstances must be submitted before the original date for submitting the assignment or sitting the exam.

Applications for mitigating circumstances, with supporting evidence (such as medical certificates), can be submitted via the Student Self-service Portal (SSP).

Please note: As outlined in Section 4.1 of the University of Northampton's Mitigating Circumstances Policy and Procedure:

A student who submits an assessment or attends an examination is normally considered to have proclaimed themselves 'fit to sit', and therefore s/he may not later claim that any failure is due to mitigating circumstances. The only exception is when a student is taken ill during an examination, when the Invigilator's report may be used to support a mitigating circumstance claim.

The University of Northampton's Mitigating Circumstances Policy and Procedure document can be accessed through our Quality and Enhancement Manual: **www.bil.ac.uk/qem**

13.6 Re-sitting/ resubmitting assessments

If you fail an item of assessment (i.e. you receive an 'F+', 'F', 'F-' or 'G' grade), you will have one final opportunity to resubmit/re-sit that work.

If a student fails an item of assessment (i.e. achieves an F+, F or F-), the student needs to rework their original submission. If a student receives any G grade (i.e. G, NG, LG or AG) or an H grade for upheld mitigating circumstances claim, then a new assignment is set (e.g. AS2r). The new assignment [re-sit assignment] will be available in the Syllabus area of Canvas.

For resit examinations and TCA, a new exam or TCA paper will be used. The resubmission/re-sit period will be published in the Academic Calendar and Module Study Guides.

The resubmission/re-sit opportunity will be before the start of the next academic year. Resubmission dates for assignments will be published in the Assessment Briefs and Module Study Guides. Re-sit dates for examinations will be published during the academic year.

You are only allowed one resubmission/re-sit opportunity. If you pass at the second attempt, your mark will be capped at 'D-, unless you have successfully applied for mitigating circumstances.

You are strongly advised to resubmit/re-sit all failed assessments ('F+', 'F', 'F-' or 'G' grades) or have upheld mitigating circumstances, and not to gamble on making up the marks in other items of assessment for the module, as there will be no further opportunities to resubmit/re-sit after the deadline for resubmission/re-sit has passed.

If you have a holding grade (i.e. ZZ grade), you strongly advised to resubmit/resit the assessment in the resubmission/resit period specified in the Assessment Briefs and Academic Calendars. This may avoid any delays in receiving your final results.

Please be aware that no extensions can be given for resubmission work and therefore all resubmission work must be submitted by the deadline given.

Please note: If you get a provisional G grade overall for a module at the first opportunity, you might not be permitted to resubmit/re-sit any failed assessments and might fail the module without a resubmit/re-sit opportunity. It is better to sit each assessment and get an F- rather than a G grade.

13.7 Assessment grading

Bloomsbury Institute marks in letter grades rather than percentage marks. This is considered to deliver the most accurate and fair outcomes for students. Whilst a broad mapping of letter grades to percentage marks is possible, you are encouraged to work in letter grades rather than attempt to convert those grades to percentage marks. The table below shows how each letter grade relates to a percentage mark. All grades from D- and above are pass grades.

Letter Grade	Numeric indicator	
A+	90	PASS
A	78	
A-	73	
B+	68	
B	65	
B-	61	
C+	58	
C	55	
C-	51	
D+	48	
D	45	
D-	41	
F+	38	FAIL
F	27	
F-	13	
H	5 [Mitigating Circumstances upheld]	
G	0 [Non-Submission]	
LG	0 [Late Submission]	
NG	0 [Nothing of Merit]	
AG	0 [AMP Outcome (Academic Misconduct Panel)]	
ZZ	N/A [Grade Withheld]	

Each assessment (assignment and exam) that you undertake will be assessed using a common grading system: The Grade Criteria (provided in Appendix C). The Grade Criteria sets out what is expected of a student at each grade (A+ through to G). It helps you to know what is needed to be awarded a particular grade and helps to ensure consistent marking to grades by all academic staff.

Assessments are marked by your lecturers, and then a sample of the marked assessments are moderated (checked against the grade criteria and marking scheme) by a moderator [another member of academic staff]. For assessments at Levels 5 and 6[2], a sample is then sent to an external examiner to ensure that appropriate standards have been adhered to. The sample will include scripts at a range of grades i.e. grade 'A' scripts, 'F' scripts, plus a range of intermediate scripts. Providing that this procedure has been properly adhered to, it is not possible for a mark to be queried after the process has finished.

Previous external examiner reports are available to students in Part A of the QEM at:
http://www.bil.ac.uk/qem

13.8 Passing a module

In order to pass a module, you must achieve an overall grade of at least D- in the assessment for that module. The items of assessment for each of your modules and their weightings are published in the Module Study Guides and Assessment Briefs (see **Sections 6 and 10.1** above). The weighting of the assessment gives you an indication of its significance, for example:

• 2-hour exam (60%) and 2,000-word essay (40%)

• Portfolio (100%)

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[2]   In addition, the professional bodies also require the assessments for some Level 4 modules to be sent to the external examiner.

As you need to get a D- overall, you may still be able to pass the module if you achieve a fail grade in one item of assessment, provided that you achieve a pass grade in another item of assessment. However, if the item of assessment which you fail is weighted at (for example) 70%, it may be very difficult to pass the module.

13.8.1 Calculating the overall module grade

In order to calculate the overall module grade, for each item of assessment the University of Northampton converts each letter grade (e.g. A+) to a number (referred to as the "item value").

The following steps are then completed:

• The relevant weighting is applied to the "item value"

• The weighted item values for each item of assessment are added together

• The total is converted back to a letter grade (using the "total module value")

The number (i.e. the item value) to which grades are converted are not percentages. Look at columns 1 and 2 in the table below to see the number (i.e. the item value) each grade is converted to.

Taking the example of a module with a 2-hour exam (weighted at 60%) and 2,000-word essay (weighted at 40%), if a student passed the exam with a D+ and the essay with a B-, the overall grade will be calculated as follows:

• 60% of 14pts (see [1] in the table below) = 8.4pts

• 40% of 18pts (see [2] in the table below) = 7.2pts

• 8.4pts + 7.2pts = 15.6pts = C (see [3] in the table below)

Item grade	Item value	Total module value	Module grade
A+	25	24.0 or more	A+
A	23	22.0 - 23.99	A
A-	21	20.5 - 21.99	A-
B+	20	19.5 - 20.49	B+
B	19	18.5 - 19.49	B
B-	18	17.5 - 18.49	B-
C+	17	16.5 - 17.49	C+
C	16	15.5 - 16.49	C
C-	15	14.5 - 15.49	C-
D+	14	13.5 - 14.49	D+
D	13	12.5 - 13.49	D
D-	12	11.5 - 12.49	D-
F+	11	9.50 - 11.49	F+
F	8	6.00 - 9.49	F
F-	4	2.00 - 5.99	F-
G	0	0.00 - 0.99	G

2 (points to B- row) 1 (points to D+ row) 3 (points to C / 15.5 - 16.49 row)

Please note: You may have provisionally passed the module overall but still have an outstanding resubmission/resit opportunity for an item of assessment; this may be a referred or deferred item. In this situation, you can undertake the assessment to improve the overall module grade.

The University of Northampton (UoN) has changed how students can see their results and module grades. This is done through their Student Hub and UoN mobile App.

If you have not already set up your account to access your results, please follow the instructions on the website for 'setting up your account' available at: **https://www.northampton.ac.uk/ student-life/it-support/**

It is important to note that any results displayed are subject to confirmation and approval by the Board of Examiners and may therefore change. The portal can be accessed at: **https://user.northampton.ac.uk/IDM/ jsps/login/Login.jsp**

If you have any problems logging in, please use the UoN contact details at the bottom of the page provided at: **https://www.northampton.ac.uk/ student-life/it-support/**

Alternatively, please telephone the UoN IT Service Desk Team: 01604 893333

13.9 Students with disabilities, long-term medical conditions and specific learning difficulties

If you have a disability, long-term medical condition or Specific Learning Difficulty and require additional support, please contact our Disability and Wellbeing Team who will ensure that you are supported. The Disability and Wellbeing

Team are based in the Centre for Student Engagement, Wellbeing and Success in Great Portland Street and also have an office in Cambridge House. The team can help provide the support you require. To contact the team, email: **disability@ bil.ac.uk** or telephone 020 7078 8796.

Information on how we can support those with a disability, long-term medical condition or Specific Learning Difficulty can be found in our Disability Policy which is available on our Quality and Enhancement Manual at: **www.bil.ac.uk/qem**

13.10 Plagiarism and cheating

Plagiarism is passing the work of another off as your own, whether by copying from a textbook, an internet site, or another student. In the latter case, the student whose work is copied is liable to be regarded as having colluded in the plagiarism and is therefore also liable to the imposition of a penalty.

Commissioning academic work (also known as contract cheating) is a specific type of plagiarism which occurs when a student pays someone else to write their assignment for them, and then submits it as their own. A further form of plagiarism is 'self-plagiarism'. This is when you submit the same piece of work for two or more assignments. At university, you can only submit work once, even if you are

the original author! Collusion is working with someone else on an assessment task which is intended to be wholly your own work.

Plagiarism and commissioning are regarded by us, the University of Northampton (and all universities), and professional bodies as a very serious matter. Instances of suspected plagiarism and commissioning will be investigated by our Academic Integrity Officers.

If you are suspected of plagiarism, collusion or commissioning academic work, you may be called to a meeting with an Academic Integrity Officer to discuss your work. Cheating or attempting to cheat in exams is also regarded as a serious matter. The student(s) will be reported, and the matter will be dealt with in accordance with the University of Northampton's procedures.

Please note: Submitting work which is not your own [and cheating in exams] can be considered as fraud[3] and handled in accordance with the University of Northampton's Academic Integrity and Misconduct Policy (which is available on the QEM). Penalties can include:

1. Reduction in grade for assignment.

2. Grade for module reduced to AG [fail for academic misconduct] and right to repeat module withdrawn.

3. Termination from studies.

We only admit to our courses students who we believe are capable of gaining a degree without resorting to any form of cheating; in other words, whatever challenges you feel you may face with your work, we feel you can overcome those through fair means. We have a range of support available for you.

All lecturers are happy to provide guidance on how to reference work properly. Support is also provided through our Academic Skills programme. Additionally, our AIM [Academic Integrity Matters] campaign offers guidance and materials in this area; look out for AIM on Canvas.

Online guidance is available through the University of Northampton's Skills Hub[4], within the 'Academic Skills' section. Additionally, there is plagiarism awareness material available through Canvas.

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[3] If a student is suspected of commissioning (e.g. paying someone to write an assignment for them), this could be classed as **fraud** under student disciplinary procedures, separate to academic misconduct procedures. If proven, the consequences would be severe, including removal from their course of study.

[4] **skillshub.northampton.ac.uk/**

14. Degree classification

For your BA (Hons) degree, you will complete 4 x 30-credit modules totalling 120 credits at each of the four levels (Level 0 and Levels 4-6). There are four award (degree) classifications: 1st, 2i, 2ii, 3rd. The basic requirement for each of these classifications is:

Class	Requirement
First Class (1st)	Mean of A- or above; or more than half* the grades A- or above
Upper Second (2i)	Mean of B- or above; or more than half* the counting grades B- or above
Lower Second (2ii)	Mean of C- or above; or more than half* the counting grades C- or above
Third class (3rd)	Mean of D- or above; or more than half* the counting grades D- or above

Note that the term 'more than half' takes account of differential credit rating and is simply a guide

It is only Level 5 and Level 6 modules that count towards your award classification. All of your Level 0 and Level 4 module results only count for progression purposes (i.e. to move on to the next year of study), nonetheless, some Level 4 modules may require a minimum pass grade of C- to enable the student to get a specific professional body accreditation.

14.1 Calculating the 'mean'

When calculating the 'mean', only 200 out of the 240 credits at Levels 5 and 6 count towards your final degree classification.

The first 100 credits are made up of your best three Level 6 modules (which must include the grade for your 30-credit dissertation/project) and 10 credits of your 'worst' Level 6 module. These credits are double weighted, so they are 'twice as important' in the calculation.

The second 100 credits will be selected from the best 100 credits from your Level 5 modules and the 'left over' 20 credits from Level 6. This means (see example below) if you did badly in one Level 5 module, it will not count towards your final degree classification, provided all your grades in all your Level 6 modules are better than your worst Level 5. In the example, only 80 credits of Level 5 would be used in the calculation.

Example:

Level 6	B-	B+	B-	B+
Level 5	A-	B-	B+	D-

Your counting grades would be B- or above because the D- will not count towards the final degree classification. This would equate to an Upper Second-Class Honours degree classification.

14.2 Certificates and transcripts

Any Record of Achievement (certificate or transcript) is only issued after course completion (full or interim award) or course withdrawal (if credits have been achieved).

Bloomsbury Institute does not issue your certificates or transcripts; this is done by the University of Northampton (UoN). You need to be aware that the name that will appear on your award certificate will be the name on our student record system. Once you have been through the award procedure, the name on your certificate cannot be changed because the formal conferment record will hold the name as it appears on the records and if changed could lead to your certificate being unverifiable. Therefore, you must ensure that our student record system holds your correct and full name prior to award. Missing middle names, or abbreviated names or nicknames will appear or be missing on the certificate depending on the name you used when you enrolled.

If you would like to check the name we [and therefore UoN] hold on our student record system, or if you want to inform us of a change, please contact us via the SSP. We will then notify UoN of any changes. Please note that your name cannot be altered if you have already been awarded your certificate or transcript.

Full information on certificates and transcripts can be found at: **https://www.northampton.ac.uk/study/ student-life/graduation/your-certificate- and-transcript/**

Queries regarding documentation issued need to be emailed to certification@ northampton.ac.uk stating your full name and UoN Student Number.

14.3 Graduation

All students who achieve an award are eligible to graduate at both the University of Northampton's graduation ceremony and the Bloomsbury Institute's ceremony. The **UoN** ceremonies normally take place in July and February and ours takes place in November.

Please note: If you fail any assessments in your final year [Level 6], it may result in you not being able to graduate at the University of Northampton's July ceremony, **even if you have re- submitted/re-taken the assessment and passed it**. This is because you can only graduate once all your results have been confirmed by a University of Northampton Award and Status Board, and the Re-sit Award Board takes place **after** the July graduation ceremony.

Further information on graduation can be found at: **https://www.northampton.ac.uk/ student-life/graduation/**

15. Interim exit awards

If you fail to meet the requirements for the award of an honours degree, you may be eligible for an interim or exit award. Once an interim or exit award has been made, there will be no further assessment opportunities for any element of the programme leading to that award.

Please note: Students cannot apply for these awards; they are granted at the discretion of the University of Northampton's Award and Status Board.

Level	Interim award	Credits Required
6	BA (Ordinary Degree)	300 [120 at Levels 4 & 5 and 60 at Level 6]
5	Diploma of Higher Education (Dip HE)	240 [120 at Levels 4 and 5]
4	Certificate of Higher Education (Cert HE)	120 [all Level 4]

16. Learning resources

16.1   Learning Space

Cambridge House: Birkeck, University of London

We have exclusive use of Birkbeck College's Cambridge House (located at 373-375 Euston Road, London NW1 3AR) between 9 am and 5 pm Monday to Friday throughout term time. Access to the building will be available from 8.30 am, but staff and students need to vacate by 5 pm as the space is then for use by Birkbeck students and staff. The only exception is for the Disability and Wellbeing team who will be based in the permanent office space on the 3rd Floor. They will have access to their office up until 9.30 pm.

Cambridge House provides new, state-of-the-art teaching facilities as well as dedicated co-learning spaces where students can prepare for their lectures and share their ideas with one another.

Most of our teaching will take place at Cambridge House, but when necessary we will also use other teaching facilities provided by Birkbeck College.

All Covid-19 related information will be regularly updated on our website.

16.2   Birkbeck College library

All Level 4 – 6 students can apply for access to the library at Birkbeck College, University of London. You are entitled to borrow up to five textbooks. Applications for library cards are made through the SSP. Further information about Birkbeck College's library is available at: **www.bbk.ac.uk/lib**

Please note that availability of Birkbeck Library may be impacted by Covid-19 safety measures. We recommend that you check the Birkbeck Library website for updates.

Please note: We order library cards on Fridays and they take around a week to be produced and delivered to our premises, so, depending on the day that you make the SSP request for your card, it could be up to a two weeks' wait before you are notified that the card is ready for collection.

16.3   IT facilities

We have two self-study computer labs at Bedford Square available to all students. Student printing services are also available. Our IT services Team can be contacted if you require support in this area.

All students receive Wi-Fi access through the Eduroam network. Full information on this access is available in the Wi-Fi access pages in: **https://www.bil.ac.uk/itsupport/kb/faq.php?cid=11**

16.3.1 University username and password

The University of Northampton (UoN) has changed how students can see their results and module grades. This is done through their student hub and UoN mobile App.

To download UoN mobile App and access your results, please follow instructions provided here: **https://www.northampton.ac.uk/student-life/results-app/.**

If you have not already set up your account to access your results, please follow the information below.

1.   Please follow the instructions on the website for 'setting up your account' here: **https://www.northampton.ac.uk/student-life/it-support/**

2.   Once the actions above have been completed, you will can either access your results from My Northampton App or you can login here: **https://user.northampton.ac.uk/IDM/jsps/login/Login.jsp**

To access the University of Northampton (UoN) results page (see **Section 10.8.1**), you will need your UoN username and password.

Your UoN username will be available on the SSP under the 'Profile' tab. You can access the SSP from the 'Student Area' at the top right-hand side of our website home page: **https://www.bil.ac.uk/**

You will also receive an email directly from UoN once your student ID has been generated. If you are a returning student, your existing username and password should remain active.

Your username is your UoN student ID number, and your password is formed from your date of birth and family name.

For example, where:

•   Your date of birth is: **23 March 1972**

•   Your family name is: **Ho**lloway

Your password will be: **230372Ho=**

Note: the first two letters of your family name are always used, ignoring any punctuation, so McChesney would be 'Mc', O'Reilly would be 'Or', etc.

If you need any support with UoN username and password, please contact your Academic Administrator at **academic.admin@bil.ac.uk**.

16.4 Virtual learning environment: Canvas

Canvas, our virtual learning environment, is where you will find most of the materials for your course and where you will also be required to engage in discussions around key themes of your studies. You will learn more about Canvas from your lecturers. Canvas is used as a key means of communicating with students.

All the information on how to access and use Canvas is available from the Digital Essentials area (to which all students have access) in Canvas. Relevant information is also available from the IT Support Knowledgebase, accessible from our website home page (see **Section 3** above).

16.4.1 Accessing Canvas

Log on to Canvas through the quick link in the Student Services are' at the top right-hand side of the homepage of our website.

You will need to login using your username and password (emailed to you when you have enrolled). If this doesn't work on your device, you can also access Canvas through typing in the following: canvas.bil.ac.uk

If you wish to login to Canvas on your phone, you can download the Canvas app found in the App store and login using your Bloomsbury Institute details.

If you cannot find the information and you require support, you can:

•   Raise a **support ticket**

•   Come to the Student Success Hub and speak to one of our Peer Advisors

16.5 Bloomsbury Online Library and Databases (BOLD)

Bloomsbury online library and databases is our institutional online library for all staff and students. BOLD contains extremely useful resources from across a variety of industry standard databases, including Westlaw, Financial Times and the Business Premium Collection. Students can search for key texts, core textbooks, additional reading, or use generic search terms to find thousands of freely available eBooks, journals and articles. The collections have been chosen to best suit our programmes, so whichever subject you study, you will be able to find information and resources to support you in your studies.

If you have any questions around particular resources, or if you need help locating additional or suggested reading, please email: **library@bil.ac.uk**

17. Academic support

17.1 Academic staff

Academic staff publish the times they are available to students on Canvas and/or on the signature section of their emails (see **Section 8.1**).

Academic staff also run study reviews and assessment preparation sessions, the details of which are published on Canvas.

17.2 Learning enhancement

We provide all our students with free support, guidance and tuition in all areas of academic skills and English language through the academic skills programme. Academic skills tutors work with you to improve academic performance, regardless of existing level: good students who want to be excellent ones are catered for equally as struggling students who want to achieve a pass level result.

Students can take advantage of the timetabled sessions on key areas of academic study and skills: academic language; note-taking; reading strategies; referencing; paraphrasing, summarising and synthesising; paragraphing; introductions and conclusions; punctuation; revising, editing and proofreading. You can also book a one-to-one feedback session on your spoken (presentation) or written academic English. Details of these group and one-to-one sessions and information on how to sign-up are published on Canvas and advertised throughout Bloomsbury Institute.

You can contact our Learning Enhancement tutors at: **lee@bil.ac.uk**

17.3 University of Northampton Skills Hub

You can access the University of Northampton's Skills Hub at: **skillshub.northampton.ac.uk/**

The Skills Hub includes a wide range of resources covering all areas of academic and research skills.

18. Professional services support

18.1 The Student Self-service Portal (SSP)

The Student Self-service Portal (SSP) is a vital tool for any communication with your Academic Administrator, Timetabling or Finance Team. You should use the SSP for making requests and raising general queries. Members of relevant teams will resolve, forward or close the query and you will have a complete record of communication. Some examples of what you can do through the SSP are:

• Request different types of letters like Council Tax exemption letters and bank letters,

• Request a timetable change

• Apply for Mitigating Circumstances

• Apply for an extension

• Notify us of any issues, for example in connection with your attendance

In short, the SSP can be used to raise any queries that are administrative in nature.

18.2 Centre for Student Engagement, Wellbeing and Success (SEWS)

We have a well-developed student support network which can offer you additional help and advice with most problems. SEWS works to ensure that the time you spend here is as happy, productive and successful as possible. SEWS Success Champions are always happy to talk through any problems you may be experiencing. They can also point you in the right direction if problems arise in your studies. They are here to support you through the highs and lows of student life.

You can make an appointment to speak with a SEWS Success Champion by emailing **sews@bil.ac.uk**.

Please note: If you are experiencing difficulties which are interfering with your progress, wellbeing and happiness on your course, please request an appointment with a SEWS Success Champion, using the above email address.

IT services and support

Full information about any problems you may be experiencing with your email, wireless access, passwords, printing and scanning, and information about the availability of computer rooms, can be found on our IT Services Frequently Asked Questions page, at: **https://www.bil.ac.uk/itsupport/kb**

You can also contact IT Support by emailing ITsupport@bil.ac.uk.

18.3 Professional services staff: key contact details

Team	Email
Student Engagement, Wellbeing and Success	sews@bil.ac.uk
IT Services	ITsupport@bil.ac.uk
Assessment Team	assessment.admin@bil.ac.uk
Academic Administration Team	academic.admin@bil.ac.uk

19. Student Guild

The Student Guild is the official representative body for all Bloomsbury Institute Student Guild [BISG] students and is open 8:45am-5pm Monday to Friday.

The Student Guild aims to inspire and empower students with valued experience that extends beyond the classroom. This setting also creates an atmosphere where students can relax and unwind between or after lectures.

A range of services are also run through the Student Hub or the Virtual Reception.

19.1 Societies and clubs

The Student Guild societies and clubs enable you to build your social capital by interacting and networking with a diverse number of fellow students, lecturers, professionals and influential people outside your usual remit. The societies and clubs have a unique way of creating a sense of belonging and purpose, further empowering your journey after studying at Bloomsbury Institute. The Student Guild partner with the Bloomsbury

Institute's alumni which encourages you to give back when you complete your studies and remain connected to the society you joined. Registration is required to join any of the societies with the option to renew annually. For each society there is an annual membership fee of £5 to join.

- A welcoming environment to all Student Guild members and visitors
- An all-inclusive representation of Student Guild members
- Opportunities for active community participation
- Signposting services and facilities
- Society and club memberships (see below) and regular social events
- Disseminating of essential student cards e.g. Birkbeck library cards
- Sales of merchandise

The Guild currently has the following societies and clubs for you to join:

- The Accounting Society: **accounting.society@bil.ac.uk**
- The Business Society: **business.society@bil.ac.uk**
- The Law Society: **law.society@bil.ac.uk**

The following societies are 'umbrella societies' for any number of clubs:

- Sports Society
  - Football Club: **football.club@bil.ac.uk**
- Equality Society: **equality.society@bil.ac.uk**
- Recreational Society
  - Film Club **film.club@bil.ac.uk**

The Student Guild hosts several online social activities and events, including regular meetups or hangouts, anniversary Gala Night, cross discipline competitions, cinema outings and amusement arcades. The Student Guild website will be posting relevant updates about society activities, student life and general inspirational content, while the Student Guild's Instagram and Facebook pages will be running several live events. Enquire about our private Facebook group and the Student Guild app, intending to keep you up to date on the go.

For more details of all societies and clubs, and how you can get involved, visit the Student Guild website (**www.bil-guild.org**), or the Student Guild.

20. Student representation and Course Committees

Our student representatives play an important role in the life of Bloomsbury Institute by providing feedback on course delivery and by representing the views of other students on a number of important committees, including our Quality Assurance and Enhancement Committee (QAEC), Academic Committee (AC), and our Course Committees (CCs). Students are also represented on our Board of Directors. Course Committees meet each semester to discuss matters relating to the operation of the course. Their membership includes the student representatives, Course Leader, Module Leaders, Director of the Centre for Student Engagement, Wellbeing and Success, Head of Quality and Compliance, and the Student Staff Liaison Manager.

Opinions of students are essential to the proper running of Course Committees, and the role of student representation is very important. The election of the student representatives will be sought at the beginning of each academic year from students across each year of the course. Volunteering as a student representative can be a valuable addition to your CV. Student representatives benefit from special leadership training provided by staff in the Centre for Student Engagement, Wellbeing and Success, and previous student representatives have found their job prospects greatly enhanced by their experience as representatives. If you are interested in becoming a student representative, you should consult the Student Representatives Guide for information on nominations and elections.

Additionally, we ask all students for their feedback on an individual basis through our course and module questionnaires. We conduct 4 different surveys:

1. In Week 3 or 4 of your first semester, we will conduct an Initial Course Evaluation (if you are a new student) or a Welcome Back Survey. (this questionnaire will explore   how the last academic year went for you and how you are settling into the new year so far).

2. Each semester you will complete one Student Module Evaluation Questionnaire (SMEQ) for each of the two modules that you have studied in that semester.

3. At the end of each year you will be asked to complete an end of year survey. In your final year (Level 6) this will be the National Student Survey (NSS).

Please note: All questionnaires are anonymous. When you have completed and submitted the form, it does not include any identifying features, so we do not know who has completed it.

21. Student Protection Plan

All higher education providers registered with the Office for Students (OfS) must have a student protection plan in place.

Current and prospective students enrol on one of our courses and, subject to our Terms and Conditions, should be able to complete the course as advertised. Our Student Protection Plan sets out what you can expect to happen if one of our courses, or our institution, should close. The purpose of a plan is to ensure that you are able to continue and complete your studies, or can be compensated if this is not possible.

Our Student Protection Plan can be found on our website **here**.

Appendix A: Key student-facing policies on the Quality and Enhancement Manual

Information on all the policies and procedures that affect a student can be found in Section 3 of our Quality and Enhancement Manual (QEM). The table below focuses on just some of the key policies you are advised to read.

Academic Appeals Policy	This is a University of Northampton policy which sets out the academic grounds on which you can appeal.
Academic Integrity and Misconduct Policy	This is a University of Northampton policy which informs students of the expectations for and processes around academic integrity.
Assessment Procedures: Validated Degrees	The Assessment Procedures: Validated Degrees establishes and maintains standards of quality assurance throughout the whole assessment process on our validated degrees.
Dignity and Respect Policy	This policy is designed to ensure an environment that promotes a culture of respect in which harassment and bullying are recognised as totally unacceptable behaviours. It also aims to reassure students and staff that allegations of harassment or bullying will be dealt with quickly and sensitively with no fear of reprisal.
Disability Policy	This document sets out how we support and enable students with physical disabilities, sensory impairments, specific learning difficulties, special psychological needs and medical conditions which may have an impact on day-to-day activities, to take part in all aspects of our academic and social programmes.
Email Acceptable Use Policy	This document provides information on the acceptable use of email by our students, staff, visitors and contractors. Its key aim is to ensure that the content of any email communication does not constitute a breach of any of our policies or the legislative framework within which we operate.
Engagement Policy	The main aim of this document is to provide clear information to our students on the importance of engagement (both in terms of attendance and engagement in class and via Canvas) for academic success and the quality of the student experience.
Equality, Diversity and Inclusion Policy	This document articulates our commitment to creating an environment that respects the diversity of all staff and students and enables them to attain their full potential free of discrimination, harassment or victimisation.
Ethics Policy	This document builds upon our values by setting out seven ethical principles that we expect all our directors, staff, students and external members who are represented on our committees to act in accordance with.

External Speaker Policy	This document is designed to ensure within our academic community the right to freedom of speech within the law. This means ensuring that opinions expressed do not create or contribute to an environment of fear, harassment, intimidation, verbal abuse or violence.
Internet Acceptable Use Policy	This document sets out the rules which govern the use of the internet if accessed using our IT facilities and resources and applies therefore to access both on site and remotely.
Mental Health and Wellbeing Policy	This policy sets out our commitment to the mental health and wellbeing of our students and should be read alongside our Student Guide to Mental Health and Wellbeing.
Mitigating Circumstances Policy and Procedures	This is a University of Northampton document which sets out the conditions under which a request for a deferral of an assessment opportunity can be considered.
Prevent Policy	This policy sets out our approach to the Prevent Duty which is designed to prevent people from being drawn into terrorism. We see the Prevent Duty as an extension of our safeguarding obligations.
Privacy Notice	This document explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold.
Safeguarding Policy	This document recognises our safeguarding obligations and sets out the policy and procedures we have drawn up to mitigate risk and address any safeguarding concerns that might nevertheless arise.
Social Media Communications Policy	This document outlines the guidelines for using social media accounts.
Student Complaints Policy and Procedures	This document explains the mechanisms that students can use to address any issues that they feel might be preventing us from providing a high-quality educational experience.
Student Disciplinary Policy and Procedures	This document sets out the penalties and remedies to be applied for unacceptable behaviour.
Student Guide to Health and Safety	This document aims to clarify the standards and arrangements that we have in place in relation to the Health and Safety of our students while on our premises or those of Birkbeck College. In addition, it sets out the expectations and responsibilities of our students.

Student Guide to Mental Health and Wellbeing	This document provides some information and advice on not only mental health and wellbeing, but also the sources and possible types of support available to students.
Student Learning Support Agreement	This provides a summary of agreed needs for students with a disability, long-term medical health condition or Specific Learning Difficulty.
Student Representatives Guide	This document acts as a reference resource for elected student representatives to help them understand the student representation system and their role within it at our institution. It also signposts student representatives to other important sources of information.
Support for Pregnant Students	This document provides details of the support we can provide to pregnant students and their partners.
Terms and Conditions	This document sets out the terms and conditions which form part of the contract between our institution and an applicant who has accepted an offer of a place on one of our courses.
Withdrawal Study Break and Deferral Policy	The document explains the processes and deadlines, including any consequences, with regards to a course withdrawal, study break or deferral.

Appendix B: Attendance FAQs

1. Will my attendance be recorded if I follow my friend's timetable?

Your attendance is only recorded when you attend your online and face-to-face timetabled lectures, seminars and workshops. You may request a change to your timetable by contacting the timetabling team via SSP. They will try their best to fulfil your request, however, please note that this is not guaranteed.

2. I was unwell and have a doctor's note. Can you update my attendance?

We do not authorise absence at Bloomsbury Institute. However, you are advised to record your absence and upload your doctor's note on SSP. The only acceptable evidence in the case of non-engagement (including absence) is valid third-party (i.e. independent) documentary evidence or, in the case of illness, a self-certification form for the first 7 days of illness. We use self-certification information to alert our Success Champions of your situation. They will monitor your attendance and intervene with helpful advice and support should your medical-related absences increase.

3. I forgot my card but was present in a face-to-face class. Can you update my attendance?

If you forget your student ID card, your attendance will not be recorded or updated.

4. I will miss my class on Monday but can attend the same class on Thursday. Will my attendance record be updated?

Please note that your attendance is only recorded when you attend your timetabled lectures, seminars and workshops.

5. I will be away for a week due to personal reasons. Can you update my attendance?

We do not authorise absence at Bloomsbury Institute. If you are encountering personal difficulties, please contact the SEWS team who are here to support and guide you.

6. I only used my card in the morning but had classes all day. Can you update my attendance?

Please note that you should tap your card for every face-to-face seminar and workshop on your timetable, even if you are in the same classroom for consecutive sessions.

7. If my friend is running late or cannot make class, can I use their card to record their attendance?

You should always use your own card to tap in for your face-to-face timetabled seminars and workshops. Tapping in for other students who are not present is strictly forbidden by Bloomsbury Institute and may result in formal disciplinary action.

8. **Can I request a two-day timetable of study?**

   We do not offer two-day timetables at Bloomsbury Institute. Our courses are full-time, and a two-day timetable cannot meet the demands of full-time study.

9. **I am an international student on a student visa. I cannot attend my lessons due to an illness or personal reason. I am worried I will miss 10 consecutive UKVI contact points. What do I do?**

   You must contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840 as soon as possible and upload any evidence of your absences on the Self-service Portal (SSP). Our Compliance Manager will assess your case and be in touch with you.

10. **I am an international student on a student visa. If I miss 10 consecutive UKVI contact points due to illness or personal reasons and I contact the Compliance Manager and submit my evidence of my absences after the 10 missed contact points, will I be terminated from my course and will my sponsorship be withdrawn?**

    Evidence of absences may not be considered retrospectively so you must contact our Compliance Manager at **visa.compliance@bil.ac.uk** or telephone +44(0)20 7078 8840 as soon as possible and submitted your evidence by uploading it on the **Self-service Portal (SSP)**. Our Compliance Manager will assess your case and be in touch with you.

11. **I am an international student on a student visa. What evidence can I submit to the Compliance Manager for my absences?**

    You can submit any of the documents below that are relevant to your absence. The list below is not conclusive. You can submit other evidence which may be considered.

    • Letter/email from a GP, dentist or hospital on official letterheaded paper/with an official email address.

    • Death certificates

    • Police crime reports

    • Letter/email from a religious organization on official letterheaded paper/with an official email address.

    • Letter/email for an official appointment on official letterheaded paper/with an official email address.

12. **I am an international student on a student visa. I have been terminated from my course and my sponsorship has been withdrawn. Can I appeal?**

    Yes you can. You must get in touch with our Compliance Manager at **visa.compliance@bil.ac.uk** or telephone +44(0)20 7078 8840 as soon as possible who will inform you what you can do next.

Appendix C: Grade criteria

An outstanding Distinction	A+	Work which fulfils all the criteria of the grade below, but at an **exceptional** standard.
A very strong Distinction	A	Work of **distinguished** quality which demonstrates strong, convincing and consistent evidence appropriate to the task or activity. Rigorous and authoritative command of academic / professional conventions appropriate to the discipline.
A clear Distinction	A-	Work of **very good** quality which displays most, but not all, of the criteria for the grade above in relation to the learning outcomes.
A Distinction	B+	Work of highly commendable quality which clearly fulfils the criteria for the grade below but shows a **greater degree of capability** in relation to the relevant learning outcomes.
A very strong Merit	B	Work of **commendable** quality which demonstrates good, robust and convincing evidence appropriate to the task or activity. Strong command of academic / professional conventions appropriate to the discipline.
A strong Merit	B-	Work of **good** quality which contains most, but not all, of the characteristics of the grade above in relation to the learning outcomes.
A clear Merit	C+	Work which clearly fulfils all the criteria of the grade below but shows a **greater degree of capability** in relevant intellectual/subject/key skills.
A Merit	C	Work of **sound** quality which demonstrates evidence which is sufficient and appropriate to the task or activity. Sound command of academic / professional conventions appropriate to the discipline.
A very strong Pass OR Bare/Basic Merit	C-	Work of capable quality which contains some of the characteristics of the grade above in relation to the relevant learning outcomes.
A strong Pass	D+	Work of **satisfactory** quality which demonstrates evidence of reliably achieving the requirements of the learning outcomes, but to a limited degree. Acceptable command of academic / professional conventions appropriate to the discipline.
A Pass	D	Work of **broadly satisfactory** quality which demonstrates evidence of achieving the requirements of the learning outcomes, but to a limited degree. Broadly acceptable command of academic / professional conventions appropriate to the discipline.
A bare Pass	D-	Work of **bare pass** standard which demonstrates evidence of achieving the requirements of the learning outcomes, but only to a limited degree. Broadly acceptable command of academic / professional conventions appropriate to the discipline.
A marginal Fail	F+	Work which indicates **some evidence of engagement** with the learning outcomes, but which contains some significant omissions or misunderstanding, or otherwise just fails to meet threshold standards.
A Fail	F	Evidence included or provided but missing in some very important aspects. Poor command of academic / professional conventions appropriate to the discipline.
A comprehensive Fail	F-	Negligible or inappropriate evidence. Unsatisfactory command of academic / professional conventions appropriate to the discipline.
Academic Misconduct	AG	Work submitted, but academic misconduct proven, and penalty given was to award AG grade.
Late submission	LG	Work submitted but given an LG grade due to late submission.
Work of nil value	NG	Work submitted, but work comprises no value.
Non-submission/Nil attempt	G	Nothing presented.

Appendix D: Assessment FAQs

1. How can I get detailed feedback for my final submission?

You can find detailed feedback on your final submission on Turnitin. Instructions on how to access this feedback can be found in the IT Support Knowledgebase and under 'Information' section (under 'Module Materials') in Canvas VLE for each Module. Grades and feedback are normally released within 20 working days of the submission deadline.

2. Can I resubmit my work for an assessment to improve my grade if I received a low pass grade e.g. 'D' at the 1st opportunity?

No, you cannot resubmit a passed assessment to improve your grade.

3. I did not submit my first assessment and received a G grade [or received LG, NG or AG grade] at the first sit opportunity; do I use the same assessment brief (AB1 or AB2) in the Syllabus area of Canvas for the resubmission opportunity?

No. You will need to use the 'Resubmission' Assessment brief (AS1r or AS2r).

4. Can I appeal the grade I have been awarded for my assignment?

No. The University of Northampton's Academic Appeals Policy states that:

2.1 Except in exceptional circumstances, the University will not entertain appeals against the academic judgment of marking tutors. Grades awarded to students' work will have been through a rigorous process of marking and moderation involving at least two internal markers and the oversight of marking standards by an External Examiner, who is also a member of the Assessment Board which approves grades.

2.2 The only grounds for an academic appeal are:

- Irregularity in the recording, aggregation, collation or weighting of grades, i.e. that the Academic Regulations have been incorrectly applied;

- Irregularity in the application of the Assessment Regulations;

- Irregularity in the conduct of the assessment/examination which has had a direct and demonstrably detrimental effect on the student's performance.

2.3 Appeals will not be accepted against the academic and/or professional judgments of examiners.

5. What happens if I fail a module after the resit/second opportunity?

If you fail a module after you have the second opportunity for assessment, you will ordinarily have to retake the module the following academic year. Retaking the module will result in you not being able to take one of the following academic year's modules, and you will then only be able to take that module the year after i.e. there will be a domino effect that will result in you having to take a final module [or more if you fail more than one module] in an additional academic year.

6. What is a ZZ grade?

A ZZ grade indicates that your grade has been withheld. This is usually for two reasons: an academic integrity investigation or a pending mitigating circumstances application. You will receive an email with the details after the grades are released.

7. Can I get an extension on a resubmission, TCA [time constrained assessment] or exam?

No, you cannot get extensions for resubmission work, TCAs, or for exams.

8. **Can I apply for Mitigating Circumstances at the resubmission/resit opportunity?**

Yes, you can apply for Mitigating Circumstances through the SSP.

9. **Can I submit work late on a resubmission and receive a D-capped grade?**

No. If you submit resubmission work late, it will receive an LG [zero] grade.

10. **What is the maximum similarity allowed for an assignment to not be plagiarised?**

The is no 'maximum similarity' allowed. A piece of work with, for example, 12% similarity may include plagiarism/poor scholarship, whereas a piece of work, for example, with 22% may not. It just depends where the similarity is: a lengthy reference list might produce around 15% similarity, but this is fine. For information on how to read Turnitin similarity reports, check the IT Support Knowledgebase

11. **What do I do if I am having trouble submitting my work through Canvas?**

You email your Module Tutor/Leader and IT Services attaching the work that you are struggling to submit. They will get in touch with you to help you submit the work you sent them; you will not be able to submit any other work and we will not submit your work for you. Full information on this can be found in Section 10.3.2 of your Student Handbook.

12. **I have been granted an extension for my assignment and I have submitted my work to check for similarity and now I want to submit my final work, but I cannot. What is the problem?**

If you have an extension and submit work to check for similarity [during the time of your extension] our system will not allow you to submit another piece of work. You will need to contact our IT Services Team [learntech@bil.ac.uk], copying in your Module Leader, to ask them to remove the work you submitted, thereby allowing you to submit your final work.

13. **When and how will I learn about progression [moving] to the next level of study?**

Your progression depends upon your achievement, to be recognised by the Status and Award Boards at the University of Northampton. Once we receive confirmation from the Board, you will be invited to re-enrol for the next year. Award and Status Boards are scattered throughout the year depending upon the assessment periods. You will be invited to re-enrol between the months of August-September, depending on your course and intake. For example, if your course commenced in January or if you are on an accelerated course, usually your invitation will be sent out in the last week of September.

Please note: Outstanding Mitigating Circumstances applications or suspected Academic Misconduct cases could cause delays to your invitation of re-enrolment.
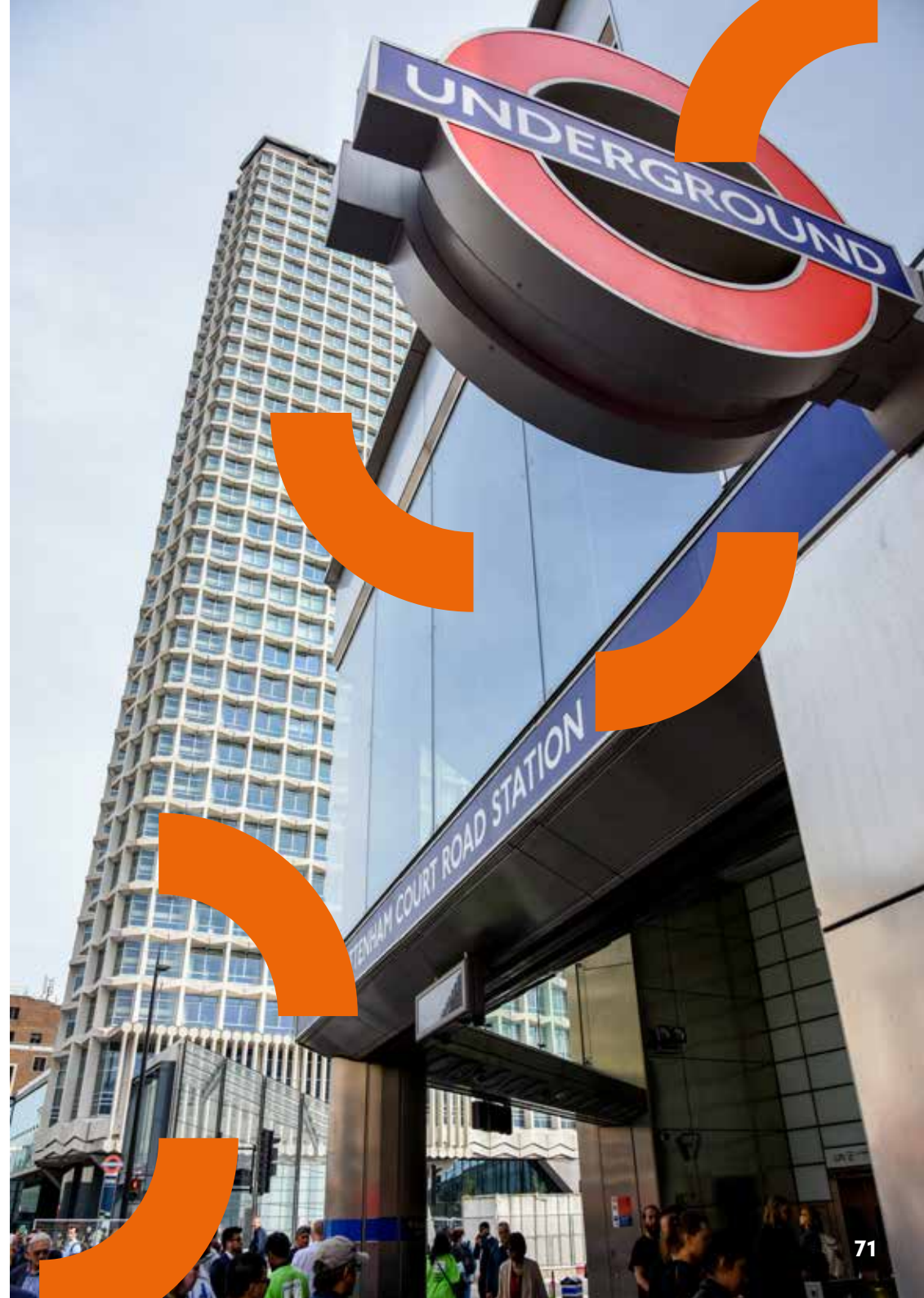
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