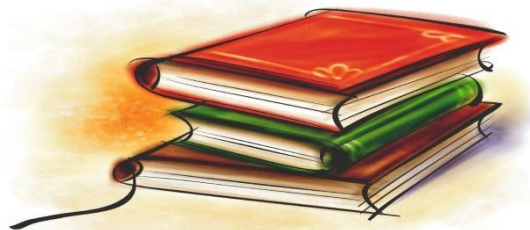




**HIGHER EDUCATION
STUDENT HANDBOOK
2015-2016**



A Message from the Principal

Welcome

At Stephenson College we aim to provide outstanding learning for each of our students. We are fortunate to have well qualified and experienced staff operating in state of the art facilities, who work hard to achieve our aim. They know that you need a safe environment in which to enjoy developing the skills to make you employable in a rapidly changing labour market.

At whatever starting point a student joins Stephenson College, we have a wide range of courses from which to choose. We have expert advice and guidance staff who will make sure your choice is the most suitable one and there is practical and financial support available from our College. During your stay at Stephenson College you will be assigned an individual Lecturer who is determined to ensure you arrive at your intended destination having enjoyed a rich and rewarding experience along the way.

We know that it is your development as an individual that is essential, in addition to the acquisition of vocational skills. Our students have access to many diverse experiences that promote health, well being and the ability to contribute to the society in which we live. It is rewarding for us to see our students develop and gain the confidence that will serve them well in life and work.

We are proud of what we are able to offer at Stephenson College and hope that you are aware that to us every student matters. If you would like further information about any of the College's courses, services or the experience of life as a student at Stephenson College, please contact us at the addresses or telephone numbers provided on our web site, or in our college publications.

Thank you,

Nigel Leigh
Principal/Chief Executive

College Organisation:

Principal
HE Governor
Director of Quality & Development
Director of Resources
Director of Human Resources

Nigel Leigh
Carleen Osborne
Simon Kibble
Sylvia Royle
Vanessa Scales

Faculties

Construction
Creative Services
Engineering/Motor Vehicle

Calendar - Term Dates:

Autumn Term:

Tues 1 Sept 2015 - Fri 18 Dec 2015

Spring Term:

Mon 4 Jan 2016 - Thurs 24 March 2016

Summer Term:

Mon 11 April 2016 - Fri 15 July 2016

Autumn Half Term:

Mon 19 Oct 2015 - Fri 23 Oct 2015

Spring Half Term:

Mon 15 Feb 2016 - Fri 19 Feb 2016

Summer Half Term:

Mon 30 May 2016 - Fri 3 June 2016

May Day Bank Holiday: Mon 2 May 2016

College is Closed

- From Fri 25 December 2015 and re-opens Mon 4th January 2016
- Friday 25 March 2016
- Monday 28th March 2016
- Monday 2 May 2016
- Monday 30 May 2016

These are the general College term dates, but please check with your individual course lecturer for confirmation of the exact dates for your course.

The College is open throughout the year and many of our courses operate outside of these dates. For more information, contact Student Services.

GENERAL COLLEGE INFORMATION

Access to College Buildings

The main campus of Stephenson College is situated in Coalville and there is another campus in Nottingham. Our building at Coalville has been designed to be access-friendly for physically disabled people and adjustments have been made to our other buildings to enable people with disabilities to study in them. We want our sites to be as attractive and conducive to study as possible. We welcome any comments from you, which will enable us to improve our access arrangements still further.

Accidents/Incidents

If you are involved in an accident/incident whilst at College you should immediately request help from a member of staff or Reception, to deal with any injury or damage. Once any emergency has passed you must complete an Incident Report Form; this is a legal requirement. Student Services staff will help you do this.

Accommodation

If you are studying on block release, then Student Services will take care of your accommodation needs. If you are an individual Student with accommodation difficulties, then you should also contact Student Services.

Alcohol and Drugs

Alcohol and drugs must not be brought onto College premises. Anyone who is, or appears to be under the influence of alcohol or drugs must not come onto College premises. The College reserves the right to involve parents or employers of students under 18. The College will always fulfil its legal obligation in incidents of drugs misuse.

Catering Facilities

A modern Bistro and Restaurant on our Coalville campus offer value-for-money meals, snacks and drinks in light, spacious and relaxing

surroundings. The Bistro offers a varied menu from a selection of pies, pasties and other savoury snacks, fresh filled baguettes, pasta dishes and fresh salads. The Bistro is open from 9.00 am - 3.30 pm

George's restaurant offers home made meat and vegetarian dishes, sandwiches, baguettes, pasta dishes and a salad bar. There is a hot drinks 'grab and go' area and vending facilities. George's Restaurant opens between 8.30 am - 3.00 pm.

Cycle Storage

Lockable Cycle Pods are available to securely store bicycles. A refundable £10 deposit is required to cover the cost of the padlock. Students and staff are encouraged to cycle to College, as this can help keep people fit and is better for the environment. The local area now has 'share the space' cycle paths. For information please visit Student Services.

Equality and Diversity

Access to our courses are open to all entrants, irrespective of gender, race, religion, creed, age or special needs. Once a candidate passes the entry requirements, the course Lecturer will ensure that no candidate is subject to unfair discrimination on any of these grounds. The College has an Equality Policy in place and asks all Students to show consideration for all the people they come into contact with and respect individuals who may have beliefs and physical attributes different to their own.

Stephenson College has a Student Anti-Bullying Policy and this policy applies when students are on College premises, on College transport, or on College-related activities on other premises.

Fire

If the fire alarm sounds you should leave the building immediately and make your way to the nearest assembly point. Do not use lifts. Every area displays a notice with assembly point details. There are fire refuges, within all buildings, for use by people with mobility difficulties and evac chairs. You must never re-enter a building until a member of staff tells you it is safe to do so. If you discover a fire, sound the alarm via the red call point boxes. **DO NOT ATTEMPT TO PUT A FIRE OUT YOURSELF.**

No cars, bikes or motor cycles should be used during a fire evacuation as they could cause an obstruction for emergency services vehicles.

First Aid

Many members of staff are qualified first aiders and will be able to help in the event of a minor injury or sudden illness. If you need a first aider you should immediately ask to speak to the nearest member of staff or Reception.

Hairdressing, Beauty and Complementary Therapy Facilities

A full hairdressing, Beauty and Holistic Therapy service is available at the Coalville site for use by the general public, College students and staff at competitive costs. You can take advantage of this service by calling into the hairdressing salon reception to book an appointment.

Health and Safety

In general terms, health and safety laws mean conducting yourself in an orderly manner and observing written and oral instructions. You must make use of appropriate protective clothing and footwear and use machinery and equipment only when suitably trained and authorised by relevant staff. At all times appropriate footwear and clothing should be worn.

Lockers

There are a limited number of lockers at Coalville for Students to use for books and equipment. The cost is **£5.00 per year** and you are required to provide your own padlock. Please contact Student Services for information.

Lost Property

Items lost at College are not covered by any insurance provided by the College and the College cannot accept responsibility for any loss and damage to money or individual's property. Any articles found on the campus may be handed in to Reception, so if you do lose something, please check with Reception.

National Union of Students

The Students' Union is connected to the Student Council. To be able to access NUS discounts you will need to purchase the NUS Extra Card; this only costs **£12.00** (subject to change) and offers a large number of discounts in many shops, leisure centres, cinemas and nightclubs. To obtain membership you can apply for the card by going to www.nusonline.co.uk.

Parking

Students wishing to park on the main campus at Coalville between 9.00 a.m. and 5.00 p.m. will need to display a parking permit, available from Student Services. There will be a charge of **£10 for the permit**. Please note that this does not guarantee a parking space. There is very limited student parking on our other sites.

Prayer Room

Although we do not have a designated prayer room, provision will be made for Students who require one.

Student Services

We are here to support you during your time at college and we offer free, impartial and confidential advice and assistance on a wide range of issues, including:

Accommodation	Equal Opportunities
Appeals Procedure	Welfare
Careers Guidance	Higher Education/UCAS
	Information
Disciplinary Procedure	Safer Sex Advice/Pregnancy
	Testing
Complaints Procedure	Student Finance
Counselling	Students' Union

Our Student Advisors are pleased to talk about the range of services and programmes available. They will advise you on the most appropriate to suit

your interests and abilities. They will always try their best to help you with any problem you have, but if they can't they will find someone who can.

Transport

Coalville campus - A free 'shuttle bus' is available from Wolsey Road (Clock Tower area) in Coalville Town Centre, to college throughout the day.

Your Academic Studies

Appeals Procedure

If you are unhappy about an assessment decision, please discuss this with your Lecturer in the first instance. If you are still unhappy, you can appeal using the [Complaint/Appeals Procedure](#), which your Lecturer will discuss with you.

Assessment Policy

It is the student's responsibility to submit assignments/work by the submission date given by their individual lecturer. If there are extenuating circumstances, please speak to your Lecturer about this. If assignments/work are not handed in on time you will fail the course. Please find details of the [Assessment policy](#)

Assignment Submission Procedure

Assignments can be handed into a member of the Central Administration Team in the HE Centre or in the Cluster on Reception. The Administrator will record this using an electronic on-line system and issue you with a receipt. Your Lecturer will then be informed by email and assignment(s) placed for their collection. Please note that should an administrator not be on the cluster reception assignments must not be left on the desk; there will be a notice on how to contact a member of staff.

Attendance and Punctuality

The College expects you to attend all your timetabled classes, tutorials and course activities on time. If your attendance falls below an acceptable level you will be expected to discuss ways in which your attendance can be improved. If your attendance continues to fall you will be asked to consider your future on the course. The College always tries to support students who are struggling to manage all of their commitments. If there are particular reasons why you are not attending, please talk to your course Lecturer. The sooner you raise the issues, the sooner we can help you sort them out.

Course Structure

This will be outlined to you at your induction or will be attached to this handbook e.g. timetable, list of staff and units.

Complaints Procedure

If you have a complaint about the educational experience and services you are receiving, it will be dealt with as quickly and informally as possible. You can find out how to proceed with your complaint by contacting Student Services. We want to hear from you if you are not satisfied with our service. The [complaints procedure](#) can also be found on the Higher Education Students area of the Intranet.

Disciplinary Policy and Procedure

When you enrolled at the College you signed to agree to your responsibilities as a student member. Make sure you understand your responsibilities. If you fail to behave responsibly, disciplinary action may be taken.

Graduation

We are very proud of our students' achievements and celebrate their success with all of our successful Higher Education students invited to attend the College Annual Graduation Ceremony.

Higher Education Students Intranet Site

Higher Education students have access to a site on the intranet which is dedicated to them; within this site you can find links to College policies, a Student Discussion Forum, Student Noticeboard, information on the HE Student Representative role, to name just a few. The site can be found under the Student Services tab on Learn Net, and then select the HE Students tab.

<http://staff/studentServices/hestudents/hestudentshome.asp>

(Internal Link Only)

Higher Education Student Representative

A Student HE Representative will be appointed to represent the HE community's views on the Higher Education Board of Study (HEBOS), which meets at different times throughout the year. Anyone interested in joining should approach their Lecturers or Student Services. Full details about the role and the nomination process can be found on the HE Students area of the intranet.

<http://staff/studentServices/hestudents/HElearnerVoice/HEStudentsRep.asp> (Internal Link Only)

ID Cards

For safety and security all students will be issued with a photographic ID Card together with either a lanyard or clip. It is mandatory for these to be worn and visible whilst on College premises and at other applicable times.

Induction

You will receive a planned induction at the beginning of your course. Information relating to the College and the programme of study will be issued to you. Please read this information carefully and discuss any issues that may give cause for concern with your Course Lecturer.

Students' Opinion

Your opinion counts. Students are asked to complete a Higher Education questionnaire in the summer term and are encouraged to participate in their course programme committee meetings.

Students' Responsibilities

The course can only succeed if it is managed and delivered properly - which we can only do if you are well-motivated and show a positive attitude to study. We encourage you to participate fully in the course and play a constructive role. There is a Learner Disciplinary Procedure which we operate in exceptional circumstances and the full procedure is available from Student Services.

You are expected to work on assignments/activities in your OWN TIME and whilst it is impossible to be precise about this, you should be prepared to work on your own initiative.

Please be aware that copying (**plagiarism**) of authors' works is not allowed. A variety of detection techniques can be accessed by your Lecturer so please resist the temptation. Failure to comply with this request may result in disciplinary action.

A **register** is kept of all attendances and you should notify your course Lecturer if you are sick or unable to come to college for any reason. Your course Lecturer or another member of staff will contact you or your employer if your attendance becomes a cause for concern. You should also aim to be punctual to classes so as not to disrupt others.

Please note that the use of **mobile phones** in learning clusters, classrooms and practical areas is not permitted. Urgent messages can

be left at the College reception who will contact you. Failure to comply with this request may result in disciplinary action.

Students are requested not to take **holidays** during term time. Such absences can affect your progress on the course and may coincide with moderation etc.

Guidelines to help you

- Keep your files in an organised fashion ready for your Lecturer's inspection.
- Obtain handouts/notes, etc from lessons missed and if you miss an assignment launch, it is YOUR responsibility to arrange to see the Lecturer concerned.
- Make sure you keep to assignment deadlines as these have been carefully planned to ensure that you complete your course on time.

These guidelines will help you to achieve your full potential to participate fully in the course.

Learning Support (Additional)

If you feel you need particular **learning** support due to a differing ability e.g. a hearing impairment or dyslexia/dyslexic traits please discuss this with your Course Lecturer or Student Services. You can apply for financial support for this in the form of the Disabled Student's Allowance (DSL) via the website <https://www.gov.uk/disabled-students-allowances-dsas/overview> .

Referencing

Please note: There are many different types of referencing, please check with your course Lecturer if a specific type should be used for your course.

A guide to referencing

References in the **text** should be given as follows:

Smith and Jones (1986) p.175

Where there are more than two authors, only give the name of the first:

Smith et al. (1995), p.26

If an author has published more than one item in a year, distinguish by:

Jones, 1994a, Jones, 1994b, etc.

If you wish to cite more than one reference to underpin a particular point, they should be listed chronologically:

Smith (1986) p.103, Jones (1988) p.67

Bibliography

All submitted assignments must have a bibliography attached

References in the **bibliography** should be listed alphabetically by the name of the first author and should include the following:

- Author(s), editor(s) or institution responsible for writing/compiling article
- Year of publication
- Title and sub-title (if relevant)
- Edition if not the first
- Place of publication
- Publisher

Series and individual volume number where appropriate

Bell J (1993) *Doing your research project* (2nd Ed) London, OU Press

A distinction is made between **references** and **bibliography**. References are the list of texts from which you have quoted or referred. A bibliography is the list of texts that have informed your own findings, but from which you have not made any direct reference in your report.

Lecturer(s)

You may have one Lecturer or a course team and you will be introduced to them at the beginning of the course. They are friendly and experienced people who will be only too pleased to help you with any problems related to your studies. The **Course Lecturer** is the person to whom you should turn, in the first instance, if you wish to discuss problems or issues, whether personal or academic.

Tutorial System

During your time with us as a Higher Education Student, you will have a personal Lecturer to whom you can refer when you need help. Your Lecturer will ensure you receive:

- regular progress reports
- help with studies, including support, if required
- help with work experience if appropriate
- help with any personal problems which hinder your studies
- guidance on your future career
- references for jobs or higher education when required
- opportunities to engage in recreational activities
- guidance when you leave your course.

Student Wellbeing

Bullying, Discrimination and Harassment

The college will not tolerate any instances of bullying, discrimination or harassment. If you believe that you are the victim of harassment, bullying

or any other form of victimisation you should talk to your Lecturer, course leader or Student Services.

Enrichment (Extra Curricular Activities)

There are activities on offer throughout the year. Please see the Plasma Screens in Reception, the Bistro and George's restaurant for details or talk to the Progress Coaches at Coalville.

Health & Fitness Suite

If you are feeling energetic, all students will be eligible to use 'ID' our dynamic Health & Fitness Centre at Coalville, at a reduced rate. You will be using the very latest cardio-vascular and body toning equipment available, exercising to great sounds in a motivating and stimulating environment. 'ID' really is ideal for everyone, from the complete beginner starting a fitness campaign to the seasoned athlete wanting to compliment her/his training

Safeguarding

Safeguarding is everyone's responsibility. If you have any worries or if you are concerned about someone else's welfare, discuss your concerns as soon as possible with one of the specially trained college staff listed below:

Lynette Parker ext 241
Student Services Manager

Chris Brown ext 105
Safeguarding Governor

Andrew Allsop ext 237
Health & Safety Officer

Simon Kibble ext 276
Director of Quality

Social Networking Safety

The internet is filled with websites allowing you to connect with friends, share information and upload your personal photographs. As useful and attractive as joining Facebook, Twitter, Flickr and other similar websites can seem, there are also potential downsides.

One key thing you must always remember is that social networking sites ensure that information about you is permanently and freely available. By actively using these websites you create a record that will follow you throughout your life. When you're uploading that shot of your friend in that humorous situation, stop and think. What would a future employer or family member think?

Another of the major risks of sharing information on social networking sites is the potential for cyber bullying.

If you are being bullied talk to your Lecturer, course leader or Student Services.

Support

We recognise that undertaking this course could place extra demands on you and your time which may mean that occasionally you are in need of extra support. You will be allocated a personal Lecturer for this and it is likely that you will also gain support **from** your colleagues on the programme, line manager, family etc.

The college has an experienced and approachable student counsellor who is able to talk over any concerns you may have in total confidence, whether they are course-related or personal. You can easily make an appointment, either through your course Lecturer or through reception. If it's an urgent matter and you need to talk to them immediately, we'll ensure the necessary arrangements are made.

Welfare

An experienced and qualified **Welfare Team** provide a drop-in clinic Monday-Thursday 1-2 pm in Student Services offering a confidential sexual advice service, which includes condom distribution and pregnancy testing. This service can be accessed by visiting Student Services, by telephoning (01530) 836136 ex 220 or by **texting** the word **SAFE** followed by your name to **88020**

Money Queries

Financial Support

HE Student Opportunities Fund

The Student Opportunities Fund is a non-repayable discretionary award for students studying either part time or full time on higher education courses, providing you have taken out your full allocation of the student loan and depending on household income.

Student Finance England

If you are on either a full-time or part-time **Higher Education** (level 4 and above) course you may be eligible for a Part-time Tuition loan. For more information and how to apply please visit the website www.gov.uk/studentfinance or speak to the Higher Education Advisor in Student Services.

Disabled Students Allowance

As a higher education student living in England, you can apply for a Disabled Students' Allowance (DSA) if you have a disability, including a:

- long-term health condition
- mental health condition
- specific learning difficulty, eg dyslexia

For information and how to apply please visit the website <https://www.gov.uk/disabled-students-allowances-dsas> or speak to the Higher Education Advisor in Student Services

Library and IT Support

IT Facilities

Once enrolled you will be able to swipe your college ID card at a self service terminal to create your college network username and password (your Lecturer will direct you to the location of the terminal) this will allow you to access our networked PC's. This is your personal user name

and, dependant on your course, will give access to a variety of software, the internet, our College intranet and an email address as well as your personal space on our network in which to save documents. If you click on **My Computer** on the desktop you will see this drive which is usually displayed with your name, e.g. 3smithv on 'home4' (N). Please use this to save all documents produced and do make sure you **back-up** copies of vital documents to an alternative location.

Wifi Facility

Wifi is available to students who wish to bring in their own devices in to use for college work.

- Coalville Campus - Please visit the IT Support office to have your device setup.

Connection will be subject to you agreeing to abide by college rules and acceptable use policy, the facility may be withdrawn at anytime without prior warning. Please note there may be a limited number of devices that do not support the college wireless network.

The College has produced a good practice guide for use of computing resources entitled [Code of Conduct for Computer Users](#), which your lecturer will explain and ask for your signature of agreement.

Information Systems Security Policies, Codes of Practice And Guidelines - (Summary For Students)

- You are issued with a college username and password. Your password should be at least 6 characters long and should not be revealed to anyone, it is as important as a bank PIN number. If any misuse occurs with your logon, YOU will be held responsible. This applies to any other username and password combinations that you may be issued at college.
- Should you require software to be installed, a request should be made to your course Lecturer who will then contact ICT support. Do not attempt to install any software (including games) onto college PCs or laptops.
- If you are bringing work into college on floppy disks, USB memory sticks or in any other form, make sure your anti-virus is up to date and files have been scanned. You will be held responsible if a virus that you introduce causes damage to the network.

- Connection of equipment (PCs, laptops, PDAs) to the college network may be made only at the discretion of the Network Manager or ICT Support, not by individual users.
- If you are using the college email system then spamming, spoofing (of email addresses) or attempted phishing (illegal collection of other users personal data) is strictly forbidden and may lead to legal proceedings.
- Browsing of unsecure internet websites that may introduce viruses or malicious programs, anonymous surfing, attempted hacking and rogue posting (Sending of objectionable material to a Bulletin Board or Chat Room while logged on to the College network) is again strictly forbidden and may lead to disciplinary action.

LearnNet

LearnNet is where learning resources are stored. Your Lecturer will help you to navigate the intranet to find these.

Library/Higher Education Centre

Library Facilities

The HE Centre incorporates IT learning facilities, and e-resources alongside the more traditional library paper-based resources. The on-line Library Catalogue can be found on LearnNet, which will show the books they can borrowed.

Opening Times (Term-time only)

Mon-Fri 8.30 am - 6.00 pm

All enrolled College students may borrow library resources from clusters/HE Centre. You need your student ID card to register as a borrower. Do not allow other students to use or borrow resources on your student ID card. You are responsible for the items issued on you card. All books will be taken out via the main College Reception.

Borrowing resources

Students may borrow a total of 7 items. Books you'd like to borrow have to be issued to you on your student id card at the main College reception desk. Here they will be stamped with the due date.

All library books are electronically protected and will trigger off an alarm if not dated at the desk. Please make sure that ALL books have been dated before leaving the College.

If you return or renew your books on time, you will never have to pay a fine! However, there is a charge of 0.50p per day for HE Students on all overdue items.

Renewals / Holidays

All books on loan may be renewed.

They may be renewed twice; this can be done by telephone, by email or in the centre.

Books due out of term time may be renewed by telephone (01530 836136 ext 0) for the College Main Reception.

Returning items

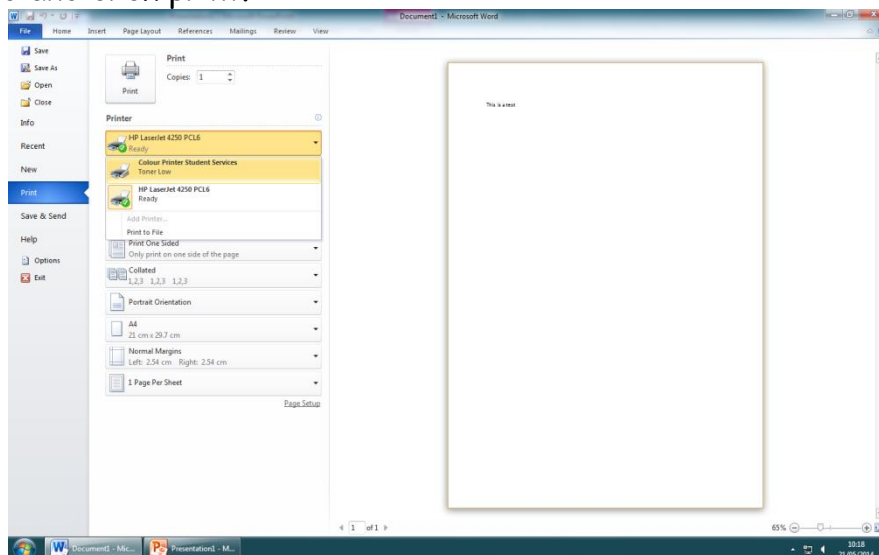
All books due back should be returned to the main College Reception. In your own interest do not place books on the shelves yourselves. They should be discharged from your card first. You are responsible for all items on your card until they have been discharged at the desk.

E-Resources

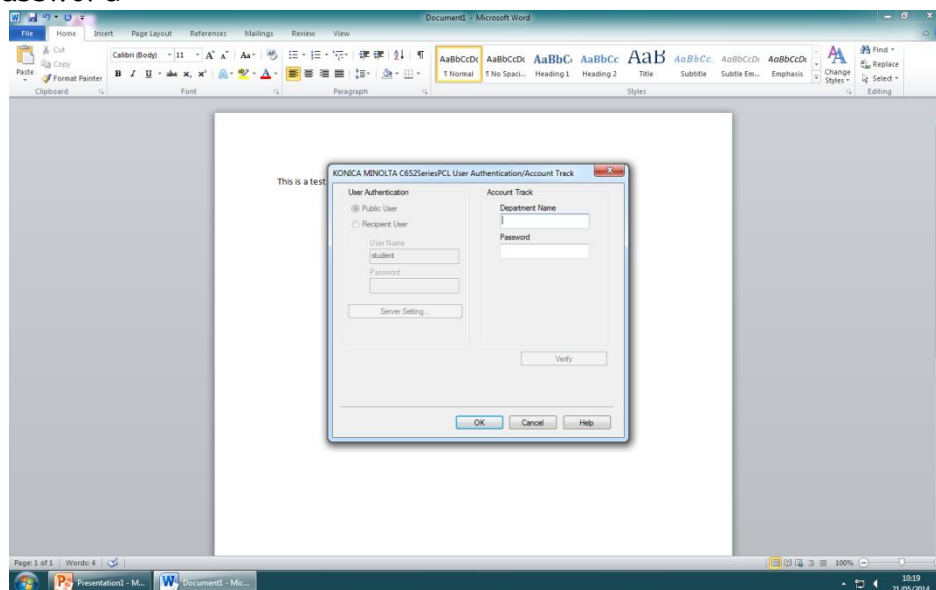
All our e-resources are listed and accessible from the Library & Learning Resources page on LearnNet.

If you wish to print out in colour you will need to select the photocopier in the HE Centre.

Within the program you are using select "File" then "Print" once the print window opens up press the drop down menu under Printer and select "Colour Printer Student Services" then enter the number of copies required and click print.



After clicking on print you will be prompted to enter a department name and password



Leave the department box empty and enter your student number located on your Stephenson College student ID card. Please note this is only numeric, if your student ID has letters and numbers only enter the numeric part. e.g SMA00345 enter 00345 as your code.

Once you have clicked ok, your print job will be printed on the student services photocopier.

Please note if you enter your code incorrectly the copier will delete your print job and you won't be informed at the PC you have entered a code incorrectly. When you have

reached your page limit the copier will also delete any jobs sent to it without any warning on your PC

Career Planning

Careers Advice

At Stephenson College we place a great deal of importance on helping you with your career. We have friendly and knowledgeable careers staff to help and advise you.

Careers information is located within each 'Cluster' in the college and a wide range of information on careers/higher education/options etc are accessible on [Careers/HE](#) site (Internal Link) on the student network (LearnNet).

HE Advisor

If you would like help or support with your progression route to Top-Up your course this is available through the Careers and HE Adviser in Student Services who has information on many Colleges and Universities and who will guide you through the application process. The www.ucas.com website has details of all Undergraduate courses including Top-UP's and it is through this website you would apply for the courses.