

ST PATRICK'S



Est. 1803

# Student Handbook

ST PATRICK'S  
2019-2020

# Dear students,

I would like to personally welcome you to St Patrick's College. We are delighted that you are joining us. Our expectations are high but I am convinced you will exceed them. Whether you're working part-time, raising a family or caring for somebody, finding the time, space, energy and focus needed to study can be difficult. But don't get disheartened — many St Patrick's graduates have faced exactly the same challenges and still, they have gone on to achieve their academic, professional and personal goals. During your first few weeks, you will meet staff members who are here to support you. Please let them know what you need in order to accomplish your studies and they will be happy to help.

We value the professional and life experience you will bring with you and our priority is to give you the skills, knowledge and support you need to succeed on your chosen path. We want to help you achieve your dreams and we focus on enhancing your employability from your very first day. To prepare you for your first day, we've included the following in this handbook:

- Organisational structure of the college
- A list of our key teams which will help you navigate the college
- Information on the support on offer to help you
- Information on how to apply for a student discount card

We look forward to you joining St Patrick's and want to help you succeed in your studies. We are sure you will do great. Good luck!

All the best,

**Deborah Hayes**  
Principal



# College Life

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A photograph of two young women sitting at a wooden table in a library, studying. The woman on the left is wearing a light pink sweater and red pants, looking down at a book. The woman on the right is wearing a pink and red patterned sweater and black pants, also looking down at a book. They are surrounded by tall wooden bookshelves filled with books. A stack of books is on the table between them, including 'Project Management' by Harry Mayer and 'The Essentials of Project Management' by Dennis Lock. The word 'College' is overlaid in white text on the left side of the image.

College

Life



# Student Resources

## Electronic resources

### WI-FI

If you have a laptop, smartphone or other device which has wireless access to the Internet, you can use the college's Wi-Fi network. Login details are displayed on the wall of your classroom. To connect, simply select "LSBFstudents" network. Key in the password: 1234567891, and you're online.

### MYPAGE

This is a space where you can inform the college of an absence and its reason. You can also upload supporting documentation as a justification. You can monitor the attendance records kept by the college. Login details will be provided during induction.

### STUDENT EMAIL

Every student is provided with a St Patrick's email address. It is important that you check this regularly as this is the main channel through which the college will contact you to notify you of any cancelled classes, rescheduled classes, room changes and any important notices. To access your email, go to <http://mail.office365.com>. A setup guide will be given to you during induction and login details will be sent to your personal email account. Your email address is your student ID number@students.st-patricks.ac.uk e.g. P122874@students.st-patricks.ac.uk.

### STP MOODLE

An online platform for your studies, which allows you to submit assignments online via Turnitin and gain access to programme materials for each of your modules. When student accounts are created, a default password is set by a member of staff. An enrolment key will be provided with your timetable, which allows you to sign up.

<http://stpmoodle.net>

## Library

### GROUND FLOOR

**Monday, Wednesday, Friday:** 9am–6pm

**Tuesday, Thursday:** 9am–7pm

**Saturday:** 10am–4pm

[librarian@st-patricks.ac.uk](mailto:librarian@st-patricks.ac.uk)

Once you register with StP Moodle, you have automatic access to the books you need for your course. E-library has been set up so you can work anywhere. You can no longer borrow books that are listed as "Reference Only". You can search the catalogue to locate materials and browse books recommended for your course online at [stpatrickslibrary.net](http://stpatrickslibrary.net).

Remember that the library is an area of silent study. You should be as quiet as possible when using the library. Mobile phones must be set on silent and you are not permitted to make or receive phone calls while in the library. You should not leave your belongings unattended in the library.

St Patrick's College assumes no responsibility for belongings left unattended in the library.

Local libraries offer subject-related references that you can use for your studies. Check on the different branches in your borough. London is home to the British Library, which you are eligible to use if you are a student. This is not a lending library and you can only use the books and journals in the designated Reading Rooms. However, it is an invaluable resource.

The website provides details on how to register and request books. If you have any questions or wish to suggest a book for the library, you can contact our librarians.

### LIBRARIANS

**Shuma Khanom**

[skhanom@st-patricks.ac.uk](mailto:skhanom@st-patricks.ac.uk)

**Elizabeth Mowatt**

[elizabeth.mowatt@st-patricks.ac.uk](mailto:elizabeth.mowatt@st-patricks.ac.uk)

## Computer access and assistance

Once you are enrolled on a programme at St Patrick's, you should be able to log on to any computer in the college. Students may use computers in the computing labs, when they are not being used as classrooms. Computers are also available in the library. Both spaces are working environments, therefore, noise should be kept to a minimum; food and drink is not permitted. Your username is your student ID number; this cannot be changed. Make sure you change the password initially given to you the first time that you log on to the system to ensure that your account remains secure. If you have problems with logging on to the computers, you will need to contact Student Services in Room 301, floor 3. If you need some help developing your computer skills for assignments, visit the DALE team who run computer and study skills workshops in the lab — Room 218, floor 2.

# Student Services

## Student Support

### Room 301

**Monday–Friday:** 9am–4pm

[studentsupport@st-patricks.ac.uk](mailto:studentsupport@st-patricks.ac.uk)

This is the point of information to support your student journey and deal with all administrative matters. We are here to ensure your success and make your student life easier:

- Deal with an attendance issue
- Obtain a student ID card (£10 for replacement cards)
- Request letters for specific purposes, e.g. registering with a doctor or council tax letters to open a bank account
- Get help with TFL student discounts
- Get help dealing with My Page and Office 365
- Make a complaint

### DIRECTOR

**Gvette Shillingford**

[gvette.shillingford@st-patricks.ac.uk](mailto:gvette.shillingford@st-patricks.ac.uk)

### STUDENT SUPPORT OFFICERS

[studentsupport@st-patricks.ac.uk](mailto:studentsupport@st-patricks.ac.uk)

**Melania Lingurar** — [mlingurar@st-patricks.ac.uk](mailto:mlingurar@st-patricks.ac.uk)

**Martina Fior** — [martina.fior@st-patricks.ac.uk](mailto:martina.fior@st-patricks.ac.uk)

**Sina Tranca** — [sina.tranca@st-patricks.ac.uk](mailto:sina.tranca@st-patricks.ac.uk)

**Azmin Hussain** — [azmin.hussain@st-patricks.ac.uk](mailto:azmin.hussain@st-patricks.ac.uk)



## Student Administration

### Room 302

**Monday–Friday:** 9am–4pm

[academicadmin@st-patricks.ac.uk](mailto:academicadmin@st-patricks.ac.uk)

A member of the student administration team is assigned to each school. Your lecturer should make you aware of which member of the team you will need to see for your particular programme.

- Collect a copy of the timetable
- Submit assignments online/Moodle logins
- Letters for specific purposes, e.g. registering with a doctor or council tax letters to open a bank account
- Collect a certificate/transcript of your results
- Get a reference letter
- Change your programme or contact details
- Pursue academic appeals and extensions

### DIRECTOR

**Gvette Shillingford**

[gvette.shillingford@st-patricks.ac.uk](mailto:gvette.shillingford@st-patricks.ac.uk)

### ADMINISTRATORS

**Kanchana De Silva**

[ksilva@st-patricks.ac.uk](mailto:ksilva@st-patricks.ac.uk)

**Sandip Kaur**

[sandip.kaur@st-patricks.ac.uk](mailto:sandip.kaur@st-patricks.ac.uk)

**Bonya Chakraborty**

[bonya.chakraborty@st-patricks.ac.uk](mailto:bonya.chakraborty@st-patricks.ac.uk)

**Folake Awosiyan**

[folake.awosiyan@st-patricks.ac.uk](mailto:folake.awosiyan@st-patricks.ac.uk)

**Viththika Lingeswaran**

[viththika.lingeswaran@st-patricks.ac.uk](mailto:viththika.lingeswaran@st-patricks.ac.uk)

# Department of Academic Learning and Enhancement (DALE)

**Room 218 (Computer lab)**

**Monday–Friday: 9am–5pm**

A team of English language and academic skills experts offer academic support. They will help you develop the skills needed for life during and after college. The team offers access to computer workshops, as well as support with your classes in conjunction with your subject lecturer. The aim is to teach you the necessary study skills, so you can confidently complete your assignments.

The DALE lab is a place where you can get one-to-one assistance with specific issues. You can participate in creative writing workshops, as well as receiving one-to-one support with your assignments. The team ensures the NSS survey data is collected. They will help you complete the survey so you can have your say about important issues and aspects of the college.



## Digital skills workshops

- Basic Word
- Basic PowerPoint
- Saving work digitally
- Moodle/StP email/MyPage

## Future projects

- Intermediate Word
- Intermediate PowerPoint
- Basic Excel

## Study skills chunks

- Referencing
- Paraphrasing
- Presentation skills
- Report writing
- Academic writing

## MANAGER

**Magdalena Witko**

[mwitko@st-patricks.ac.uk](mailto:mwitko@st-patricks.ac.uk)



# Student Coaching

**Room 106 / Room 107 / Room 109**  
**Monday–Friday: 9am–6pm**

Our coaches at St Patrick's deliver high-quality subject-specific support for eligible students, allowing them to manage your studies and succeed academically. They will:

- Help facilitate your studies by providing a focus on how to plan your assignments
- Organise weekly sessions with your coach
- Support and offer guidance with your studies and other issues regarding your course
- Advise and support you when you want to give feedback to staff members, as well as receiving additional advice on your studies

## MANAGER

**Nana Akomeah**

nana.akomeah@st-patricks.ac.uk

## HEALTH COACHES

**Caroline Ribeiro**

caroline.ribeiro@corp.st-patricks.ac.uk

**Kofi Agyei Mensah**

kofi.mensah@st-patricks.ac.uk

**Alberta Eyeson**

alberta.eyeson@st-patricks.ac.uk

**Nana Akomeah**

nana.akomeah@st-patricks.ac.uk



## BUSINESS COACHES

**Thierry Bangmo**

thierry.bangmo@st-patricks.ac.uk

**Titilayo Ogunyemi**

titilayo.ogunyemi@st-patricks.ac.uk

**Segun Olaniregun**

segun.olaniregun@st-patricks.ac.uk

**Victoria Bennett**

victoria.bennett@st-patricks.ac.uk

**Collette Murray**

collette.murray@st-patricks.ac.uk

# Student Experience

## Room 105

**Monday–Friday: 10.30am–3.30pm**

studentexperience@st-patricks.ac.uk

The Student Experience is on hand to help make day-to-day life as easy as possible, so you can concentrate on your studies and enjoy your time at St Patrick's. Induction aside, we also provide a range of academic and social events throughout the year. These include (but are not limited to):

- Sports clubs and the college choir
- Vibe — magazine with student contributions
- Themed events throughout the year such as “Heritage Day” and “Black History Month”
- A mentoring programme that pairs you with either a student in their second year of study or a recent alumnus who can offer support

We also organise “Question Time” sessions and similar town hall events, as well as elections for Student Council and class representatives, with whom we work closely. More information on this can be found below.

## COORDINATORS

**Lauren Nicholls**

lauren.nicholls@st-patricks.ac.uk

**Loredana Simona Pascaru**

loredana.pascaru@st-patricks.ac.uk



# Making your Voice Heard



## Class representatives

You are able to become a class representative by putting yourself forward in your first week of study. The rest of the class will then vote. The Student Experience team will visit the classrooms to obtain students' details and invite them to town hall events, such as "Question Time" and student representative meetings. Class representatives must report any issues to Student Experience.

**STUDENT COUNCIL  
PRESIDENT**  
**Rodrigo Ohara de Oliveira**  
councilpresident@  
st-patricks.ac.uk



## Student Council

Our Student Council acts as a channel of communication between the student body and the college management to ensure that the views of students are fully taken into account. You can be elected to the Student Council by your fellow students. Elections take place every year. Posters will be advertised around and e-shots will be sent to your email, so you should check the noticeboards and emails regularly. You should contact Student Experience via email ([studentexperience@st-patricks.ac.uk](mailto:studentexperience@st-patricks.ac.uk)) or by visiting Room 105. If you are elected, you have to attend fortnightly meetings with your team, as well as senior management.

The benefits of being part of the Student Council include working with the Student Experience team to help organise social, cultural and sporting events, as well as liaising closely with staff to create a positive academic experience. You will also receive a reference from a member of the Student Experience team and will be invited to future events as alumni.

**Represent**  
St Patrick's College  
—  
**Give voice**  
to fellow students  
—  
**Receive a reference**  
from a member of  
Student Experience



## Question time sessions

Every term, the Student Experience team holds a quick “Question and Answer” session where students can ask senior members of academic and college management any questions they, or their class members, would like answers to. Deborah Hayes (Principal), Gordon Wright and Rod Brazier (Vice Principals), Esther Hardy (Registrar) and the Deans usually attend and there are snacks and drinks available. It usually takes place at 2pm in the Auditorium. Past students have said that it is a great opportunity to gain information. The senior management team has agreed that these sessions are very useful and provide feedback on important aspects of student life at St Patrick's.

At St Patrick's, we encourage you to communicate with your teachers to bring positive changes to our college.

### CONTACTS

**Academic Coaching:** Help approaching teachers with academic difficulties you are facing.

**Academic Administration:** Complaints, appeals.

**Student Support:** Academic appeals, extensions.

**Student Councillor:** Personal and welfare issues.

**Teaching staff:** Feedback on your classes.

**Deans:** Course and assessment issues.



# Regulations & Policies

## ID cards

College identification cards are very important as they allow:

- To identify valid students within the college building
- To stop any unknown person from entering the college
- Electronic attendance recording on the Student Attendance Monitoring System

A member of staff may ask you at any time to provide your StP Student ID Card in order to prove your identity within the college. Failure to show your card or proof of identity as a StP student may result in you having to leave the college premises. You will need your card to attend classes, where card checks for attendance will be undertaken.

## Electoral registration

Make sure you get on the electoral register. You can do this by following the guided steps here:  
<https://www.yourvotematters.co.uk/can-i-vote/students>

This is a priority for the Office of Students and is one of the on-going conditions of registration. You can find more information of why we are required to ask you to do this here:  
[https://www.officeforstudents.org.uk/media/1406/ofs2018\\_01.pdf](https://www.officeforstudents.org.uk/media/1406/ofs2018_01.pdf)





# Disability support

**Room 221**  
**Monday, Wednesday, Friday**

All St Patrick's College applicants are considered equal, based on their academic aptitude.

Whenever an applicant declares impairment, the college tries to ensure that any support needs are identified at an early stage, in advance of a student's arrival.

The college is committed to guaranteeing that students will gain the support required, where any barriers occur to their programme of study while at St Patrick's. This will be monitored through a series of assessments.

The college acknowledges that modifications are necessary to ensure all students have access to all areas of programme activities, such as placements and field trips. It is also aware that these alterations will have to be made to make sure the student is not at a disadvantage for any reason due to their impairment or disability.

## DISABILITY OFFICER

**Room 221**

**Monday, Wednesday, Friday**

**Olaniyi Bucknor**

olaniyi.bucknor@gus.global

## STUDENT SUPPORT

studentsupport@st-patricks.ac.uk

Olaniyi Bucknor is the Disability Officer at St Patrick's. He liaises directly with students who declare a disability and/or learning difficulty to assess their specific needs and specify any support or reasonable adjustments that can be provided in order to assist them. The Disability Officer is also responsible for communicating this information to other college departments so that the support requirements identified can be duly implemented.

If you have seen a needs assessor and had any disability/learning difficulty identified, the next step is to meet with Olaniyi. You can do this by contacting Student Support to arrange an appointment.

The Disability Officer maintains discretion in disclosing any information about a student's disability and information is shared on a strictly need-to-know basis and only with the student's expressed consent. Contact Student Support if you require more information. For urgent queries, you can contact Olaniyi directly on his personal email.

## HOW TO DECLARE A DISABILITY OR LEARNING DIFFICULTY?

St Patrick's students can declare a disability or learning difficulty either during the admissions phase or at any time during their programme of study.

- If you have a learning difficulty or disability, contact — [studentsupport@st-patricks.ac.uk](mailto:studentsupport@st-patricks.ac.uk). The Disability Officer will be automatically notified and will contact you directly.
- You will meet the Disability Officer to discuss and identify any support requirements. He/she will advise you how to go about being assessed for dyslexia, if required, as well as telling you whether you may qualify for Disabled Students Allowance (DSA) and/or any further support or equipment.
- The Disability Officer will explain to you what paperwork you need to prove you have a learning difficulty or disability and what processes to follow in order to get it, as well as whom you will have to show it to.
- The Disability Officer will refer you to an educational psychologist who will carry out a diagnostic report of your learning difficulty and provide documentation of it, so you have evidence of your learning difficulty.
- Once you have this evidence, your DSA application will be accepted and you will be referred to a needs assessor, who will match your documented condition to relevant support for which you may qualify.
- Following the meeting, an Individual Support Plan (ISP) is generated. The ISP informs the appropriate academic or administrative departments of the required support.



# 28-day policy for final enrolment

Your final enrolment on the programme of your choice is completed following a 28-day period from the start date of your first class. Our review team makes the final enrolment decision on the 22nd day of the initial 28-day period, based on three essential criteria that must be met if you want to study any of our programmes:

- Your student finance paperwork must be completed. This means that the financing must be in place by the time of enrolment.
- Maintenance of a good level of classroom attendance is required. For this purpose, a good level of attendance must be recorded for each student by the end of the 28-day period.
- Assessments must be taken and submitted. This means students must submit all their work by the given deadline for their modules within the 28-day period, as required.

Do not despair if you are not accepted to the programme by the Review team. You can appeal the decision with any relevant evidence to support your case. The Appeal Panel will then consider your appeal and supporting evidence on the 25th day of the 28-day period.

## Safeguarding policy

St Patrick's recognises that it owes a duty of care towards everyone on its premises and an enhanced duty towards those under the age

of 18 and adults at risk to ensure that they are safeguarded against the risk of abuse. We encourage a culture whereby all members of the college community feel safe, involved and socially included in university life. A number of procedures have been developed by the college and these can be found on [st-patricks.ac.uk](http://st-patricks.ac.uk) under "Publications and policies".

Our college considers its duty to prevent people from the risk of being drawn into terrorism [the Prevent Duty] as part of its safeguarding duties. If you do not feel safe or you have a concern about someone else, you can contact your local Safeguarding Officer:

### REGISTRAR AND SAFEGUARDING OFFICER

**Esther Hardy**

[esther.hardy@st-patricks.ac.uk](mailto:esther.hardy@st-patricks.ac.uk)

### PREVENT LEAD

**Gvette Shillingford**

[gvette.shillingford@st-patricks.ac.uk](mailto:gvette.shillingford@st-patricks.ac.uk)

## 'Prevent' policy

Many of you may be aware of the Counter-Terrorism and Security Act 2015 outlining the measures aimed at tackling radicalisation and extremism of people in the UK. This was named the "Prevent" agenda. Our nominated Prevent Lead is the Director of Student Administration. She oversees compliance with the college's duties and responsibilities and ensures staff receive appropriate training in safeguarding and the "Prevent" agenda. If you have concerns about an individual expressing extremist views or at risk of being drawn into terrorism, please speak to your Dean, Director, or the "Prevent" and/or Safeguarding Lead (Registrar).



All information is confidential and making an observation is very unlikely to result in a referral to the police. All information is assessed by a panel made up of the Department of Academic Careers Enhancement Director, the Registrar, and the Student Administration Director. If you feel uncomfortable contacting the college or have any questions, you can contact the Senior Administrator. "Prevent" is a part of the safeguarding agenda, alongside duty of care, health and safety and a commitment to equality and inclusivity. The Student Council and student representatives are trained on "Prevent". "Prevent" is not about pursuing individuals. It is about being aware that some people can be targeted by extremists for radicalisation, and that unchallenged extreme views could lead vulnerable people into being radicalised. The college has had robust procedures in place for external speakers for a few years and these work within the guidance on freedom of speech. If you would like more information on this policy, or issues surrounding it, you can find it here:

[safecampuscommunities.ac.uk](http://safecampuscommunities.ac.uk)

[officeforstudents.org.uk/publications/prevent-duty-framework-for-monitoring-in-higher-education-in-england-2018-19-onwards](http://officeforstudents.org.uk/publications/prevent-duty-framework-for-monitoring-in-higher-education-in-england-2018-19-onwards)

## Equality policy

St Patrick's College is committed to achieving equality for all those who learn and work here and wishes to develop a demonstrably fair and supportive environment which provides equality of opportunity and freedom from discrimination on the grounds of the protected characteristics as outlined by the Equality Act 2010 which are:

- Age
- Disability including mental health difficulties
- Gender reassignment
- Marriage and civil partnership status
- Pregnancy and maternity
- Race (colour, nationality, ethnic origins)
- Religion and/or political (or any other) belief
- Sex
- Sexual orientation
- Social class
- Offending background

As a student, you are offered protection from discrimination on the above grounds but you also have an obligation to ensure your behaviour and actions treat other students and staff well. Unlawful discrimination will not be tolerated.

The college takes seriously any breaches of its Equality and Diversity policy and the equality legislation. Disregard of this policy may result in disciplinary action, including dismissal from the college.

If you feel that you have been harassed or discriminated, you should talk to a member of Student Administration who will advise you how to proceed. The college will take action under its disciplinary procedures against any member responsible for sexual or racial harassment.

# Attendance and lateness policy

- If you arrive **up to 30 mins late**, you may enter the classroom and be counted as attending the session, if you have a **valid, evidenced reason**.
- If you are up to 30 minutes late for class with **no excuse or more than 30 minutes late**, you will not be recorded as attending the session.

**Persistent latecomers/early leavers**, even if entering/leaving within the first or last 30 minutes of a lesson, will receive a warning.

If a student's lateness/leaving early continues, the **Director of Student Administrative Services** will have to investigate and take appropriate measures.

Students may be referred to the **Admissions and Attendance Panel (AAP)**, if necessary.

**Attendance Monitoring Team** will produce attendance reports of the previous week each Monday.

- They send emails requesting reasons for non-attendance to all students with **attendance below 80%**.
- They ask you about non-attendance if you have **-50% attendance**.
- They call you if you are **absent from a class for two weeks**. You may be referred to the AAP.

All students with **attendance below 29% in a single term** will be issued a suspension letter. If you don't respond within 5 working days, you'll be referred to the AAP.

Students who are **withdrawn from the programme**, will be de-registered from the college and lose access to SLC funding.

# Academic appeals policy

## STAGE 1 : APPEAL PROCESS

- Appeal within two weeks of results publication.
- Informal meeting with assessor to discuss your concerns.
- If you agree with the grade after discussion, no further action is required.

## STAGE 2: REVIEW PROCESS

- Complete and submit an academic appeals form to the academic administration office within 14 days; a reviewer re-evaluates the grade within one week.
- If the reviewer agrees with marker, the grade stands; student is notified.
- If the reviewer disagrees and the grade is changed, the appeal is upheld.

## STAGE 3: APPEAL TO DEAN

- Appeal to the Dean of School who will make a judgement.
- If the student is satisfied at the end of stage 3, the appeal is upheld.

## STAGE 4: APPEAL TO PRINCIPAL

- The Principal may delegate further investigation before making a final decision.
- Academic appeals are normally resolved within 4 weeks.
- If you are satisfied, the appeal is upheld.

Students can also approach the awarding body for further review (or) the Office of Independent Adjudicators (OIA). It should be noted that the OIA normally only considers appeals against procedural matters.

Further information can be found on the OIA website: [oiahe.org.uk](http://oiahe.org.uk)



# Data protection policy

The college is registered as a data controller with the Office of the Information Commissioner. From 25 May 2018 your data will be processed in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

St Patrick's College collects and holds personal data relating to its students for a variety of purposes. The college may process special category personal data about you, such as details of your mental or physical health and or disability, information concerning ethnicity, domicile, religious or political opinion and/ or sexuality. In limited circumstances the college may disclose this special category personal data to third parties, where there is a legitimate need or obligation, during or after your study. The college undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of its Student Privacy Notice.



## Data Protection Officer

St Patrick's College  
Sceptre Court  
40 Tower Hill  
EC3N 4DX

The college's Data Protection Office should be contacted if students have any specific questions. The college is reliant on students for much of the data it holds: as such it is your responsibility to help the college keep records up to date by notifying any alterations to student addresses, personal details, or programme enrolments. The college complies with the requirements of the GDPR and the Data Protection Act 2018. Guidance on Data Protection issues can be found in the Data Protection Policy. Under the GDPR, individuals have a number of rights in relation to how the college handles their personal information.

To discuss any objections, concerns, to obtain a copy of the current personal information held about you or to exercise any other rights that you have under GDPR, please contact the college's Data Protection Officer at the following address.



## Exclusion

If your progress gives a cause for concern, your lecturer, after due consultation and scrutiny of evidence of lack of progress, will formally warn you in writing of possible exclusion on the grounds of lack of academic progress and copy this formal warning to the Director of Academic Enhancement and Operations. If, subsequent to this warning, there is continuing evidence of failure to meet programme requirements, your lecturer may propose to the director that you should be advised to withdraw. The director will then consider the evidence presented by the lecturer.

On the basis of her review, the director may advise you in writing that you should withdraw from the programme on the grounds that you are unlikely to complete the programme satisfactorily. Additionally, the director will explain the negative consequences that may arise if you do not accept the advice and confirm your right of appeal against exclusion. If you formally indicate that you do not intend to withdraw on the recommendation of the director, and are unable to provide satisfactory evidence to the director and the lecturer to justify continuing on the programme, you will be formally required to withdraw on the grounds of lack of academic progress, by the Director of Academic Enhancement and Operations.

# Health & Safety

While attending the college or college activities, you must take personal responsibility for your own safety and ensure that you act safely towards fellow students, staff and visitors on college premises.

You must co-operate with the lecturing and support staff and adhere to any instructions given for your safety or the safety of others. Students must follow any relevant health and safety policies, procedures, arrangements, and rules; these may be specific to their school or relate to the college as a whole.

## First aid

If you are taken ill or have an accident inside the college, then you should seek the help of one of the college's qualified first aiders.

They will be able to provide you with basic first aid and will also be able to suggest if you should see a doctor. It is important that you see someone, so that the college has a record of what happened and any action taken in response. All accidents and first aid incidents must be reported to school officials at the time of the incident. It is college policy that a first aider will be assigned to assist any reported incident by calling upon emergency services and/or completing the accident report book as necessary. First aiders can be located directly at the student services office on the 3<sup>rd</sup> floor, academic office on floor 4 or the ground floor security reception.

In serious cases the Director of Student Services, who is also in charge of Health and Safety, is responsible for contacting the employee's or the student's family.

## Smoking

Smoking is not permitted in the building. Do not smoke near the entrances to the college. Smoking drugs in or around the college building is prohibited.

## Fire regulations

The fire alarm is tested periodically. This usually takes place on a Friday, between 2 and 3pm, and you should not worry unless the alarm sounds for longer than two minutes, in which case you should treat it as a real alarm and vacate the building as instructed.

### If you find a fire:

- Sound the alarm bell by breaking the glass on a fire call point
- Evacuate building via a safe route

### If you hear the fire alarm:

- Leave the building at the nearest route, avoiding running and wooden staircases and lifts
- Assemble outside at Tower Gateway Station, keep the area by the building clear for emergency services
- Do not re-enter the building until given permission

## Fire marshals

Each floor has its designated and trained fire marshals. If you are aware of a fire risk, find a fire marshal on your floor, they will take the appropriate steps to notify emergency services and evacuate the floor.

### Building Control

Esther Hardy

### Fire Coordinator

Security

### Floor 6

Tony Nkhoma, Mercy Scott

### Floor 5

Dean Wright

### Floor 4

Faye Mitcham, George Brown

### Floor 3

Ola Bucknor, Melania Lingurar

### Floor 2

Tamanna Khatun

### Floor 1

Lauren Nicholls

### Ground Floor

Aleksandar Angelov, Shuma Khanom

### Canteen

Maintenance staff

## Fire safety

Classrooms and public areas have clear notices describing the correct action to take in the event of fire. In the event of a fire, the fire alarm will be sounded and the fire brigade called. The premises must be evacuated as quickly as possible. Coded doors will open automatically in case of a fire. Lifts are not to be used under any circumstances.



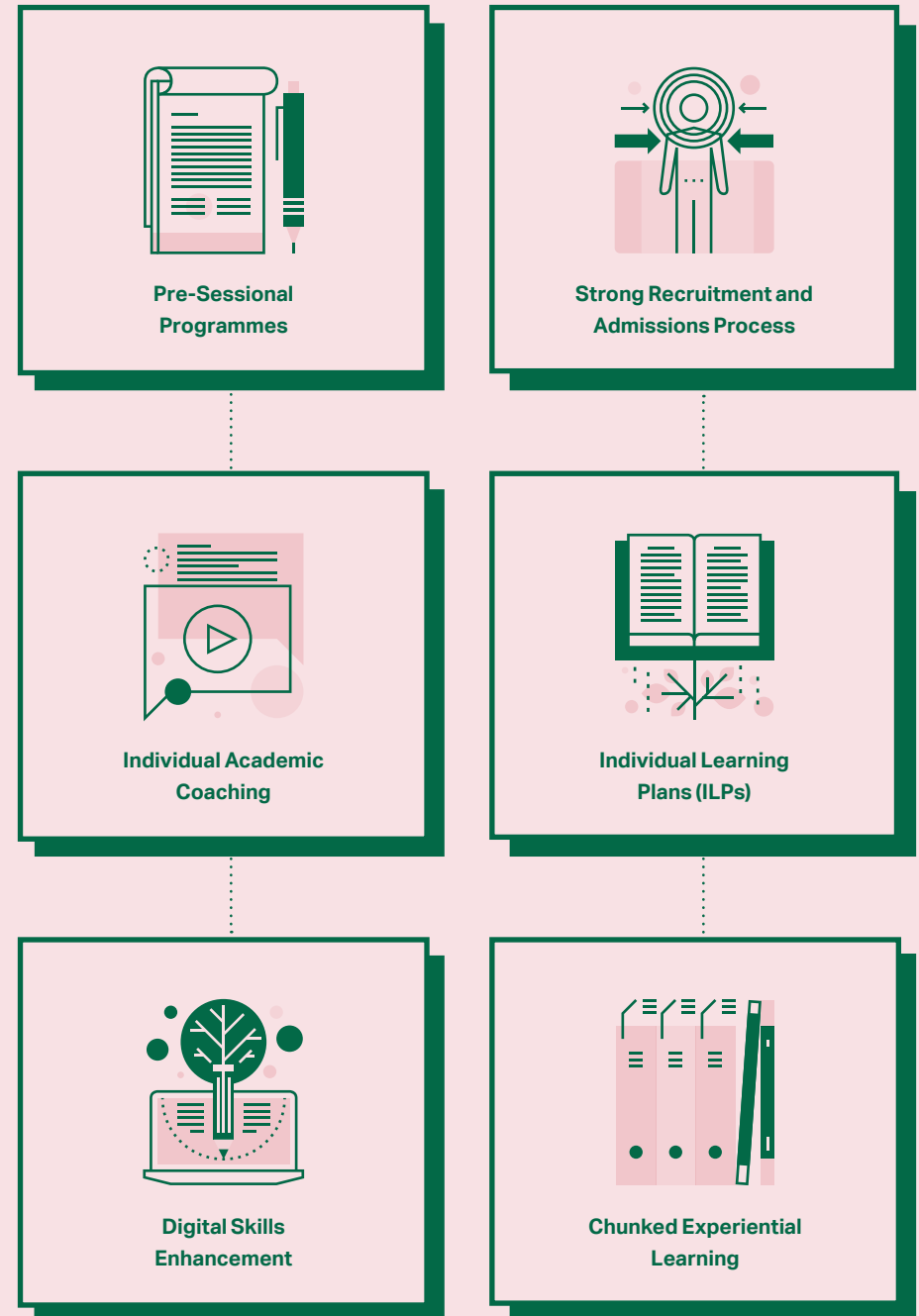
# Student Learning





# Learning Structure

At St Patrick's, we practise a student-centred approach and provide many ways of supporting you through your studies.







## Academic support

### PRE-SESSIONAL PROGRAMMES

This is an initial academic support course provided to some students in need of support prior to the start of their programme.

### INDIVIDUAL ACADEMIC COACHING

An extension of Individual Learning Plans to provide subject-specific support.

### DIGITAL SKILLS ENHANCEMENT

St Patrick's College provides various workshops to support the digital skills of its students. See p.15 for more information or contact the Coaching and DALE teams directly for further guidance.

## Individual Learning Plans (ILPs)

These plans are set up and designed for one-to-one monitoring of the learning experience of our students. The independent learning plans are then accessed by personal tutors and coaches, who regularly update information about the student's individual needs, support, progress, attendance and development.

An ILP helps not only students to understand their learning experience in a wider perspective but also teachers to tailor their support and advice to each student in the most appropriate and productive way for students to progress.

The ILP process starts with setting goals and a plan of action at the start of the term. The progress is then reviewed and the ILP plan is revised accordingly during the term. At the end of the term, a term-end review is completed. Final stage is to prepare for the objectives of next term. The cycle then carries on again.

Appointed tutors, academic coaches and the college with its facilities are involved in the support of the learner during this process. Your Individual Learning Plan will:

- Meet your personal needs and learning style
- Be created based on your academic interest and ability, grade level, strong subject areas, desired future studies, and professional aspirations
- Be easily adjusted, if necessary, at a later stage
- Be re-evaluated regularly by you and your tutors together each term

## Chunked experiential learning

As a new student of St Patrick's, you may find that you are taught differently as opposed to teaching methods that you may have encountered before. Given the nature of our vocational qualifications, we do not follow the didactic and one-way traditional learning methodologies. Instead, we teach using a method tailor-designed with your learning, called "Chunked Experiential Learning". In this approach, classes offer short, sharp bursts of activities with the purpose of making the point quickly and signposting key pieces of information. Learning activities are divided into tailored periods of approximately 30 minutes to allow teachers to set clear deadlines for work and move onto the next task. The use of various set activities allows for different ways to get the key points across and leaves no room for boredom in class. Contents of modules are taught through experiential activities with an assessment focus. Students are provided feedback on their work and there is deliberate reflection on each stage of the process.



# Typical class structure

## STUDY SKILLS

Our primary aim is to deliver the highest learning standards, so you achieve equally high career goals. For this purpose, we design our teaching to enhance different academic study skills of our students through the "Chunked Experiential Learning" approach. Both group work and individual learning as well as theory-based and experiential contents are supported through the use of various teaching methods to improve capabilities, such as research, referencing, time management and presentation.

## TAUGHT CONTENT

Each programme consists of different modules including some fundamental theoretical content that need to be taught. To make these subjects easier to follow and interesting, we teach them in chunks and apply various activities. We want to make sure that you are as active as possible in all your classes. Mathew Stoltzfus, in his Ted Talk "How Socrates can stimulate your brain activity", demonstrated that the student brain activity within lectures was less active than when watching TV. This is why St Patrick's has decided to focus more on active learning and less on lecturing. Whilst verbally communicating knowledge is an important way for teachers to make clear and concise points, the transfer of knowledge should be regularly tested and demonstrated. You will have the chance to test your new knowledge along your journey.

## EXPERIENTIAL ACTIVITY

Learning by doing is not a new concept. It is the oldest and most continual way of learning that we all engage in; it's how children learn to walk,

how we learn to avoid fire and how we discover what food we enjoy eating. Following Kolb's Experiential Learning Cycle, learners engaged in this method have an active experience, such as delivering a presentation to their peers, reflect on the experience (individually or collectively as a group), conceptualise what has happened and how they feel about the experience and what it means to them before finally considering how they might experiment and change what they do, should the event be repeated. When students go through an experiential activity, they process that activity in their own way. The learning becomes personalised and students begin to understand, through the support of a teacher, how they might opt to do things differently next time. You'll have opportunities to take part in experiential activities in class, through industry visits and via guest speakers inside the college.

## ASSESSMENT PRACTICE

Don't be anxious about your assessments — your teachers and coaches are here to guide you through your studies to ensure that you are successful. You'll also be given formative assessments which will test your understanding of key concepts as the term progresses. This means building up difficulty levels, offering bite-sized chunks of assessment, celebrating every success and offering continual and constructive feedback.

## DELIBERATE FEEDBACK

You will be guided through frank, constructive feedback and your teachers will make time for this in a variety of ways; verbally, through making key comments on your work and through longer, more detailed feedback on formative assessment which will be submitted at the end of the lesson. The feedback falls within a "chunk" of the lesson and your teacher will ensure that you receive individual and personal feedback.

However, you must produce work or take part in an activity for a teacher to deliver their feedback. This means you'll need to be actively engaged with the class activities and assessments — please also listen to your teachers and reflect on how you might be able to improve your work to optimise the usefulness of feedback.

## REFLECTION

The opportunity to close the learning loop is given to students at St Patrick's College by allowing them to reflect on the lesson. Of course, we all reflect on things in our own way and often in our own time, but this reflection is positioned in the final chunk of the lesson, giving students the chance to reflect whilst in the learning "zone".

There are many ways of how in-class reflection can be promoted, including:

- Two-way learning journals (where teachers respond to student reflections)
- Reflective discussion circles
- Blogs (which allow for students to document their learning journey)

A period of reflection provides an opportunity for you to state what you have learnt in class. It allows you to think and speak freely about your own capabilities and shortfalls, to comment on peers as well as giving feedback on the teaching you have received — feedback which will be warmly welcomed by a responsive lecturer who will also be reflecting on their own role in the learning process.





# Assignments

Assignment briefs for Pearson courses should be available for you to view on Moodle for each module from the beginning of term, giving you plenty of time to work on producing your assignment. Your tutors will be able to advise you on this.

Unit/module assignments must be submitted by their respective deadlines. The assignment must meet the criteria described in the assignment brief. You are advised to submit draft assignments for feedback prior to formal submission to ensure you are on the right track. Failing to do so may result in a lower grade.

You must also demonstrate appropriate use of quoted, cited and referenced reading, with referencing in accordance with the college's guidelines and academic conventions. The Harvard Referencing System is the standard system used at St Patrick's.

All assessed work is submitted, assessed online and subjected to plagiarism checks, using Turnitin. An assignment cover sheet should be attached to the front.

Some programmes may have specific cover sheets and you should check with your lecturer to ensure that you use the correct version.

## ASSIGNMENT GUIDELINES

It is important that the work is carefully planned and written. Please follow the instructions:

- Highlight each question clearly.
- Ensure that your work is within the word limit.
- 1.5-line spacing is preferred but is not essential.
- Pages should be numbered.

- Spell check the document and read thoroughly for grammatical errors.
- Work should be comprehensively referenced throughout and a bibliography included.

## ONLINE SUBMISSIONS

For most Pearson programmes, you will be required to submit your assignments online. You do this via StP Moodle which can be found at [stpmoodle.net](http://stpmoodle.net). The process is as follows:

- Log in to your StPMoodle account.
- Select the programme of study.
- Click on the unit/module for which you want to submit an assignment.
- Click on the Turnitin assignment icon within the submission week.
- Click on the 'My Submissions' tab and upload your document.

Turnitin submission links will be open for a number of days prior to the final submission date. You can make changes to your document and re-upload it as many times as you like before the final submission date.

## HARD COPY SUBMISSIONS

You may be asked by your tutor to submit your assignments in hard copy format either in addition to or instead of online submission. Hard copies of your work should be handed in to the Student Administration or your tutor.

## LATE SUBMISSION AND PENALTIES

If you are not given an extension in advance of the submission date by your lecturers, you will ultimately face a penalty for missing your deadlines, unless grounds for extenuating circumstances are provided and accepted. If you submit late without a completed/ approved Extenuating Circumstances Form, your grade will be capped at a Pass.

# Submissions process

## Week 1-4

Two assessments take place here (see 28 day policy for more).



## Week 5-12

Students submit formative submissions, summative submissions, and final coursework. Check your departmental unit guide/assignment brief for specific dates, as these may vary across units.



**Marking and Internal Verification:** Tutors mark and grade the coursework submitted. This is verified to ensure fairness and appropriateness of the grading.



**Assessments are reviewed** at the (UAB) Unit Assessment Board, as well as by the (BOE) Board of Examiners.



**Assessment results are published** following the UAB.



**Unit not cleared:** You have not met the requirements to pass the unit.

**Unit cleared:** You have passed the unit. Your records will be updated.



**Resubmission** (dates provided subsequently)

**Unit failed:** You will be referred to your Dean or equivalent.

# Marking and grading

## FORMATIVE SUBMISSIONS

During formative (draft) submissions, your tutors provide you with detailed guidance and information for your work progression. It is an occasion to discuss with your tutor and find the best strategies to improve on your coursework.

### Coding

- 1 — You are on track and can improve independently following the feedback.
- 2 — You are on track but need guidance from your tutor.
- 3 — Your work is far from satisfactory, you need to see a coach for support.
- 4 — Serious concern with the type of submission made.

## SUMMATIVE SUBMISSIONS

Whilst it is proper (and even recommended) to discuss assignments in progress with a tutor, it should be noted that tutors are not permitted to pre-mark completed assignments. They can comment on drafts within the context of a tutorial session but responsibility for production of assignments remains with you. Assignments will be formally marked after the deadline date and outcomes follow Pearson Mark Schemes:

- Each unit will be graded as a Withheld, Referral, Pass, Merit or Distinction. A Pass grade is achieved by meeting all the requirements in each unit's assessment criteria.
- Failure to pass all assessment criteria will result in a referral. Under present referral conditions, the assignment must be re-submitted and subjected to marking at the designated time.

# Results

Results for online assignments will be made available online:

- Log in to your StPmoodle account.
- Select the programme of study.
- Click on the module/unit you are submitting an assignment for.
- Click on the Turnitin icon within the submission week.

You should then be able to view your mark for that unit. You will need to follow this process for each individual unit/module.

### No results are provided via email.

Results for assignments submitted in hard copy can be collected from the Academic Administration Office. The office will notify you when results are ready for collection.

Grade	Status
D, distinction 75*	Unit cleared
M, merit 65*	Unit cleared
P, pass 50*	Unit cleared
RF, referral 35*	Re-submission
WH, withheld 10*	Plagiarism panel

No grade will be provided when your paper is considered as:

- Placed in the wrong file.
- Unacceptable Submission (US) — Used when a submission is very poor or highly incomplete.
- Withheld has two versions: version 1 or 2 — Plagiarism from Online sources or Student-to-student (collusion). Depending on level, a plagiarism panel may be called.



# Changing programme

If you decide you are on the wrong programme and would prefer to study a different subject offered at St Patrick's, you should talk to the programme leader of your current programme as soon as possible, the programme leader of the new programme that you wish to take or another lecturer you feel comfortable with. They will be able to advise you. You must go back to Admissions as they will need to change your course details and your new start date with Student Finance.

If the fee for your new programme is higher than that of the programme from which you have transferred, you may be required to make a payment at this point. Alternatively, your payment plan will be adjusted accordingly.

# Deferring studies

If you defer your studies, the college may be able to use tuition fee payments already made towards your fees on your return. To find out whether you are eligible for this, please contact the Student Finance Officer.



# Progression to year 2 of your HND

Assignments that are marked and verified with a passing grade will entitle you to progress to the appropriate level. According to the college's progression policy:

- Students who have passed 4 or more units in year 1 will transfer to year 2 of the HND.
- Students who have passed 3 units but 4 or more submissions will be given a 2-week deadline from the start of term to retrieve at least 1 unit before progressing to year 2. Students will be allowed to attend class but attendance will not be confirmed until at least 4 units have been passed. The college will not claim money on the student's behalf during this period.
- Students with 1 or 2 passes but 4 or more submissions will be given 4 weeks from the start of term to retrieve their referral grades to a pass to make up at least 4 passes. Students will be allowed to attend class but attendance will not be confirmed until at least 4 units have been passed. The college will not claim money on the student's behalf during this period. Students' attendance must be more than 30%.
- Students with 1 or 2 passes but 3 or fewer units submitted and attendance more than 30% will be invited to return to college to re-take year 1.
- Students with 0 passes but more than X submissions and over 30% attendance will be invited to return to college to re-take year 1 on the recommendation of their Dean.

# Compensation for RQF

With Pearson BTEC Higher Nationals New Developments, some HND qualifications are transitioning from Qualifications and Credit Framework (QCF) to Regulated Qualifications Framework (RQF). The main characteristics of the RQF are the following:

- Up-to-date curriculum providing specialist knowledge and pathways.
- Extended learning platforms that lead to increased specialist progression opportunities for students.
- Curricula that embeds employability skills and transferable skills throughout the units to enhance student career prospects and personal development.

To achieve a Pearson BTEC Higher National Certificate qualification (HNC) a student must:

- Achieve at least a pass in 105 credits at level 4.
- Complete units equivalent to 120 credits at level 4.

To achieve a Pearson BTEC Higher National Diploma qualification (HND) a student must:

- Complete at least 90 credits at level 4 before progressing to level 5. The remaining 30 level 4 credits can be completed while undertaking level 5 study.
- Achieve at least a pass in 105 credits at level 5.
- Achieve at least a pass in 105 credits at level 4.
- Complete units equivalent to 120 credits at level 5.
- Complete units equivalent to 120 credits at level 4.



# Compensation provision for HNC

A student can still be awarded a HNC if they have not achieved a minimum of a Pass in one of the 15 credit units but they have otherwise fulfilled all the above conditions. The calculation of the overall grade is based on the student's performance in all units to the value of 120 credits. Students are awarded a Pass, Merit or Distinction grade using the points gained through all 120 credits, at Level 4 for the HNC or:

- All units in valid combination must be attempted (120 credits).
- All 120 credits count in calculating the grade.
- At least 105 credits must be Pass or above.
- At least 105 credits must be Pass or above.
- The overall qualification grade is calculated in the same way for the HNC and for the HND.
- The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

Students undertaking an HND, who fail to complete the full qualification, may be awarded an HNC, if their credit achievement permits.

# Compensation provision for HND

A student can still be awarded an HND if they have not achieved a minimum of a Pass in one of the 15 credit units at Level 4 and one of the 15 credit units at Level 5 but they have otherwise fulfilled all the above conditions.



Point boundaries	Points per credit
Pass: 420–599	Pass: 4
Merit: 600–839	Merit: 6
Distinction: 840+	Distinction: 8

# Study Advice

Your two-year programme will be quite intense and you might feel overwhelmed in the first two terms with the pace of study and deadlines to meet for coursework submission.

## **ARRIVE ON TIME**

Don't miss or be late to your sessions as a lot of course content will be covered by your tutors in class.

## **STUDY ONLINE**

Invest in a device (tablet/laptop) to make the most of the Moodle, the E-library and other blended learning methods. Note that the college has computers available in the library and computer rooms, but you will need access to various academic materials from home.

## **USE EXTRA RESOURCES**

Use all the extra support available in college such as coaches, study skills lecturers and individual meetings with your tutors.

## **STAY FLEXIBLE**

Try a variety of study methods. Different things work for different people. Don't feel as though you must stick to one approach only!

## **STRUCTURE YOUR SCHEDULE**

Structure your week around your studies and ensure you arrange your family or part-time work life schedules in a way that allows space for yourself too.

## **KEEP BALANCE**

Balance is key. Yes, studying is important. But it becomes a useless activity if you are not making time to relax and rejuvenate. Being burned-out will hinder your productivity! Make time to relax. Your brain will thank you for it.



## Key tips for achievement

### **ATTENDANCE**

80% attendance is required to continue with the programme.

### **SUBMISSION**

Students are required to submit all of their assessments by the set deadlines.

### **ACHIEVING A PASS**

All of the 8 modules must be completed to get the HNC Certificate and a minimum of 6 modules must be completed to progress on to next year's study of the HND. To realise the full HND Diploma students must complete all programme modules.



## **GET IN TOUCH**

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