

Programme Handbook



Pre-Master's Programme (PMP)

Introduction

A very warm welcome to **ONCAMPUS** – we're delighted that you have decided to join us.

We pride ourselves on our warm and friendly environment and our commitment to helping our students achieve their goals. During your time with **ONCAMPUS** we want you to be as involved as possible, so do join in. Join the Students' Union, put yourself forward for Student Ambassador, and join the clubs, mix in with social events: have a good time!

We'll do everything we can to make sure you're successful. If you need extra help or support with anything, any of your tutors will listen and do their best to help. This handbook tells you about the many support services available and about your programme of study.

We want you to enjoy studying here and we'll work with you to make sure you meet your goals. Please ask if you need help and we'll do everything we can. We wish you every success in your studies

Best wishes,

Dr. Nick Dickson



(Chief Academic Officer, ONCAMPUS)

*Disclaimer – **ONCAMPUS** makes all reasonable efforts to ensure that published information is up to date and accurate. However we reserve the right to make changes to courses and services without notice.*

Terms and Conditions - Students are expected to attend all classes and lectures, and will be subject to assessment by means of coursework and other continuous assessment methods and by examination. In order to progress through the programme of study and to subsequent courses offered by the host partner institution, students are required to meet prescribed academic and English language standards.

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Who's who

Every **ONCAMPUS** is set up with student support in mind. In every Centre you will find the following people:

Centre Director: this is the person who leads the Centre.

Deputy Centre Head/Head of Learning and Teaching: this is the person who works with the Centre Director to ensure you have a good student experience with us.

Student Recruitment and Support Officer (SRSO): this is the person who supports your admission to **ONCAMPUS**, including providing advice on your visa, and helping your induction.

Curriculum Information Officer (CIO): this is the person who enrolls you into your courses and exams, produces your timetable, monitors your attendance and liaises with tutors who mark your papers.

In addition to these main roles, there may be a variety of other members of staff within your Centre who provide student services. You will be told who these staff members are and how to contact them.

Programme Overview – PMP

This is an extract from our PMP specification. It explains what the programme is and what you will be able to do once you have successfully completed it.

1. Educational Aims of the Programme
<p>1.1. To improve students' English language proficiency to enable them to study and communicate confidently at postgraduate level in an Irish university (demonstrating by the end of the programme, a standard equivalent to at least IELTS band score 6.0, with no skill below 5.5).</p> <p>Students who pass the programme will have an effective command of English, consistent with a minimum of CEFR B2, and are able to use and fully understand fairly complex language in familiar situations.</p>
<p>1.2. To provide students with an understanding of the key principles in their area of study with a selection of modules designed to support students for progression to postgraduate studies in a relevant field.</p>
<p>1.3. To provide the academic study skills to enable students to learn independently within the environment of an Irish university by:</p> <ul style="list-style-type: none">• Presenting students with a variety of teaching and learning experiences including lectures, seminars, projects, group work and independent learning.• Developing students' transferable skills including literacy, report writing, team work, debating, researching, time management, analytical and critical thinking.

Basic Structure of the Programme

The duration of the standard PMP is one academic year divided into two semesters (nine months in total).

Programme Level and Credit

The level of the PMP is at NQF Level 8, and the module specifications have been developed with this level benchmarking in mind. English provision is mapped to the Common European Framework of Reference for Languages (CEFR).

The ONCAMPUS PMP acquires 60 ECTS credits.

Academic module breakdown:

OPTION	Semester 1 (min. 13 weeks)	Semester 2 (min. 13 weeks)	Weekly hours
Level 8 60 credits	M1. Undergraduate Research Dissertation (20 credits)		6
	M2. Academic English Language Development (10 credits)		6
	M3. Research & Digital Literacy Skills (5 credits)	M4. Personal Development for Employability (5 credits)	3
	M5. Quantitative and Qualitative Research Methods (10 credits)	M6. Working in Teams (10 credits)	5

Module title	Module Code	ECTS	Mand-atory/ Elective	Weekly hours				Assessment		Prerequis-ite/ co-requisite
				Lecture	Lab /practical	Tutorial	Self Directed learning	Continuous Assessment %	Exam %	
Semester One										
Undergraduate Research Dissertation	M1.	20	M	6			7	100		N/A
Academic English Language Development	M2.	10	M	6			7	100		N/A
Research & Digital Literacy Skills	M3.	5	M	3			6	100		N/A
Quantitative and Qualitative Research Methods	M5.	10	M	3			6	100		N/A
Semester Two										
Undergraduate Research Dissertation	M1.	20	M	6			7	100		N/A
Academic English Language Development	M2.	10	M	6			7	100		N/A
Personal Development for Employability	M4.	5	M	3			6	100		N/A
Working in Teams	M6.	10	M	3			6	100		N/A

Learning, Teaching and Assessment

Assessment and Feedback

All teaching is conducted in the English language and a variety of different learning and teaching methods and assessments are used. Staff contributing to the programme have experience of teaching in English and have knowledge of UK higher education systems. Emphasis is placed on developing the students as confident, independent learners able to reflect on their learning, and able to recognise, evaluate and respond appropriately to their own strengths and weaknesses.

Delivery methods will include all those commonly used in UK higher education – lectures, seminars, tutorials and workshop classes, together with case study and role-play exercises. The aim will be to provide opportunities for students to practice a wide range of study skills including individual and group presentations, project work and extended assignments. Knowledge and understanding will be developed through formal classes, tutorials and regular coursework, both assessed and non-assessed. Additional support will be available through self-access facilities such as libraries and the internet.

Each module will have an assessment schedule and will include formative and summative assignments. Assessments will be designed to demonstrate learning across the individual modules of the programme and to allow students to experience a wide range of the assessment methods.

Assessments will normally include coursework, essays, reports and other structured assignments, oral examination, and unseen written examinations. In some cases, at the end of the programme and where students may be a borderline candidate, students may be asked to undergo a viva voce examination.

In order to successfully complete an **ONCAMPUS** programme, students must pass each module at 40%, and achieve the IELTS equivalent of 6.0, with no skill below 5.5. In some centres, students must achieve higher grades in order to be able to progress their chosen degree. The Centre Head or other designated person will be able to advise on the grades required for progression. Please refer to the following grading scale:

A*	90% and above
A	70-89%
B	60-69%

C	50-59%
D	40-49%
Fail	39% and below

Transcripts

When you successfully complete your studies at **ONCAMPUS**, you will be provided with an Academic Statement of your results by your Centre. This will provide your elected university with the required information about your results and your success. You must have submitted all required enrolment documents and paid your fees in full to receive your Academic Statement.

Award Title

If you successfully complete your programme, you will receive the award of the Level 8 Certificate in International Foundation Studies.

Coursework

If you are required to submit a piece of coursework, you must submit this by the published deadline to Turnitin. You must have also submitted the signed Coursework Submission Declaration as instructed by your Centre before your first piece of work is due (Page 28 of this handbook). You must also abide by the word count. If you go over the word count by 10% or more (unless instructed otherwise in the assignment brief), your mark will be reduced by 10% for that assignment. Failure to submit the completed Coursework Submission Declaration will result in an initial warning, however all subsequent pieces of work will be void and a mark of 0% awarded.

We will use standard plagiarism detecting software to inspect your work (Turnitin), and any pieces of work which are suspected to have been plagiarised may receive a zero mark (see the Academic Offences policy on Page 22 for further details). You must therefore ensure you are clear about how to do correct academic referencing. Your tutors will be able to assist you. We reserve the right to ask you to orally defend your work in a viva voce examination if plagiarism or another academic offence is suspected.

Good academic practice and referencing

It is very important that you understand how to properly reference your work to ensure you do not inadvertently copy someone else's words. This is called plagiarism and is a serious academic offence. Your tutors will show you how to undertake good academic practice, which is an important skill to have when you start your university course. We will not accept cheating of any kind at **ONCAMPUS**, and if you are caught cheating, the penalties are very severe.

Learning resources

As an **ONCAMPUS** student, you have a variety of learning resources you can access. In centre, we will provide you with lectures, tutorials and other sessions on your academic and English language courses. Tutors may provide you with additional material for you to read in your own time. You should also have access to your university partner's library and learning resource centre, and you will be expected to use this during your time with us. Generally you will be expected to provide your own laptop for use (and any required software), as this is common practice in universities. Wi-Fi is generally available across university campuses, and you will also have access to the internet when you are in centre. You will be expected to purchase your own copies of relevant textbooks, the details of which will be provided by your tutors.

There are book shops on campus where you can buy these, or you can get them online via places such as [Amazon.co.uk](https://www.amazon.co.uk). You may also need to purchase specialist resources for your course e.g. art and design materials.

You will receive details of how to access Moodle, our Virtual Learning Environment (VLE). You will be able to use Moodle to access course resources and work virtually with peers and tutors to enhance your face-to-face learning - <http://moodle.uncampus.global>

Moodle training guides are available which will help you to log in, navigate your way around the platform and enrol into a course. These can be found at - https://www.uncampus.global/ugc-1/1/1/0/moodle_guide_for_students_2020.pdf

Please note the resources available to you and what you are required to purchase may vary slightly at each **ONCAMPUS** centre.

Assessments

You will be assessed by a variety of methods during your time with us. Some of these

methods you might have experienced before, like a written examination, and others you might not have (like an oral examination which is called a viva voce in the UK). **For each piece of formally assessed work you are entitled to ONE resit.** You may need a resit if you failed to achieve the pass or progression mark of a piece of work, or if you missed the deadline/were ill for an examination.

The mark you may get for a resit depends on a number of things. If you have applied for Extenuating Circumstances (see section below) and this is approved, you may be entitled to take the resit without penalty. If however you miss an examination or coursework deadline with no reasonable explanation, your resit mark will be capped at the pass mark for the programme (40%). You cannot achieve any higher than this except at the discretion of Academic Board. The best marks of the two attempts made will count towards your final result.

English exams work slightly differently if you are a 1-term student. It is possible to arrange only one English exam per term so you have only one opportunity to achieve the required score in English. You are accepted onto a 1-term programme only if you have a higher level of English than our other programmes.

Please note that for science practicals (lab report), if you do not attend the session, you will be unable to resubmit.

You can resit/resubmit coursework ONCE per module/unit and you must do this at the earliest opportunity. Your Curriculum Information Officer (CIO) will tell you when this is. If you do not register in time with your CIO, you may not be able to be entered for a resit or resubmission.

Please note a missed summative assessment presentation is considered the same as a missed written examination or piece of coursework. You will receive 0 marks for the presentation and any re-sit mark will automatically be capped at the pass mark for the programme.

Extenuating Circumstances

From time to time, everybody gets ill and is unable to complete a task to the best of their ability. At **ONCAMPUS** we recognise this and have an extenuating circumstances policy in place which students can use if they feel their examination performance, or the work you hand in to be assessed, has been affected by illness or other significant issues. The policy is on Page 38 of this Handbook and will be explained to you by your Personal Tutor. It is important to get proper evidence of any extenuating circumstances you may have, perhaps by providing a doctor's letter or similar.

Late submission of coursework

- It is understood that coursework submission deadlines will be communicated clearly to tutors who will in turn communicate them clearly to their students.
- This process covers all coursework submissions for **ONCAMPUS** programmes at all **ONCAMPUS** centres.
- No late submission will be accepted without prior written agreement by the Centre Director or other designated person in authority (i.e. Head of Learning and Teaching or Course Leader)
- Written agreement can only be granted in advance of the deadline and by using the **ONCAMPUS** Late Submission of Coursework Form (Page 45)
- If you submit your coursework after the published submission deadline **without** written consent obtained before the deadline, your submission will be marked as zero and any resit automatically capped at the pass mark for the programme.
- If you have filled in the form, have been granted permission for a late submission and submit the work by the newly approved deadline, any further resit attempts (if applicable) will not be capped.
- Work that is lost and not submitted or submitted late as a consequence of negligence on the part of the student is not eligible for special consideration. This includes coursework for practical subjects such as Art and Design and electronic coursework files lost due to technical issues. Note this list is not exhaustive.

Attendance and Participation

Punctual and regular attendance at all classes (100% attendance) is expected. We will therefore record, monitor and report on the attendance of all learners for all timetabled sessions.

Disciplinary action will be taken where punctuality and attendance rules are not adhered to. You will have been given a copy of the attendance policy to sign when you enrolled on your programme of study.

Any absences are to be reported to the designated person in your centre. Your Personal Tutor will tell you who this is.

Planned absences must be authorised by the Centre Head and request for absence forms are available in the main office. Any unauthorised absences will result in you being marked absent and could have a detrimental effect on your overall attendance levels.

Change of contact details

If you change any of your contact details (address, home telephone number, mobile number, e-mail address, emergency contact details). **PLEASE NOTE THESE MUST BE REPORTED TO THE MAIN OFFICE.** A change of details form will be given to you for you to complete. This is a UKVI requirement and you **MUST** adhere to it.

Academic Misconduct

When you enrol at **ONCAMPUS**, you are agreeing to complete your academic studies in a conscientious, honest and professional manner. This means you must **not** copy the work of other people, be that your fellow students or from books or the internet. Any work you hand in must be your own. If you copy other people's work and present it as your own this is called plagiarism and is a serious academic offence. We use software (Turnitin) to check all work handed in, and should we discover that you have plagiarised any element of your work, **you will fail that particular element and for any re-sit you take your mark will automatically be capped at the pass mark for the programme.**

We also will not accept cheating of any kind in examinations. Universities in the UK/EU do not tolerate cheating of any kind, and neither do we at **ONCAMPUS**. The full details of our policy on academic misconduct is on Page 22 of this Handbook. Your Personal Tutor and your other tutors will provide you with tuition on correct academic practice and referencing, and it's very important you understand how to do this for your future university career.

Student appeals

If you feel that the assessment procedures were not carried out effectively, **ONCAMPUS** has an Appeals Procedure in place. Full details of this procedure are available from your personal tutor, and on Page 29 of this Handbook. **Please note you are not allowed to appeal against a mark or grade you may have received.**

Student Support

Academic Support and Personal Tutoring

When you enrol on your programme of study at **ONCAMPUS**, you will be assigned a Personal Tutor, who is responsible for ensuring you have adequate academic support during your time with us. Your Personal Tutor is the first person you should go to if you have a problem: if they can't help you, they will be able to direct you to someone who can. You will also have regular tutorial sessions with them, which will cover material like correct academic referencing, adjusting to life in the UK or Europe, and preparing for your successful progression to your university course.

In addition, your Centre Director, Deputy Centre Head/Head of Learning and Teaching, Student Recruitment and Support Officer (SRSO), and Curriculum Information Officer (CIO) are always happy to be able to help you with any issues you may be having.

Personal and professional support

When you first arrive at **ONCAMPUS**, you will be expected to register with a doctor at a local practice to ensure you have adequate personal health support during your time with us. The NHS is free at point of use for everyone in the UK, and in addition to your doctor, there are a variety of free health services you can access including NHS Direct (<http://www.nhsdirect.nhs.uk/>). Note this only applies to UK based students.

In an emergency

You must provide us with up-to-date contact details for someone we can contact if you are involved in an emergency situation, or are taken ill. We will keep these details on record. Please refer to the [ONCAMPUS Privacy Policy](#) for more information on how this data will be used and how long it will be used for.

Student Engagement

Student feedback and student representation

Students are at the heart of what **ONCAMPUS** is trying to achieve, and as such we rely heavily on your feedback and evaluation of your learning experiences. You will be asked to provide feedback to your student representatives throughout the course about your learning experiences, and you will be offered an exit survey once your programme of study is nearing completion. We also intend to use former students to inform our evaluation practices by including them in programme development where possible. Data collected from student evaluation questionnaires will be fed into annual monitoring reports and any issues requiring action will be followed up in the action plans derived from these.

In addition, **ONCAMPUS** considers it important to listen to the student voice when views are given in more informal ways. This may be through Personal Tutor meetings, feedback to Subject/Course Leaders and tutors during lectures and tutorials or through ad hoc consultations. While this informal feedback may not be formally reported, it should be acted on and, if necessary, confirmed through more formal student evaluations.

Formal means of student feedback are:

- End of Induction survey completion
- End of programme survey completion
- Through commentary within annual monitoring reports where possible
- Through staff-student consultative committees (SSCC) within individual Centres

Key ONCAMPUS Policies

Examination Regulations for Students

Please note: the below regulations are specific to exams conducted on DigiExam in Centre. If you are required to complete an exam on paper or remotely, your tutors will provide you with full instructions and regulations.

Please read the Student Guides and these regulations before completing an exam:

1. 48 hours before your exam, log in to the **DigiExam app** to check you can see your upcoming exam under "Active exams"
2. On the day of the exam, arrive **at least 20 minutes before** the start of the exam.
3. You **MUST** complete your exams using a **laptop (Windows machine or MacBook)**. Ensure your device is fully charged and bring your charger/power cable as you will be required to plug this into the mains power.
4. **Switch off your mobile phone/s** and remove your **smart/digital watch** before entering the room and put them in your bag. Follow the instructions given to you by the invigilator on where to put your belongings.
5. You must bring your **photographic identification document** with you and place it on your desk when you sit down. This can be your Passport, Driving License or Residence Permit/ID card (if applicable). Your invigilator may also ask you to show this before entering the room.
6. You will be given rough paper which may be used during the exam for essay planning and calculations, however all work that you wish to be marked **MUST** be submitted on the online exam paper.
7. You may only bring the following into the exam room, along with your laptop device and power cable:
 - **Clear pencil case** with basic stationary i.e. pen and pencil
 - **Clear water bottle. No other food or drink is permitted.**
 - **Basic scientific calculator** (if permitted for your exam). Any programmable calculators must have the memory cleared. This will be checked before the exam starts.

- **Paper dictionary that translates English to own language/own language to English**, providing it has no pictures or handwriting in it. Electronic dictionaries are **not** permitted.
8. You must **NOT** have access to any item which may be able to access information or communicate with others. If it is clear during invigilation that you have access to such items, this will be classed as an **examination offence**. You will be subject to the penalties in the Academic Offences policy, even if there is no evidence of you using them in the exam.
 9. Exam conditions start when you enter the room. No talking or sign language is permitted.
 10. You will **NOT** be allowed to borrow calculators, dictionaries, etc. from others during an exam. Please ensure you have all the materials you need before entering the room.
 11. If you arrive **15 minutes late**, you will **NOT** be allowed to enter the examination room.
 12. For English Listening exams, you **MUST** arrive on time. Late arrivals will **NOT** be admitted.
 13. You will **not** be allowed to leave the examination room **within the first hour** of the exam.
 14. You will **not** be allowed to leave the examination room **during the last 15 minutes** of the exam.
 15. If you feel ill or have a problem during an exam, including a technical issue with your device, put up your hand and wait for the invigilator to come to you.
 16. You are **NOT** permitted to go to the toilet during an exam. If there is an emergency, put up your hand and ask for assistance.
 17. When the exam has finished, follow the instructions given by the invigilator, including turning off your device and safely unplugging your power cable.
 18. Leave rough work on your desk when you leave.
 19. When an examination has finished, do not talk until you have left the room.

ONCAMPUS Academic Offences Policy

November 2022 v3

Introduction

An academic offence is defined as “any attempt, whether successful or unsuccessful, to achieve an unfair advantage in any element of assessment over other candidates participating in the assessment”. They are categorised as plagiarism, contract cheating, collusion, translation, examination offences and other offences.

This policy may apply to any piece of work or examination submitted for formal assessment towards a programme at ONCAMPUS. The purpose of this policy is to ensure equity of treatment for all students alleged to have committed an assessment offence, to establish a clear and progressive process of penalties and define when each is appropriate.

For coursework submissions, all students are required to complete the Coursework Submission Declaration to declare that all work submitted is their own. This must be uploaded before the first summative piece of work and covers all work submitted during their programme of study.

Plagiarism

Plagiarism is defined by ONCAMPUS as “the submission for assessment of material (written, visual or oral) without correct acknowledgement, in such a way that the work could be assumed to be the student’s own, or could be assumed to have been originally produced by the student for the purposes of the assessment in question, where this is not the case.” This could take the form of incorrectly referenced material or work of others copied directly from another source.

Plagiarism includes:

- the unattributed use of another person’s work, ideas, opinions, theory, statistics, graphs, models, paintings, artefacts, performance, computer code, drawings, quotations of another person’s actual spoken or written words, or paraphrases of another person’s spoken or written words;
- the submission of unattributed work previously produced by the student towards some other assessment, or published in some other forum;
- work previously submitted to any institution (including ONCAMPUS) for assessment at ONCAMPUS;
- a student who knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from).

It is accepted that not all cases of plagiarism are committed intentionally, and that it is not appropriate to invoke the formal processes within this policy for all cases. Where, in the judgement of the marker, a student has committed a minor act of plagiarism for which the formal processes are not appropriate, a marker may:

- **reduce the mark for the element of assessment relative to the scale of the offence;**
- **award a mark of zero for the element of assessment in question;**
- **issue an informal warning.**

Records of informal warnings should be kept in Centre as any allegation of plagiarism against a student who has already received an informal warning should be dealt with under the formal provisions of this policy. When a mark reduction is applied, this must be clearly shown in the feedback and on the marker forms.

Contract Cheating

Contract cheating is when a third party (e.g. essay-writing service) receives payment to produce work on a student's behalf. Even if this work is original i.e. it is not flagged as plagiarised, submitting work written by others is an academic offence.

Collusion

Collusion is committed when a piece of work is produced with the assistance of another person, or persons, where the assignment is to be undertaken and completed by a student working individually. This includes cases where two or more students submit work for assessment that is identical in its entirety or in substantial parts. It also includes cases where help has been given to improve the style of written language in the work submitted, although help with basic proof-reading for typographical and grammatical errors is normally permitted.

Translation

Where student work may have been directly translated from their first language, using an online translator or translation app, this constitutes an academic offence. ONCAMPUS expects students to be able to discuss the content of their work in English as students are preparing to complete a degree in English.

Translated work often features:

- unnatural word order;
- obscure vocabulary that appears awkward in context;
- poor readability.

Examination Offences

Examination offences occur when exam procedures and regulations, which have been communicated to students, are not followed. These may include but are not limited to:

- removal of examination scripts or other material (whether completed or not) from an examination room i.e. rough paper, formulae sheets, case studies;
- use of any material or stationery that is not permitted for the given examination;
- failure to surrender any unauthorised materials or aids taken into the examination room (whether used or not) upon the request of the invigilator;
- failure to acknowledge or respond appropriately to an invigilator's warning regarding behaviour (e.g. repeatedly looking away from screen in proctored online exam, intentionally positioning camera away from face/desk)
- communicating or passing information to other candidate(s) during an examination;
- attempting to copy work from other candidate(s);
- candidates shall not obtain, or attempt to obtain, access to the examination room or papers prior to the start of the examination, until instructed to do so;
- candidates may not attempt to tamper with examination scripts or coursework after they have been submitted;
- candidates may not attempt to add to or amend examination scripts after they have been instructed to cease writing during or at the end of an examination.

Other Offences

Other offences that may be considered as an academic offence may include, but are not limited to:

- the inclusion of unauthorised members in student teams conducting group work assignments;
- being party to any arrangement which, if enacted, would constitute a breach of the regulations.

Academic Offences Procedure

Stage 1 – Centre Based Investigation

Allegations of academic offence that are not considered “minor” and cannot be dealt with through the judgement of the marker, should be heard under Stage 1 of this policy. Such offences may include, but are not limited to:

- substantial copying of paragraphs (without acknowledging sources);
- using the internet to download essays from ‘cheat sites’ which are subsequently identified by plagiarism-detection software;
- copying much/all of the work of a fellow student;
- paying others to complete work i.e. ‘contracting’ assessments externally;
- allegations of plagiarism in multiple pieces of coursework submitted by a student;
- collusion, use of translation websites/apps, and other offences.

If after the judgement of the marker prior to Stage 1, the student disputes the academic offence penalty, Stage 1 of this policy can also be implemented.

Panel

Where a case is dealt with under Stage 1, the Centre Head/Director or Deputy Centre Head/Head of Learning and Teaching will nominate a panel consisting of a minimum of two academic members of staff to consider the case. The panel should not consist of any member of staff associated with the allegation or any previous investigation involving the student concerned. In cases of suspected contract cheating, or where the source of plagiarised material is neither found by software/the marker nor admitted by the student, the panel will assess whether the student(s) are able to adequately demonstrate understanding of the work they have submitted through the viva process. The judgement of the panel is regarded as evidence in determining the final outcome of each case. The viva record form must be completed and kept in Centre as a record of the viva process, and the evidence recorded may be used as evidence of academic misconduct, including when the original source of plagiarised material cannot be found by other means. Students will be given ample opportunities to discuss and explain the content of their submitted work, and the panel will account for difficulties posed by English language levels in all cases.

The student will be informed of the allegation and investigation, reminded of the declaration they have acknowledged on the Coursework Submission Declaration, and will receive copies of any evidence to be used to support the allegation. The student will then be offered the opportunity to make representations to the panel. Where a student does not attend a previously agreed meeting, the investigation will continue and may be concluded in their absence. The marker may make a recommendation to the panel on an appropriate penalty; however the panel is not obliged to implement the recommendation, even if the allegation is upheld.

The panel may wish to consider the following in determining the appropriate penalty:

- intent to deceive, either through the offence committed or during the investigation;
- scale of the offence;
- previous history of the student;
- whether or not there is admission of the offence.

Where the finding is that no offence has been committed, or there is no clear intent to deceive, the panel may determine that no further action be taken.

Where the finding is that an offence has been committed, the panel may determine:

- that no further action be taken **IF** the panel is satisfied that appropriate action has already been taken by the marker(s);
- that the mark be reduced relative to the scale of the offence **AND** that a formal warning be issued;
- that a mark of zero (0%) be awarded for the element of assessment in question **AND** that a formal warning be issued;
- that a mark of zero (0%) be awarded for the module of which the element of assessment formed a part **AND** that a formal warning be issued.

In all cases of confirmed academic offence, the resubmission/resit of the assessment in question must be capped at the ONCAMPUS pass mark (40%).

The panel will inform the student of its decision within 10 working days of the panel meeting. In addition to the above, the student may be asked to undertake specific tuition in relation to plagiarism or seek guidance from a member of academic staff.

Where the panel are unable to come to a clear decision or consider that the offence potentially merits a more severe penalty than can be authorised under Stage 1 of this policy, then the alleged offence will be dealt with under Stage 2. If after the judgement of the panel at Stage 1, the student disputes the academic offence penalty, Stage 2 of this policy can be implemented.

Stage 2 – ONCAMPUS Academic Board Investigation

Where an alleged offence is considered to be of such a serious nature that it would not be possible to apply an appropriate penalty under Stage 1 of this policy were the allegation to be upheld, then a written request from the Centre for formal Stage 2 proceedings should be made to the Chief Academic Officer. Such a request should also be made where it is a student's third or more offence.

A Stage 2 panel will be convened to consider an alleged academic offence (typically formed of relevant members from the Central Academic Team). Upon investigation, where the finding is that no offence has been committed, or there is no clear intent to deceive, the panel may determine that no further action be taken.

Where the finding is that an offence has been committed, the panel may apply one or more of the following sanctions:

- that no further action be taken **IF** the panel is satisfied that appropriate action has already been taken in Stage 1;
- that the mark be reduced relative to the scale of the offence **AND** that a formal warning be issued;
- that the student resubmits the assessment **AND** that a formal warning be issued;
- that a mark of zero (0%) be awarded for the element of assessment in question **AND** that a formal warning be issued;
- that the student is suspended from attendance at ONCAMPUS and/or using ONCAMPUS facilities and/or undertaking any further assessments for a stated period of time **AND** that a formal warning be issued;
- that the student's registration and enrolment be terminated immediately and the student is not awarded any award that they would otherwise have been entitled to.

In all cases of confirmed academic offence, the resubmission/resit of the assessment in question must be capped at the ONCAMPUS pass mark (40%).

Any appeal against a decision made under Stage 2 of this policy should be heard according to the ONCAMPUS Academic Appeals Policy.

Recording of Offences

Where an allegation of an academic offence has been made and the case is being investigated, the Examination Board should defer a decision on the student's progression or classification until the investigation is completed.

Any penalty imposed as a result of an academic offence should be internally recorded by the Centre. Student's academic transcripts do not include reference to academic offences, whether proven or otherwise; transcripts solely provide details on the final marks awarded for modules taken.

Assessment offence after a mark or module result has been assigned or an award been made

If evidence of an academic offence is produced after a mark has been awarded, the mark, module result or an entire award can be revoked.

Consideration of whether to revoke a mark, module or programme mark as a result of an assessment offence should be dealt with in accordance with the provisions of Stage 2 of this policy. The result of the panel should be communicated to the Chair of the Examination Board; where a decision is made to revoke a programme award.

Coursework Submission Declaration

Please read the information below and complete your details. You should then upload your completed form to Turnitin, using the instructions given by your **ONCAMPUS** centre.

Purpose

As stated in the **ONCAMPUS** Programme Handbook, and in your coursework assignment briefs, it is essential that all submitted work is your own. If you submit work that has been completed by somebody else, such as a friend/classmate or a paid writing service, this is an academic offence and you will not receive a grade for your work. Similarly, copying from another source and claiming it as your own is called plagiarism, which is also an academic offence. **ONCAMPUS** has a responsibility to ensure you have the required language level, skills, and subject knowledge to perform strongly on your degree programme and in your professional career. It is therefore vital that grades are awarded fairly and are based on genuine academic performance.

Please complete the information in the box below to confirm you agree that:

1. At **ONCAMPUS**, we recognise that English may not be your first language. Our assessments are designed to allow you to achieve while continuing to develop your academic English skills. We expect all submitted work to be your own words (apart from in-text quotations), written in a style that reflects your English language level.
2. At any time, you may be asked to attend an interview (known as a 'viva') with at least two members of academic staff to discuss the content of your submitted coursework. Vivas may be requested as part of a random check, or if there is suspicion that an academic offence has been committed. **We expect all students to be able to discuss and/or explain the main ideas and vocabulary used in submitted coursework.**

Student Full Name:	
Student ID: (e.g. AB12345 or 1111)	
Date of Birth: (DD/MM/YYYY)	
Programme: (e.g. UFP)	
Programme Start Date: (e.g. September 2022)	

By submitting this document, you confirm that that you understand and accept all of the information above. This agreement covers **all** assessed work on your **ONCAMPUS** programme.

Please click the box if you are happy for any piece of your completed work to be used for teaching and learning purposes e.g. shared as an example of a completed assignment.

Please note ONCAMPUS reserve the right to use any piece of work for standardisation activities and/or to share with External Examiners.

ONCAMPUS Academic Appeals Policy

January 2022 v2

Introduction

Definition: An academic appeal is an appeal against the decision of an academic provider, typically with regards to procedures not being followed, errors made or bias in the marking or process of awarding marks.

The appeals process is available to an individual who is, or has been, registered and enrolled as an ONCAMPUS student. If a student is no longer enrolled with ONCAMPUS, the appeal must be about events that occurred during their enrolment period and made within the required timescale. This policy is written in accordance with QAA Quality Code Expectations.

In summary, students have the right to appeal to the Academic Appeals Committee (which typically includes the Chief and Deputy Academic Officers) for a review of the following decisions:

- a) Appeal against the conditions imposed on progression to the next stage of a programme. This includes appeals against a requirement to take reassessments.
- b) Appeal against a decision that a student cannot progress to the next stage of a taught course (i.e. their current programme of study is terminated).
- c) Appeal against a classification decision.
- d) Appeal against a decision not to award the qualification for which a student is registered.

An appeal may only be submitted in relation to the final decision of an Examination Board. Appeals regarding provisional marks will not be considered. Appeals will only be accepted if submitted within one calendar month of the student receiving notification of the decision they wish to appeal against. Only written cases, made using the Appeal form and presented clearly and comprehensibly will be accepted.

Grounds for Appeal

It is a student's responsibility to establish their case and only claims of one of the following circumstances will be considered as grounds for appeal:

- a) That parts of the documented assessment procedure were not applied and that this procedural irregularity which has disadvantaged the student was significant enough to have materially affected the decision/recommendation made, rendering it unsound.
- b) That the decision-making body took a decision which no reasonable person would find comprehensible. Disagreement with the decision does not make it manifestly unreasonable. To apply this ground, you must provide substantive argumentation as to why no reasonable person could have arrived at the decision that was made.
- c) That prejudice or bias on the part of one or more of the Examiners took place and can be proven (evidence must accompany the submission).

The following circumstances will not be considered grounds for appeal:

- Perceived shortcomings in tuition, supervision or support not previously raised with the Centre. Students should use ONCAMPUS's Complaints Policy to address these issues as they arise.
- An appeal may not be made to question the academic judgement of a Board of Examiners or individual, and the student will not be permitted to argue the academic merits of their work where they believe the result is unfair.
- An Appeal may not be made against the actual mark awarded for a piece of assessed work, which is a matter of academic judgement, except where the case rests on a claim of procedural irregularity. If a student wishes to have clarification about a mark received for an individual assessment or module, they are advised to contact their Centre Head/Director directly. This may involve the student having access to, and discussing, marked unseen examination papers in the presence of academic staff. Errors in calculating or recording marks on the basis of which the original decision was made cannot be submitted as grounds for appeal, unless these errors have been identified by the student and brought to the Centre's attention but are not accepted by the Centre.

- Examiners have discretion to take into consideration extenuating circumstances, which are usually personal or medical. Any consideration of medical issues will only be undertaken with permission given in writing by the student. The extent of any discretion exercised by the examiners in relation to the student's extenuating circumstances is not a ground of appeal; that is, an appeal may not be based on a claim that the examiners should have made more (or any) allowance for the student's extenuating circumstances. The only ground on which an appeal may be considered in relation to decisions about extenuating circumstances is that information provided by the student was not considered by the examiners at all.

Procedure for Appeal

If a student believes they have grounds for submitting an academic appeal, they must complete the Academic Appeals Student Form (found on Moodle) and return this to the Central Academic Team at: academicteam@oncampus.global, along with all supporting evidence. The Central Academic Team will acknowledge receipt of the completed form within 5 working days and keep the student informed, in writing, of progress and of the final outcome.

If it is clear the circumstances claimed by the student do not constitute sufficient grounds for an appeal, the case is rejected immediately. This could include instances where, but is not limited to:

- the student has provided no substantial, relevant evidence of a procedural irregularity or of prejudice.
- the procedural irregularity claimed by the student clearly could not have affected the decision against which the appeal is being made to an extent that would have led to a different decision.
- no substantive reasons have been provided for regarding the decision as manifestly unreasonable.

Where a case is rejected, the reasons for the decision will be conveyed by letter to the student and, where appropriate, other parties. This will not prevent the student from submitting a revised case within one calendar month of receiving notification of the outcome of their appeal if they have new evidence to make known.

The Academic Appeals Process

The Academic Appeals Committee acts with the full delegated authority of Academic Board. Where it is believed that there may be grounds, it will be referred to the Academic Appeals Committee for review. If a member of the Academic Appeals Committee has been personally involved in the student's case, whether at any stage of the appeal process or in circumstances relating to the subject of the appeal, they will take no further part in the appeal process.

Most cases of academic appeal can be resolved by the Academic Appeals Committee, however in more complex cases, it may be deemed necessary for a panel to be formed to review the grounds for appeal. If a panel is required, the following process will be followed:

Composition of the Panel

The panel will comprise a minimum of three members, including:

- At least two members of Academic Board, one of whom shall act as Chair. Neither of them will have been involved in the original decision
- A third member of academic staff within ONCAMPUS

The Panel will be serviced by an administrator who is not a member but will be present throughout the proceedings to record the minutes.

Any member of the Committee who knows of any possible conflict of interest or who has been personally involved in the individual student's case at any prior stage will not be eligible to be a member of the panel for that case.

Circulation of information

The Chair will circulate documentation for the appeal prior to the hearing to the panel members, the student and the Centre Head/Director (if appropriate). The documentation will comprise of the student's written case, comments from the Centre, any further information sought by the Chair and factual information about the student's academic profile.

Student attendance at the hearing

The student will receive a written invitation (via email) at least 10 working days in advance of the hearing. They will be asked to confirm their intention to attend, or not, in writing. The Chair will also inform the student of the names and status of the members of the Academic Appeals Committee for their hearing. The student should inform the Chair of any conflicts of interest, such as Committee members who have been involved in the original decision making or who are connected with the student's Centre. The student must submit any further written evidence they wish to bring in support of their case to the Chair in advance of the hearing.

While the hearing will take place even if the student does not wish to attend, the Committee regards it as very important to be able to hear the student's point of view expressed in their own words, hence their attendance is encouraged.

The student is entitled to have a person of their choosing attend the hearing with them (referred to here as "the friend"), and is permitted to have the person of their choosing speak on their behalf. The student should confirm the name and status of the person accompanying them in writing to the Chair no less than five working days before the hearing. The 'friend' may not be a solicitor or other legal representative.

Staff attendance at the hearing

The student's Centre Head/Director or nominee is required to attend the hearing. If the Centre Head/Director or nominee does not have the appropriate detailed knowledge, they must bring one or more members of staff i.e. the subject tutor, who is familiar with the student's academic profile and arrangements of the course.

Absence of student or staff from the hearing

If the student has indicated that they do not wish to attend the hearing, the Chair has a duty to ensure that members of the panel are fully aware of the case and all the evidence. If the student chooses not to attend, the friend may only attend in exceptional circumstances, at the discretion of the Chair.

If the student has indicated their intention to attend but is prevented from doing so for good reason and contacts the Chair before the meeting, the Chair will agree to defer consideration of the case and will agree alternative arrangements the hearing. The Chair will have discretion as to what constitutes "good reason". If the student has indicated their intention to attend, but fails to attend without reasonable explanation, the panel will consider the case in the student's absence.

If a member of staff has indicated their intention to be present, or has been required to attend, but is absent from the hearing, the Chair will have discretion as to whether the hearing should proceed in their absence or should be deferred.

Conclusion of hearing

The decision, and any findings of fact, will be conveyed to the student and the other parties in writing, within two working days. If the appeal is upheld, the Chair will write to the Centre Head/Director or equivalent giving reasons for the panel's decision, including guidance on recommendations, if appropriate. A report on the outcome of the appeal will be made to Academic Board where appropriate.

Academic Appeals Student Form

Before you complete this form, please ensure that you have read the Appeals Policy carefully (in the ONCAMPUS Programme Handbook on Moodle). If, after reading the policy, you believe that you have grounds for an appeal, please complete the form in full and send to academicteam@oncampus.global, along with any attached evidence. A PDF version can be found on the Useful Student Information Page on Moodle.

Please complete all fields:

Full Name

Student ID Number

Date of Birth

Centre

Programme of Study

SECTION A - Assessment Board Decision

I am appealing to the Academic Appeals Committee for a review of the following decision (please tick one box below):

- Appeal against the conditions imposed on progression to the next stage of a programme. This includes appeals against a requirement to take reassessments.
- Appeal against a decision that means I cannot progress to the next stage of a taught course (i.e. current programme of study has been terminated)
- Appeal against a classification decision. ****Note: an appeal may not be made against the actual grade awarded for a piece of work which is a matter of academic judgement***
- Appeal against a decision not to award a qualification for which you are registered.

SECTION B - Grounds for Appeal

Please indicate the grounds under which you are appealing by ticking the applicable box(es). Appeals can only be made on the grounds stated below:

- The documented assessment procedure was not applied, and this has disadvantaged me significantly enough to affect the decision/recommendation made.

- The Centre have not made a reasonable decision to which any reasonable person would find comprehensible. To apply this ground, you must provide a strong case as to why no reasonable person could have arrived at the decision that was made

- Prejudice or bias has taken place and can be proven. To apply this ground, evidence must accompany your case.

SECTION C - Supporting Statement

Please supply a written statement clearly stating your case for appeal and attach any relevant supporting evidence.

List of documentary evidence submitted in support of your statement:

Please note that submitting a false claim or false documentation is a serious matter and would be regarded as fraud in an attempt to gain unfair advantage. This would be considered an offence and would be dealt with under the Student Disciplinary Policy. ONCAMPUS reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and understood the guidelines in the Appeals Policy. I give my consent for any medical information to be shared with the Academic Appeals Committee in support of my case.

Signed

Dated

ONCAMPUS Extenuating Circumstances Policy

July 2022 v2

Introduction

Extenuating circumstances are formally defined as “circumstances beyond the student’s control which impacts their performance in coursework or examinations. In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time.”

The Extenuating Circumstances Committee is unlikely to take any action unless it believes that the extenuating circumstances have had a significant effect. They can only make judgements about the impact of extenuating circumstances in light of evidence of student academic ability demonstrated in non-affected work. Students should therefore consider this carefully before submitting the form and required evidence.

Extenuating Circumstances Procedure

Informing the Extenuating Circumstances Committee

It is a student’s responsibility to complete the Extenuating Circumstances Form (found on Moodle) which will be reviewed by the Committee. The form should include:

- Assessment that has been affected;
- Details of the circumstances;
- Explanation of the impact the circumstances have had on performance.

The completed form, with supporting evidence, should be emailed to the office of the Centre they are studying with. The Centre will then share the documents with the Central Academic Team. The process may be completed at any point during an academic year, however the majority of cases will be reviewed by the Committee at Pre-Examination Board at the end of each intake and all evidence must be received in advance. Forms received after this date will not be considered.

They will make recommendations regarding the effect the student’s circumstances have had on their performance (including non-submission of work or absence from an exam).

Although a student may have previously discussed their difficulties with staff in Centre, this does not in itself constitute the submission of extenuating circumstances. Informal notification will not be considered by the Committee. It is a student’s responsibility to fully explain the impact of extenuating circumstances on their work. If they do not sufficiently explain the impact, they cannot subsequently appeal and ask the Committee to consider additional information.

The Extenuating Circumstances Committee will consider extenuating circumstances relating to:

- Examination performance;
- Examination absence;
- Coursework performance;
- Late or non-submission of coursework;
- Capped assessment results.

Please note that requests for an extension to a coursework deadline should be submitted directly to the Centre using the relevant form in advance of the deadline. This generally would not fall within the extenuating circumstances policy, unless the request is denied and the student believes there is sufficient evidence to present to the Committee.

Evidence required

Students should submit appropriate third-party evidence to support their claim, where possible. ONCAMPUS understand that in some cases it may be difficult to do this i.e. minor illness, therefore the Committee may accept claims which are not accompanied by documentary evidence. Please note that lack of third-party evidence may weaken a student's claim. For circumstances of a medical nature, certified medical evidence must be provided. If a student is unable to attend an examination or scheduled assessment, they must seek medical attention on the day. A Medical Evidence Pro-Forma is available to students should their Medical Practice require this. The evidence must relate specifically to the time of the illness and make clear that they were medically unfit to take the assessment. Evidence stating that a student has retrospectively reported an illness will not be regarded by the Committee as satisfactory.

ONCAMPUS reserves the right to check on the validity of the document(s) students submit by contacting the third party directly.

What circumstances are not taken into account?

- General pressure of work or workload;
- A short-term problem or illness which has occurred during the year and is not deemed to have had an overall effect on student performance;
- Technical issues that were not reported at the time of the event;
- Personal disruptions or events which could have been anticipated, such as holidays, weddings, changing address, religious holidays or festivals which are known in advance;
- Financial constraints commonly experienced by students;
- Missing an examination due to misreading a timetable or oversleeping;
- Having more than one examination on the same day or on consecutive days.

Where extenuating circumstances have affected a student throughout their time at ONCAMPUS, it may be difficult to determine what their marks might have been like otherwise. In such cases, the Committee are unlikely to take any action.

Extenuating Circumstances Committee

What is an Extenuating Circumstances Committee

The Extenuating Circumstances Committee is the formal body which considers all borderline cases and extenuating circumstances, making a final decision on student results prior to Examination Board.

The ONCAMPUS Extenuating Circumstances Committee comprises of academic staff members from the associated Centre and the Central Academic Team. Pre-Examination Boards are held at the end of each intake and will consider all borderline cases and extenuating circumstances.

How are extenuating circumstances considered?

The Committee try to determine whether, and to what extent, extenuating circumstances have affected a student's academic performance, and determine what action, if any, can be taken. In assessing the significance of extenuating circumstances, they will take into account:

- the severity of the problem and the length of time involved;
- any supporting documentary evidence;
- whether all work in the same period appears to have been equally affected;
- whether all attempts have been exhausted (i.e. first sitting and resit);
- whether it is possible to gauge the effect of the extenuating circumstances upon academic performance;
- whether student achievement is consistent with past performance;
- the type of assessment affected, and how long the student had to complete the work (i.e. date when work set and deadline for submission);
- disciplinary status and attendance.

The Committee cannot estimate student potential without tracking data recorded throughout the year, therefore it is extremely important that students engage in formative tasks, homework and assessments. In addition, if a student has performed at a B grade throughout a module and then misses an exam in which they believe they could have achieved a grade A because they had prepared well, they cannot reasonably expect the Committee to share this view.

What action can the Extenuating Circumstances Committee take?

The Committee will try to ensure a fair result based on a student's overall performance. It could take a number of actions including:

- Removal of capping for work considered as a resubmission or second attempt;
- Awarding of marks based on strong and consistent formative tracking results;
- Increase an assessment or module result where evidence supports this;
- Awarding of a compensatory pass where suitable;
- The Committee requests further evidence;
- Extenuating circumstances case is not upheld.

Most cases of extenuating circumstances can be resolved by the Extenuating Circumstances Committee, however in more complex cases, it may be deemed necessary for the case to be deferred to Examination Board (held in June and August) and reviewed by the Board of Examiners for a final decision.

What action will not be taken by the Extenuating Circumstances Committee?

The Committee will not:

- Permit a student who presents extenuating circumstances to proceed to their university course if they have not met the necessary requirements, unless the examiners are satisfied that it is appropriate to do so on academic grounds;
- Award a higher grade if the examiners are not satisfied that this is a fair result based on the student's demonstrated academic performance;
- Annotate statement of results/transcripts with comments about the existence of extenuating circumstances.

False Claims

A student should note that submitting a false claim or false documentation is a serious matter and would be regarded as fraud in an attempt to gain unfair advantage. This would be considered an offence and would be dealt with under the Student Disciplinary Policy. ONCAMPUS reserves the right to check on the validity of the document (s) they submit by contacting the third party directly.

Equality Act 2010

If a student provides information about a disability on the Extenuating Circumstances Form, this does not count as a disclosure to the Centre as these forms are intended for use by the Extenuating Circumstances Committee only. ONCAMPUS strongly encourages students to disclose any persistent medical condition, specific learning difficulty or disability to the ONCAMPUS office or Personal Tutor.

Extenuating Circumstances Form

This form should be completed by students who wish to make the Board of Examiners aware of any extenuating circumstances which they believe may have adversely affected their performance either during the year or in assessments. The extenuating circumstances policy must be read in full prior to submitting this form.

Extenuating circumstances are formally defined as “circumstances beyond the student’s control which impacts their performance in coursework or examinations. In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time.”

The Board of Examiners is unlikely to take any action unless it believes that the extenuating circumstances have had a significant effect. A Board of Examiners can only make judgements about the impact of extenuating circumstances in light of evidence of student academic ability demonstrated in non-affected work. Students are encouraged to submit incomplete coursework, even if they fail to meet the deadline so a mark is available for the Board of Examiners to consider. Students should therefore consider this carefully before submitting the form and required evidence.

A PDF version can be found on the Useful Student Information Page on Moodle.

Please complete all fields:

Full Name

Student ID Number

Date of Birth

Centre

Programme of Study

Work affected: *(list all that apply i.e. Business Behaviours Exam)*

Coursework

Examination

Details of extenuating circumstances and how this has affected your work. Please include dates:

Please note that the Board of Examiners will not seek evidence on your behalf, it is your responsibility to do this. ONCAMPUS reserves the right to reject cases where evidence is not provided.

List of documentary evidence submitted in support of your statement:

Please note that submitting a false claim or false documentation is a serious matter and would be regarded as fraud in an attempt to gain unfair advantage. This would be considered an offence and would be dealt with under the Student Disciplinary Policy. ONCAMPUS reserves the right to check on the validity of the document (s) they submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and understood the guidelines in the Extenuating Circumstances Policy. I give my consent for my medical information to be shared with the Board of Examiners in support of my case.

Signed

Dated

Authorisation (office use only):

Extenuating circumstances case accepted: Yes No

Details of outcome, including any actions:

Authorised by:

Signature:

Job title:

Date:

Late Submission of Coursework Form

This form should be completed by students who are unable to meet a coursework deadline and wish to apply for an extension. The form can be used for all coursework types and is applicable to all programmes governed by ONCAMPUS regulations.

- Late submissions will not be considered without a fully completed form and relevant supporting evidence (where applicable).
- The form must be completed in advance of the deadline and the extension formally granted in writing (including via email) by a Course Leader, Deputy Centre Head or Head of Learning and Teaching.
- An extension request cannot be submitted after the coursework deadline date has passed.

Typical reasons for an extension request may include, but are not limited to:

- Medical emergency, accident or illness
- Long term disability or health condition that may already have been declared to the Centre
- Bereavement of a close family member or friend
- Illness of a close family member or friend to which the student is providing care
- Emergencies involving dependents
- Military conflict, natural disaster or extreme weather conditions

An extension request is unlikely to be approved for matters surrounding poor time management, unawareness of upcoming assessment dates, lack of attendance, general pressure of workload and personal disruptions which could have been anticipated, such as holidays, weddings, changing address, religious holidays or festivals which are known in advance.

If the extension request is not approved or you miss the extension deadline, late or non-submission of work will be recorded as 0% and the resubmission mark capped at the pass mark of 40%, as per the ONCAMPUS Assessment Policy.

A PDF version can be found on the Useful Student Information Page on Moodle.

Please complete all fields:

Full Name

Student ID Number

Date of Birth

Programme of Study

Module Name

Tutor Name

Coursework Title

Original Coursework Submission Deadline: Date and Time

<input type="text"/>	<input type="text"/>
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In the box below, please explain in full the reasons why you have applied for a coursework extension. When returning this form, please attach all supporting evidence i.e. medical.

Extension Request i.e. 2 days

Please note that submitting false information or fraudulent documentation is a serious matter and is considered an offence, which will be dealt with under the Student Disciplinary Policy. ONCAMPUS reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and understood the guidelines on requesting an extension for a coursework deadline.

Signed

Dated

FOR OFFICE USE ONLY

Extension approved

Yes

No

Agreed extension

Approved by

Date

Medical Evidence Pro-Forma

This form may be used in the event of a short-term illness or emergency medical visit whereby a doctor's note or other evidence is not readily available. The completed form may subsequently be used as part of a late coursework submission request or extenuating circumstances application.

A PDF version can be found on the Useful Student Information Page on Moodle.

Section 1 – To be completed by the student

Full Name

Student ID Number

Date of Birth

I state that my work has been severely affected by the following medical condition:

Date(s) affected, including any upcoming deadlines or examinations:

Please note that submitting a false claim or false documentation is a serious matter and would be regarded as fraud in an attempt to gain unfair advantage. This would be considered an offence and would be dealt with under the Student Disciplinary Policy.

I am asking my Medical Practice to validate this claim and return the document to me. I am signing below to give my consent for this information to be supplied under the terms of the Access to Medical Records Act 1990.

Signed

Date

Section 2 – To be completed by Health Centre/Medical Practice

Following the student's request, we can confirm:

The medical condition declared above by the student is accurate on the date(s) stated

The medical condition declared above by the student is inaccurate and there is no clinical evidence to support their statement

Any other comments

ONCAMPUS reserves the right to check on the validity of the document (s) they submit by contacting the third party directly.

Name

Signed

Dated

Stamp

If you require this publication in an alternative format, please contact us.

ONCAMPUS Reasonable Adjustments Policy

July 2022 v2

Student Disclosure Confidentiality

ONCAMPUS will aim to ensure that, as far as possible, support appropriate to a disabled student's needs is provided. The law requires 'reasonable adjustments' to be made to provision to ensure disabled students are not discriminated against and are not placed at a 'substantial disadvantage'.

If a student is aware they have a specific learning difficulty or disability, they are expected to inform ONCAMPUS on application so any support requirements needed during their studies can be reviewed and arranged, where reasonable. If a student has already started their programme but has not declared this at application stage, they should inform ONCAMPUS at the earliest known opportunity. Failure to inform ONCAMPUS may impact on the ability for a student to be supported.

The information provided will be used to liaise with colleagues who need to know about the support that students require. The data will be disclosed for this purpose only, and not for other purposes without consent or when personal safety issues arise. Information will be held on ONCAMPUS's administration system for the purpose stated above, in line with the Data Protection Act 2018.

If students are providing information about their disability as part of the Extenuating Circumstances process, please note that this does not count as disclosure for reasonable adjustments as these forms are intended for use only by the panel.

ONCAMPUS Reasonable Adjustment Policy

ONCAMPUS is committed to the equality of opportunity for all students. Reasonable adjustments are made to support students during their studies, ensuring that assessment methodologies are appropriate to the assessment and learning outcomes and minimise the impact of a disability/specific learning need on performance in assessments. This means some students may require alternative assessments and examination arrangements.

ONCAMPUS follows the Quality Assurance Agency's Quality Code:

"Every student has an equal opportunity to demonstrate their achievement through the assessment process, with no group or individual disadvantaged. In designing assessments, the needs of students are considered, including those studying at different locations, from different cultural/educational backgrounds, with additional learning needs, or with protected characteristics. Assessment procedures and methods are flexible enough to allow adjustments to overcome any substantial disadvantage that individual students could experience." (QAA, 2018)¹

Any changes due to reasonable adjustments should also maintain the assessment standards and rigour, being comparable to the assessment of all other students. Students with a disability or other condition should follow the normal assessment practices wherever possible. If this is not possible, an alternative of the same standard and level of challenge should be used. In order for these changes to be considered, the student must make ONCAMPUS aware of their requirements with necessary supporting (medical) evidence.

The below reasonable adjustments may be used providing they do not give the student an unfair advantage or disadvantage in comparison with other students, influence the final grade or negatively affect the validity and reliability of the assessment:

- Exam arrangements: additional time, rest breaks, reading time (pen down for up to 15 minutes per hour);
- Paper modification: braille/colour/large print, audio questions, coloured filters;
- Human assistance: scribe with additional time, reader, sign language interpreter, care assistant;
- Non-human assistance: electronic devices, dictionaries, additional/alternative furniture, lighting;
- Coursework: extensions could be granted for certain students, depending on need. Students must request this extension using the Extenuating Circumstances process.
- Alternative forms of assessment are considered on a case by case basis, depending on student need. For marking work, taking account of dyslexia, markers should refer to the ADSHE (Association of Dyslexia Specialists in Higher Education) marking guidelines <http://adshe.org.uk>.

In order for specific assessment arrangements to be made, Centres must inform the Central Academic Team as soon as all the relevant information and supporting evidence is available. It is recommended that this is provided during the first term of a student's programme so a full assessment can be carried out and reasonable adjustments made, if not agreed during application stage.

¹QAA (2018) *UK Quality Code for Higher Education Advice and Guidance Assessment*. Available at: <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment> (Accessed: 01 July 2022)

Procedure

- Students should speak to an appropriate member of staff at the Centre. A Reasonable Adjustments Form should be completed by the student and submitted to the Centre with supporting evidence e.g. from a registered medical practitioner or educational psychologist.
- The completed form and supporting evidence are sent by the Centre on the student's behalf to the Central Academic Team.
- The Chief/Deputy Academic Officer considers the request and informs the Centre of the outcome.
- Any agreed arrangements will be carried for the duration of a student's programme, however it is the student's responsibility to contact their chosen University on progression.
- A student who is not satisfied with the process/support offered should contact the Chief Academic Officer.

This policy is in addition to the Extenuating Circumstances Policy which should be used for any unexpected circumstances that may arise during a period of study.

Reasonable Adjustments Form

Reasonable adjustments are made to support students during their studies, ensuring that a disability/specific learning need has a minimal impact on performance in assessments.

This form should be completed by students who wish to make an application for reasonable adjustments and submitted to the Centre with supporting evidence.

A PDF version can be found on the Useful Student Information Page on Moodle.

Please complete all fields:

Full Name

Student ID Number

Date of Birth

Centre

Programme of Study

Chosen Degree Course:

Reason for application:

Nature of injury/disability/medical condition:

Is the injury/disability/medical condition: Short term Long term

How has this affected your studies? How will it affect your assessment(s)?

Assessments:

Please list the assessments you are applying for reasonable adjustments:

Module Name	Assessment Name

Do you wish for the marker and moderator to be made aware of your condition?

Yes No

Equipment:

Are you using any equipment/learning aids to help you with your studies?

Yes No

If **YES**, please tell us what you are currently using:

Are there any equipment/learning aids which you think you may need for your assessment(s)? Please list them below

Are you currently accessing additional supporting to help you with your studies?

Yes

No

If **YES**, please list the details below:

Academic support:

Have you had any special examination arrangements in the **past**?

Yes

No

If **YES**, please tick which arrangements you have had:

Alternative assessment/examination

Scribe

Reader

Alternative materials:

Braille

Large print

Coloured paper

Specialist equipment

Sign language support

Extra time

Please state how long:

Other

Please add any further information you would like to add:

Medical evidence:

Please list the medical evidence that you have submitted in support of your application:

Declaration:

Please note that submitting a false application or false documentation is a serious matter and would be regarded as fraud in an attempt to gain unfair advantage. This would be considered an offence and would be dealt with under the Student Disciplinary Policy. ONCAMPUS reserves the right to check on the validity of the document (s) they submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and understood the guidelines in the Reasonable Adjustments Policy. I give my consent for my medical information to be shared with the Central Academic Team in support of my case. I understand that failure to submit appropriate evidence may delay my application.

Signed:

Dated:

Authorisation (office use only):

Student eligible for access arrangements:	Yes	No
Access for all exams:	Yes	No

Access for a particular exam (please detail):

I confirm that the above student will be granted reasonable adjustments as follows:

Authorised by:

Signature:

Job title:

Date:

Details of a Disability/Long-term Medical Condition/Specific Learning Condition Form

Please return this form to: Deputy/Chief Academic Officer

Please remember to include the most recent documentary evidence from a health care professional/educational psychologist.

Name:

Address (term):

Address (home):

Contact telephone numbers:

Email:

ID:

Centre:

Course:

I confirm that I have the following condition:

Nature of disability's impact on studies:

Nature of disability's impact on day to day living:

Please tick the support that you have previously used/may require and give brief details below:

- Alternative assessment/examination
- Scribe
- Alternative materials (Braille, Large Print, Coloured Paper)
- Assistance using the library
- Specialist Equipment

- Sign Language support
- Access & orientation
- No support required

Glossary of Key Terms

Academic Board	The Academic Board is made up of Senior members of ONCAMPUS . The role of the Academic Board is to lead on strategy for teaching, learning and curricular matters, including quality.
Academic reports	Academic reports are assessments of your progress on your programme. These reports will comment on your academic performance in class and level of independence in your studies, attendance and attitude.
Appeals	An appeal is a step you can take if you strongly feel that assessment procedures have not been followed correctly. The appeal is presented to the Exam Board who will investigate.
Assessment	Assessment is a form of measuring learning outcomes and academic performance. There are different types of assessment (e.g. examinations, coursework, presentation) and these may take place weekly, termly and at other periods.
Assessment offence	An assessment offence includes all activity which breaks the rules of assessment (e.g. cheating in an examination or plagiarism).
Attendance	Attendance refers to going to all your classes and arriving on time.
Capped mark	If a student does not attempt to sit an examination, submit coursework, they will have one more opportunity to take a resit or do a resubmission. However, in this case, if the student achieves a high enough mark to pass the assessment, the mark will be capped at the pass mark for the programme.
Centre Director	The Centre Director is the person who leads the centre and is the most senior member of staff.
CIO	CIO = Curriculum Information Officer. The role of the CIO is to enrol you into courses and exams, produce your timetable, monitor your attendance and communicate with Tutors who mark your assessments.
Complaints	A complaint is an expression of dissatisfaction about something. If you have a complaint about any aspect of your course, the first person you should speak to is your Personal Tutor, who will assist you.
Coursework	Coursework is a form of assessment that is not an unseen examination (e.g. extended essay, project, portfolio, film, journal).
Deadline	A deadline is the final date and time by which you need to submit assessed work.
Deputy Centre Head	This person works with the Centre Director and the rest of the staff team to try and ensure you have a good experience at ONCAMPUS . They may also be referred to as Head of Learning and Teaching.
End of term	The end of term is the last day of term, which you can find on page 3 of this handbook. All students need to be in centre until this date.
Exam week	Exam week is when you will have examinations and other assessments (e.g. presentations).

Examination	An examination is a form of assessment, At ONCAMPUS, you will have to take examinations – these are usually papers with questions that you have to answer. Normally, will not have seen the questions before you enter the examination.
Examination Board	The Examination Board is responsible for agreeing and ensuring your marks are accurate, and therefore suitable for awarding your certificate. Senior members of academic staff sit on the Examination Board, as well as members of academic staff from other universities who are called External Examiners.
Extenuating circumstances	Extenuating Circumstances are circumstances which are unexpected, beyond your control, and which may affect / have affected your ability to meet an assessment deadline or the level of your performance at assessment.
IY1	International Year One
IELTS	International English Language Testing System
Induction	Induction is a formal introduction to the centre and your programme.
Lecture	This is one form of teaching. A lecture is a talk that is given to a group of people to teach them about a particular subject, often as part of a university or college course.
Moodle	This is the Virtual Learning Environment (VLE) used by ONCAMPUS where you can access learning and revision resources to support your face-to-face learning in the classroom.
PMP	Pre-Master's Programme <ul style="list-style-type: none"> - ONCAMPUS Amsterdam – Master's Qualifying Programme - ONCAMPUS Paris – International Pre-Master's Programme
Module	A module is one unit of teaching and learning.
Personal tutor	A Personal Tutor is a member of staff who you will meet when classes start. Each student will have a Personal Tutor and this should be the first person at the Centre that you speak to if you are having any personal difficulties that are affecting your work. You will have regular sessions with your Personal Tutor.
Plagiarism	Plagiarism is when you use someone else's words or ideas and use them as your own or use them without giving the details of where these words or ideas came from.
Presentation	A presentation is a formal talk in which you talk about an idea/topic in front of others, giving your own opinions and reasons for these opinions.
Programme specification	The programme specification is a description of a programme of study, which gives the learning aims and objectives and forms of assessment that will be used to measure learning.

QAA	Quality Assurance Agency. The job of the QAA is to make sure the quality and standards in UK universities and colleges meets their requirements so that students have the best possible learning experience.
Referencing and academic practice	Academic Practice refers to the expectations of work produced. Referencing is an important factor of Academic Practice and is concerned with how to use research to develop your own ideas and avoid plagiarism.
Resubmission	Resubmission is the word used to refer to the second attempt to achieve a better mark for work that has already been assessed. A resubmission needs to be significantly different from the original submission.
Seminar	A seminar is generally understood to be a small group meeting in which students and a tutor discuss information on a chosen topic. Seminars often provide more informal opportunity to explore topics presented in Lectures. They may be called something else such as "tutorial groups". Sometimes a student will take the lead in a seminar but everybody needs to contribute to discussions.
SRSO	Student Recruitment and Support Officer. This is the person who supports your admission to ONCAMPUS, including providing advice on your visa, and helping your induction.
Start of term	The start of term is the first day of your programme and you are expected to be in your centre on this day.
Student support	This is provided by your Personal Tutor in the first instance, who will refer any issues to other members of staff as needed.
Submission	Submission is the word used to refer to handing in work for assessment.
Surveys	Surveys are used by staff and students. Staff sometimes ask students to complete surveys for feedback about their programme. Students may use surveys for research purposes.
Timetable	A timetable is a schedule of your classes / exams and you will find this on your Student Portal when you access your account.
Turnitin	Turnitin is an internet-based site that allows academic staff to check students' work for plagiarism. At ONCAMPUS , students will be required to submit their written assessments through Turnitin.
Tutorial	This is the name of the session where you meet with your Personal Tutor.
UFP	Undergraduate Foundation Programme <ul style="list-style-type: none"> - ONCAMPUS Lund – Pre-Bachelor's Preparation Programme - ONCAMPUS Paris – International Foundation Programme
UKVI	The UK Visas and Immigration. The role of this agency relates to border control. For students, this means the UKVI will monitor to see you meet the conditions of your visa (e.g. Tier 4).
Viva voce	A viva voce is an academic interview which is held with students following exams in cases where their examination result narrowly misses a grade.

ONCAMPUS

Achieve more.

**Get in touch,
We'd love to hear from you!**

Telephone: +44 (0)1223 345698

Email: admissions@oncampus.global

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