



University of Plymouth Partner Student Institution Handbook 2022-23

The British College of Naturopathy & Osteopathy Limited (BCNO)

If you require any part of this Student Handbook in larger print, or an alternative format, please contact:
Registry Department

Campus	British College of Osteopathic Medicine	European School of Osteopathy
Email	bcom.registry@bcnogroup.ac.uk	eso.registry@bcnogroup.ac.uk
Tel	0207 435 6464	01622 671 558

Please note:

All the information in this handbook is correct at the time of printing.

BCNO is proud of its teaching and research, and it undertakes all reasonable steps to provide educational services in the manner set out in this Handbook and in any documents referred to within it. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the Institution interfere with its ability to provide educational services, the University undertakes all reasonable steps to minimise the resultant disruption to those services.

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Support for disabled students

An individual is considered disabled under the Equality Act 2010 if they have a physical or mental impairment that has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Please note that this often includes medical conditions eg: epilepsy, diabetes, chronic fatigue, mental health conditions, autistic spectrum disorders, and specific learning difficulties.

Please ensure you have told us about any disability, even if you do not think it will affect you while you are studying with us. Please email us at bcom.registry@bcnogroup.ac.uk or eso.registry@bcnogroup.ac.uk. The college will be able to discuss reasonable adjustments, modified assessment provision for exams and other support with you.

How Disabled Students' Allowances can support study

Disabled Students' Allowances (DSAs) are grants to help pay the additional essential costs you may have as a direct result of your disability. DSAs may fund, for example, study skills, mentoring support and other study related costs such as software and items of specialist, ergonomic and computer equipment. You don't have to pay these grants back, and they are not means tested.

Further information regarding DSAs, including how to apply, can be found at the GOV.UK website at www.gov.uk/disabled-students-allowances-dsas.

Some students who are studying a postgraduate or part time NHS course may be funded by the NHS, in this case you should visit the website <https://www.nhsbsa.nhs.uk/nhs-bursary-students/manage-your-nhs-bursary> for information about how to apply for the DSA.

If you are thinking of progressing to the University of Plymouth after your foundation degree, please contact the University's Disability Services on 01752 587676 or by email studentservices@plymouth.ac.uk

Welcome and Introduction

Congratulations on your choice to study at BCNO.

This Programme in partnership with BCNO and University of Plymouth Student Handbook contains important information including:

- The Institution Procedures, facilities and opportunities
- Programme Information
- Academic Regulations including Extenuating Circumstances
- Student Support including careers education, information and guidance
- Financial information and guidance on funding
- Learning Resources
- Study Skills Support including key resources on Referencing and Plagiarism

Welcome to the BCNO

The British College of Naturopathy & Osteopathy Limited (BCNO) unites two world-renowned osteopathic institutions; the British College of Osteopathic Medicine and the European School of Osteopathy. At BCNO Group, we strive for a student and patient-centric culture, working in pursuit of excellence through research and respect for creativity and innovation. Our Mission, Vision and Values can be found [here](#).

Our UK Osteopathy degree programmes are delivered at campuses in Kent (ESO) and London (BCOM) and gained the RQ status from the General Osteopathic Council. This provides flexible study options for students and allows them to benefit from the specialist knowledge, expertise and learning resources at each. We aim to prepare our graduates for a successful life in practice and to give them the skills needed to embrace new opportunities developing within the profession. A holistic approach to osteopathy is central to the philosophy of the College. The purpose of BCNO's courses is to guide student osteopaths through the acquisition of basic science and osteopathic technique skills towards an integrated clinical appraisal of patients.

This allows the formulation of safe, effective, rational and caring treatment plans for as beneficial an outcome as is feasible in a given situation. This may be summarised by the following aims:

- To ensure that graduates acquire adequate clinical competence via a self-critical approach to integrated, learned skills.
- To promote an attitude of inquiry and the maintenance of this attitude into professional life to keep abreast of current knowledge.
- To instil a research ethos into practitioners of holistic Osteopathy.
- To increase access to osteopathic training to all those with a declared desire and appropriate academic qualifications.

Osteopathy was founded on the principle that an intimate relationship exists between the structure and function of the human body. There are considered to be three main elements central to this principle (see below), each of which is fundamentally related to the innate and acquired protective mechanisms of the body. The function of these mechanisms, particularly that of the immunological system, and their action in terms of stress is of particular importance to total health and is therefore of central importance in the teaching and philosophy of all BCNO courses.

The three main elements are based upon the premise that:

1. The physical structure or anatomy of the body relates to its physiological function.
2. The biochemical or nutritional structure of the body relates to its physiological function.
3. The emotional or mental structure of the individual relates to the psychosomatic function and therefore the physiological function of the individual.

The central principle of a structural and functional relationship is woven into the academic and clinical fabric of these osteopathic courses. Each element is interdependent upon the others and an individual cannot function healthily if any of the three is compromised. This philosophy forms the basis of osteopathic practice at BCNO.

Although osteopathy is associated with physical medicine and specifically with the musculo-skeletal system, it has far wider applications to visceral and holistic practice. It maintains the fundamental premise of patient contact with "hands on" practice whilst including nutritional, dietetic and counselling support. The patient-practitioner rapport is therefore close, with the practitioner utilising academic knowledge together with clinical skills for complete patient support.

Being part of the BCNO community enables our students to build a wider network of friends and osteopathic colleagues.

In addition to our UK-based programmes, we offer overseas programmes and seminars through our international arm, ESO International. To find out more, please visit [the dedicated website here](#).

Note: The information in this handbook should be read in conjunction with the current edition of:

- Your Programme Quality Handbook and module Guides available at:

London Campus	https://www.bcom.ac.uk/osteonet/
Kent Campus	https://www.eso-learningzone.co.uk/login/index.php

- University of Plymouth's Student Handbook available at: <https://www.plymouth.ac.uk/your-university/governance/student-handbook>

Staff / Student Communication

Name	Position	Campus Location	Email	Responsible for
<i>Dr Kerstin Rolfe</i>	Principal	London/Kent	Kerstin.Rolfe@bcnogroup.ac.uk	Student Complaints; Academic Issues, Academic Operations, Faculty Management
<i>Sarah-Jane Marshall</i>	Head of Clinic	London/Kent	Sarah.Marshall@bcnogroup.ac.uk	Practical class issues, Clinic issues
<i>Teresa Khal</i>	Head of Department	London/Kent	Teresa.Kahl@bcnogroup.ac.uk	Academic Issues, faculty support
<i>Shireen Ismail</i>	Programme Manager		Shireen.Ismail@bcnogroup.ac.uk	Learning and teaching, assessment, faculty support
<i>Sam Koolmon</i>	Quality Manager		Sam.Koolmon@bcnogroup.ac.uk	Quality issues, policies, regulations . regulatory bodies
<i>Natalie Pipe</i>	Student Wellbeing	London/Kent	Natalie.Pipe@bcnogroup.ac.uk	Student and learning Support
<i>Daniel Sormainis</i>	Facilities Manager	Kent	Daniel.Sormainis@bcnogroup.ac.uk	Report IT problems, facilities problems. Health and Safety
<i>Elio Luis</i>		London	Elio.Luis@bcnogroup.ac.uk	
<i>Dr Kim Murphy</i>	Librarian	London	Kim.Murphy@bcnogroup.ac.uk	Library issues, study skills
<i>Sarah Hunter</i>	Library & Information Services Manager	Kent	Sarah.Hunter@bcnogroup.ac.uk	Library issues, study skills and IT
<i>Registry</i>	Registry Officer	London Kent	bcom.registry@bcnogroup.ac.uk eso.registry@bcnogroup.ac.uk	Student issues, learning support, Academic administration Attendance Student Finance
<i>Robert Thomas</i>	Patient Experience	London/Kent	Robert.Thomas@bcnogroup.ac.uk	Patient Related Issues

All staff will communicate with students in the following ways:

- Email
- Institution extranet/ intranet / virtual learning environment can be accessible via

London Campus	https://www.bcom.ac.uk/osteonet/
Kent Campus	https://www.eso-learningzone.co.uk/login/index.php

Note purpose – all programme teaching and learning materials, reading list, assessment guidance, are accessible via the links above

- University of Plymouth Student Portal (see section below)
- Programme Noticeboard (outside the lecture theatre)
- HE bulletins
- Link to institution campus map or details
- University of Plymouth/Partner Mobile App if applicable.

Registration, Term Dates including Exam weeks

Academic Timeline

Overall academic year duration	51 weeks
Number of Terms per academic year	3
Number of weeks for each Term	12
Year 1 Student study period	36 weeks
Year 2 Student study period	38 weeks
Year 3 Student study period	45 weeks
Year 3 Student study period	40 weeks

During an open day or interview, students are informed that it is a mandatory requirement for them to continue their clinical training during periods that are commonly regarded as vacations (Christmas, Easter, and Summer). Attendance for these weeks is mandatory and is a requirement of both the degree validation and the professional status of the accredited awards. Under the direction of the College, any missed clinical time must be made up during the summer.

The table below shows the compulsory attendance weeks

Year of Study	Attendance Requirements	
Year 2	A brief introduction to the clinic. Prior to entering the clinic in the Third Year, you will have to attend an induction programme for a period of two weeks during the summer period. In most cases, these are the last two weeks of summer vacation	
Year 3	Christmas Vacation	2 weeks
	Easter Vacation	2 weeks
	Summer Vacation	5 weeks
Total	9 weeks	
Year 4	Christmas Vacation	2 weeks
	Easter Vacation	2 weeks
Total	4 weeks	

Registration

Registration for new students will take place on Monday 19th September 2022

2022-23 Term dates			
Term 1	Monday 19 th September 2022	9 th December 2022	13 weeks
Half Term	24 th October 2022	28 October 2022	
Term 2	Tuesday 3 rd January 2023	Friday 24 th March 2023	12 weeks
Half Term	13 th February 2023	17 th February 2023	
Term 3	Monday 24 April 2023	Friday 7 th July 2023	11 weeks
Assessment Board meetings:		July 2023 and September 2023 (refer board)	

Assessment schedule and end of year assessments dates will be available on

London Campus	https://www.bcom.ac.uk/osteonet/
Kent Campus	https://www.eso-learningzone.co.uk/login/index.php

Student Voice

Your opinions and needs, often known as ‘Student Voice’, are an important aspect of being an HE student. The Quality Assurance Agency (QAA) for Higher Education in the UK suggests that ‘Student engagement is all about involving and empowering students in the process of shaping the student learning experience’. Thus, the Student Voice is really important and as such we actively encourage all students to get involved at a range of levels in their learning and in quality assurance, enhancement and management of their course.

BCNO surveys its students annually on its modules, facilities, teaching etc. There are also termly programme committee meetings. However students are strongly encouraged to make use of the open door policy with any concerns they may have.

The University values the Student Voice and is actively promoting the work supported through the student community. More information can be found at <https://www.plymouth.ac.uk/student-life/student-voice>

Student Representatives and the Feedback loop

Each programme should have one or more student representatives elected by their fellow students to sit on the Programme Committee. Course representatives are a vital conduit, linking staff and students so that issues of quality of provision affecting students can be promptly and appropriately addressed. In addition, representatives provide feedback to the programme’s staff on innovations and can assist the programme team in developing the curriculum to meet student needs. Students are also represented on University of Plymouth Joint Board of Studies (JBS), which scrutinises all the University of Plymouth programmes delivered at your institution.



Course representatives will give feedback from the meetings to all students on the programme demonstrating the impact of student voice and report on changes made to the programme based on feedback. Training will be given to all course representatives before commencing the role.

University of Plymouth Students' Union (UPSU) is led by students and supported by a team of staff, we are a separate organisation from the University, and we are here to make sure that you have a successful, fulfilling and rewarding time, both whilst at University and in the future. We will work to ensure that you can learn and grow in an environment where you're supported and cared for. Find out more about your students' union at www.upsu.com

One of our essential services is the UPSU Advice Centre who offer free, independent, confidential, and non-judgmental advice. The Advice team are independent from the University. We are members of Advice UK and other advice organisations, we deliver the most current, relevant and accurate information available on a wide range of topics including; student funding, fitness to practice, advice on academic issues, academic complaints and appeals, housing, consumer rights and much more.

We can be contacted via phone, email or by completing our online enquiry form :

<https://www.upsu.com/advice/enquiry/>

We are here for you. You can call us at 01752 588373 or email advice@su.plymouth.ac.uk

We represent your views in University decisions about your academic and extra-curricular experience and campaign on your behalf about the issues that matter to you. Four students are elected each year to be Sabbatical Officers, they are there to represent the needs of all students, including those studying at Partner Institutions. They are supported by a number of Part-time Representatives who are also current students.

If you would like to get in touch with your elected Representatives and discuss how they can support you in making the changes you want to see on your campus, please do not hesitate to get in touch at studentvoice@su.plymouth.ac.uk

Student Perception Questionnaire (SPQ) and National Student Survey (NSS)

The University will invite you (via your University of Plymouth student email account) to complete an annual online questionnaire (SPQ) specifically focused on your experiences as a Higher Education student.



You will also be asked to participate in the National Student Survey (NSS) at the end of your programme. Both of these provide valuable information to enable us to improve your programme and learning experience. You will receive feedback from tutors on changes that have been made due to your feedback, so it is key to engage with these surveys to have your voice heard.

Your Virtual Learning Environment

BCNO has Osteonet (London Campus)) and VLE (Kent Campus) where students will find class notes, PowerPoint presentations, recordings of the lectures and videos to aid in learning. All students at the start of the academic year will be sent the BCNO study skills book which will also be available on Osteonet and VLE. The study skills book has information concerning academic skills necessary for the students teaching and learning at BCNO including a reference guide, plagiarism and how to take effective notes.

Module guides are available and can be located in each cohort's MS teams, Osteonet and the VLE. The online virtual learning also holds a number of videos which can be used as aide memoire for the hands-on practical classes.

Your Library - Learning Resources

The institution provides resources that you need to successfully complete your studies. You will be introduced to these resources during your induction into the institution library. You will also be inducted in how to borrow books, access online materials, use systems and obtain the necessary resources to assist you with your studies.

- Computing including VLE and Wi-Fi / printing arrangements and connection instructions
- Institution to complete lists including location and access information)
- Institution to list:
 - ID Cards
 - Borrowing guidance including renewals

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Manager and student representative so that the issue can be addressed at the next Programme Committee Meeting.



IT Facilities & WIFI

Students will be provided with BCNO access to Osteonet. VLE and the University of Plymouth will also provide you access to their electronic access. The BCNO student card is needed for printing and to borrow books from the library. Students will be provided with the wifi code and introduced into the library and the computer room in year 1 in the first few weeks at BCNO.

Room Access

The journal room is available when the college is open and is used for study. The computer room is also available when the college is open for times please see clinic times as these change outside term times. Practical rooms can be used for practice if they are free or a student can get access to an unoccupied clinic room to practice in but they must speak to clinic reception first.



Founded in 1862 as a School of Navigation, The University of Plymouth is ranked among the top 150 modern universities in the world, and the top ten in the UK (2020 Times Higher Education Young University Rankings). A three-time winner of the Queen’s Anniversary Prize for Higher Education – most recently in 2019 in respect of its work around marine litter and microplastics – the University has won numerous accolades for its teaching and its research. It has one of the highest numbers of National Teaching Fellows of any UK university, and saw two-thirds of its research ranked as world-leading or internationally excellent in the 2014 Research Excellence Framework. An acknowledged expert in sustainability, the University has embedded Education for Sustainable Development in the majority of its curriculum and boasts a dedicated research institute that brings together academics and industry to tackle global challenges. With its new campus masterplan, the University is reshaping its estate, investing millions into facilities such as a cutting-edge engineering and design facility, a new centre for its allied health professions, a brain research and imaging centre, and a sustainability hub’.



some masters-level study is also delivered.

The Institution is part of Academic Partnerships within the University of Plymouth, which houses around 7000 students studying across the region and overseas. Academic Partnerships works closely to support the Institution in development and review of the programme to ensure the highest quality of teaching and learning is offered. The majority of provision delivered is at HE Level 4, 5 and 6 comprising of HNCs, HNDs, Foundation Degrees, Bachelors Awards, Higher and Degree Apprenticeships, however



Students and staff at the University of Plymouth have jointly developed an agreement that sets out key principles that underpin this partnership - "Students as Partners" - which can be found:

<https://www.plymouth.ac.uk/student-life/students-as-partners>

Applying for your University of Plymouth Student Card

As a University of Plymouth student, you are entitled to our student card. This is key for identification purposes but also allows you swipe access into our Charles Seale-Hayne library on the main Plymouth campus.

To complete this process, you must be enrolled with The University of Plymouth.

1. Go to <https://eservices.plymouth.ac.uk/app/>
2. Click on Register as above using your personal email address given on your enrolment form
3. Once registered, check you will be sent an email confirming successful registration to your UoP email address, which must be accessed in order to activate your E-applicant account
4. Complete the online form and the card will be posted to your institution for collection.

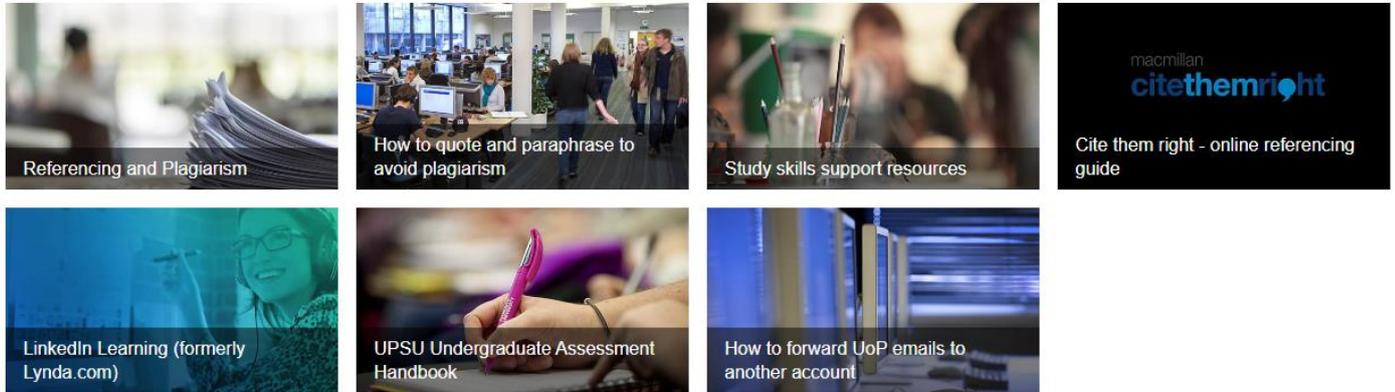


The Plymouth Online Study Guide

As a University of Plymouth student, you are able to access the University's e-resources through the Plymouth portal (the University's internal staff and student website).

There is access to over £2 million of e-resources and e-journals in a variety of different subject ranges which can be used to support your studies. This link takes you to the [University of Plymouth](#)

[Library](#) page via the Digital Learning Environment (DLE) and if you then click on '[Partner Institution – Your Library Subject Guide](#)' then 'partner institutions' it will lead you to your institution pages which are essential to familiarise yourself with Plymouth services and e- resources. This [video guide](#) demonstrates how to access Primo at your institution. In addition the University has created a Student Study Guide available at www.studywithplymouth.ac.uk which signposts you to a wealth of resources including UPSU (University of Plymouth Students' Union), Study Skills Guides and using the portal.



Forwarding your Plymouth Emails to your preferred account

Any communications with University of Plymouth will come via your Plymouth email account so it is essential that you forward your university emails to your preferred email address. Please forward your emails on as soon as your programme starts to prevent missing key communications from tutors especially around the topics of module choice and dissertation choice as you enter level 5 study. Instructions on how to complete this is available through www.studywithplymouth.ac.uk under the Library and Digital Learning Environment Tab.

To access The University of Plymouth website directly:

- Type in www.plymouth.ac.uk and then click Login.
- Enter the **username** and **password** given to you by your Programme Manager or Learning Resource Staff member.
- Your username format is : Firstname.Surname@students.plymouth.ac.uk

You will automatically have a **University of Plymouth e-mail account** accessed through 'My Email' structured as follows: Firstname.Surname@students.plymouth.ac.uk. Your password will always be given in this format Dob.dd/mm/yyyy e.g. Dob.10/07/1984. You can change your password once into the portal however please make sure it is something memorable as you will need it throughout your studies.

Mobile with Plymouth

The free official University of Plymouth app is the must have resource for students or prospective students. It is full of helpful University information that is easily accessible wherever you are. Available at: <https://www.plymouth.ac.uk/about-us/teaching-and-learning/digital-education/app>



University Computing Helpdesk

If you have any problems when you are creating your computer account or logging into the student portal or if you can't access the information you need, please contact the University's computing helpdesk by email: libraryandITenquiries@plymouth.ac.uk or by phone on: (01752) 588588. You could also enquire within your Institution's HE Office as they have access to the University password changer tool to change your password.

How to Change your Password

- To change your password at any time - click on the link <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>

Assessment

Formative and Summative Assessment

Your performance in a module will be assessed during the academic year, normally through a combination of coursework and end of year examinations. You must pass the assessments in order to be credited with that module for your award. In addition, some modules may have to be passed as pre-requisites for others taken later in your programme.

The method of assessment varies between modules and your lecturers will advise you of the method(s) to be used. This reflects the need to develop a range of different knowledge, understanding and skills. During your programme you may experience some, or all, of the following types of assessment:

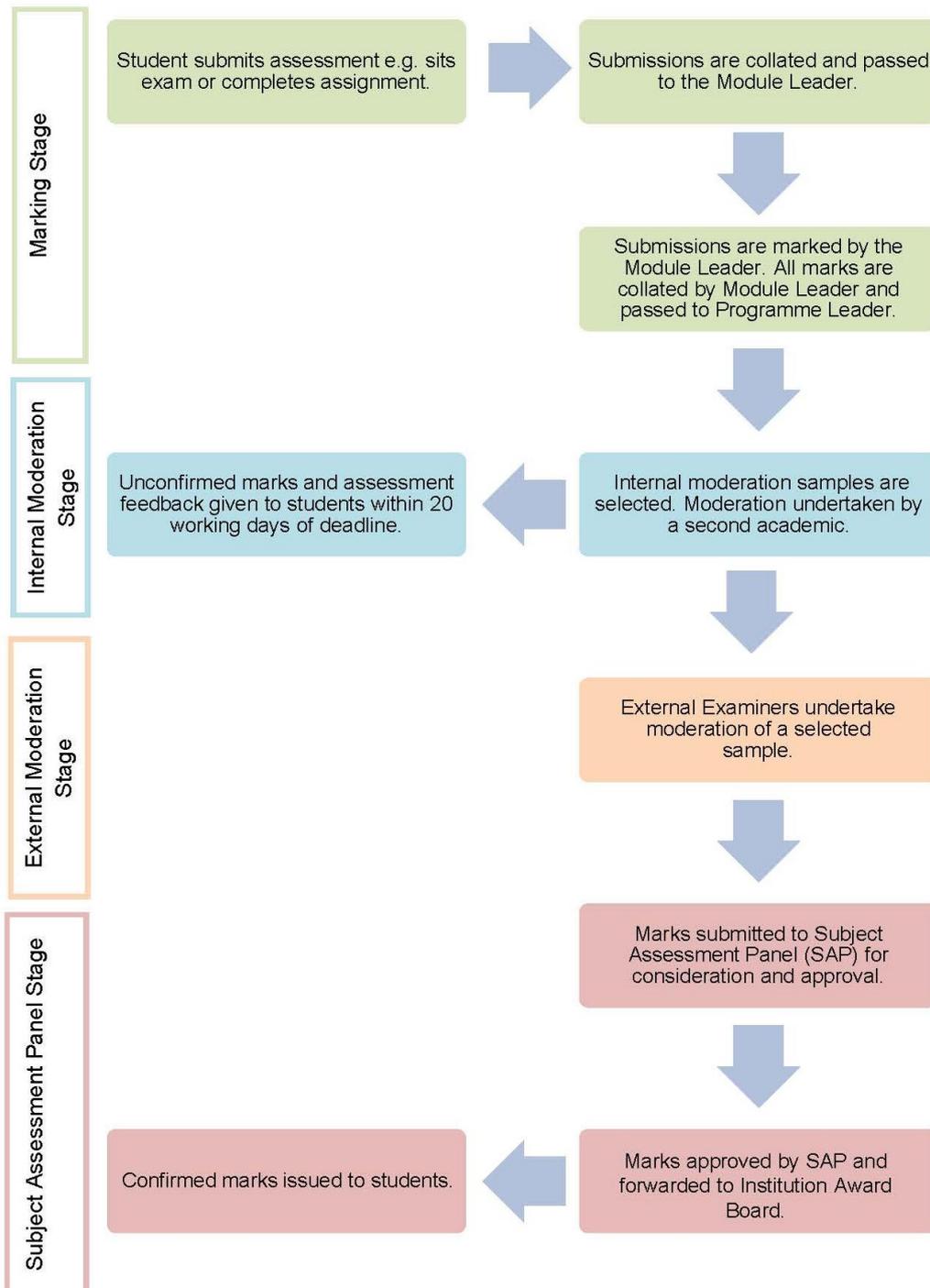
- Coursework essay questions
- Coursework group reports
- Coursework case study problems
- Group presentations
- Small group assessed discussions
- Practical's
- Formal examinations
- In-class tests
- Online assessments
- Portfolios
- Research project

In all cases these are chosen and designed to assess your achievement of the particular learning outcomes for the module. You will be given Assessment Criteria which are used to judge the extent of your achievement.

Please note that ALL assessment marks and results are provisional until confirmed by the Subject Assessment Panel and verified by the Award Assessment Board.

Please reference the Benchmarking Skills Map within the Programme Specification for further details on how the teaching, learning and assessments are achieved within each module.

Assessment Flowchart



Indicative Programme Assessment Schedule, Assessment Flowchart and Hand In Process

Extenuating Circumstances

The University of Plymouth Extenuating Circumstances Policy can be found here:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

Extenuating Circumstances are circumstances which:

- affect your ability to attend or complete an assessment or a number of assessments
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question

Students who wish to claim Extenuating Circumstances should obtain a claim form from their **HE Office**. The form should be submitted to the **HE Office** accompanied by independent supporting evidence.

Assessed coursework / major project / dissertation or equivalent:

Extenuating Circumstances claims should be submitted as soon as possible, and normally no later than 10 working days after the deadline for the submission of the work.

Formal Examinations:

Extenuating Circumstances claims with respect to formal examinations should be submitted no later than the Monday after the end of the formal examination week.

Examples of circumstances which would NOT normally be considered valid:

- You slept in or your alarm clock did not go off.
- Your car broke down, or your train or bus (or equivalent) was delayed or cancelled, unless you can show that you'd made reasonable allowance for such disruption.
- Child care problems, or problems with similar caring responsibilities which could have been anticipated.
- Unspecified short-term anxiety from all sources, mild depression or examination stress.
- Minor illness, such as a cough/cold/sore throat or minor viral infection, unless the illness is incapacitating and at its peak at the time of a time-specific assessment such as an exam or test.
- Accidents or illness affecting relatives or friends, unless serious, or you are a sole carer.
- Financial problems, including debt sanctions imposed by the University, but excluding cases of exceptional hardship or significant changes in financial circumstances since enrolment.
- Family celebrations, holidays, house moves, or similar events, in which you have input to, or control over, the date or may choose not to participate.
- Computing problems, such as corrupt data or media, poor internet connectivity, printer failure, or e-submission of an assessment file in an incorrect format, or lack of access to IT facilities because of debt sanctions imposed by the University.
- Problems with postal or other third party delivery of work.
- Misreading timetables of any kind, or time management problems, such as assessment deadlines close to each other.
- Appointments of any kind, including legal or medical appointments, which could be rearranged.
- Sporting, recreational or voluntary commitments, unless you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University's national or international reputation.

- For full-time students, normal pressures of employment, because, by enrolling as a student, you have made a commitment to make time available to study

Examples of circumstances which MIGHT be considered valid:

- Your own health problems, including major accident or injury, acute ailments, hospitalisation (including for operations), or those affecting a significant period of study.
- Personal or psychological problems for which you are receiving counselling or have been referred to a counsellor or similarly qualified practitioner.
- Clinical depression or other significant mental health issue.
- Pregnancy-related conditions and childbirth (including a partner in labour).
- Bereavement causing significant impact.
- Separation or divorce of yourself or your parents.
- Recent burglary, theft or serious car accident.
- Jury service which cannot be deferred.
- Representing the University at national level, or your country at international level, or participation in an event that is of benefit to the University's national or international reputation.
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances.
- Late diagnosis of, for example, dyslexia, meaning you have not had the appropriate support for assessment, including provision in exams.
- Unavailability of the DLE where the module lead confirms that this would have a significant impact on your preparation for an assessment or exam.
- Disruption in an exam or assessment, such as a fire alarm going off, or excessive noise from building works.
- A significant change to your financial circumstances after enrolment, such as withdrawal of Student Finance England (SFE) funding or its equivalent mid-year.
- Interviews for placements, but only in cases where you have asked the employer or provider to reschedule, but this has not been possible.
- Significant positive life events, such as weddings of close family members, where you can show that no alternative arrangement, such as the date or your attendance, is possible.
- For research degree programme milestones (Project Approval and Confirmation of Route), methodological reasons why your research has not progressed at these stages as expected, submitted by your Director of Studies.

Academic Offences

Issues of plagiarism and any form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme.

The University has developed information on plagiarism which can be found here:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/plagiarism>

Additional support is available from the library as part of their LibGuides:

<https://plymouth.libguides.com/referencing>

The University of Plymouth Library also has a LibGuide providing information regarding referencing:

<http://plymouth.libguides.com/referencing>

Further support on regulations including academic appeals is available from University of Plymouth at:

Academic Dishonesty:

Types of Academic Dishonesty

- Buy an essay online
- Steal essays from another student
- Not doing your fair share of group work
- Copy bits of your housemate's essay
- Copy and paste large chunks of an essay from the internet
- Just copy 'a little bit'
- Work with a friend to produce an individual essay
- Taking bits from a coursework already submitted
- Making up results from a questionnaire

Types of Academic Dishonesty: Exams

- Take a paper out of an exam when you shouldn't
- Bringing in a translator or dictionary or programmable calculator to the exam
- Bringing in crib sheets or notes
- Getting someone else to take an exam for you
- Using your mobile to get answers in an exam
- Copying the work of another student by looking over their shoulders
- Learning some exam answers off by heart from the internet
- Working with other students to prepare exam answers

Why Cheat?

- I got desperate at the last moment: I could not keep up with the work
- My family expect me to succeed: I have to get good marks
- The lecturers don't care anyway
- Why not? I will probably get away with it
- All I need is that bit of paper at the end of the course
- But the teacher said, "Work together"!
- I am only showing respect for the original writer, who is far cleverer than I am
- If I write in my own words it will be full of mistakes

Plagiarism

Definition: using others' ideas, words or research without clearly acknowledging the source of that information.

To plagiarise, you:

- never have references to your sources
- Reference some sources, but not all

- Reference bullet points or phrases without showing that they are direct quotations

Some students might feel that paraphrasing is disrespectful, produces nonsense, or poor English. However, a British university education is meant to teach you how to criticise the work of others. We expect original work: your own poor English is preferred to other people's good English - you will improve. In addition, good paraphrasing improves the meaning.

Writing in your own words

Academic writing involves summarising, synthesising, analysing or evaluating other people's arguments. To "write in your own words" you understand, reflect on and digest your source material. Then you discuss or re-state this using your own vocabulary and an argument that is structured to the specific task you have been set. (Source: Open University)

Advantages of good paraphrasing

- It clarifies your understanding of the material
- It improves your ability to remember it
- You will be able to use the material in new contexts
- Your argument will be tighter, with fewer words
- Your argument will be appropriate to the question or assignment
- If you can't handle the coursework, you won't be able to answer the exam questions

Contract Cheating

Issues of plagiarism, collusion and any other form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme. Some offences, such as contract cheating, where you deliberately pay someone else to write work for you, will be punished more severely than plagiarism, where you copy a paragraph from a published source without properly referencing the source. Support on referencing including online tutorials is available here <http://plymouth.libguides.com/referencing>

How to reference using the Harvard Referencing System

Please see the BCOM Study handbook guide.

The University of Plymouth Library has produced an online support referencing guide which is available here: <http://plymouth.libguides.com/referencing>.

CITE THEM RIGHT ONLINE

Another recommended referencing resource is [Cite Them Right Online](#); this is an online resource which provides you with specific guidance about how to reference lots of different types of materials. From books to TV shows, journals and podcasts it is expanded regularly to include new types of source material. Although based on the Harvard Referencing System it is useful for all students no matter which referencing system is preferred by their institution. There is a detailed guide at the end of this [handbook](#).

Hand in Process

All coursework should be submitted electronically by 16.30 on day of submission to group.coursework@bcnogroup.ac.uk

Submission of Assessed Work

Coursework will be assessed anonymously. All refers will be double marked and also a range of marks will further be double marked. All modules will be moderated. Feedback will be provided on the BCNO feedback form for coursework.

Return of Assessment and Feedback

Coursework will be assessed and returned within **20 working days**. If there is a circumstance where there is not possible students will be advised as soon as possible.

Academic Matters - Procedures for dealing with late submissions and extenuating circumstances

For more detailed programme guidance please see your Programme Quality Handbook available on your Institution website. Your programme operates under University of Plymouth Academic Regulations; to view these regulations, go to:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

Late Work

Work submitted after the deadline will be marked as normal to give you an indication of the standard of your work, but a capped mark of 40%, 50% for Level 7 (year 4) will be recorded if the work is submitted up to 24 hours after the deadline and a **zero** mark will be recorded after this time. Further information can be found at

https://www.plymouth.ac.uk/uploads/production/document/path/15/15710/Section_D_Assessment.pdf

If you have a reason that your work was late i.e. illness etc. you can complete an Extenuating Circumstances Form.

Turnitin

Turnitin (<http://www.turnitinuk.com/>) is an Internet-based 'originality checking tool' which allows documents to be compared with content on the Internet, in journals and in an archive of previously submitted works. It can help to detect unintentional or deliberate plagiarism.



It is a formative tool that makes it easy for students to review their citations and referencing as an aid to learning good academic practice. Turnitin produces an 'originality report' which may be necessary to be attached to your coursework and your tutors will advise you on how to access and use Turnitin where required for your studies. To learn more about Turnitin go to:

<https://help.turnitin.com/Home.htm>

Progression to Further Study & How Your Marks are Calculated

Please note there is a deadline for progression applications (circa mid-January with the actual date determined annually) and places maybe subject to availability.

Your Programme Manager is able to contact University staff in order to communicate your questions regarding progression to programmes at University of Plymouth.

Information on individual programme progression is available in your Programme Specification, on your Institution website and also on the University of Plymouth course web page.

If you are studying an undergraduate programme and progress to a University of Plymouth honours degree programme, University of Plymouth will calculate your final Honours Degree classification to include marks from each of your levels of study.

- 10% from Level 4 – calculated from the highest achieved 80 credits. Where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage.
- 30% from Level 5
- 60% from Level 6

If you progress onto Level 5 of a programme at University of Plymouth, then 10% (of the highest achieved 80 credits or where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage) will come from your level 4 marks studied previously, 30% of your level 5 aggregate mark will be drawn from the level 5 modules studied at University of Plymouth and then 60% from your level 6 aggregate mark at University of Plymouth.

There may be wider progression opportunities available to you however you must discuss your individual requirements with programme staff who will be able to offer further guidance. Please note there is a deadline for progression applications (circa end of November with the actual date determined annually) and places maybe subject to availability.

Further Information can be found within the Regulatory Framework documents; both postgraduate and undergraduate documents can be found here: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

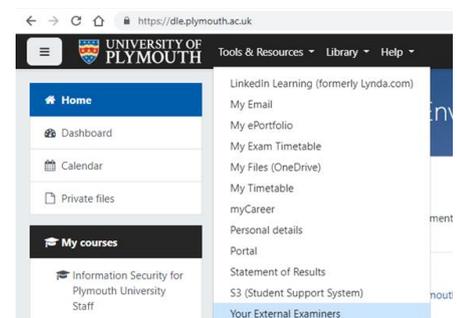
Exam Procedures

The assessment period will be communicated at the start of the academic year. The dates can NOT be changed. Students for written examinations to arrive 15 minutes beforehand and will not be permitted access to the examination room if a student is 30 minutes late.

For essential help and information about exams follow this link: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/help-and-support-for-exams>

External Examiner Arrangements

Each Programme has an External Examiner who comes from a Higher Education Institution in the UK (not from the University of Plymouth). The Subject External Examiner is primarily concerned with the standards of assessment of the subject and therefore attends the subject assessment panel. They will verify the process of assessment throughout your modules advise upon re-assessment (further information can be found within your teaching learning and assessment handbook). Your final result is decided by an Examination Board which happens in June followed by resit boards in September.



You can find your External Examiner reports online through the Digital Learning Environment or DLE (<https://dle.plymouth.ac.uk/>): click on “Tools/Resources” then “Your External Examiners”. For further Programme external examiner details please see your teaching, learning and assessment handbook.

Complaint Procedure for University of Plymouth Students

We aim to provide high quality services to students. Unfortunately things occasionally go wrong. Whatever your complaint, you can expect it to be dealt with promptly and fairly and in line with the University's policies and procedures. You will not be disadvantaged or treated less favourably by making a complaint. Please see the following link that will direct you to our Complaints Policy, you need to ensure that you read the policy thoroughly and follow the guidance:

https://www.plymouth.ac.uk/uploads/production/document/path/15/15362/Student_Complaints_Procedure.pdf

Additional information can be found on the Complaints webpage

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/complaints-appeals/make-complaint>

BCOM have exceptional regulations approved by the University.

1. A student may not carry a module or modules forward as extended referrals.
2. If a student needs to repeat the year they need to repeat the whole year even the modules that they passed originally.

Studying at BCNO

Campus Information and Student Support

Institution to populate and remove if not appropriate – include links to website for further information
Campus information including:

- Accommodation / Student Wardens (if appropriate)
- Catering
- Parking (if appropriate)
- Local Students Union arrangements (if appropriate)
- Childcare
- Personal Security & Crime Prevention
- Transport arrangements (if appropriate)
- Careers Advice and Guidance (if appropriate)
- Learning Development
- Healthcare – list local provision / main hospital / dentistry
- Counselling services – including the link to Disability Assist
<https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia>
- Gym / Recreation facilities
- IT Support including BYOD
- Study Spaces

Student Support

All students are provided with a personal tutor to help facilitate and support the students. BCNO also provides 2 counsellors for the student population who see the students confidentially. The counsellors information is on the Wellbeing information sheet. Students will have drop in sessions to support in their academic work and senior staff are onsite with an open door policy to support students.

Self Help Inspiring E-Resources (SHINE)



Self Help Inspiring E-Resources - an innovative new, stand alone, self-help website which was developed through the Student Counselling & Personal Development Service and students. You can watch, read, listen and find apps and useful links to the best online resources and information about mental health and well-being: <https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine>

Togetherall

If you are going through a tough time you can now access free online support with Togetherall (previously Big White Wall). Whether you're struggling to sleep, feeling low, stressed or unable to cope, Togetherall can help you get support, take control and feel better. You will have access to a **24/7 online community and professional support from trained counsellors**. Togetherall provides a safe space online to get things off your chest, explore your feelings, get creative and learn how to self-manage your mental health and wellbeing.

Togetherall is **totally anonymous**, so no one will know you've chosen to use it unless you tell them!

To join us, simply go to [Togetherall](#) and sign up under 'organisation' with your university email address.

Get support. Take control. Feel better.

A safe community to support your mental health, 24/7

JOIN US

Sport and Leisure

Please contact the local SU

Social Activities

Please contact the local SU

Financial Information and Guidance on Funding

Students requesting letters for **Council tax** need to contact registry@bcno.ac.uk and provide the relevant information for the department to produce the letter.

Fees: please contact finance@bcom.ac.uk who will be able to answer any questions the student may have

- Student Funding arrangement – bursaries, www.gov.uk/student-finance, tax credits
- Disabled Students' Allowance Disabled Students' Allowance - learn about eligibility (ucas.com)
- Bursaries: these will be advertised in term 1
- Any student funding opportunities: The institute of Osteopathy through the Osteopathic Foundation provide loans to clinical students who are struggling financially Apply for a student loan | Institute of Osteopathy (iosteopathy.org)

Institution Policies

All policies and procedures are available on through our websites as well as on

London Campus	https://www.bcom.ac.uk/osteonet/
Kent Campus	https://www.eso-learningzone.co.uk/login/index.php

Key Features of University Level Study

Outlined below are key features of University or Higher Education (HE) level education, including what differentiates this from other forms of education e.g. at school, institution or in the workplace.

Attendance

You are expected to take responsibility for your learning and attendance in timetabled sessions. In some modules if you do not attend consistently, you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available for every week of your Institution terms. Please ensure that holidays are only arranged outside of term and assessment commitments. Students who do not attend run a very high risk of failure.

University of Plymouth expects all students to attend all scheduled classes, field trips and other events that are part of their programme of study. All teaching is developed to give you relevant and necessary experience. We know that students who do not attend perform less well.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you have caught up with the work.

Programme leaders work very hard to make sure that teaching and assignments are well designed, and that they support your learning. Where minimum attendance is required before an assessment can be undertaken this will be clarified in the Module guides. Clinic attendance is at 100% to meet the GOSc requirements for registration and practical (hands on classes) 80% attendance is expected.

Your Approach to Studying

Probably the most significant difference between university level study and other levels of education is the amount of personal responsibility you have. This has implications for how you approach your studies.

Staff will use a variety of educational approaches, depending on the learning outcomes of the module. These may include lectures, group work, discussion, student led activities, simulation; technology supported activity, practical scenarios, and directed study. Your active participation will enhance your learning. It is **your responsibility** to acquire the required knowledge and skills.

Key strategies to become a Successful Student

You must take proactive responsibility for your own studies. We will give you as much help and support as we can but ultimately your success (or failure) is down to you.

Plan your time carefully. Write a personal timetable as soon as you can.

Attend all lectures and tutorials and take notes.

Do not miss deadlines.

Read extensively around your subject. Just being familiar with the set textbooks is unlikely to be enough to pass.

Seek help, if you need it, as soon as possible. If you need specific help with your studies, speak to your lecturer or tutor or make a personal appointment to see them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone at the Institution know - ignoring problems will only make things worse later on.

At this level of study, **you will be treated as a responsible adult**, capable of acting on your own initiative.

You may be used to a learning or workplace environment with fixed hours and routine activities. However, HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers is only part of your module timetable. As an indication, the average amount of 'total student effort' expected for a 20-credit module will be around 200 hours, but you may only be timetabled for (*Institution to insert appropriate number*) hours.

You must, therefore, learn to use your time constructively. Your most valuable learning will be done in your own time and in your own way.

Suggested Reading for New Students

- Bedford, D. and Wilson, E. (2013) *Study Skills for Foundation Degrees*. Brighton: David Fulton Publishers
- Burns, T. and Sinfield, S. (2016) *Essential Study Skills: The Complete Guide to Success at University*. Sage Study Skills Series
- Cottrell, S. (2015) *Skills for Success: the Personal Development Planning and Employability Handbook*. Palgrave Macmillan.
- Greetham, B. (2018) *How to Write Better Essays*. Palgrave Macmillan.

Reading for your study

You will not complete your programme successfully if you do not read regularly and in-depth. You will be given reading lists for each module. You should purchase at least one

recommended text for each module. Since books are expensive, however, it may be a good idea to pool resources by sharing with friends in a study group.

Please note that you may only be able to borrow basic texts from the library on a short-term basis. Demand for such texts may be very high at certain times in the year; so do not rely on them being available.

You are strongly recommended to follow current issues relevant to your programme in the quality press, for example, The Times, Independent, Guardian and Telegraph. You should also make use of subject-related journals held in the library.

Reading texts for Higher Education demands note-taking as well as reading skills; as with lectures keep careful notes from your reading.

Private Study

Your private study time is likely to be taken up by different tasks for each module or by preparing for tutorials or undertaking some reading of a programme text or library research. In addition, private study time provides students with the opportunity to ensure they have understood the subject, for reflecting on any feedback on assessed work and building up a good set of notes for revision.

Study Groups

In all our programmes, the institution encourages students to learn skills to enable them to work as groups and teams. These are not merely useful during your programme. In any employment context you will find such skills and experiences invaluable. Sometimes you will find you are assessed on a piece of written work or presentation completed as a group. Many students benefit significantly from working collaboratively in study groups, to check their understanding of difficult issues or concepts and to revise.

Personal Development Planning

It is important to bear in mind from the outset of your study that you are working toward a degree that will provide you with a foundation for a potential career. It is important to be aware of your own career direction from the early stages of the programme. Therefore, we place a great deal of importance in Personal Development Planning (PDP). This describes the **'means, by which students can monitor, build and reflect upon their personal development'**.

Therefore, PDP is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and / or achievement and to plan for their personal educational and career development. You are ultimately in charge of your own career direction but we are more than happy to help and advise you throughout your degree programme. You will be introduced to the use of [PebblePad](#) which will provide you with a flexible electronic resource which you can use to plot and reflect on your learning achievement. [PebblePad](#) allows you to plan and develop strategies for learning and also to reflect and evaluate your accomplishments



It is hoped that the PDP process available on this programme will enable you to:

- Become more effective, independent and confident self-directed learners;
- Understand how you are learning and relate your learning to a wider context;
- Improve your general skills for study and career management;
- Articulate your personal goals and evaluate progress towards your achievement; and

Encourage a positive attitude to learning throughout life.

Factors Affecting Your Learning

In addition to teaching, academic support and private study there are often factors which influence your learning environment. If you are aware of these, you will be able to manage your studies more effectively.

Effective Learning

Learning refers not simply to the sum total of facts and information you can recall at a given moment. It also relates to how you use and apply information and how you find, store and retrieve it. One of your aims as a student should be to become a more effective learner.

The quality of your learning will depend on these starting points:

- Your attitudes, attendance, aims and goals
- Your dedication
- Your aptitude for the subject
- Your intelligence
- Your willingness and ability to learn
- Your use of resources - tutors, books, materials, the work experiences built into the programme, etc - and time - your timetabled lectures and tutorials as well as private study.

To assess how well you are learning, you should frequently check your progress by keeping in touch with your tutors and your fellow students and ensure you are up-to-date with deadlines.

Time Management

Good time management lies at the root of effective learning. You will need to plan the use of your time carefully. You will have the demands of your programme, learning in lectures and tutorials, working on assessments and completing your private study to consider.

A personal timetable can help you in assessing all your priorities: paid work, social and family commitments, as well as your studies.

You will have to think realistically about the number of hours that you need to study to be a successful student. If you are studying full-time, we would expect that your lectures, other timetabled sessions and private study taken together will only account for a proportion of the 200 hours of study required for each 20 credit module. However, the amount of study effort required varies from student to student.

Coping with Stress

Stress can be a serious problem, particularly in your first year when you may be adjusting to a new environment, arranging accommodation, managing your finances, living away from home and balancing your time between study and family / work commitments. There is, however, plenty of help available and you are encouraged to make use of support services, such as the Institution Counselling Service available within BCNO.

University of Plymouth has also developed a set of e-resources to help support students wellbeing. Self Help Inspiring E-Resources (SHINE) are available here:

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine>

Learning Skills

Some students find the transition to university level study, particularly student-centred learning, more difficult than they expected. This can be because they have not yet developed the required learning skills. Although you will receive help throughout your programme to improve these skills, there is specific support, advice and resources available through the Institution's Learning Skills Service concerning issues such as:

- Presentations
- Essay Writing
- Referencing
- Time Management
- Reading and Note-taking
- Revision and Examinations
-

Please see the Study Skills handbook or use one of the drop in workshops that will be advertised.

University of Plymouth has a suite of excellent support resources which are available at:

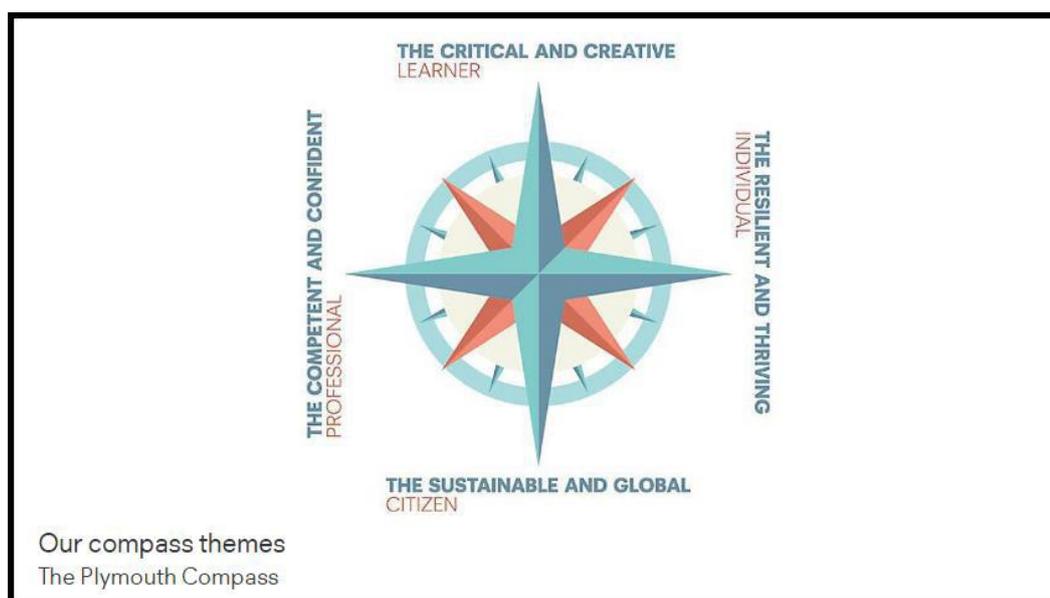
<https://www.plymouth.ac.uk/student-life/services/learning-gateway/learning-development> Enrichment and Co-Curricular Activities

Plymouth Compass

While you're at Plymouth, you'll gain more than just your degree

The Plymouth Compass helps you to navigate your way through your whole university experience, in both your taught curriculum and your extra-curricular activities. What you learn at university prepares you for more than a career, so the Compass identifies key attributes in four broad areas of your life - academic, civic, professional, and personal.

During your time here, you'll have plenty of opportunities to practice and develop these attributes, helping you gain experiences, improve skills, and build networks for your life beyond graduation. The Compass also supports us, as a community, to coordinate our efforts to offer you as broad an education as possible. It clarifies what the University values and what it anticipates will help you, as a graduate, in a future that is hard to predict.



Find more information at: <https://www.plymouth.ac.uk/your-university/teaching-and-learning/plymouth-university-compass>

What Next?

Employment and Progression Opportunities

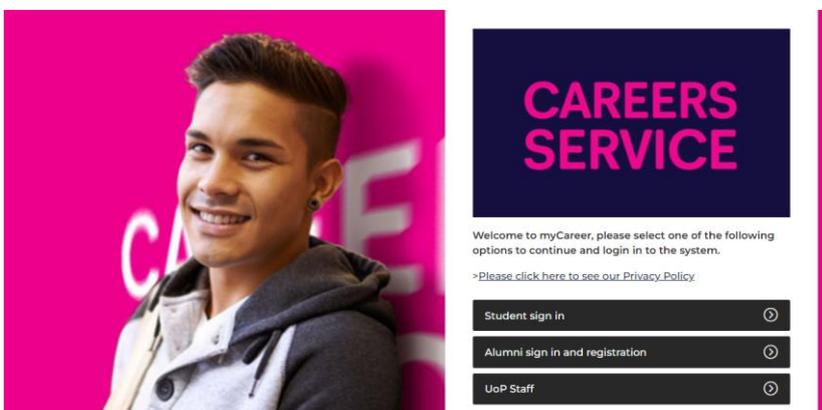
As a student studying Higher Education your programme has been designed to help you to succeed in your career aspirations and has been designed with the involvement of employers. Many of these are prepared to come to your Institution to give talks to students about their working environment and the qualities that they expect in potential employees. Please make every effort to attend such events and to profit from such employer contacts.

Many of your teaching staff will also be able to give you helpful career advice. The Institution Careers Service offers information, advice and guidance to students at all stages of their programme. Level 7 has a module on Practice management and preparing for employment. Any employment positions will be emailed to the relevant cohort.

Further advice is available from the University of Plymouth Careers Service. As a graduate you will have a wide choice of career opportunities throughout the private, public and voluntary sectors, both in the United Kingdom and abroad. Visit our website for access to the wide range of resources available to you, from career assessments and aptitude tests to Digital resources such as CV 360 to help you create an outstanding CV and Interview 360 to help you prepare for interviews:



MyCareer



MyCareer is the University of Plymouth's career management portal. This will be your central system to see all that the Careers and Employability Service have to offer.

MyCareer will give you access to:

- Hundreds of vacancies, from part-time work to fit around your studies, to summer internships and graduate vacancies.
- A wide range of workshops and activities to help you develop your employability skills. These include mock interviews and a variety of skill sessions from job searching to enhancing your CV.
- Access to events such as Career Fairs and Employer Insight Panels to help develop your confidence, expand your professional network and explore your career options.

You can access myCareer at any point through your computer or mobile device. Please see the following link to access myCareer: <https://mycareer.plymouth.ac.uk/home.html>

Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability

Clinical students and year 2 students will be working in the onsite teaching clinic.

WBL and WRL, in its various forms, is one of the major defining characteristics of your studies. It plays a central role in enabling you to apply academic study to workplace environments and problems. In turn, your programme of study should enable you to integrate knowledge and skills developed in WBL / WRL into your project work and study in taught modules.

An employable graduate is one who is able to meet the requirements of employers and fulfil their career aspirations at a graduate level. They will be able to apply the skills, knowledge and personal qualities developed during their programme to the workplace and other contexts. An employable graduate will need to be able to:

- Demonstrate and apply graduate attributes and skills;
- Demonstrate and apply career management skills: e.g. preparing effectively for the recruitment and selection process;
- Demonstrate and apply lifelong learning skills: e.g. reflecting critically on academic, personal and professional development, identifying and articulating achievements and planning for the future;
- Demonstrate business and organisational awareness: e.g., understand changing working practices, including self-employment, with particular reference to the professions and sectors relating to their programme of study;
- Demonstrate an international outlook: e.g. understanding the attributes and breadth of outlook appropriate for working in a global economy.

Your programme has been designed to put all this in perspective and give you the opportunities to develop the requisite skills. Work-related skills are integral to the modules and many specifically offer you the opportunity to experience the world of work, even if you are studying full time. Your programme specification details the knowledge, skills and understanding you will be able to demonstrate when you gain your award which is available in your Programme Quality Handbook.

Graduation and Results Guidance

University of Plymouth has developed a guide to your statement of results, transcripts and award verification. The information has been gathered together to help answer any questions

you may have regarding your results, how and when you can access them and links to further information on what happens if you fail any part of your course. Click [here](#) to access the guide:



Alumni

Graduating from Plymouth means you will become part of a thriving alumni community making a difference across the world. Your lifelong connection with us will offer you many benefits, including careers support for three years after graduation and a host of alumni events around the world to help you to network and stay in touch with your old university friends.

More information can be found at <https://www.plymouth.ac.uk/alumni-friends/alumni>



If you are from outside the UK and common travel area (you are not a British, Irish, Channel Islands or Isle of Man national), your college will need to check that you hold the correct visa/permission that allows study in the UK. If you require a Student visa, they will need to ensure you meet all the Student visa requirements before issuing you with a CAS which is needed to apply for the Student visa. Copies of your visa and passport will need to be checked and stored by your college at enrolment and there may be other processes connected with immigration compliance that you will be expected to follow.

If you are an EU, EEA or Swiss citizen, and you were resident in the UK before the 31/12/2020 you may have already applied under the EU settlement scheme and have a settled or pre-settled status in the UK. You can study in the UK with settled or pre-settled status. If you are new to the UK and have arrived from 01/01/2021 onwards you will need to apply for a student visa or enter as a visitor (for short courses of study only).

Please contact: admissions@bcnogroup.ac.uk

University of Plymouth publish regular updates specifically for new and current international students. Please find these here: [Latest student immigration news](#)



Harvard Referencing Guide

Harvard Referencing Guide

When the Harvard system is used, acknowledgement of the work of others appears within the text; it includes making direct quotes and paraphrasing. (NB Footnotes do not need to be used with this system; however, your tutor may allow you to use them to expand or qualify points in the text). You need to note the author's surname, followed by the year of publication and, for a direct quote, the page number.

- Where you are citing from **more than one work** published by an author in one year you add a lower-case letter after the year eg (Bloggs 1994a).
- Where there are **two authors**, give the surnames of both authors.
- Where there are **three or more authors**, give the surname of the first followed by *et al.*

There are several ways in which these references can be made; there are some examples below. (The full details of sources are given in the list of references at the end; see the next section).

How not to Plagiarise: Direct Quotations?

Either:

- "Place in quotation marks", or
single spaced with indented margins for large amounts of text, like this
- Give author's **surname**, **year** of publication and **page number** (write n.p. if there is no number e.g. for internet sources)
- Only use quotations when the **exact words** are important
- Give the full reference in a list at the end

How not to Plagiarise: Figures and Tables?

You can use maps, tables or diagrams from other people, but you **MUST** show the source underneath. Then give the full reference in the list of references.

How not to Plagiarise: Paraphrasing?

Take information from a source, put it in your own words (paraphrase) and then add the author (or organisation) and year in brackets. In addition, give the full reference in a list at the end.

Type of sources:

- Direct quotations
- Statistics
- Facts which are not common knowledge

- The results of another's research or study
- Other people's theories and ideas
- Other people's interpretations of events

Quotation

If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you **must** put the borrowed material in single quotation marks (with double quotation marks for a quote within a quote). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quote then three dots should be used to show the omission. If you add words, these should be in square brackets.

eg

He lists twenty-four names of people who had 'felt hitherto strange and unfamiliar desire to have images formed by light spontaneously fix themselves' from as early as 1782 (Batchen 1990: 9).

eg

Whilst Williams (1989) suggested that 'schools in Devon are...'

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

eg

Terry Eagleton explicitly links Freud's psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.

When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtuseness are at war with his native wit. If Freud had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed. (Eagleton 1990: 283)

Paraphrase

If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into **your own words**, and you must, again, clearly indicate the source from which the information came.

Eg Biographies of Rossetti tend to differentiate the successive stages of his career by associating each of them with a particular woman in his life (Prettejohn 1997: 9).

eg

E. H. Carr has observed that is a construct consequent upon the questions asked by the historian (Carr 1964).

eg

In a further article (Johnson 1989a) it is argued that...

eg

In this article (Nicholls *et al.* 1990) the view is taken that...

eg

This finding has been confirmed by other researchers in the United States (Smart 1986; Billings and Brown 1990).

Secondary Citation

Sometimes you need to cite the ideas of an author that were referred to in someone else's writing, though, where possible, you should try to read the original source. You must show that you used the secondary source.

eg

Learmouth (1978 cited in Short 1984) acknowledges that it is impossible to...

List of Sources (Bibliography)

Introduction

All written work should include a list of sources at the end detailing, in alphabetical order by author, all the sources you used to research the topic. (You may divide it into sections according to the format of the resources from which you have obtained information eg Books and Journals; Films; Websites etc.).

When there are two authors, cite them both. For three or more authors cite the first author followed by *et al.*

The following guide combines the conventions used in the Harvard System and the style recommended by the Faculty of Arts.

Book

Surname and initials of author (**if editor/editors**, put ed./eds in brackets after the name)

Year of publication (in brackets)

Title of book (in italics)

Edition (omit if first edition)

Place of Publication

Publisher

Page or chapter numbers if needed

eg

LaBelle, B. and Roden, S. (eds) (1999) *Site of Sound: of Architecture and the Ear*, Los Angeles: Errant Bodies Press

Article in edited book

Surname and initials of author

Year of publication (in brackets)

Title of article (in quotation marks)

In , then surname and initials of editor/editors of book, followed by (ed.)/(eds)

Title of book (in italics)

Place of publication

Publisher

Page numbers.

eg

Jameson, F. (1983) 'Postmodernism and consumer society' in Foster, H. (ed.), *Postmodern Culture*, London: Pluto Press, 111-126.

Article in journal/newspaper

Surname and initials of author

Year of publication (in brackets)

Title of article (in quotation marks)

Title of journal (in italics)

Volume number (in bold)
Part number (in brackets)
Page number(s).

eg

Hall, K. (2001) 'An analysis of primary literary policy in England using Barthes' notion of "readerly" and "writerly" texts'. *Journal of Early Childhood Literacy*, **1**(2, August), 153-165.

Video and Film

Title (in italics)
Year of release (in brackets)
Medium
Director
Other relevant detail re writers, performers etc.
Distributor
Other relevant detail re physical characteristics eg size, length of film

eg

A Room with a View (1985) Film. Dir. James Ivory. Cinecom Intl. Films.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

eg

Mifune, T. actor. *Rashomon* (1950) Dir. Akira Kurosawa. Daiei.

Television / Radio Programme

Title of programme (in italics) **or, when in series**, title of programme (in quotation marks) and title of series (in italics)
Broadcast date
Other relevant detail re producer etc.
Network
Other relevant detail re physical characteristics, length of programme etc.

eg 'The First Human Clone', *Panorama* (8 February 1999) British Broadcasting Corporation,. Video, 45 minutes.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

eg Hitler, A. '1933: Master Race', *People's Century* (1995) British Broadcasting Corporation. Video, 55 minutes.

World Wide Web Document

Author or editor (if known)
Title of document (in quotation marks) followed by Online (in square brackets)
Location of document (full web address)
Access date (in square brackets)

eg Brown, M. 'Impressionist painting' [Online] <http://www.fisk.edu/> [27th September 1999]

Article in Electronic Journal

Author

Year of publication
Title of article (in quotation marks)
Title of journal (in italics)
Type of medium (in square brackets)
Volume, part of journal
Location of document (full web address)
Pages (if given) or other indicator of length
Available: Supplier/ Database name/ Identifier or number (if given)
Access date (in square brackets)

eg Anderson, B. (2002) 'September 11 has turned out to be a good thing for America and the world'. *The Independent* [Online], 9 September 2002.
<http://www.infoweb.newsbank.com/> Approx. 4 printed pages. Available: NewsBank Newspapers UK [12 September, 2002].

Miscellaneous

For information about citing letters, computer software, music recordings, performances, works of art, interviews, maps etc. please refer to the *MLA Handbook for Writers of Research Papers*. Please note that when using these examples the elements of the entry are suitable for Harvard, but that you need to put the date of publication in round brackets after the first element.

Use of Latin

You will encounter a variety of Latin abbreviations in references, especially if the book or article is more than twenty years old. A list of the four most common abbreviations is given below. (It is not necessary to use these when using the Harvard referencing system).

1. *ibid.* [short for ibidem] meaning "in the same book, chapter etc." and used when a reference is given to the same source as the immediately preceding reference. For clarity you should add the page number.

eg

59. Herzog, D. *Poisoning the Minds of the Lower Orders*, Princeton: Princeton University Press, 1998, p. 83.

60. *Ibid.*, p. 84

2. *loc. cit.* [short for locato citato] meaning "in the passage already quoted"

3. *op. cit.* [short for opere citato] meaning "in the work already quoted"

Both *loc. cit.* and *op. cit.* are used when the full reference has already been given in an earlier footnote, but not in the immediately preceding one. For clarity, you should add the page number of the relevant passage and also the date if the author has more than one source listed in your footnotes.

eg 67. Herzog, *op. cit.* p. 80 [or 67. Herzog, *op. cit.* (1998) p. 80]

passim [from passus meaning scattered] and used when a point is made in many places, here and there or throughout a passage, a chapter or even a whole book.

eg a reference to 'pp. 60-80' might indicate a concentrated discussion of an idea, whereas 'pp.60-80 passim' shows that the idea makes numerous, but sporadic appearances.

Anything else?

Frequently Asked Questions:

What if I want to withdraw from, or suspend, my course?

If you are considering withdrawing from the University or interrupting your studies for any reason, please consult your programme leader and seek advice if you are experiencing difficulties. Just talking to someone may be enough to put you back on track. Students choose to interrupt study or withdraw for a variety of reasons and we may be able to help.

If you decide that you don't want to continue with your studies in this academic year, it is important that you correctly withdraw or interrupt study as there are academic and financial implications that you need to consider. For international students there will also be implications with regard to your visa.

You must complete the withdrawal or interrupt study form, which is available from registry@bcno.ac.uk. Please note, if you wish to email this form we'll only accept it if sent from your BCNO student email account as proof of signature. Do not, under any circumstances withdraw or interrupt study without completing this form.

Depending on the date you withdraw or suspend study, you may be deemed to have had an attempt at the modules you are enrolled on. Further information on the cut-off dates by which you would be considered to have an attempt are detailed on our withdrawing from a module pages <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/withdrawing-from-a-module>

If you have extenuating circumstances for withdrawing or interrupting study you should complete an extenuating circumstances claim form now. A valid claim for extenuating circumstances could mean you do not lose an attempt at some or all of your modules. This is important as there is a maximum number of attempts any student can have at a module and second and third attempt marks are capped. Please refer to our extenuating circumstances policy for more information on making a claim <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations>

We recommend that you discuss this with them before you make your decision as this may affect your ability to receive funding in the future.

We recommend that you discuss this with them before you make your decision as this may affect your ability to receive funding in the future.

Once your withdrawal/interruption has been formally processed, University of Plymouth will communicate this to the relevant funding body advising them of your last date of attendance as recorded on your withdraw/interrupt study form.

If you require any support with your student funding please contact UPSU:Advice.

What if I want to change my course?

You'll need to get advice from your Programme Leader, Personal Tutor if you wish to change course. You will need to complete a form and get your current Programme Leader to sign it, along with the Programme Leader of the course you wish to join. It is important that you follow the University procedures as you may find that your student loan is at risk if you do not. You will

also be required to inform Student Finance England/Student Finance Wales/Student Finance Northern Ireland/Your Funding Body to a change in your circumstances.

Where do I get my Timetable?

Timetables will be emailed and will be available on

London Campus	https://www.bcom.ac.uk/osteonet/
Kent Campus	https://www.eso-learningzone.co.uk/login/index.php

How do I submit my coursework?

Please see the section on Assessment above.

How do I raise an issue?

Please speak to your Personal Tutor or a member in the Registry Department

How do I find out who my personal tutor is?

Please see the section above on Personal Tutors.

Where can I find information about:

Counselling

Please see Welfare Information

Disability Assist

Please make an appointment through bcom.registry@bcnogroup.ac.uk or eso.registry@bcnogroup.ac.uk

Help with writing essays and study support

Please contact your Personal Tutor and attend Drop in Workshops

What should I do if I can't make a deadline/sit an exam?

Please see the section above regarding Extenuating Circumstances.

Who should I speak to regarding careers/employability?

Head of Clinic and relevant emails sent to appropriate cohorts

When is graduation?

This information will be emailed from the registry department