**ACCESS TO H.E.**

**STUDENT HANDBOOK 2023/24**

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| **ACCESS TO H.E. DIPLOMA**  The Access to HE Diploma is a nationally recognised level 3 qualification, regulated by the Quality Assurance Agency (QAA). In order to achieve the Access to HE Diploma you must achieve:   * 60 credits overall * 45 **graded credits at Level 3 from units concerned with academic subject content.** Academic units are your three key subjects for your Diploma (i.e. Health and Human Sciences: Biology, Psychology and Sociology. 15 credits (5 assignments) in each subject). * 15 Ungraded credits at level 3 (from Study Skills).   Gloucestershire College offers three Diplomas:  Health and Human Sciences: (**Mandatory subject is Biology** plus TWO other subjects from: Psychology; Sociology; Chemistry; Physics).  Science: (**Mandatory subject is Maths** plus TWO other subjects from: Biology; Chemistry; Physics).  Humanities and Social Sciences: (**Mandatory 6 credit graded Extended Project**. Students will take three subjects: English Literature; Psychology; Sociology).    **TERM DATES**  Term 1: Monday 11 September 2023 to Wednesday 20 December 2023  Half term: Monday 30 October – Friday 3 November 2023  Term 2: Wednesday 3 January 2024 – Friday 22 March 2024  Half term: Monday 12 February – Friday 16 February 2024  Easter holiday: Monday 25 March – Friday 5 April 2024  Term 3: Monday 8 April – Friday 21 June 2024  Half term: Monday 27 May – Friday 31 May 2024  **END OF THE COURSE**  Final Awards Board: Date TBC. Likely to be last week in June or first week in July 2024.  Access Celebration Day: Thursday 4 July 2024.  **ACCESS TO H.E. STAFF CONTACT DETAILS**   |  |  |  |  | | --- | --- | --- | --- | | **NAME** | **SUBJECTS TAUGHT** | **EMAIL ADDRESS** | **DAYS WORKED: PLEASE DO NOT EXPECT EMAIL REPLIES OUTSIDE THESE DAYS** | | Catherine Rogers | Course Leader  English Literature  Study Skills  GCSE English | [catherine.rogers@gloscol.ac.uk](mailto:catherine.rogers@gloscol.ac.uk) | Tuesday  Thursday  Friday | | Graham Jelfs | Psychology | [graham.jelfs@gloscol.ac.uk](mailto:graham.jelfs@gloscol.ac.uk) | Monday  Wednesday | | Andrew Kaighin | Sociology  Study Skills | [andrew.kaighin@gloscol.ac.uk](mailto:andrew.kaighin@gloscol.ac.uk) | Monday  Tuesday  Wednesday  Thursday  Friday a.m. | | Nela Trowbridge | Biology | [daniela.trowbridge@gloscol.ac.uk](mailto:daniela.trowbridge@gloscol.ac.uk) | Wednesday  Thursday | | Nela Trowbridge | Chemistry  Physics | [daniela.trowbridge@gloscol.ac.uk](mailto:daniela.trowbridge@gloscol.ac.uk) | Tuesday | | Nela Trowbridge | Maths | [daniela.trowbridge@gloscol.ac.uk](mailto:daniela.trowbridge@gloscol.ac.uk) | Friday |     **ATTENDANCE POLICY**  Because Access to H.E. is so fast paced (with one lesson in each subject each week), 100% attendance is expected unless there are significant reasons why you cannot attend.  If you cannot attend, please email your subject tutor and Study Skills tutor before 9 a.m. stating which lesson you will miss and why.  Within the first six weeks of the course, you need 90% attendance.  You cannot pass the course with less than 85% attendance over the course of the academic year.  **MOBILE PHONES**  These should be switched off and in your bag during all lessons.  If you have an important phone call due during lesson times (i.e. GP call-back), let your tutor know at the start of the class.  You MUST NOT take or make any calls in classes.  **FIRST SIX WEEKS OF THE COURSE**  Although we hope that everyone will progress on the course after the October half-term, the first six weeks are intended to allow tutors to see whether students are going to be able to progress to level 3 quickly. It is also a chance for students to see whether they are comfortable with the pace and level of learning.  We are checking and recording:   * Attendance * Punctuality * Attitude to learning/other students/tutors * Ability to submit any work requested (i.e. homework) * Level of work submitted (i.e. are you meeting level 3 criteria?)   Everyone will have a mandatory 1-1 tutorial with your Study Skills tutor during w.c. 23 October 202. All of the above bullet points will be discussed with you to check that you are able to progress satisfactorily following the October half term.  **PLAGIARISM AND COLLUSION POLICY**   * Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. * All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. * If you are using someone else’s work or ideas, you must reference it to avoid plagiarism. * **USING COMMERCIAL CHEAT ESSAY WRITING SITES WILL RESULT IN YOU BEING ASKED TO LEAVE THE COURSE.** * Collusion is the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to pass work off as their own (by lending them your work). * Collusion is the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to pass work off as their own (by lending them your work). * **Collusion acceptable practice:** * talking about books or lectures with another student * comparing essays and feedback after the assignment has been marked * working in the library together * **Unacceptable collusion:** * writing an essay structure/graphs/assignment with another student for work that is submitted individually * asking another student to edit your work * re-writing a friend’s work for them * showing another student your assignment before the assignment is due   **PENALTIES FOR PLAGIARISM OR COLLUSION**   * In the first instance, each person involved (INCLUDING THE STUDENT WHOSE WORK WAS COPIED) WILL HAVE THE ASSIGNMENT GRADE CAPPED AT A PASS. * If there is a second occurrence, there will be a formal disciplinary procedure, and it is likely that the students concerned will be withdrawn from the course. * It is important that you do not let other students see your work as, if they copy it, your work would be capped at a pass as well as theirs.  |  | | --- | | **ASSESSMENT SUBMISSIONS**  **Successful Submissions (submitted on time)**  Successful assignments at first attempt will be awarded a Pass (P), Merit (M) or Distinction (D) if the unit is graded.  A successful assignment at first attempt for an ungraded unit will be classed as ‘Achieved’.  **Submissions not successful at first attempt (submitted on time)**  If your submission is not successful at the first attempt (that is, one or more of the learning outcomes for the assignment has not been achieved), the assignment is regarded as an unsuccessful submission. When a submission is unsuccessful, no credit can be awarded, it is not eligible for grading, and the grading process will not be applied.  In these circumstances, you will have the opportunity to resubmit the work related to the unachieved learning outcomes and assessment criteria of the unit, providing that the first attempt was submitted on time.  If the resubmission is successful, you will be awarded a grade: Pass, Merit or Distinction.  **Partial Submissions (submitted on time)**  If your first submission is not completed (i.e. all assessment criteria attempted), this is classed as a partial submission.  If it was submitted on time, you can still have the opportunity to re-submit, but where a student has not produced a complete first submission, the re-submission will be capped at Pass.  **Unsuccessful Resubmission**  If the resubmission is unsuccessful (that is, the resubmitted work still does not meet the learning outcome(s) in full), it is a fail and you will need to leave the course.  **Late Resubmissions**  If your re-submission is submitted later than the tutor-appointed date, it will be capped at a Pass if all assessment criteria have been met.  **Late Submissions**  If your work is submitted after the formal deadline has passed and all assessment criteria have been met, and no extension has been granted, all grades will be capped at a Pass.  If your work is submitted after the deadline, without an extension having been granted, and the work does not meet all assessment criteria, there is no opportunity for resubmission.  **EXTENSIONS**  Extensions can only be granted by the Course Leader, Catherine Rogers.  They MUST be applied for in advance of the submission deadline.  You will need to look at the **Extension Guidelines** to see whether you are likely to be granted an extension (on the Study Skills VLE) and complete the Extension Form and send it to Catherine **BEFORE** your submission deadline date. This should be during normal college hours (Monday to Friday 9 a.m. – 4 p.m.).  Extensions cannot be granted because of IT/computer failure of any kind. This includes use of the College VLE where students attempt to submit work minutes before the deadline.  **DRAFT SUBMISSIONS**  There are **no opportunities for draft submissions** on this course. Tutors who offer workshops are able to look at **a maximum of TWO PARAGRAPHS** of your work and give comments.  However, they are **specifically not allowed** to:   * Make substantial corrections to your work. * Make any comments on how you can improve your work related to grading (Merit/Distinction). * Give any grading judgement comments.   **RESUBMITTING GRADED WORK TO IMPROVE GRADE**  This is not possible on this course. Once a grade has been allocated by the tutor, that will be the final grade (subject to internal and external moderation).  **GRADE APPEALS**  If you have good reason to believe your work has not been correctly graded, you may use the Grade Appeal Procedure. Email Catherine Rogers for the form and guidance.  **OVERALL GRADING DECISIONS**  **Grade Profile with an uneven number of grade descriptors:**  The overall grade will be the grade midpoint:  i.e. PMMPP – Pass overall.  **Grade profile with an even number of grade descriptors:**  As above BUT, if there is an equal number of grades awarded:  i.e. DMDM – Merit overall.  There is no clear midpoint so the tutor will award the overall grade based on the Quality grade: Grade Descriptor 7.  **COMMERCIAL ‘CHEAT’ ESSAY SITES**  We are fully aware that such sites exist and are used by some students but YOU MUST NOT USE THEM. Although anti-plagiarism software is getting better at picking some of these up, clearly an essay or report written specifically for a student by one of these sites may not be picked up.  You should **not**:  ·       provide any assessment question to a website, online service, social media platform or any individual or organisation, as this is an infringement of copyright.  ·       request answers or solutions to an assessment question on any website, via an online service or social media platform, or from any individual or organisation.  ·       use ChatGPT or any other AI platforms.  Where any discrepancy arises from coursework, the student concerned will be invited to attend a viva (oral examination) in which they will be asked questions about the work under suspicion.  If we are not satisfied that the work submitted for coursework is the student’s own, all coursework submitted since the beginning of the course will be re-assessed for indications that the student did not complete the work on their own and any previous grades for coursework submitted are likely to be retrospectively capped at a Pass.  This will be the penalty for a first offence.  If a second offence occurs, the student will be asked to leave the course.  **SAFEGUARDING/BULLYING/HARRASSMENT POLICY**  The College recognises that any form of bullying or harassment of students (or staff) is entirely inappropriate and can seriously undermine relationships. At a personal level it can cause extreme distress and anxiety and can affect health and the continuation of studies. In some cases, it is unlawful and a criminal offence.  Any form of harassment or bullying is unacceptable in the College, whether or not it is unlawful.  False allegations of harassment or bullying will be taken seriously and further action might be considered.  Our Access team is committed to ensuring that everyone (tutors and students alike) behave in a respectful manner throughout the duration of the course. We wish to provide an environment where students have the confidence to learn freely and speak appropriately without any fear.  Class discussions and presentations are an important part of our course. All students should feel free to express suitable views within these discussions without fear of other students making them feel belittled or humiliated.  Cyberbullying in any form is totally unacceptable on this course and can lead to disciplinary action. Cyberbullying can include private group chats if they involve students at college.  Cyberbullying can include:   * Abusive or threatening texts/messages/GIFs/emojis/memes/images in any form. * Spreading rumours about other students/staff. * Ignoring or leaving out other students within your group/class.   All staff and students have a responsibility to tackle bullying and harassment. Staff should not behave in any way that could be seen as threatening or cause offence to students. Students must take responsibility for their own behaviour both on and off-site. Both staff and students have the responsibility to take appropriate action when they witness an incident.  For students, this appropriate action would be making a tutor aware of the situation. | |  | |
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