

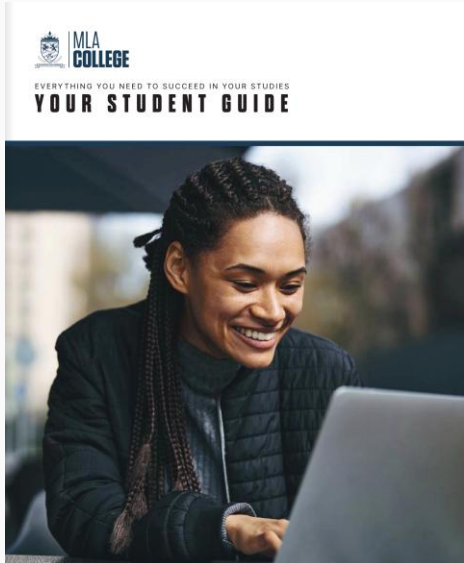


Programme Admin Induction

Lucille Pearce – Head of Student and Programme Services



Getting started



WHAT'S INSIDE?

Your study guide is your go-to resource for navigating life at MLA College. Inside you'll find essential information on policies, procedures, and support services designed to help you succeed. Whether you're looking for academic guidance, resources, or student support, this guide is here to ensure you make the most of your time with us.

Introduction	06
Key Contacts	09
01 WELCOME & INTRODUCTION	
02 STUDENT SUPPORT & WELLBEING	
03 ACADEMIC SUCCESS, INFORMATION & GUIDANCE	
04 POLICIES	

Disabled Commitment	12	University of Plymouth	24	Our Policies	42
Inclusive Learning	14	Academic Information	26	Harassment & Sexual Misconduct Policy	42
Student Support	15	Assessment	28	Extenuating Circumstances	43
Peer Mentoring Scheme	16	Feedback, Marks & Results	30	Interruption vs. Withdrawal	44
Get Involved & Stay Connected	19	Assessment Flow Process	31	Interruption	45
Your Voice Matters	20	Academic Misconduct	32	Financial Implications	46
Funding & Finance	21	Resources & Support	34	Withdrawal	46
		University Level Support	35	The Prevent Duty	51
		Programme & Module Progression	36	Student Complaints	51
		Next Steps	38	Appeals	51

Latest: *New intakes for May & Sept 2026*

Governance




Policies and corporate documents

Search > Menu > Log in >

[Home](#) > [Student life](#) > [Your studies](#) > [Essential information](#) > [Student regulations, policies and procedures](#)

Student regulations, policies and procedures

Here you'll find a list of University rules and regulations that relate to your studies and assessment

-  TLP
-  Systems
-  Library

University of Plymouth

MLA College is a validated partner of the University of Plymouth (UoP)

Students get a UoP computing account which includes:

- Access to their own UoP email
- UoP online library resources (Primo)
- UoP Student ID card (which students must apply for if they want one)

See information on access to all the above in the **MLA College “Your Student Guide”**



Turnitin

We use Turnitin for coursework submission

Students **MUST** access their UoP email account and click on the link in the Turnitin registration email

All students **MUST** ensure they can log into Turnitin

Not accessing Turnitin and not submitting coursework may result in a mark of 0.00 or withdrawal from the programme

Marks on Turnitin are **provisional** until they are formally confirmed at a University of Plymouth Award Assessment Board

Tutor feedback is written on assignments in Turnitin with provisional marks



Minimum engagement

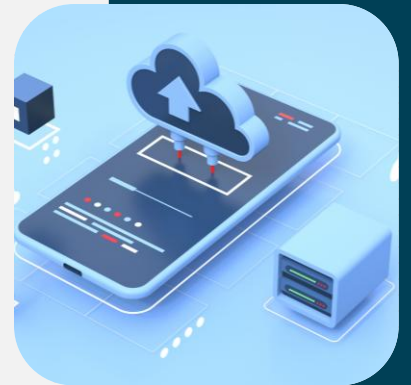
Engagement helps to ensure that:

- You can access your learning materials from the start
- You know who to contact for academic or practical support
- Any problems are identified while they are easier to resolve

The first two weeks of a module are especially important. This is when students:

- Confirm access to learning materials
- Make contact with their tutor(s)
- Begin studying and planning their workload

If any issues arise during this time, it's much easier for us to help if we know early.



Induction Week and First 2 weeks of term

Get Started!

Download your modules, Access your University account, and set up Turnitin.

Top Tip: We release the modules in the week before term starts and most students have ensured access before the first day of term. We recommend you do this too.

First week

Having Issues?

Tell us!

We'll check in on you to make sure everything is going OK, but if something isn't working, you've hit a barrier, or there's something else, you can reach out to us. We'll do everything we can to help.

End of first week

Still not up and running yet?

Don't worry! There's still time!

We'll keep reaching out to you if we haven't heard from you already, and you can contact the team if you need help.

Top Tip: If you contact us by the end of the first week, you'll be less behind on your studies!

Second week

Time is of the essence!

It's week 2 and you're struggling – what now?

You may not know it yet, but we have safety measures in place, and we won't let you slip through the net.

Don't Forget: You have until the end of this week to either respond to us or get in touch.

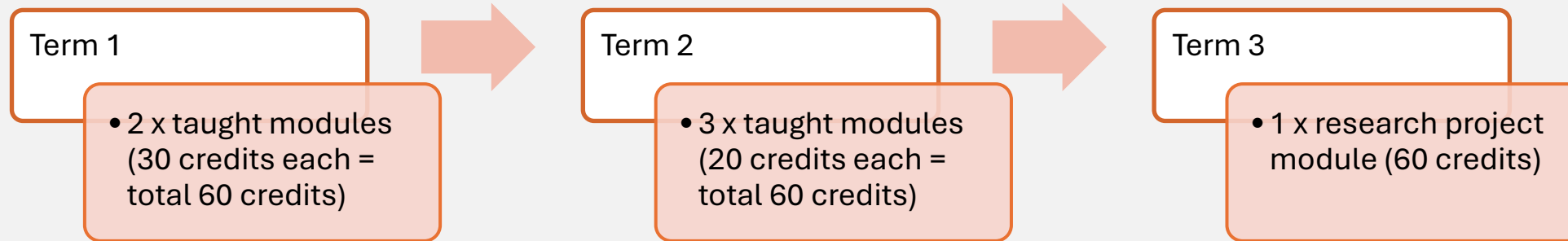
End of second week

Student Admin to the rescue!

If we can't reach you by now or resolve issues, we may pause your studies - but don't worry. We'll stay connected and help you come back when you're ready.

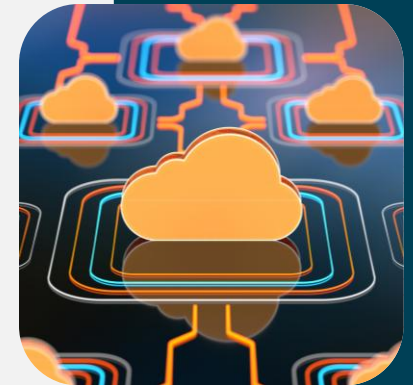
Remember: This is about supporting your success - not a punishment.

Progressing through the programme



There **WILL** be strict assessment deadlines throughout each term

Students **MUST** pay fees for next modules at the beginning of each stage



How to pass your modules

Postgraduate = 50% pass mark

The overall module mark must be at least 50% to pass

The overall module mark includes written coursework, and in some cases also a presentation.

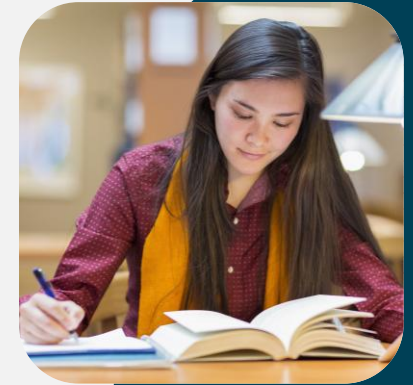
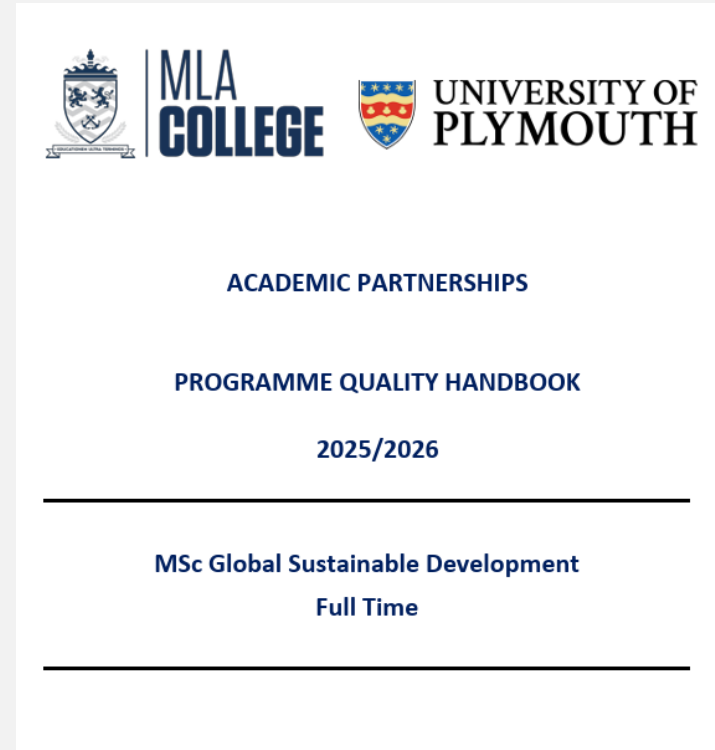
Students should read the **Programme Quality Handbook** for important information about programme and module learning outcomes

Access! Study! Engage!

Students **MUST** read the assessment in the Total Learning Platform for **EACH MODULE**

The Total Learning Platform also contains **Study Guides** and **Marking Criteria**

Attend tutorials, ask questions, **get involved!**



Taking a pause in studies

At beginning of programme

Students can “defer” within the first 14 days and come back to start again in a following term.

After modules are completed and passed

Students can interrupt the programme and resume in next academic year, continuing with the next module(s)

After modules completed but any not passed

Students can interrupt and resume in the next academic year, continuing with repeats of any module(s) not achieved

Students claiming Student Finance

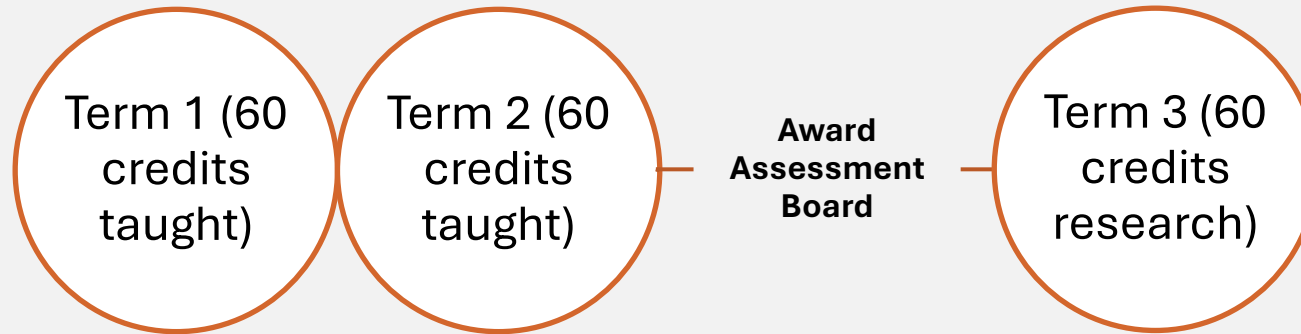
If you **defer** or **interrupt** your **SLC funding will be paused**

If you are **compulsorily interrupted** by the College due to **non-engagement or non-payment of fees** you may need to **complete a full term before your funding is resumed.**

Support mechanisms are in place to help students who are struggling - MLA fosters a supportive culture - Flex is there but it is important to remember Academic Regulations.



Award Assessment Board



Award Assessments Boards (AABs) take place 3 times per year (November, March, and July)

Starting cohorts go to AAB together - interrupted students go to the same AAB as the rest of the cohort.

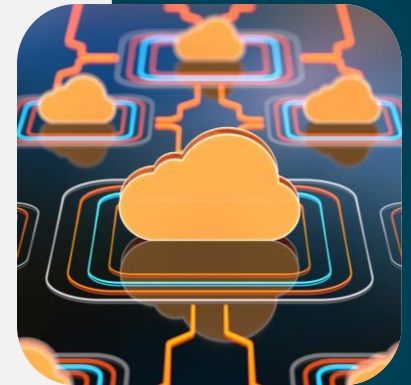
EXAMPLE: Start programme in May 26 – Interrupt after completing term 1 – AAB for the cohort takes place in March 2027 – interrupted students can resume from May 2027.

Students who have not interrupted but failed any modules can take Referrals alongside their final Project module in Term 3

Marks are provisional until they have been ratified at the AAB

Academic appeals can only be submitted after the AAB

MLA College operates under a strict [Assessment, Marking and Moderation Policy](#)



Graduation

A graduate in a black cap and gown is shown from the chest up, holding a yellow tassel. The background is a bright, sunlit outdoor setting, creating a warm and celebratory atmosphere. The graduate's hand is visible, gripping the tassel. The overall image is slightly blurred, focusing attention on the graduate and the tassel.

Graduation is a proud and memorable occasion for all involved.

After successful completion of the programme, or exit award, you will have the opportunity to attend a University of Plymouth Graduation Ceremony.

These are held in Plymouth, and you can find out more about what this entails [here](#)

Good to know



Useful Contacts

Student.Admin@mla.ac.uk

Student.Finance@mla.ac.uk

Student.Experience@mla.ac.uk

Useful Documents

[Your Student Guide](#)

[MLA College Terms and Conditions](#)

[Complaints Procedure](#)

[Refunds and Compensation policy](#)

[Governance Documents](#)

[University of Plymouth Regulations](#)



Contact Us

@ info@mla.ac.uk

+44 (0) 203 997 7555

www.mla.ac.uk

