University of Plymouth Partner Institution Student Handbook

2024-2025

MLA College

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

Student Experience Team
Tel: +44 (0) 20 3997 7555

E-mail: student.experience@mla.ac.uk

Please note:

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

MLA College 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 and MLA College undertakes all reasonable steps to minimise the resultant disruption to those services; as outlined in the MLA College Student Protection Plan.

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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 e.g., 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 contact the MLA College Student Experience Team directly or e-mail: student.experience@mla.ac.uk or telephone +44 (0) 20 3997 7555. Alternatively, you can contact the University's Disability Services on 01752 587 676 or by email at studentservices@plymouth.ac.uk. MLA 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 do not 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.

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Welcome and Introduction

Welcome to MLA College. We are delighted that you have chosen to study with us. We will do all we can to ensure sure you get the maximum benefit from your time here – and that you will be well prepared for the next stage in your academic or professional career path.

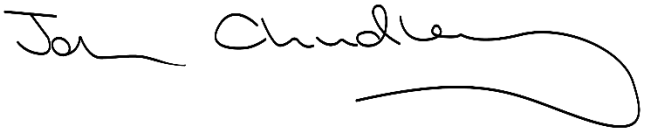
You will already know that MLA College is internationally recognised for its excellent reputation, and you will also benefit from the consistently high standards and expectations MLA College brings to all aspects of its teaching and learning.

You will find that all our staff are dedicated to ensuring you have the best experience possible. As well as being professional, intellectually challenging and up to date in their knowledge of the subject matter, we ensure that those teaching you do so in a research-informed, creative, responsive and engaging way. Your tutors are supported by highly experienced professional colleagues who are here to give you advice and guidance on all aspects of your studies.

As a student at MLA College and the University of Plymouth your feedback is important to us, and we have in place a number of surveys conducted by MLA College during your period of registration. Please do take the time to complete these surveys which will inform our plans to ensure all students continue to receive the best possible experience during their time with us.

We want you to enjoy the best study experience possible and we are here to help create the best opportunities for what you want to do next.

Welcome again to MLA College.



Professor John Chudley, Rector

MLA College

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This Student Handbook contains important information including:

- MLA College policies and procedures
- Programme Information and assessment
- Academic Regulations including Extenuating Circumstances
- Student Support
- Guidance on student finance and funding
- Learning Resources
- Study Skills Support including key resources on Referencing and Plagiarism

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

- Your Programme Quality Handbook available at: MLA Programme Quality Handbook
- Your Module Guides which are available in your Programme Quality Handbook and your TLP
- University of Plymouth's Student Handbook available at: https://www.plymouth.ac.uk/your-university/governance/student-handbook

Staff/Student communication

Useful Contacts

Main MLA College Switchboard: **+44 (0) 20 3997 7555**

If you have questions that are not answered in this handbook or within the Frequently Asked Questions on the TLP, please email student.admin@mla.ac.uk including your name and details of your query.

Please note that MLA College office is staffed between normal office hours:
Monday to Friday 09:00 - 17:00 (UK Time)
Saturday and Sunday – Closed

The following contacts are available to assist you with a wide variety of queries you may have about all aspects of your student journey.

Department	Contact info
Admissions	student.recruitment@mla.ac.uk For queries relating to an application or enquiry about a programme
Enrolment & Assessment	student.admin@mla.ac.uk For all queries related to enrolments, assessments, progression and awards and liaison between MLA and the University of Plymouth (please use this contact for issues with UoP DLE log-ins).
Finance	student.finance@mla.ac.uk

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	All enquiries associated with student fees, finance options, payments, scholarships and bursaries, and student loans.
Student Experience	student.experience@mla.ac.uk All issues relating to student support and wellbeing, Extenuating Circumstances, late or non-submission of coursework, Student feedback, Student Voice, and pastoral support
General Enquiries	info@mla.ac.uk For all general enquiries please contact:
Technical Support	technical@mla.ac.uk For technical issues relating to the TLP and MLA website log-in. (please **do not** use this contact if you are having issues logging in to the UoP DLE – instead please contact student.admin@mla.ac.uk)

Registration, Term Dates including Exam weeks

MLA College programmes and modules run on a flexible basis throughout the academic year. Please note that University of Plymouth term dates and exam weeks do not apply to our timetable.

Terms usually start in September, January, and May, and you can start your first module on any term, and progress to your next module on a flexible basis throughout the course of your studies.

Induction

Induction onto the learning materials of your programme and/or module will be delivered via your TLP.
If you are a brand new student you will also be contacted by the Programme Services team at the beginning of your first term with a Welcome Pack containing important information on how to log in to various systems and access resources, as well as details of your tutor.
As a University of Plymouth student, you can also access the Student Study File which contains key resources from induction and throughout your study including all University Rules and Regulations. It is essential that you look through this and download any key documents as needed such as the Plymouth Library Guide.

Programme Management Team

Please see "Contact Us" in the TLP, and the Team section on our website.

MLA academic and professional services staff will communicate with you in the following ways:

- Email
- Telephone/video call
- Student Forum (only available to enrolled students)
- MLA College website
- University of Plymouth Student Portal (see section below)

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Distance e-Learning modules

MLA College's provision is provided through distance e-Learning modules and coursework submission dates are dependent on the length of the programme/module you are studying. . You must always refer to your TLP (Total Learning Package) for explicit information on module deadlines.

Student Voice

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

MLA College recognises that the majority of our students are engaged in distance learning, and we seek to secure your feedback via our surveys, the student forum, and active engagement with the staff and senior management of MLA College. A summary of student feedback is provided twice a year and includes our response to issues raised by you. You are also encouraged to participate in the University of Plymouth Student Perception Questionnaire.

The University of Plymouth values the Student Voice and is actively promoting the work supported through the student community. More information can be found here.

MLA Student Forum

Please note that the MLA College Student Forum is hosted on the MLA College website and not the UoP website. The Programme Services team will email you with instructions on how to access this at the beginning of your first term.

Tutorial Support and Guidance

Your respective Tutor will provide general support and guidance to you. Programme Managers and tutors will be responsible for providing module related academic support on an individual basis as required.

As an MLA student you will benefit from ongoing research through various means, including specific expert knowledge of tutors, availability of resources, opportunities for project work and opportunities for technical consultation with subject experts.

Student Representatives and the Feedback loop

Each programme should have student representation at the Academic Quality and Standards Committee. Student 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,

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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 University of Plymouth programmes delivered at MLA College.

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

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

One of their essential services is the UPSU Advice Centre who offer free, independent, confidential, and non-judgmental advice. The Advice team are independent from the University. They are members of Advice UK and other advice organisations, they 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.
They can be contacted via phone, email or by completing their online enquiry form: https://www.upsu.com/advice/enquiry/

You can also call UPSU on 01752 588373 or email advice@su.plymouth.ac.uk

They 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 the campus, please do not hesitate to get in touch at studentvoice@su.plymouth.ac.uk

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

MLA College will invite you to complete an annual student perception questionnaire (SPQ), which specifically focuses on your experiences as a Higher Education student.

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

Your Total Learning Package (TLP)

The Total earning Package (TLP) has been developed by MLA College to provide an inclusive, easy to navigate environment, which includes all the teaching and learning materials necessary for studying.

The TLP includes:

- Module guides - Teaching, Learning and Assessment
- Teaching and learning materials
- Links to academic resources
- Links to Study Skills
- Guide to referencing
- Guide to student support
- FAQs

Your Library- Learning Resources

MLA College provides access to all the resources that you need to successfully complete your studies. You will be introduced to these resources during your induction.

MLA College students also have access to the University of Plymouth's library resources. You will also be inducted in how to borrow books if you are local and visit the library in person, access online materials, use online systems, and obtain the necessary resources to assist you with your studies.

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.) you should report this to an appropriate member of academic or support staff. If you judge the response inadequate, please contact your Programme Manager and/or student representative so that the issue can be addressed at the next Academic Quality and Standards Committee Meeting.

Students as Partners – University of Plymouth

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

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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'.

MLA College is part of Academic Partnerships within the University of Plymouth, which houses around 7000 students studying across the region and overseas. Academic Partnerships supports MLA in the development and review of the programmes validated by the University to ensure the highest quality of teaching and learning is offered. The majority of provision delivered is at HE Level 4, 5, 6, and 7 comprising DipHE, Bachelor's Degree, PGCert, PGDip, and MSc.

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 here.

Applying for your University of Plymouth Student Card

As a University of Plymouth student, you are entitled to a student ID card. This is key for identification purposes if you are trying to access any student concessions, but also allows you swipe access into the University Charles Seale-Hayne library on the main Plymouth campus (if you are based locally and are able to do so).
To apply for a UoP ID card you must be enrolled with The University of Plymouth. Once you are enrolled you can complete the following steps:

1. Go to https://eservices.plymouth.ac.uk/app/
2. Click on Register and use your personal email address given on your enrolment form
3. Once registered, 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 (your card will be sent to MLA College, and we will ensure this reaches you by post)

If you have any queries about a card which you have ordered but has not arrived, please contact student.admin@mla.ac.uk.

The Plymouth Online Study Guide

As a University of Plymouth student, you are able to access the University's e-resources through the UoP Digital Learning Environment (DLE).

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Here you can access to over 2 million e-resources and e-journals in a variety of different subjects to support your studies. You can visit the University of Plymouth Library page via the Digital Learning Environment (DLE) and select 'Partner Institution – 'Your Library Subject Guide' . From here, select 'partner institutions' and you will find information which is essential to familiarise yourself with UoP services and e- resources. This video guide also demonstrates how to access Primo (the online library). In addition, you can access the University Student Study Guide which is available at www.studywithplymouth.ac.uk and signposts you to a wealth of resources including UPSU (University of Plymouth Students' Union), Study Skills Guides and using the DLE (alternatively press Ctrl & Click on the relevant picture below to find the information you are looking for).

University Email accounts

You must ensure that you regularly access your University email account, and where possible, avoid using non-University email accounts to contact staff. Messages from external addresses can often get filtered as SPAM or JUNK if you use them.

Forwarding your Plymouth Emails to your preferred account

Any communications with the 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 these levels of study. Instructions on how to complete this is available through www.studywithplymouth.ac.uk under the Library and Digital Learning Environment Tab.

Mobile with Plymouth

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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 UoP DLE, or if you cannot access the information you need, please contact student.admin@mla.ac.uk. If necessary, we can access the University password changer tool to reset your details.

How to Change your Password

To change your password at any time, click here.

Programme Overview

MLA College's programmes operate largely within the University of Plymouth's standard academic regulations for undergraduate and postgraduate programmes (available electronically on the UoP website). Non-standard regulations sometimes apply to specific programmes and you are advised to read the Programme Quality Handbook for your programme, along with other MLA policy documents on our website to ensure that you are aware of all regulations, processes and policies that apply to you. Currently all of MLA College's programmes are managed by University of Plymouth Academic Partnerships. Also see the University student handbook.

Programme Structure

Please see the relevant Programme Quality Handbook.

Assessment

Please read the assessment document in your TLP carefully as it provides the information you need to complete the coursework for each module. We advise you to get in touch with your tutor as soon as possible if anything is unclear.

Formative Assessment

Formative assessment is a collection of questions and tasks to test your knowledge of the learning materials in your TLP. These questions can be found throughout the TLP alongside the video lectures, after the lectures or included in the transcripts. Formative questions allow you to work through problems at your own pace to satisfy yourself that you have fully understood the teaching and learning which has been covered in the lecture. We have provided all the answers to the formative questions, so that you can compare your answers with the ones provided and re-visit the lectures if necessary. You may also wish to discuss these in tutorials, or online with your fellow students in the discussion forum.

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Your performance in these formative tasks is not marked by your course tutor and does not count towards the overall module mark. We highly recommend that you complete all the formative questions, as the module has been designed very carefully to use these questions to build your knowledge and understanding. Completing the formative questions will help you in writing your marked coursework –this is described in the section below.

Summative Assessment

Summative coursework is submitted by fixed deadlines, is marked, and is given feedback by your tutor. The marks that you achieve for your coursework count towards your overall module mark, and eventually, to your grade for the whole programme. The assessment questions contained in the TLP will focus on the learning outcomes of the module and the assessment document contains everything you need to prepare your coursework. Please also ensure that you review the learning outcomes in the Module Record located on the TLP.

In all cases, assessments are designed to assess your achievement of the particular learning outcomes for the module. You will also be given assessment criteria which is used to judge the extent of your achievement.

Marks and Results

Please note that ALL assessment marks and results are provisional until confirmed by the University of Plymouth Subject Assessment Panel and verified by the Award Assessment Board. Please reference the Benchmarking Skills Map within the Programme Handbook for further details on how the teaching, learning and assessments are achieved within each module.

Support

Your course tutor is available for assistance and advice as required, although you are expected to work autonomously throughout, conducting your own research to produce answers of an acceptable standard.

The TLP contains several documents in the 'Study Help' section to support you with your learning and to help you complete your coursework. Please read through all of these documents carefully prior to attempting the assessment. Your course tutor will be in touch at appropriate times throughout the module and will provide feedback on any draft work completed (see further advice on this below). In general, it is your responsibility to contact the tutor if you have any concerns, academically or otherwise.

Other Services provided by the University of Plymouth

Our dedicated Student Experience Team are available to assist you with any issues you may be facing during your studies. In addition, the University of Plymouth provides a wide range of central facilities such as Counselling, Disability Access Services, Careers Service, Chaplaincy, Healthcare Services,

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Students' Union Support and Advice Centre, Recreation and Student Gateway. Please refer to the University Student Handbook for further information.

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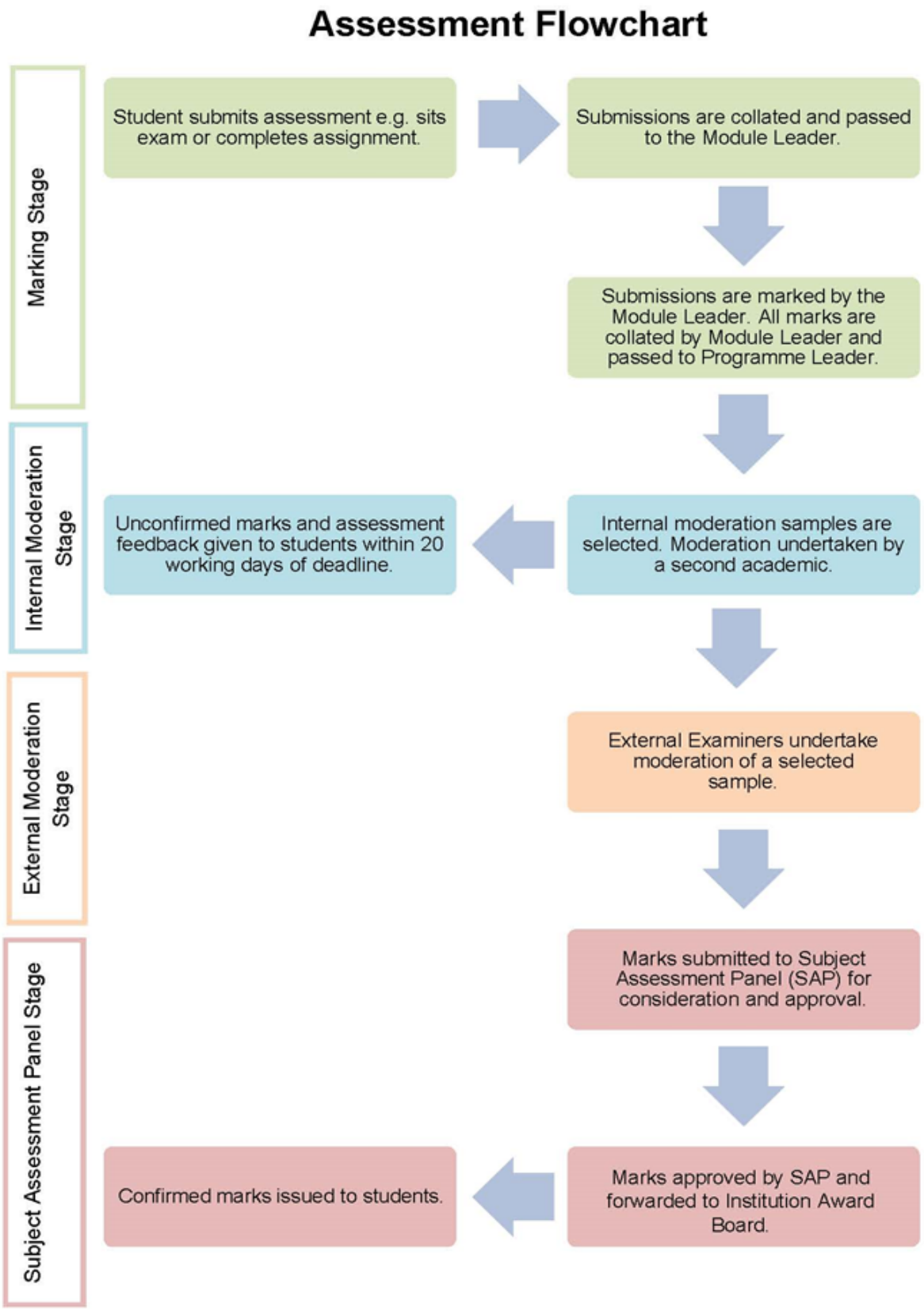
Programme Assessment Schedule, Assessment Flowchart and Hand In Process



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Extenuating Circumstances

If you wish to claim Extenuating Circumstances you should obtain a claim form from the Student Experience Team or access the form in the TLP. You should complete and submit this to the **Student Experience Team** accompanied by any relevant supporting evidence. If the claim is approved this may allow additional time to complete your coursework or allow non-submission with the scope to complete a referral assessment without academic penalty.

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

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.

What reasons are considered valid EC's?
You can find guidance and examples of circumstances which may, and may not, normally be considered valid in the University of Plymouth Extenuating Circumstances Policy and Procedures.

Academic Offences

Issues of plagiarism and any form of academic dishonesty are treated very seriously and could result in you failing a module or in some cases being withdrawn from your programme.

The University provides detailed information on plagiarism which can be found here:
https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/plagiarism

You can also refer to the University of Plymouth Library LibGuide which provides information on referencing: http://plymouth.libguides.com/referencing.

Detailed information is also included in the TLP.

Further support on regulations including academic appeals is available from University of Plymouth at:
https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

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Academic Dishonesty

Types of Academic Dishonesty

- Plagiarism
- Purchasing an essay online
- Not meeting obligations of group work
- Copying another student's essay
- Copying and pasting large sections of an essay from the internet

Types of Academic Dishonesty: Exams

- Taking a paper out of an exam when you are not permitted
- Bringing a translator or dictionary, or programmable calculator to an exam
- Bringing crib sheets or notes
- Getting someone else to take an exam for you
- Using your mobile in an exam
- Copying the work of another student during an exam

Plagiarism

Plagiarism is an offence under the University regulations on examination and assessment offences. It is normally defined as the representation of another person's work as your own, without acknowledging the source.

It can take the following forms:

- Direct copying from texts without acknowledging your source - e.g. direct quotations should have a full reference and be in inverted commas.
- Paraphrasing (rewording) or summarising other people's work without acknowledging your source – you must give the reference from which your summary/paraphrase is taken.
- Both of the above points also apply to material taken from the internet – if you use material from the internet you must reference the website from which you obtained the material.

It is the failure to acknowledge others' work/ideas as the source which constitutes plagiarism. You can be guilty of plagiarism even if you did not intend to imply that the work was your own.

Writing in your own words
Academic writing involves summarising, synthesising, analysing, or evaluating other theories and arguments. Writing in your own words shows you understand, reflect on, and digest source material, then discuss or re-phrase this using your own vocabulary with 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 details
- You will be able to use the material in new contexts
- Your argument will be more succinct
- Your argument will be appropriate to the question or assignment

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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.

How to reference using the Harvard Referencing System

All academic work must be referenced using the Harvard Referencing System.

MLA College provides a comprehensive guide on the Harvard Referencing System in your TLP, and you can contact your tutor if anything is unclear. You can also review the UoP guidance below.

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

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.

Before you start writing
Before you start writing your coursework:

- listen to, read, or watch the relevant lectures
- know the learning outcomes for the module (as stated in the module record)
- understand the marking scheme (presented at the foot of this document)

Technical matters and formatting
Please ensure that you include the coursework cover sheet with your coursework submission. A copy of this is included in the module guide to assessment.

Present your answers logically in your coursework document and write clearly and succinctly. Do not forget to spell check your work and proofread it carefully before submission.

Please also watch the videos that have been produced specifically to help you understand plagiarism, and importantly, how to use Turnitin to submit your coursework (these can be found in your module guide to assessment.)

Word count

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Word counts are deliberately challenging, and you are expected to remain within (+/-) 10% of the stated limit. It demands succinct, clear, and effective writing. Review every sentence critically and make sure every word is needed.

The following components are not included in your word count:

- coursework cover sheet
- list of contents or index
- lists of abbreviations or acronyms
- index of figures, tables, and diagrams
- tables, figures, and diagrams embedded in the text
- bibliography or list of references
- appendices

Submission of Assessed Work

Each coursework must be submitted as a **SINGLE word-processed document** containing all your answers. Submission of your written coursework will be via Turnitin. Please read the following steps for how to access and set up your Turnitin account:

1. You will receive an emailed invite to your **UoP email account** to the module or class area from Turnitin. For new or first-time users, you may have to create an account but do not worry - full instructions will be provided on the emailed invitation
2. The invite from Turnitin contains a link to the assessment submission section for your module. You will need to upload your document following the instructions contained in this guide
3. For non-written assessments (e.g. video presentations or practical exercises) please carefully read the submission instructions included within each question in your assessment.
4. Should you have any difficulty in accessing Turnitin, please speak to your tutor without delay.

Return of Assessment and Feedback

You have the opportunity to submit a single draft of your assessment, or each question, prior to the formal submission deadline, allowing your tutor to give some formative feedback and advice on whether your answers are on-track. You should submit your draft answers via Turnitin; look out for the instructions that will follow from your tutor.

A further advantage of this is that you will be able to check your answers for similarities with other sources (e.g. those from the internet) and correct for this, as necessary. The main reason for this is that your work should be your own and not a collaborative effort between you and your tutor.

You will receive detailed final feedback of your marked coursework 4 weeks from the submission date. Within the Turnitin class, you will see a module 'post-date'. This is the date that your provisional module marks and feedback will be released. No other correspondence concerning your provisional grade will be issued; however, through Turnitin you do have the facility to print your marked coursework, including all tutor comments and feedback, for your own records.

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Academic Matters - Procedures for dealing with late submissions and extenuating circumstances
For more detailed programme guidance please see your Programme Quality Handbook available on the MLA website. Your programme operates under University of Plymouth Academic Regulations; to view these regulations, please click here.

Late Work

Work submitted after the deadline may still be marked as normal if your tutor has authorised a 48 hour grace period to allow a late submission. If the work is not submitted up by this time a mark of 0.00 will be recorded unless you have a reason that your work was late i.e. illness etc. If you have extenuating circumstances you can complete an Extenuating Circumstances Form which you can find in your TLP.

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 and How Your Marks are Calculated

Progression routes are correct at the time of publication, but they may be subsequently amended. More information on individual programme progression is available in your Programme Quality Handbook

Award Requirements

The complete and definitive set of regulations concerned with both passing an individual module and progressing can be found in the University of Plymouth Academic Regulations.

PGDip Advanced Hydrography for Professionals
On successfully achieving (passing) all 120 credits of the PGDip programme, you will be eligible for the award of a PGDip Advanced Hydrography for Professionals.

If you decide to withdraw from the programme after successfully completing 60 level 7 credits, then you will be eligible for the award of a Postgraduate Certificate (PGCert). Please refer to the academic regulations for further information or discuss any concerns with your personal tutor.

MSc Advanced Hydrography for Professionals

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On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Hydrography for Professionals.

BSc Sustainable Maritime Operations
On successfully achieving (passing) all 80 credits of the BSc top-up programme you will be eligible for the award of a BSc Sustainable Maritime Operations.

BSc (Hons) Sustainable Maritime Operations
On successfully achieving (passing) all 40 credits of the BSc (Hons) top-up programme you will be eligible for the award of a BSc (Hons) Sustainable Maritime Operations.

PGCert Sustainable Maritime Operations
On successfully achieving (passing) all 60 credits of the PGCert programme you will be eligible for the award of PGCert Sustainable Maritime Operations.

PGDip Sustainable Maritime Operations
On successfully achieving (passing) all 120 credits of the PGDip programme you will be eligible for the award of PGDip Sustainable Maritime Operations.

MSc Sustainable Maritime Operations
On successfully achieving (passing) all 180 credits of the MSc programme you will be eligible for the award of MSc Sustainable Maritime Operations.

If you decide to withdraw from the programme after successfully completing 60 level 7 credits, then you will be eligible for the award of a Postgraduate Certificate (PGCert). If you decide to withdraw from the programme after successfully completing 120 level 7 credits, then you will be eligible for the award of a Postgraduate Diploma (PGDip). Please refer to the academic regulations for further information or discuss any concerns with your personal tutor.

MSc Advanced Meteorology for Professionals
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Meteorology for Professionals.

MSc Advanced Oceanography for Professionals
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Oceanography for Professionals.

MSc Advanced Navigation for Professionals
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Navigation for Professionals.

MSc Engineering for Marine Professionals
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Engineering for Marine Professionals.

Master of Business Administration
On successfully achieving (passing) the 60 credits of the MSc programme you will be eligible for the award of Master of Business Administration.

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MSc Sustainability in Practice
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Sustainability in Practice.

BSc (Hons) Global Sustainable Development
On successfully achieving (passing) all 120 credits of the BSc (Hons) top-up programme you will be eligible for the award of a BSc (Hons) Global Sustainable Development.

MSc Global Sustainable Development (part time and full time)
On successfully achieving (passing) all 180 credits of the MSc programme you will be eligible for the award of MSc Sustainable Maritime Operations.

PGDip Engineering Management
On successfully achieving (passing) all 120 credits of the PGDip programme you will be eligible for the award of PGDip Engineering Management.

There may be wider progression opportunities available to you. You should discuss your individual requirements with programme staff who will be able to offer further guidance.

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 three times a year (March, June and October).

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. For further Programme external examiner details please see your Programme Quality 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 by MLA College 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. Additional information can be found on the University of Plymouth’s complaints webpage

Student Support

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Studying with MLA College

Your Personal Tutor(s) will provide general support and guidance to you throughout your studies and will be responsible for providing module related academic support on an individual basis as required.

Tutors are designated as a first point of reference for individual students on academic matters. They may refer a student who has issues with matters of a domestic or personal nature to the MLA Student Experience Team who will be able to assist.

Self Help Inspiring E-Resources (SHINE)

Self Help Inspiring E-Resources is an innovative new, stand alone, self-help website which was developed by the University of Plymouth 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 are 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, simply go to Togetherall and sign up under 'organisation' with your University of Plymouth email address.

Financial Information and Guidance on Funding

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Information about our fees, bursaries and our terms and condition; can be found on our website. You can also contact our student finance team on student.finance@mla.ac.uk with any queries you have about tuition fees, funding options, and scholarships and bursaries.

MLA College Policies

MLA College has in place a number of policies processes aimed at supporting our students. They can be found on our website.

MLA College and Prevent Duty

Identifying key risks and writing an action plan. We have developed a risk assessment and action plan which outlines how we will comply with the Prevent Duty in a proportionate manner. This is monitored regularly by the MLA College Senior Management Team.

Training our staff. In addition to completing training provided by the UK Home Office, all MLA College staff have been provided with, and reviewed, the MLA College Prevent Duty policy, which gives guidance on identifying and acting upon any concerning behaviours regarding extremism and terrorism.

Engaging with our students through our Student Experience team, and via MLA College online forums.

Sharing information, working closely with our colleagues across the region and nationally, we contribute fully to the debate around Prevent.

Protecting freedom of speech and academic freedom which are the cornerstone of our mission as a higher education provider. All of our activities around Prevent have protecting these vital freedoms at their heart.

The use of our IT networks: ensuring that we apply the appropriate security.

Adequate pastoral support: so we can offer our students advice and information as required.

Reporting our concerns, if any were to arise, to our colleagues in the police.

MLA College is committed to ensuring we meet our requirements as outlined in the Prevent Duty and whilst doing so that we:

- Protect academic freedom and freedom of speech as the cornerstones of higher education, allowing our staff and students to disagree and to hear messages they may not necessarily be comfortable with, as long as these are within the law.
- Ensure that equality and diversity remains at the heart of all our activities, supporting cohesion and ensuring positive relations between MLA College students and staff.
- Actively work to safeguard our staff and students against radicalisation and other forms of exploitation.

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Interruptions Policy

If you wish to interrupt your studies, you should first discuss this with your Personal Tutor or Student Experience Team to make sure that this is the best course of action for you.

After discussing this with a member of staff, if you still wish to interrupt your studies you should be aware that there is a maximum period of time in which you must complete your award, so you will need to consider whether you have enough time to take a break and then return to study and complete the programme later. The following regulations apply to all MLA College Students studying for an award validated by the University of Plymouth who are interrupting from their programme: Academic Regulations 2024 – 2025 (in full) see section 10 on page 10).

If you interrupt your studies, you will also be interrupting from any modules on which you are enrolled at that time.

If you interrupt your studies after 50% (i.e. after week 6 of a 13-week module) of teaching on the module has been completed, this will count as an attempt at that module and subsequent attempts may be subject to an academic penalty by the relevant Assessment Board. Where academic penalty is imposed, this will result in module marks being capped at the pass mark when you return and complete the module, unless you can demonstrate valid extenuating circumstances.

After interrupting you can continue to access University of Plymouth facilities such as the library and computing account, although the University retains the right to withdraw this access if necessary.

MLA College (operating under the University of Plymouth regulations) reserves the right, in certain circumstances, to require a student to interrupt their studies for a period of time. Such circumstances may include, inter alia, a decision under the University's Fitness to Practice Policy, with signposting to UoP's Student Wellbeing Services.

BSc Hons Project
If you are taking the 6 month honours project module and you interrupt before the end of month 3, you can re-enrol on the module as if for the first time. After month 3, you will be deemed to have attempted the module and subsequent attempts may be subject to an academic penalty by the relevant Assessment Board. Upon recommencement of studies, you will need to take a referral or repeat of the module (i.e. complete the assignment required for the module) as the next attempt unless a valid application for Extenuating Circumstances has been approved.

MSc Top-Ups
If you are taking the 12 month honours project module and you interrupt before the end of month 6, you can re-enrol on the module as if for the first time. If you interrupt after month 6, you will be deemed to have attempted the module and subsequent attempts may be subject to an academic penalty by the relevant Assessment Board. Upon recommencement of studies, you will need to take a referral or repeat of the module (i.e. complete the assignment required for the module) as the next attempt unless a valid application for Extenuating Circumstances has been approved.

In addition to the above, MLA College employs an instant interruption policy, whereby if you do not initiate any of the above processes or engage with their module or College staff concerning your studies, this will be flagged by your tutor to by the Student Experience Team (SET) at the end of week

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2 for 13-week modules, or the end of week 4 for research project modules (Honours and MSc). If you do not respond to SET within 5 working days, you may be compulsorily interrupted or withdrawn from the programme.

Please note that all periods of interruption count towards the maximum period of registration permitted.

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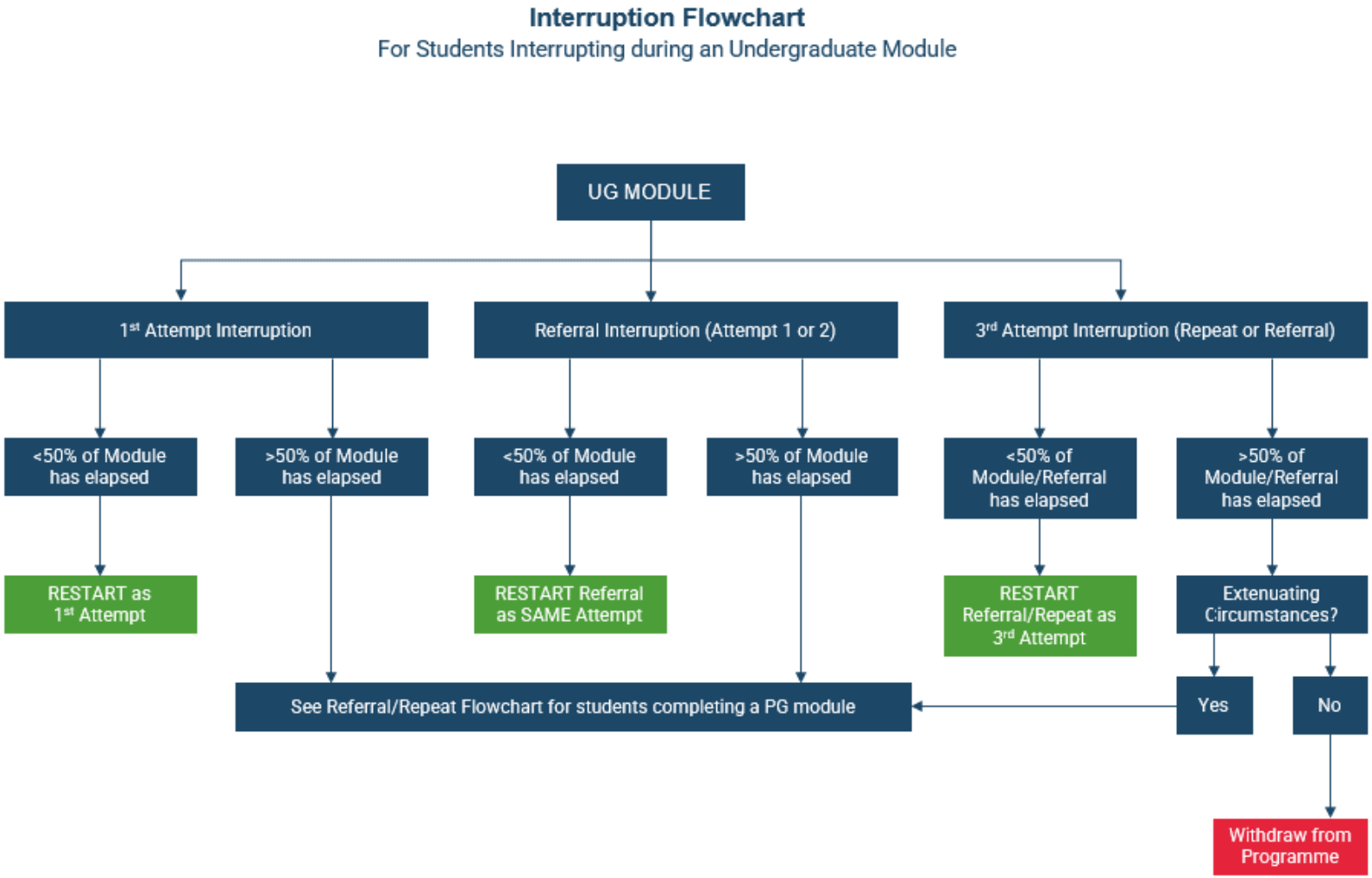
Interruption flow for students interrupting during an undergraduate module



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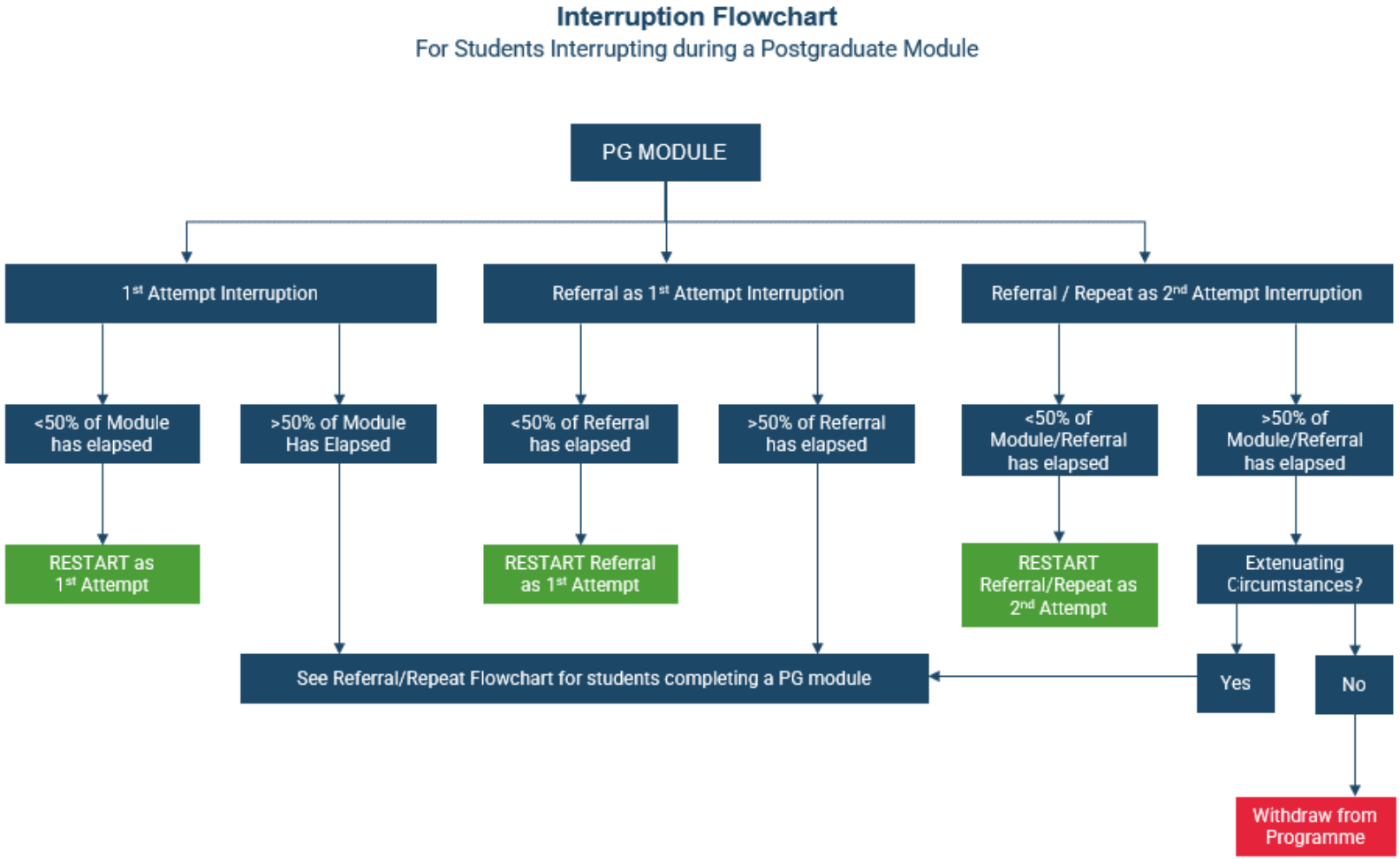
Interruption flowchart for students interrupting during a postgraduate module



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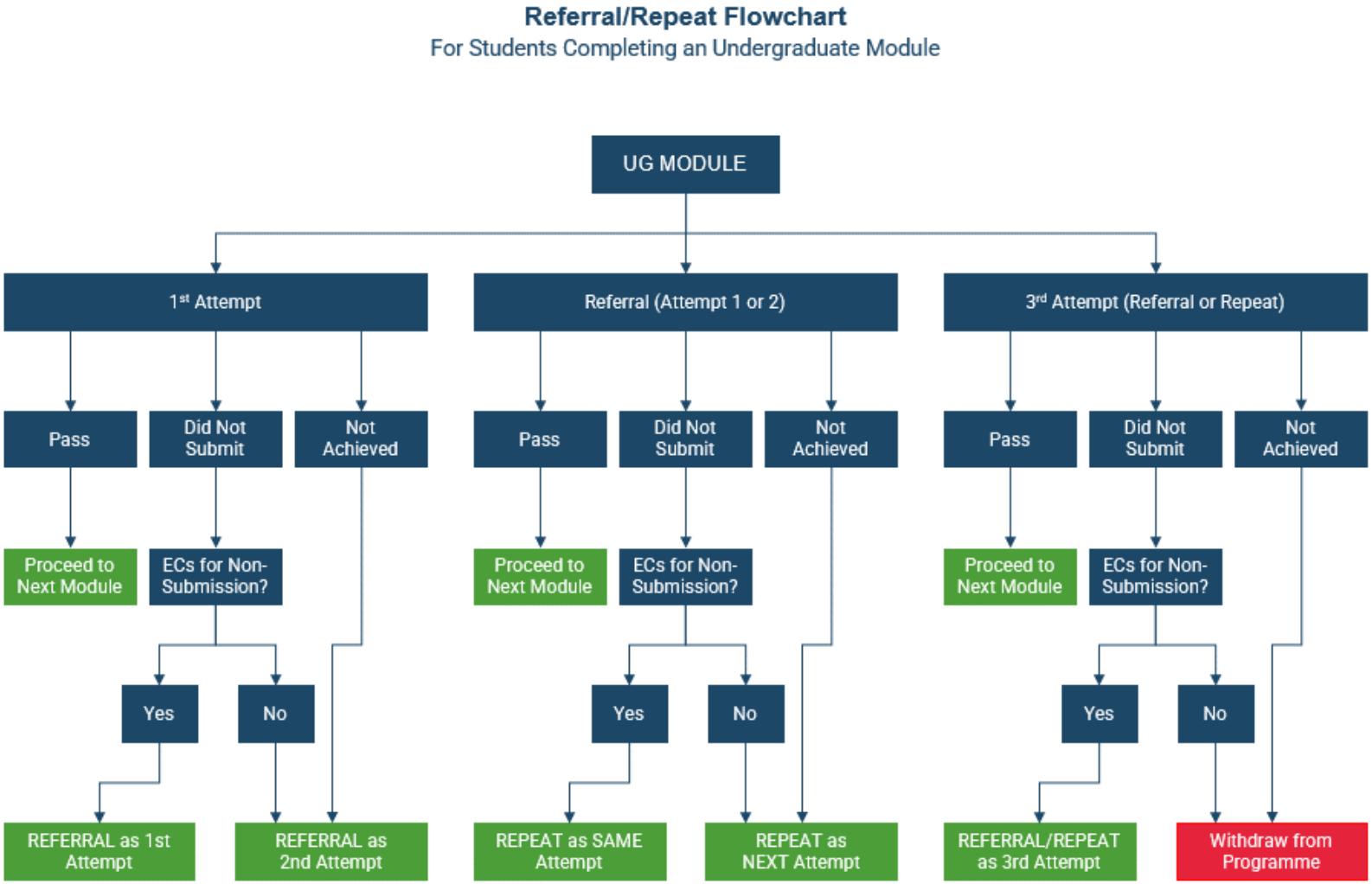
Referral/Repeat flow for students completing an undergraduate module



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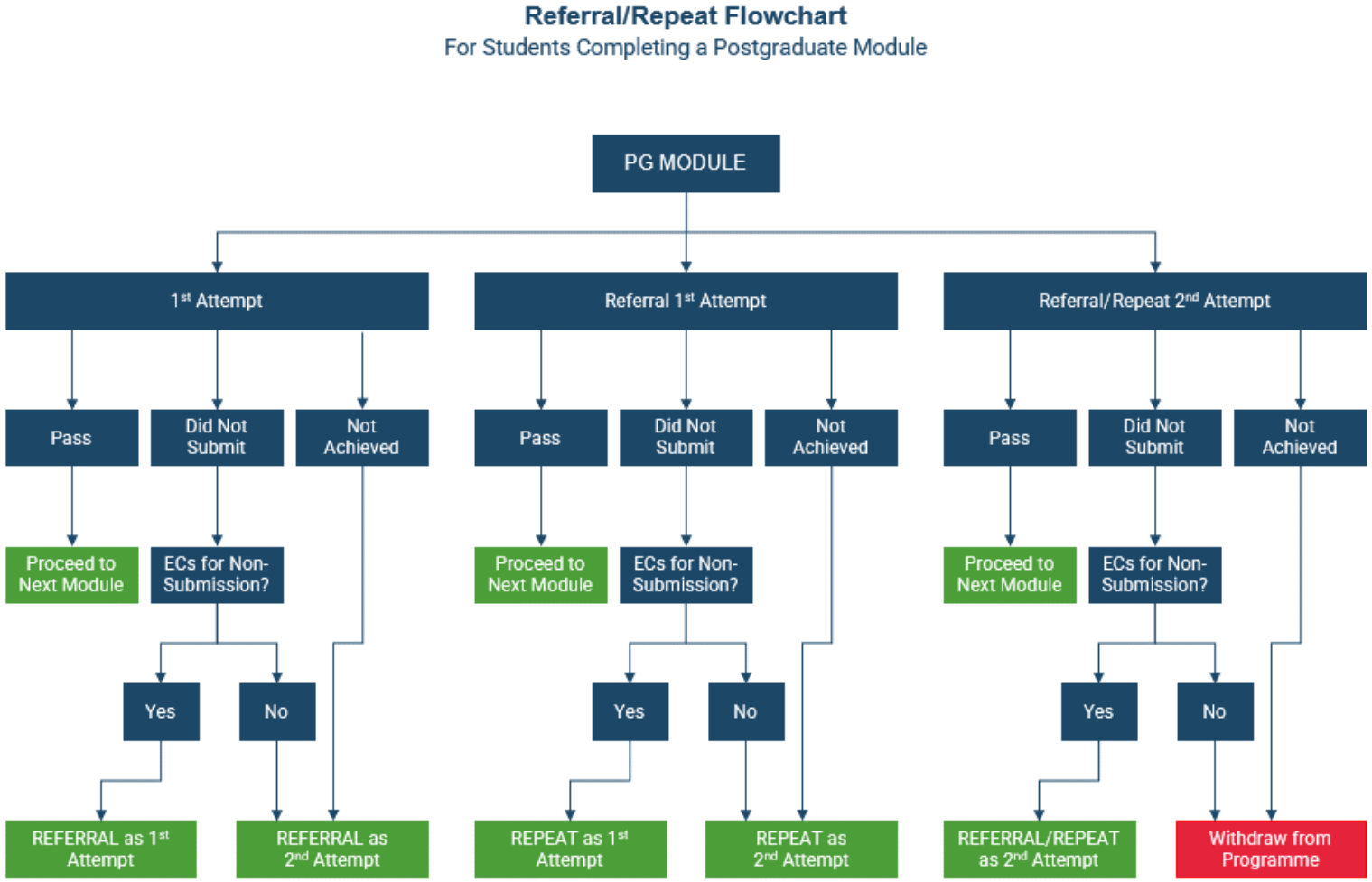
Referral/Repeat flowchart for students completing a postgraduate module



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Compulsory Withdrawal for Non-Engagement- Policy and Timeline

In line with the University of Plymouth Academic Regulations, MLA College may withdraw a student from their programme if it is deemed that they have made unsatisfactory progress due to lack of engagement or attendance.

MLA College will not normally require a student to withdraw from a programme of study unless:

1. the College can evidence it communicated with the student to monitor engagement; and
2. the student has not evidenced that they have addressed the issues raised in that communication.

To give students reasonable opportunity to correspond with the College and resume their studies, the Programme Services team will follow a 4-stage process which will outline the College's policy for non-engagement, provide evidence that the student has not engaged, and set out the timeline for potential withdrawal should they fail to engage with the process.

Stage 1 should be initiated if a student has made unsatisfactory progress due to lack of engagement or attendance for 2 calendar years.

Where a student's email is no longer operational and attempts to correspond via email are unsuccessful, the Programme Services team will attempt to inform the student of each stage of the process via telephone.

If the student's phone number is no longer operational, the Programme Services team will communicate each stage of the process via letter posted to the address on the student's record.

If attempts to contact the student via email, telephone, and letter have been unsuccessful due to all details no longer being correct, the College will withdraw a student who has not been in contact for a period of 6 months after Stage 1 has been initiated.

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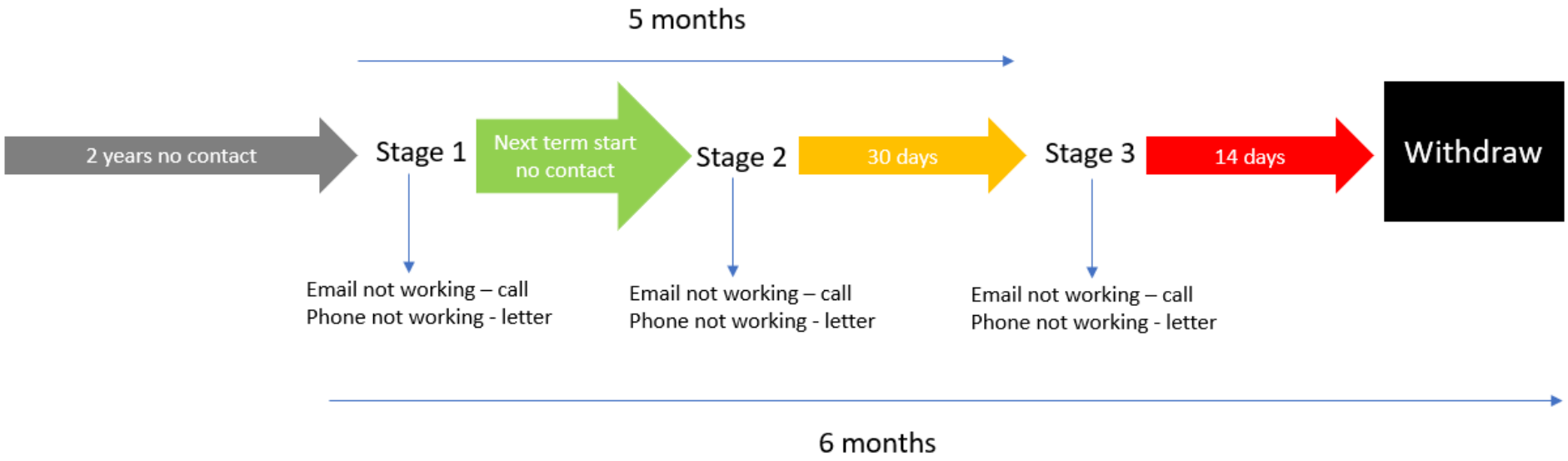
Timeline



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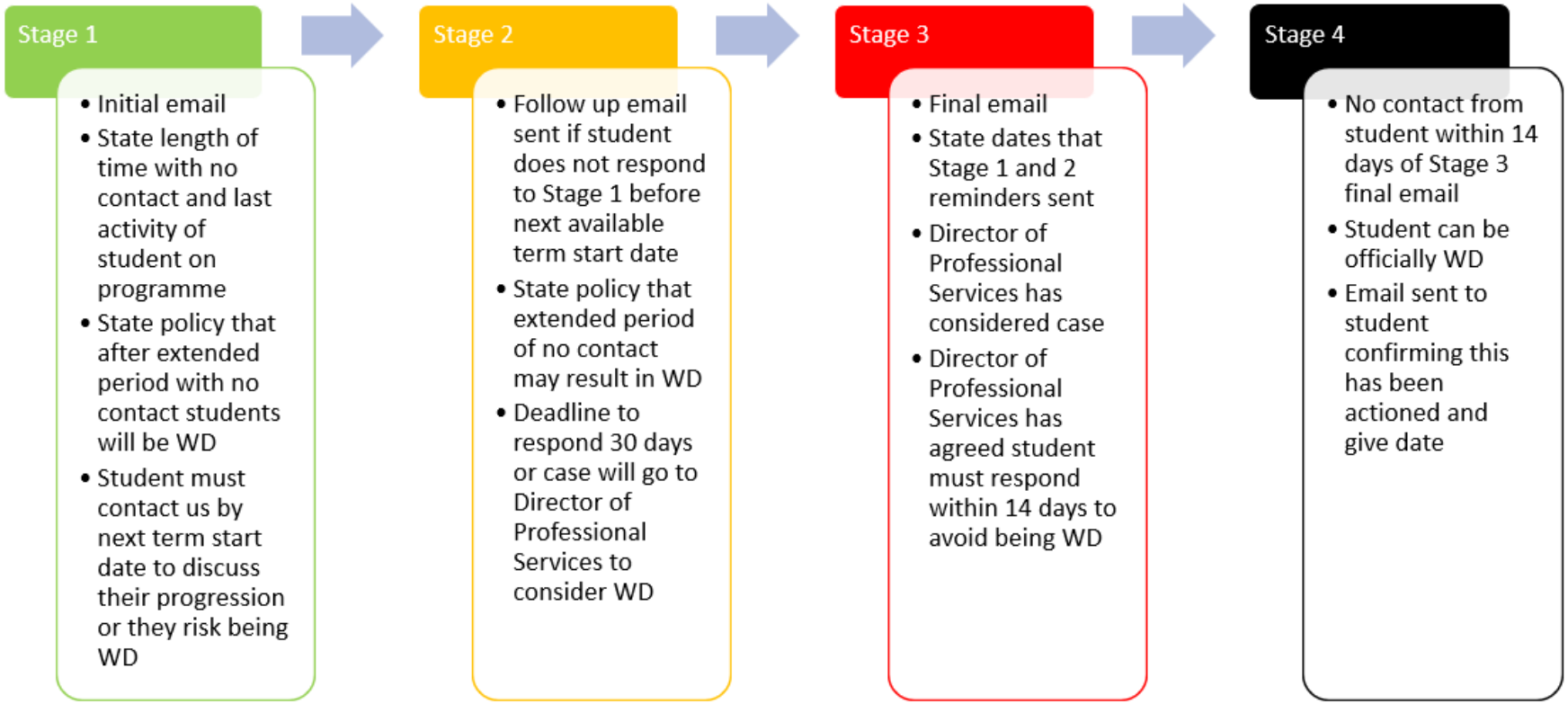
Outline of communications



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Financial Implications for Interruptions, Referrals, and Repeats

Interruptions
Should you interrupt your studies, MLA College will charge a fee in certain situations to cover the additional administrative costs caused by the interruption. Please refer to the section relating to Administration Fees in our Terms and Conditions document on the MLA College website for detailed information on when administrative fees are applied and how much you would need to pay.

Referrals
MLA College does not charge any additional fees for referral attempts of modules. Students do have 3 terms on which they need to start the referral. If students have not started the referral within that time, they will have to repeat the module in full, and may be required to pay the module fee in full.

Repeats:
If you are required to repeat a module you may be required to pay the full fee of the module. Please see the diagram below for detail on when a fee might be imposed for a repeat of a module, and when the fee might be waived in specific circumstances. If you have any questions around fees for repeating a module, please contact student.finance@mla.ac.uk.

Referral and Repeat Fee Flow diagram

The flow diagram on the next page will give you an indication of whether an administrative fee might be due at a specific stage of your study.

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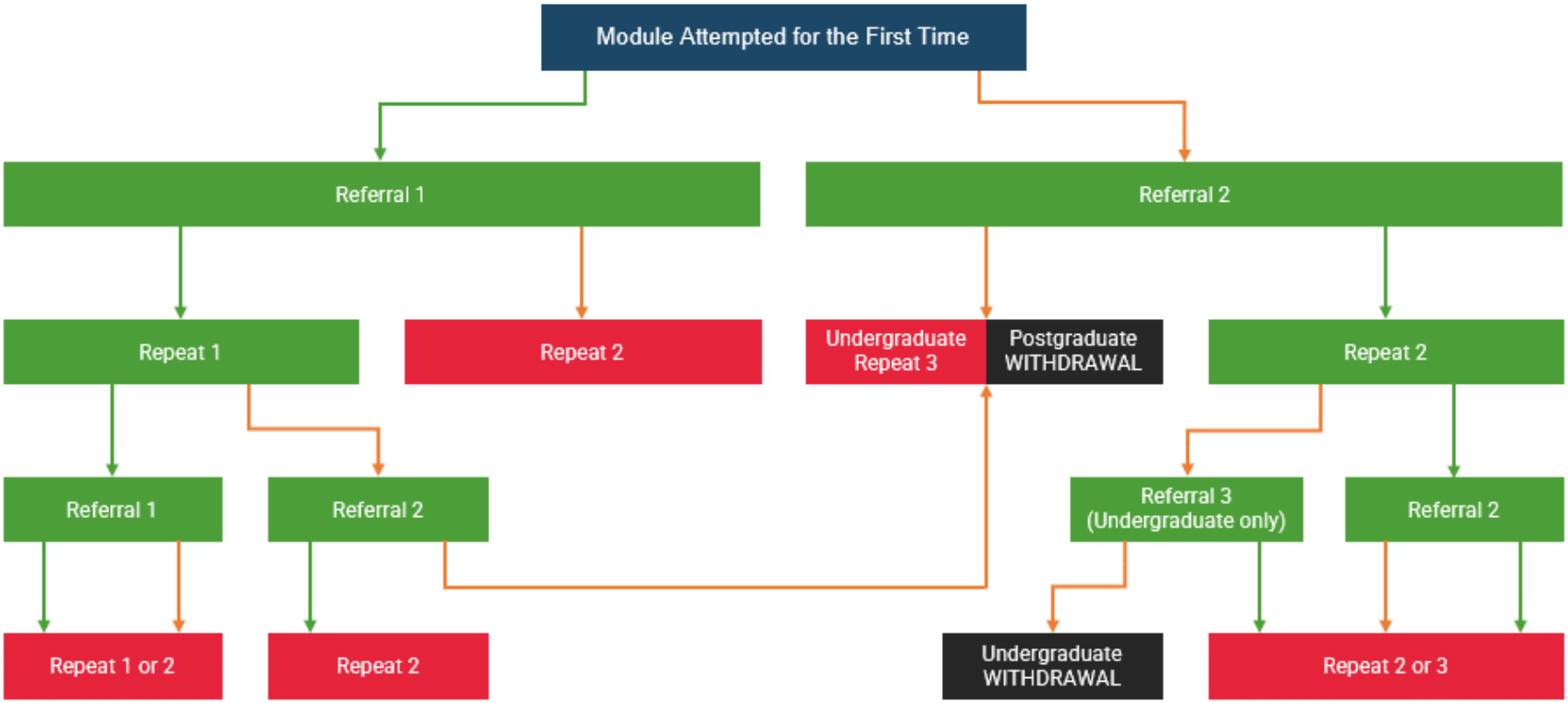
Referral/Repeat Fee Flowchart

For Students on Both Undergraduate or Postgraduate Courses



KEY

Extenuating Circumstances for Non-Submission

Module Attempted and Not Achieved

NO FEE

FEE DUE

WITHDRAWAL

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Taking your Learning Seriously

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 engage with your programme. Non-engagement consistently shows a much higher risk of lower grades or failure.

In some modules if you do not engage, you may risk losing marks, either directly or by missing an assessed presentation. Any absence or non-engagement also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available during term time while you are studying, and you must ensure that holidays are arranged outside of term and assessment commitments.

If you are ill or otherwise unable to engage, you should contact your tutor and ensure that you are up to speed with your coursework and discuss whether extenuating circumstances are a factor.

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.

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 should usually consist of planned learning activities (such as lectures in your TLP), and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with tutors is only part of your timetable. As an indication, the average amount of 'total student effort' expected for a 20-credit module will be around 200 hours.

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

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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 practical sessions 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 tutor or make an appointment to speak to them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone know - ignoring problems will usually create more issues later on.

Suggested Reading for New Students

- 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 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.

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.

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- 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 e.g. (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
- 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 and 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.

e.g. 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).

e.g. 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.

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e.g. 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's 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.

e.g. 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).

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

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

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

e.g. 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.

e.g. 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 e.g. 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.

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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

e.g. 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.

e.g. 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).

e.g. 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 e.g. size, length of film

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

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

e.g. 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.

e.g. '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.

e.g. 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)

e.g. 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)

e.g. 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].

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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.

e.g. 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.

e.g. 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.

e.g. 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

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.

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 and/or career development. 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

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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 can use PebblePad as a flexible electronic resource 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

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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 Student Experience Team.

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.

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

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

Plymouth Compass

While you are studying with MLA College and the University of Plymouth, you will gain more than just your degree

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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 studying, you will 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.

Our compass themes
The Plymouth Compass

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 your teaching staff will also be able to give you helpful career advice.

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. (Ctrl & Click on pictures for more information)

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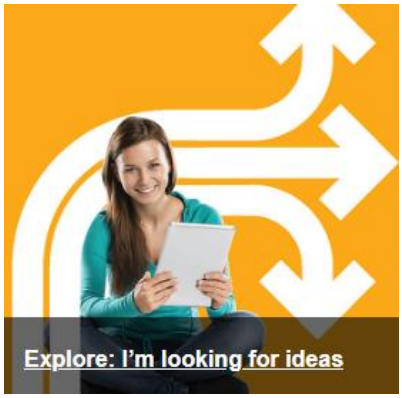

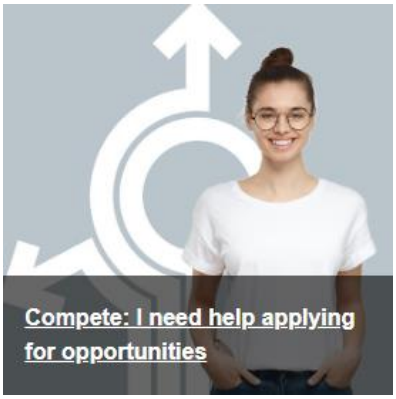

MyCareer

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

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:

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MLA Students are eligible to attend the University of Plymouth's graduation ceremony and you will also be advised of MLA College graduation events.

Alumni

MLA College has established a Graduate Network community and you will be contacted on the completion of your programme with further details.

As your award is a University of Plymouth award, graduating from Plymouth means you will become part of a thriving graduate 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.

In addition, information on the UoP Alumni Society can be found at https://www.plymouth.ac.uk/alumni-friends/alumni

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 do not 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. Please see the section on MLA College Policies

You must inform the Student Experience Team that you wish to withdraw or interrupt your study. 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.

If you have extenuating circumstances for withdrawing or interrupting study, you should complete an extenuating circumstance claim form. A valid claim for extenuating circumstances could mean you do not lose an attempt at some or all 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.

Once your withdrawal/interruption has been formally processed, MLA College will notify the University of Plymouth advising them of your last date of attendance as recorded on your withdraw/interrupt study form.

What if I want to change my course?
You will first need to get advice from your Tutor if you wish to change course.

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Where do I submit my coursework?
Please see the section on Programme Assessment Schedule, Assessment Flowchart and Hand In Process

How do I raise an issue?
Please see the section above on Taking Your Learning Seriously.

How do I find out who my personal tutor is?
Please see the section on Induction

Where can I find information about:

- **Counselling**
  Please contact the Student Experience Team
- **Disability Assist**
  Please contact the Student Experience Team

- **Help with writing essays and study support**
  There are a number of documents and guides as part of your TLP and you can also contact your Tutor for advice.

What should I do if I cannot make a deadline/sit an exam?
Please see the section regarding Extenuating Circumstances.

When is graduation?
Date of graduation is normally late Autumn An email will be sent closer to the time, giving exact date and time along with advice on how to book tickets, gowns, etc.

I have just received my provisional marks, what happens now?
MLA holds three awarding boards each year (usually in March, June and October). Once the award board has sat, you will receive an email approximately 2 weeks afterwards to advise that your marks are now available via the UoP DLE and to advise you of your next steps. We do recommend that you download your transcript, as it is only available for a limited amount of time, and you may incur a charge if you require a copy later.

When will I receive my certificate?
Once your marks have been confirmed, your certificate will be sent out approximately 4 – 6 weeks afterwards. MLA will send you an email prior to the receipt of the certificates to ask whether any of the details we have on record have been changed. The University of Plymouth will send the certificates to MLA and once you have confirmed your address, we will forward them on to you by Royal Mail. We will also send you an email to advise you of the tracking number.

What should I do if I have received an invitation to graduation for a split award, but I am carrying on my studies?
If you are on a programme which has split awards (e.g. MSc Sustainable Maritime Operations, where PGCert, PGDip, and MSc are distinct awards), at the end of each stage you will receive a certificate. As you complete each stage, the University of Plymouth, will give you an opportunity to attend graduation, as some students may decide not to complete the whole programme. This means that you could get invited to more than one graduation ceremony (dependent on the programme you are

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on). It is your choice on whether you would like to attend each graduation ceremony or wait until you have completed your programme in full.

Where can I get a copy of my transcript / certificate?
Requests for copies of transcripts and certificates need to be made directly to the University of Plymouth through their e-store. Please note that you may incur a fee.
https://estore.plymouth.ac.uk/product-catalogue/exams-and-awards/transcripts
https://estore.plymouth.ac.uk/product-catalogue/exams-and-awards

I wish to continue my studies, what do I need to do?
If you have successfully completed or have previously interrupted your last module, then you must email us to confirm that you wish to continue and pay the module fee and any outstanding administration fees (if applicable). Upon receipt of the payment, we shall be able to complete your enrolment.

If you are required to complete a referral for a module, then you need to email us to confirm that you wish to continue. We will ask you to complete and sign a declaration form. Upon receipt of the signed declaration form, we shall be able to complete your enrolment.

If you are repeating your module, then you need to email us to confirm that you wish to continue. We will ask you to complete and sign a declaration form. We will let you know if you have incurred a fee, and upon receipt of the payment, we shall be able to complete your enrolment.

If you have a query that is not listed above, please contact student.admin@mla.ac.uk

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