THE UNIVERSITY *of* EDINBURGH

Short Courses
Studying for Credit Guide
Rules and Regulations

Updated November 2016

Contents

Stage 2

Rules and Regulations when studying for Credit

When you have read the information in this section but still have an unanswered query about a 'regulatory' issue, please contact the Teaching Office at COL.CreditandQA@ed.ac.uk

Study Guidance

Students on the Certificate of Higher Education programme and students taking Credit for Entry are allocated a Personal Tutor who is there to offer academic guidance, e.g. on course choices and on any study difficulties you may be having with your course. He or she can also offer advice or support alongside our Student Support Officer when personal or health problems are affecting your studies. It is your responsibility to contact your Personal Tutor if you are having difficulties, for example with attendance or with preparing coursework. Your course tutor can help you whilst you are on your course. He or she can answer any questions about your assignments and generally guide you in your studies.

Personal Tutor Meetings

Credit for Entry and Certificate of Higher Education Students

The Centre for Open Learning will arrange for Credit for Entry students and Certificate of Higher Education students to have a Personal Tutor to support them in their studies. Please find below our Personal Tutoring Statement setting out what this entails.

Your Personal Tutor

Your Personal Tutor will be an academic member of staff from the Short Courses department. He or she will help you to monitor your academic progress and support you in your studies.

Working in partnership with your Personal Tutor will help you to:

- become a more confident learner and play an active part in your classes;
- reflect on your academic progress and make the most effective use of your academic support and feedback;
- develop the range of skills and attributes required for success in your studies.

You will meet your Personal Tutor for scheduled meetings planned in advance. You can also request a meeting, for example if there are particular concerns or problems that might be affecting your studies, to reflect on your learning and to review your progress.

The meetings that we will plan and organise are:

- A one-to-one meeting, to be held before the start of teaching in your first term, which will focus on your study plans and course choices.
- A group meeting, usually with your Personal Tutor's other 'tutees', at or near the start of your studies in term one.
- A one-to-one or group meeting in term two after the return of coursework from term one, which will focus on making the most of feedback on assessed work.
- A one-to-one or group meeting around the end of the academic year to review your learning and your next steps.

In addition, we will arrange for Credit for Entry students:

- A one-to-one meeting to discuss your university application and look at your UCAS personal statement in term one.

You can also contact your Personal Tutor to arrange an individual meeting. The purpose of this meeting might be to:

- discuss and review your academic progress and reflect on your learning;
- review your term two and three course choices;
- address any concerns or problems that might be affecting your studies;
- review your degree or Certificate study plans.

You should keep in touch with your Personal Tutor by email, and let him or her know quickly if your study plans change, or of any problems that are affecting your studies so that you can be supported and directed to other University support if needed.

You can, in addition, contact the Centre for Open Learning's Student Support Officer for pastoral and study skills guidance if you wish. The Student Support Officer is also your point of contact for any issues to do with disabilities and adjustments for your learning and for Special Circumstances requests. The Student Support Officer also offers a support role should you wish to seek academic or pastoral guidance from a third party.

Your Personal Tutor will add a note of your meetings to the Personal Tutor area of MyEd. These notes can be marked as 'confidential' and will only be available to a core small group of staff who are responsible for supporting you. You should discuss with your Personal Tutor if you have any concerns about how an issue will be recorded or how confidential it will be. You can find further information on this on your personal area of MyEd.

The Centre for Open Learning's Senior Tutor is the Deputy Head of Short Courses.

Attending classes

To earn the credit for a course, you need to attend classes as well as complete work for assessment. By attending classes, you ensure that you cover course topics and have the chance to ask questions and discuss ideas. It is best to attend all classes, but we know that this isn't always possible. To earn credit for a course, you **must** attend a minimum of 70% of timetabled classes, i.e., seven weeks of a ten week course. This applies to all subjects.

Please also see Special Circumstances on pages 9-10.

Withdrawing from assessment on a credit course

It will be possible to withdraw from submission of assessment in the course and you will be provided with a form by your tutor to confirm your decision to opt out. There will be two opportunities to do this in class (week 2 and week 8). It is also possible to access the form here: http://www.ed.ac.uk/studying/short-courses/access/register-for-credit Please send it directly to the Teaching Office email COL.CreditandQA@ed.ac.uk

If you do not opt out and do not submit an assessment your student record will be recorded as a FAIL for that course. It is entirely the responsibility of the student to ensure the decision to opt out of assessment is registered with COL.

Confirming assessment details and deadlines

By the end of week 9 of your course if you have not opted out you will be contacted by the Teaching Office confirming your decision to submit assessment and with any updates on deadlines and arrangements as applicable.

Plagiarism

Before you begin your preparations for assessment please review the University regulations on plagiarism. Although these have been written with mostly essay-based work in mind they apply equally to studio-based work for Art and Design. You will find the regulations on the COL website by clicking this link: Regulations on Plagiarism at University of Edinburgh

Submitting written work: essays and Creative Writing

You must submit your work electronically to Turnitin by the published date and time.

What is Turnitin?

Turnitin is an online plagiarism detection service that enables institutions and staff to carry out electronic comparison of students' work against electronic sources including other students' work.

The service is managed by The University of Northumbria on behalf of the Joint Information Systems Committee (**JISC**) and is available to all UK tertiary education institutions by subscription.

The plagiarism detection service works by executing searches of the worldwide web, and extensive databases of reference material, as well as content previously submitted by other users.

Each new submission is compared with all the existing information.

The software makes no decisions as to whether a student has plagiarised, it simply highlights sections of text that are duplicated in other sources. All work will continue to be reviewed by the course tutor.

The software is used as a tool to highlight any instance where there is a possible case of plagiarism. Passages copied directly or very closely from existing sources will be identified by the software and both the original and the potential copy will be displayed for the tutor to view. Where any direct quotations are relevant and appropriately referenced, the course tutor will be able to see this and will continue to consider the next highlighted case. There is an online demonstration of the system available at https://www.submit.ac.uk/

Once work has been submitted to Turnitin it becomes part of the ever-growing database of material against which subsequent submissions are checked. This will be the case for your credit essay: it will be stored in the database so that other students' work can be checked against yours.

Accessing Turnitin

When we register you on **EUCLID** you will be able to access LEARN which is available through MyEd. (Your tutor will give you further details). You will find both your assessment and the Turnitin drop box on the LEARN site for your course.

Submitting Art and Design work for assessment

Art and Design assessment submission arrangements

Each Art and Design course has a published date and time on which you will be required to submit your work for assessment. This is usually two weeks after the last taught class but please check and confirm this with the published information on LEARN or with your tutor or the Teaching Office. The date and time of each assessment is fixed and cannot be varied unless exceptional circumstances apply.

All Art and Design courses have TWO components of assessment: a learning journal and a portfolio of visual art/design works. You should submit a learningl journal documenting a summary of your learning journey as evidenced in your portfolio. This should be submitted electronically to Learn. Your portfolio needs to be physically submitted and delivered to the Centre for Open Learning.   You can delegate your submission of the portfolio to another student, family member or friend. Make sure they know how you want your work arranged as COL staff will not be able to assist with the submission presentation. You also need to submit an electronic cover sheet to turnitin on Learn. This is where comments on your portfolio will be posted when it is marked.

For dates and times, please see the final assessment key dates at the end of this guide.

Before submission day

Go through the checklist below before you arrive to make sure you have done everything required.

For <u>each</u> course submission you are required to do the following:

- Label **every item you are submitting** on the back (where applicable) with your matriculation number, the course title and course offer code.
- Make sure that any AV equipment needed to view your work has been arranged at least two weeks before.
- Download and complete the Art and Design Assessment Cover sheet. This will be available to download in the Summative Assessment folder of your coure on Learn. You will then need to upload this back into the Turnitin 'Summative Assessment' section on the same web page of Learn. **The Assessment Cover Sheet needs to be completed and submitted online by 12 noon on the Monday of the Assessment week.**
- 2D work should be in a portfolio or other folder. Please do not use plastic bags or vinyl portfolio sleeves.
- Make sure that your work is easy to find and handle as your work may be moved around several times during assessment.

On your submission day

Give yourself enough time to arrive at the assessment location and arrange your submission to your own satisfaction before the submission closing time – usually 10am. **You will be asked to leave the assessment room at this time, whether or not you have finished arranging your work.**

On arrival:

- look out for signage directing you to the correct location for your submission
- find the space that is marked with your matriculation number

- sign the sheet confirming your submission
- make sure you know what time you should return to collect your assessed work (usually between 5pm and 7pm on the same day).

Extensions

We can grant extensions on grounds of illness or other serious extenuating circumstances for all subjects except Art and Design. Please note that we don't approve extensions for things that you could anticipate or that were under your control. You must complete a *Late Submission Request* Form for an extension (available from our website and from Teaching Office). The completed form must be forwarded to the Teaching Office (by e-mail at COL.CreditandQA@ed.ac.uk, by post, or in person) before the submission date for the assessment. Most extensions are for a few days only, and the **maximum allowed will be 7 days.**

You should provide us with medical or other evidence to confirm that you were unwell or, for other serious reasons, were unable to submit your work on the due date. Please note that your GP might require you to pay for a note, and might only provide one if they are able to see you when you are unwell. For short illnesses, if you are unable to obtain a doctor's note, you should complete the 'self-certification' section on the *Late Submission Request* Form*.*

Please also see Special Circumstances on page10.

Lateness penalties

If you submit your work after the submission date/time and do not have an extension, then a lateness penalty will be applied to your mark. Penalties applied differ for some subject areas and are summarised in the table below.

Assessments submitted electronically to Learn: essays and creative writing Examples given refer to a published deadline of Friday at12 noon.	Penalty	Art and Design Portfolio and electronic learning journal	Penalty
Within the 24 hours following the published deadline. i.e. after 12 noon on Friday (day 0) but before 12 noon on Saturday (day 1)	- 5 marks	Up to 1 hr	- 5 marks
Within the 25 – 48 hours following the published deadline. i.e. after 12 noon on Saturday (day 1) but before 12 noon on Sunday (day 2)	- 10 marks	Greater than one hour	No submission and fail for all learning outcomes

Within the 49 – 72 hours following the published deadline. i.e. after 12 noon on Sunday (day 2) but before 12 noon on Monday (day 3)	- 15 marks	N/A	N/A CONTD. Over page
Within the 73 – 96 hours following the published deadline. i.e. after 12 noon on Monday (day 3) but before 12 noon on Tuesday (day 4)	- 20 marks	N/A	N/A
Within the 97 – 120 hours following the published deadline. i.e. after 12 noon on Tuesday (day 4) but before 12 noon on Wednesday (day 5)	- 25 marks	N/A	N/A
Within the 121 – 144 hours following the published deadline. i.e. after 12 noon on Wednesday (day 5) but before 12 noon on Thursday (day 6)	- 30 marks	N/A	N/A
Within the 145 – 168 hours following the published deadline. i.e. after 12 noon on Thursday (day 6) but before 12 noon on Friday (day 7)	- 35 marks	N/A	N/A
169 hours or more after published deadline. i.e. after 12 noon Friday (day 7)	Zero marks awarded	N/A	N/A

Essay length and length penalties

Your essay should be 2000 words long. The essay title, your examination number and the assignment details and the bibliography are <u>not</u> included in the word count. Everything else, including all in-text references, quotations, footnotes, appendices, tables, and table and figure captions IS included. It is wise to try and restrict your use of quotations, footnotes and appendices as they use up valuable words.

Whilst you should aim to write an essay that is as close as possible to 2000 words, you will not lose marks if it is between 2000 and 2200 words. However, you **will** lose marks if your essay is longer than this. **A penalty of one mark will be taken off for every 1 to 50 words that your essay is over 2200 words, viz:**

Over-length essay	Penalty
2201-2250	- 1 mark
2251-2300	- 2 marks
2301-2350	- 3 marks
etc.	etc.

Whilst we won't penalise you for an under-length essay, you will be unlikely to earn a good mark for an essay that is seriously under-length. Remember that an essay of 2000 words is what your tutor is expecting. If you have written less than this, it is likely that you have left out important arguments, or not developed them in sufficient detail. You should state the word count on your essay, under the title.

Resits and Resubmissions

Non submission is registered as a Fail and will remain on your Programme record for that course. Students who do not submit as expected and who do not have an extension will be contacted by Teaching Office within 7 working days to seek confirmation of their intention to submit for the resit diet. Students may have up to 4 attempts at assessment for each course.

Turnitin assessment

To pass, students must achieve a minimum of 40%. If you submit a piece of work but earn less than 40%, or if you fail to submit by the due date and time and don't have an extension, you will be offered the chance to submit a new piece of written work within three weeks of your marks being returned to you. Please note that a different assessment question will be provided for each essay that you are eligible to resubmit. Please note that any marks achieved will be recorded as achieved on the second or subsequent attempt.

Art and Design portfolio

For Art and Design, resits and resubmissions are available if you fail any or all of the learning outcomes AND you fail the course.

Non submission is registered as a fail and will remain on your Programme record for that course. Students who do not submit as expected and who do not have an extension will be contacted by Teaching Office within 7 working days to seek confirmation of their intention to submit for the resit diet. Students may have up to 4 attempts at assessment for each course. An alternative assessment may be given where courses rely on specialist resources which are unavailable outwith timetabled classes.

Resubmissions and Credit for Entry

Please note that marks gained through resubmissions are not accepted by undergraduate admissions at the University of Edinburgh. Credit for Entry students holding offers from the University must achieve their required passes and grades at their first attempt to meet the conditions of their offer.

Issuing Provisional Marks

You will receive provisional marks and grades within 15 working days of your assessment dates. Your provisional (un-approved) marks and grades will be released to you on LEARN with comments from the markers and the overall agreed grade and mark. These marks/grades are deemed to be 'provisional' until presented to and approved by the Final Assessment Board and may have been moderated following the initial marking by the course tutor. The moderation process is there to ensure that assessment criteria are being applied fairly and consistently and to check that there is a shared understanding by markers of the academic standards that students are expected to achieve. A record is kept of these meetings and any moderation adjustments made are given to the external examiners.

You will receive provisional marks on the dates shown in the **dates schedule on pages 13-15.**

Penalties for things like late submission will not be applied at this stage. Such penalties may considered by the Special Circumstances Committee and will be approved and applied by the Final Assessment Board. They will be calculated before your final marks are entered on the University student record system.

Special Circumstances

If illness or personal problems/circumstances interfere with your studies, class attendance, meeting assessment deadlines or your performance in an assessment you should make sure you inform your Personal Tutor (PT) and/or the Student Support Officer (SSO; studentsupport.col@ed.ac.uk) as soon as possible, and arrange to discuss the situation with him/her.

If attendance at tutorials or classes is affected, you should also ensure that relevant instructors and tutors are informed (either directly by you or by your PT).

For details about how to request an extension for coursework, please see p.7.

Making a Special Circumstances Committee submission

If you feel that your University work has been negatively affected by circumstances beyond your control, you could consider making a Special Circumstances submission. Edinburgh University Students' Association (EUSA) has produced some very helpful guidance to explain what is involved. View EUSA Guidance here.

For Special Circumstances to be considered by the Centre for Open Learning's Special Circumstances Committee, you need to complete the Special Circumstances form. This should be completed and submitted in consultation with your Personal Tutor or the Student Support Officer. Full details are explained in the University policy. The student pages explain the policy and outline the evidence needed. Please note the section listing acceptable forms of evidence, and those likely to be given greater and less weight.

The Student Support Officer or your Personal Tutor will assist you to complete the Special Circumstances form. It is best to collect evidence at the time that you were affected. Please check the University guidance on evidence and bring any evidence you have to your meeting with the SSO or your PT.

Please note that a request for special circumstances should be made not more than a week after your final assessment for the term. So that we have time to assist you in completing the form, you need to contact us before the deadline. The Special Circumstances Committee will only consider applications after this deadline when students provide evidence of exceptional reasons for not being able to submit the form on time. You should email COL.creditandqa@ed.ac.uk to let us know that you would like to submit special circumstances for your course or courses as soon as possible. We will then advise you on the next steps.

Final marks and grades

The final marks and grades you earn for your courses will be entered into EUCLID after our Final Assessment Board meets in February and August each year. You will be able to see them by logging into MyEd and EUCLID Student view. There are limited grounds for appeal after the Final Assessment Board has met.

For details of how to submit an appeal after the Final Assessment Board, please see http://www.ed.ac.uk/studying/short-courses/access/appeals

Final Assessment Boards

Final assessment Boards are convened by the Head of the Centre for Open Learning and are made up of internal examiners (teaching staff of the department) and external examiners who are academic staff from other Higher Education Institutes with requisite experience to examine the programmes and ensure appropriate quality standards are being applied in the examination and marking processes.

Short Courses at COL has three external examiners. For 2016/17, the external examiner for Film, Media & Contemporary Cultures, Personal Development, Philosophy & Religion, Psychology and Society & Politics is Dr Nick Jones, Senior Lecturer at Cardiff University.   The external examiner for Archaeology, Art History, Creative Writing, History and Literature has most recently been Dr Peter Halkon, Lecturer in Archaeology at the University of Hull and a new member of the board will be appointed in 2016-17 for these subject areas as Peter's term of office has now been completed. The external examiner for Art and Design has most recently been David Henderson, formerly of Gray's School of Art, the Robert Gordon University Aberdeen; from September 2015, Head of Painting at Leith School of Art,

Edinburgh. As David's term of office has now ended a new appointment will be made in 2016-17.

Certificate of Higher Education

If you wish to apply for the Certificate of Higher Education Programme you must complete the application form and attend an interview with an academic member of staff. If you are accepted we will finalise your learning plan and determine the most appropriate Personal Tutor. To qualify for the Certificate award, you must complete your study within a maximum period of five academic years. For each year of study, students would be expected to submit assessment for 40 credit points (this usually equates to four courses) in order to successfully complete 120 credits within a three year study period. The flexibility of the fourth and fifth year is to allow for special circumstances for a pause in study for example. If a student does not intend to study for any one academic year within the five years, they must inform their Personal Tutor in writing, and where appropriate the student will be recorded as being "On Programme with authorised absence".

Recognition of Prior Learning

It is possible to gain recognition for prior learning for the Certificate award for up to 40 credit points (SCQF Level 7 or above) for previous study with COL on the Non-Certificate programme or other HEI's provided this is achieved within a maximum 5 year period from start of study (if, for example, this prior learning credit was achieved in 2015 and you begin the Certificate in 2016, then the period left for completion of study is reduced (2020 rather than the chronological expectation of 2021).

Progression

Progression status will be confirmed annually in July/August following a review by the Progression Board who will ensure students are meeting the requirements of the programme. The criteria for progression that the board will confirm for each student are detailed here:

http://www.ed.ac.uk/studying/short-courses/access/certificate-he

The progression decision will be entered onto EUCLID and will be notified to students via EUCLID student view.

Students who do not make satisfactory academic progress or who do not engage with their studies will be asked to withdraw from the Certificate of Higher Education programme. In these circumstances the student will have the right to appeal the decision.

Student schedule 2016/17 for all courses

Term 1		
Week	Beginning	
1	26 Sept	Essay questions distributed in class and available on Learn (not applicable to Art and Design)
2	03 Oct	Withdrawal from credit study forms distributed in class – All subjects
6 onwards	31 Oct	Submit practice essay and/or essay plan through Learn (not applicable to Art and Design)
7 onwards	07 Nov	Practice essay and/or essay plan returned with feedback through Learn (not applicable to Art and Design)
8	14 Nov	Notify COL of withdrawal from credit study if required – All subjects
11	Introduction to Linguistics: One hour-long test Tuesday 6 December Introduction to English Grammar: One hour-long test Thursday 8 December	
12	Electronic cover sheet (all Art and Design courses) to be submitted electronically before 12 noon on Monday 12 December. Art and Design ONLY – Portfolio and digital Learning Journal submissions due this week Monday to Friday. See information sent by email for dates for each course. Essays and Creative Writing assessments (All other courses) to be submitted electronically before 12 noon on Friday 16 December. Extensions of up to 7 days can be granted for exceptional reasons. See: http://www.ed.ac.uk/studying/short-courses/access/submissions-assessments and http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf	
13	Deadline for submission of Special Circumstances form: 12 noon on Friday 23 December. Contact COL.creditandqa@ed.ac.uk if you wish to raise a request for Special Circumstances to be considered for term one assessment before this date - All subjects	
University closure: from 5pm on Friday 23 December to 9am on Wednesday 04 January		
Term 2		
Week	Beginning	
1	16 Jan	Essay questions distributed in class and available on Learn (not applicable to Art and Design)
1	16 Jan	Provisional marks for term 1 released by Tuesday 17 January – All subjects
2	23 Jan	Withdrawal from credit study forms distributed in class – All subjects
5	13 Feb	Term one Special Circumstances Committee and Final Assessment Board meet this week – All subjects

6 onwards	20 Feb	Submit practice essay and/or essay plan through Learn (not applicable to Art and Design)
7 onwards	27 Feb	Practice essay and/or essay plan returned with feedback through Learn (not applicable to Art and Design)
8	06 Mar	Notify COL of withdrawal from credit study if required – All subjects
11		
12		Electronic cover sheet (all Art and Design courses) to be submitted electronically before 12 noon on Monday 3 April. Art and Design ONLY – Portfolio and digital Learning Journal submissions due this week Monday to Friday. See information sent by email for dates for each course. Essays and Creative Writing assessments (All other courses) to be submitted electronically before 12 noon on Friday 7 April. Extensions of up to 7 days can be granted for exceptional reasons. See: http://www.ed.ac.uk/studying/short-courses/access/submissions-assessments and http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf
13		Deadline for submission of Special Circumstances form: 12 noon on Friday 14 April. Contact COL.creditandqa@ed.ac.uk if you wish to raise a request for Special Circumstances to be considered for term two assessment before this date - All subjects

Term 3

Week	Beginning	
1	17 April	Essay questions distributed in class and available on Learn (not applicable to Art and Design)
1	17 April	Transition to Degree Study examination 17 April
2	24 April	Provisional marks for term 2 released by Friday 28 April – All subjects
2	24 April	Withdrawal from credit study forms distributed in class
5	15 May	Term two Special Circumstances Committee meets – All subjects
5	15 May	Transition to Degree Study presentations in class this week
6 onwards	22 May	Submit practice essay and/or essay plan through Learn (not applicable to Art and Design)
7 onwards	29 May	Practice essay and/or essay plan returned with feedback through Learn (not applicable to Art and Design)
8	05 June	Notify COL of withdrawal from credit study if required – All subjects
8	05 June	Challenges in Statistics assessed presentations in class this week
12		Electronic cover sheet (all Art and Design courses) to be submitted electronically before 12 noon on Monday 03 July.

	Art and Design ONLY – Portfolio and digital Learning Journal submissions due this week Monday to Friday. See information sent by email for dates for each course. Essays and Creative Writing assessments (All other courses) to be submitted electronically before 12 noon on Friday 07 July. Extensions of up to 7 days can be granted for exceptional reasons. See: http://www.ed.ac.uk/studying/short-courses/access/submissions-assessments and http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf
13	Deadline for submission of Special Circumstances form: 12 noon on Friday 14 July. Contact COL.creditandqa@ed.ac.uk if you wish to raise a request for Special Circumstances to be considered for term three assessment before this date - All subjects

Final assessment key dates

Week beginning	
17 July	Provisional marks for term 3 released by Friday 21 July – All subjects
31 July	Special Circumstances Committee and Final Assessment Board meet this week – All subjects
07 August	Final results uploaded onto EUCLID – All subjects

Appendix A: Index of forms available from Teaching Office, Paterson's Land

TITLE
Assessment Cover Sheet (for art and design submissions)
Late Submission Request form *
Confirmation of assessment submission
Assessment Opt out Form*

* Also available on our website: http://www.ed.ac.uk/studying/short-courses/access/submissions-assessments

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