



THE UNIVERSITY *of* EDINBURGH

# Short Courses

## Studying for Credit Guide 2020/2021

Part two: Rules and Regulations

September 2020

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## Rules and Regulations when studying for Credit

This guide sets out rules and regulations around credit study, including support from a Personal Tutor and COL's student support team, rules about plagiarism and other forms of academic misconduct, how to submit your work and when you will receive your marks and grades. We hope that you will enjoy studying for credit with us, and that this guide will help you to understand the rules, what you need to do when, and where to go for help. You will find more guidance on producing work for assessment, such as how to reference, how to present your work and understanding learning outcomes and marking schemes in the **Studying for Credit Guide part 3: Assessment Guidance**. Do read that before you start your credit work. If you have read the information in this guide but still have an unanswered query about a 'regulatory' issue, please contact the Teaching Office at [creditqa@ed.ac.uk](mailto:creditqa@ed.ac.uk)

### Study Guidance

Students on the Certificate of Higher Education programme 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 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 (Certificate of Higher Education Students)

The Centre for Open Learning will arrange for 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 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.

You can also contact your Personal Tutor to arrange an individual meeting. You can do this by emailing them directly, or by sending a meeting request via EUCLID.

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 and signpost you to other support services;
- review your 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.

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 Tutor area of MyEd.

The Personal Tutoring system in the Centre for Open Learning is overseen by the Centre's Senior Tutor, who ensures that the system is operating adequately and that Personal Tutors are supported in their role. The Senior Tutor for the Centre for Open Learning can be contacted at [seniortutor.col@ed.ac.uk](mailto:seniortutor.col@ed.ac.uk).

## Student Support at COL

All students can, in addition, contact the Centre for Open Learning's Student Support Team who can help with the following:

- Accessible teaching rooms
- Personalised building evacuation plans in the event of emergencies
- Specialist assistance in class (e.g. note taker)
- Course materials in alternative formats, and in advance of classes
- Personalised adjustments for examinations
- Specialised equipment in class (e.g. induction hearing loop)
- Signposting to qualified professionals (e.g. counselling services)

In order for us to help with disabilities, whatever their nature, it is important that you let us know as soon as possible after you have enrolled on your course so that we can make appropriate arrangements well in advance of your study period and provide you with the best possible learning experience. The Student Support Team can be contacted by email at [COL.studentsupport@ed.ac.uk](mailto:COL.studentsupport@ed.ac.uk)

Some of the support listed above can only be accessed if you have a Learning Profile with the University's Student Disability Service. You can find out about this service by visiting the [Student Disability Service website](#). Students who might need adjustments to be made are strongly encouraged to [make an appointment with the Student Disability Service](#).

## Plagiarism and other forms academic misconduct

The work you submit for credit needs to be your own, and be produced fairly. University rules set out different forms of academic misconduct.

### Plagiarism

Here is the definition of plagiarism used by the University:

**Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or your own previously assessed original work.**

The key to avoiding plagiarism is to make sure that you give correct references for anything that you have taken from other sources to include in your academic work. This might include, for example, any ideas, theories, findings, images, diagrams or direct quotations that you have used, from print sources such as books and journal articles, from the web, or indeed from other students. You should use in-text references to signal, within the text of your work, the origins of any material taken from another source, even if you have put it into your own words. You then need to give full references for these sources in your bibliography. If you take any material word-for-word from another source it is essential that you make it clear that this is what you have done.

If you take material from another source, change a few words and then include the reference, you may still have plagiarised because you have not made it clear to your reader that you have essentially reproduced part of the original source. You should either express the ideas fully in your own words and provide an in-text reference for the source that you were drawing from, or use clearly labelled direct quotes and reference those.

For guidance on referencing, please see the **Studying for Credit Guide part 3: Assessment Guidance**. This sets out what, why and how to reference, including the referencing style we use in COL: Anglia Ruskin Harvard.

### Other forms of academic misconduct

The work you submit for assessment needs to be your own, and submitted fairly. Here is the University's list of other forms of academic misconduct:

Collusion

Falsification

Cheating

Deceit (including duplication of coursework – i.e. resubmitting one's own previously submitted work)

Personation.

The University explains academic misconduct and the steps that will be taken if it is suspected on its website: [www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct](http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct)

Do take time to check that before you write and submit your work.

### Academic good practice

There is guidance from the Institute for Academic Development on good academic practice and we recommend that you read this carefully close to the start of your course so that you know when and how to cite all the sources you might use in your academic work. We recommend you read this too so you get into good habits from the start of your studies. You can find it here:

<https://www.ed.ac.uk/institute-academic-development/undergraduate/good-practice>

### Checklist declaration

When submitting essays, students are required to complete a checklist to confirm that the work has not been plagiarised from other sources. This is copied here so that you can see what you need to acknowledge – and what you mustn't do. Please see 'Submitting your work' for instructions on submission.

I confirm that all this work is my own except where indicated, and that:

1. I have read and understood the Plagiarism Rules & Regulations in the course sections and Programme Handbooks;
2. I have clearly referenced / listed all sources as appropriate;
3. I have referenced and appropriately indicated all quoted text of more than three words (from books, web, etc);
4. I have given the sources of all pictures, data etc that are not my own;
5. I have not made any use of the essay(s) of any other student(s) either past or present;
6. I have not submitted for assessment work previously submitted for any other course, degree or qualification;
7. I have not incorporated any work from or used the help of any external professional agencies other than extracts from attributed sources;
8. I have acknowledged in appropriate places any help that I have received from others (e.g. fellow students, teachers in schools, external sources);
9. I have complied with any other plagiarism criteria specified in the course and Programme handbooks;
10. I understand that any false claim for any of the above will mean that the relevant piece of work will be penalised in accordance with the University regulations;
11. I hereby grant the University of Edinburgh, SFC, HEFCE and TurnitinUK a non-exclusive licence to make an electronic copy of the work and make it available for assessment and archiving purposes.

By selecting the assignment link and submitting this assignment I confirm I have read and agreed to the above declaration.

### Submitting written work: essays and Creative Writing

You must submit your work electronically to the drop-boxes on LEARN by the published date and time. You will find this on the Learn page for your course. The drop-boxes are set up to screen submissions through Turnitin.

### 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 teaching fellow.

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 teaching fellow to view. Where any direct quotations are relevant and appropriately referenced, the course teaching fellow will be able to see this and will continue to consider the next highlighted case.

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 work: it will be stored in the database so that other students' work can be checked against yours.

## 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. 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 learning journal documenting a summary of your learning journey as evidenced in your portfolio. This should be submitted electronically via PebblePad. 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 assessment cover sheet to Learn prior to submitting your portfolio. This is where comments on your portfolio will be posted when it is marked.

### Before submission day



Go through the checklist below before you arrive to make sure you have done everything required. For each 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 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 assessment folder of your course Learn page. You will then need to upload this back into the drop-box on the 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 for all subjects **except** Art and Design. Good reasons for coursework extensions are unexpected short-term circumstances which are exceptional for the individual student, beyond that student's control, and which could reasonably be expected to have had an adverse impact on the student's ability to complete the assessment on time. Please note that we don't approve extensions for things that you could anticipate or that were under your control. Please see the University's [Taught Assessment Regulations](#) (regulation 28) for details.

You must complete a Late Submission Request Form for an extension (available from our website - <http://www.ed.ac.uk/studying/short-courses/access/appeals> and from the Teaching Office). The completed form must be forwarded to the Teaching Office (by e-mail at [creditqa@ed.ac.uk](mailto:creditqa@ed.ac.uk), by post, or in person) before the submission date and time of the assessment. Most extensions are for a few days only, and the maximum allowed is 7 days.

You should if you can 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, or if further evidence is difficult to obtain, you should complete the 'self-certification' section on the Late Submission Request Form. Please see 28.5 of the [Taught Assessment Regulations](#) for more information on the requirement for evidence. Please also see the [Special Circumstances](#) section later in this guide.

### 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 at 12 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  Continued on next 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
168 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

Essay assessments stipulate a word length, and for most essays, this is 2000 words. You will find the stipulated length on the essay questions document on the Learn site for your course. The essay title, your examination number and the assignment details and the bibliography are not 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 the stipulated length, you will not lose marks if it is up to 10% longer. 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 the limit plus 10%. For a 2000-word essay, this is:

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 the stipulated number of 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.

### Passes, Resits and Resubmissions

To pass, students must achieve a minimum of 40%. For some courses with more than one component of assessment, you will need to achieve an overall average of 40%, and not less than 30% in any single component of assessment. For Art and Design courses, the combined Digital Journal and Portfolio submission will be assessed against the three learning outcomes for the course. These are equally weighted (33.3% each) and each will be given a percentage grade. To pass, students must achieve a minimum of 30% in each learning outcome and an overall combined mark of 40% minimum.

If you submit for assessment but don't achieve a pass, 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 be reassessed after the Board of Examiners have ratified your course marks. Please note that a different assessment question will be provided for each piece of assessment that you are eligible to resubmit. For Art and Design courses, an alternative assessment may be given where courses rely on specialist resources which are unavailable outwith timetabled classes. Any marks achieved will be recorded as achieved on the second or subsequent attempt.

Non submission is registered as Absent/Not Present (AN) and will remain on your Programme record for that course. Students who do not submit as expected and who do not have an extension are entitled a re-assessment of the course following the ratification of course results at the Board of Examiners.

In line with University policy, students may have up to 4 attempts at assessment for each course that they fail.

### Issuing Provisional Marks

You will receive provisional marks and grades within 15 working days of your assessment dates. Your provisional (non-ratified) 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 Board of Examiners 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. The moderation process we use in the Centre for Open Learning is sampled double marking for written assessments, and double marking for Art and Design and oral presentations. A written record of moderation, including any moderation adjustments, is given to the External Examiners.

Penalties for things like late submission **will not** be applied at this stage. Such penalties may be considered by the Special Circumstances Committee and will be approved and applied by the Board of Examiners. 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) if you have one as soon as possible, and arrange to discuss the situation. If you do not have a personal tutor you should contact COL credit and QA staff ([creditqa@ed.ac.uk](mailto:creditqa@ed.ac.uk)) who can provide information and advice on next steps, including if appropriate how to make a special circumstances submission.

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 the section in this guide.

### 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. Please see: [https://www.eusa.ed.ac.uk/support\\_and\\_advice/the\\_advice\\_place/academic/special\\_circumstances\\_and\\_extensions/](https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/special_circumstances_and_extensions/)

For Special Circumstances to be considered by the Centre for Open Learning's Special Circumstances Committee, you need to complete the Special Circumstances form, available here: <https://www.ed.ac.uk/studying/short-courses/access/appeals> . This should be completed and submitted in consultation with your Personal Tutor or the Credit and QA team and returned with any supporting evidence to [creditqa@ed.ac.uk](mailto:creditqa@ed.ac.uk) . Full details are explained in the [University policy](#). Please note the section listing acceptable

forms of evidence, and those likely to be given greater and less weight. It is best to collect evidence at the time that you were affected. Please check the University guidance on evidence and provide any evidence you have when you submit your form.

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 [creditqa@ed.ac.uk](mailto:creditqa@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 Board of Examiners meets in February, May 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 Board of Examiners has met.

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

## Boards of Examiners

Boards of Examiners 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 2020/2021, the external examiner for Film, Media & Contemporary Cultures; Personal Development; Philosophy, Psychology and Language Science; Social, Political and Legal Studies is Dr Sarah Hale, University of Sheffield. The external examiner for Archaeology, Art History, Creative Writing, History and Literature is Dr Samantha Riches, University of Lancaster. The external examiner for Art and Design is Adam Stone from Leeds Arts University.

## Certificate of Higher Education

If you wish to apply for the Certificate of Higher Education Programme you must complete the application form and have a telephone or face-to-face interview with an academic

member of staff. If you are accepted we will allocate you a Personal Tutor who will complete a Learning Plan with you. 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 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 achieved in the past three academic years, either with COL on the Non-Certificate programme or from other Institutes of Higher Education.

### Progression

Progression status will be confirmed annually in August following a review by the Progression Board which will consider whether 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.

This guide was produced by Centre for Open Learning. If you require this information in an alternative format, please contact:

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All information was correct at the time of publication.

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