

Student Academic Handbook

Academic Year
2020/2021

Welcome Note from HIC

At HIC we are committed to delivering an outstanding student experience to our students and to facilitating the conditions and opportunity for you to achieve success in your studies.

The HIC Academic and Student Services Team hope that this guide will be helpful whilst you are navigating your studies at HIC and the UH.

This Handbook contains information about Policies, Procedures, Our Expectations, Programmes, and General Information that you might find useful throughout your studies.

Make good use of it.

We want to wish you the best in your studies, and please don't forget that we are here to help you out in any way that we can.

Regards,

The Academic and Student Services Team at HIC

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HIC College Contact Details

The HIC Team is made up of core staff, who deal with general College operations. The staff is comprised of:

College Director

Academic and Student Services Team

- Head of Teaching and Learning
- Head of College Services
 - Manager of Academic Services
 - Manager of Student Services
 - Academic and Student Services Coordinator
 - Academic and Student Services Officers

Marketing and Admissions

- Director of Marketing and Admissions
 - Admissions Manager
 - Recruitment Coordinator
 - Marketing Specialist

Directing a Problem or Query at HIC

If you have a query relating to your:

- Assessments and Examinations
- Lecturers
- Programme Content
- Programme of Study
- Progression through your programmes
- Timetable
- Accommodation
- Contact Details
- Financial Status
- Health and Safety issues
- Wellbeing issues
- Payment of Tuition and/or accommodation fees
- Visa
- Attendance
- Forms and Letters
 - Transcripts
 - Bank Letters
 - Confirmation of Study Letters
 - Council Letters
 - Etc.

Please make sure to contact an Academic and Student Services Officer.

The HIC Academic and Student Services Team can be contacted here:

T: +44 (0) 1707 28 5590

E:

College.ServicesHIC@hic.navitas.com

Otherwise you can come to the HIC Main Reception at College Lane to come and talk to a member of staff.

Office Hours are:

Monday – Friday 9:00am to 4:45pm



Emergency Contacts

Below is a list of available professional services. Most of them are available 24 hours a day, 7 days a week. If your difficulties cannot be helped by them, please call HIC (if out of Office Hours, call the HIC Emergency Support Mobile) for further advice.

Useful Contact Details

UK Police, Fire Brigade, & Ambulance	999 (remember to say straight away where you are calling from and what service you need: fire brigade, police or ambulance)
Local Police	0845 3300 222 (For non-emergencies)
HIC Emergency Support Mobile	07813 010811
HIC Main Switchboard	01707 284000 Office Hours (08:30—17:00)
QEII Hospital	01438 314 333
NHS Direct (24 Hours Medical Advice)	0845 4647
Main switchboard	01707 284000
Security Office	01707 284010 (on-campus ext.1010)
Medical Centre	01707 284444

HIC Emergency Support Mobile

The HIC Emergency Support Mobile number is set up for your own well-being. **Do not risk the health and safety of others by calling this number for non-emergency situations. Abuse of this service may result in the offending student being excluded from the College.**

HIC Emergency Support Mobile – 07813 010811

Semester Dates

September 2020 (2003)

	Orientation Start	First Day Teaching	Last Day Teaching	Exams	Semester Break
Foundation Pre-Masters FY Business	21 Sep 20*	5 Oct 20	11 Dec 20	12 – 19 Dec 20	23 Dec 20 - 8 Jan 21
FY Integrated	18 Sep 20*	21 Sep 20	15 Jan 21	18 – 22 Jan 21	18 Dec 20 – 3 Jan 21
IELA	29 Oct 20	2 Nov 20	11 Dec 20	14 – 18 Dec 20	20 Dec 20 – 15 Jan 21
IELB / IELD	21 Sep 20*	5 Oct 20	18 Dec 20	21 – 23 Dec 20	24 Dec 20 – 15 Jan 21
IELC	21 Sep 20*	5 Oct 20	11 Dec 20	14 Dec 20	21 Dec 20 – 15 Jan 21

*Last day of Enrolment is 26th October 2020 – For New International (Non-Eu) students.

January 2021 (2101)

	Orientation Start	First Day Teaching	Last Day Teaching	Exams	Easter Break
Foundation Pre-Masters FY Business	18 Jan 2021	25 Jan 21	1 Apr 21	12 – 20 Apr 21	2 – 5 Apr 21
FY Integrated	11 Jan 21	25 Jan 21	30 Apr 21	3 – 21 May 21	29 Mar – 9 Apr 21
IELA	1 Mar 21	8 Mar 21	16 Apr 21	19 - 23 Apr 21	2 – 5 Apr 21
IELB / IELD	18 Jan 2021	25 Jan 21	16 Apr 21	19 – 23 Apr 21	2 – 5 Apr 21
IELC	18 Jan 2021	25 Jan 21	1 Apr 21	6 – 9 Apr 21	2 – 5 Apr 21

May 2020 (2002)

	Orientation Start	First Day Teaching	Last Day Teaching	Exams	Semester Break
Foundation Pre-Masters FY Business	17 May 21	24 May 21	31 Jul 21	7 – 14 Aug 21	25 Aug – 17 Sep 21
FY Integrated	On Semester Break Resits of Exams will take place 21 June – 2 July 2021				
IELA	1 Jul 21	5 Jul 21	13 Aug 21	16 – 20 Aug 21	25 Aug – 17 Sep 21
IELB / IELD	17 May 21	24 May 21	13 Aug 21	16 – 20 Aug 21	25 Aug – 17 Sep 21
IELC	17 May 21	24 May 21	31 Jul 21	2 – 6 Aug 21	10 Aug – 17 Sep 21

College Holidays:

Easter The College will be closed from Good Friday to Easter Monday, inclusive.

Christmas The College will be closed from 24th December to the next working day after January 1st (inclusive).

Public Holidays

Christmas Day Holiday	25 December 2020
Boxing Day Holiday	26 December 2020
New Year's Day	1 January 2021
Good Friday	2 April 2021
Easter Monday	5 April 2021
May Bank Holiday	3 May 2021
Spring Bank Holiday	31 May 2021
August Bank Holiday	30 August 2021

Communication

HIC Student Portal

As an enrolled HIC student you will have access to the HIC Student Portal.








We would have sent you your username and password to your Student Portal.

Don't forget to change your password once you log in with the one provided.

NOTE: please ensure that we have your most up-to date email on record so that you receive all your communications.

Student Portal: axis.navitas.com

The portal should be checked daily as it contains important information about your studies. All students will receive updated news items throughout the semester and will be able to access the following information:

<p>TIMETABLE</p>  <ul style="list-style-type: none">• View your timetable• Monitor your attendance• Receive results• Follow academic Progress• Receive module guides and teaching materials (MOODLE)• View your finance account• Update address details and change password• Send and receive emails	<p>MOODLE</p> 	<p>RESULTS</p> 
<p>EMAIL</p> 	<p>ATTENDANCE</p> 	<p>REGISTRATION</p> 
		<p>FINANCE</p> 

College Policies and Regulations

All our policies and procedures can be found in either:

- HIC Website: <https://www.hic.navitas.com/policies>
- HIC Student Portal: <axis.navitas.com>
 - HIC Moodle → InfoHub → Documents → College Procedures and Regulations

We ask you to please get acquainted with these and if you have any questions please do not hesitate to come and talk to one of our members of staff to seek clarification.

List of our College Policies and Regulations

Students Under 18 / Minors (CPR M1)

HIC is committed to providing a safe and secure environment for children and vulnerable adults. This Policy outlines how the College network seeks to deliver its social, ethical and legal responsibilities to protect and safeguard children and vulnerable adults to the highest possible standards.

Data Protection (CPR M2)

This data protection policy ensures that HIC:

1. Complies with the EU General Data Protection Regulation (GDPR) and follows good practice
2. Protects the data privacy and protection rights of staff, students, business partners and all other stakeholders
3. Is open about how it processes individuals' data
4. Protects itself from the risks of a data breach
5. Facilitates the rights of individuals under the GDPR
6. Ensures ongoing adherence and improvements to data privacy and protection practices

Attendance and Student Monitoring (CPR 3)

This policy sets out HIC's policy and procedure for record keeping, student monitoring and Home Office reporting.

It also sets out our expectations and those of the Home Office regarding your attendance and status at the college.

NOTE

Please remember that our expectation is that you attend all your classes.

Your attendance shall not go under 85% over a semester. Any missed classes must be reported to a member of the Academic and Student Services Team in a timely manner.

HIC's Terms and Conditions (CPR M4)

Found: <https://www.hic.navitas.com/conditions>

This document sets out HIC's terms and conditions, which together with the terms contained in your Offer Letter, the Acceptance Form, website information and in any documents or policies referred to in these Terms and Conditions, will form a contractual relationship between HIC and you under which HIC agrees to enrol you on one of the programmes and provide you with education and pastoral support services and you agree to progress your studies on a programme at HIC.

HIC's Learning and Teaching (CPR QS4)

This document sets out the policy and framework for learning, teaching, and assessment, and the underpinning principles. The policy takes account of national priorities for Higher Education, the QAA Quality Code, and the requirements of legislation particularly concerning equality.

Student Support (CPR QS7)

This document sets out the HIC policy and procedure for the academic support provided to student who need enhanced monitoring – the Students in Jeopardy Programme.

Student Engagement (CPR QS8)

This document sets out the HIC policy and procedures for the engagement of students and covers information provided to students, student representation, and student surveys. Student Engagement is central to the vision, mission and operations of HIC. The encouragement of students as 'active' partners in their learning is considered fundamental to the development of mature learning approaches and life skills.

Assessment Regulation (CPR QS9)

This document sets out the regulations that govern assessments at HIC. It is of importance that you read the Exam Regulations and adhere to these. If you do not, please note that the Student Disciplinary Policy will come into effect.

Student Appeals and Grievances (CPR QS10)

This document sets out the HIC policy and procedure for student appeals against the decision of Module Boards or Progression Boards, and for student complaints where they hold grievances about aspects of their learning experience.

Student Complaints (CPR QS10a)

This document sets out the HIC policy and procedure for student feedback to the College on any aspect of the service delivered. They include formal committees, student surveys, student representative meetings and focus groups.

Academic Appeals (CPR QS10b)

This document sets out the HIC policy and procedure for student appeals against the decision of Module Boards or Progression Boards, if it is believed an error has occurred under one of the grounds of procedural irregularity, biased academic assessment or the academic body's unawareness of exceptional circumstances which might have affected the assessment's decision.

Student Disciplinary Policy (CPR QS11)

This document sets out the HIC policy and procedure for disciplinary action taken against students. The purpose of this Policy is to enable HIC to fulfil their obligations relating to the care of and responsibility for their members and to protect their reputation. Under this Policy the College has the power to discipline students and to suspend or terminate any student's enrolment for good cause in consultation, where applicable, with the relevant body at the partner University and with due reference to any legal requirements under the Immigration Rules.

Fitness to Study (CPR QS12)

This policy sets out HIC's approach to dealing with Fitness to Study concerns of students enrolled on a Navitas programme. It is one of the policies that the Office for the Independent Adjudicator in Higher Education references when dealing with student complaints.

Bullying and Harassment Policy (CPR QS13)

This document sets out the HIC Bulling and Harassment Policy. HIC strives to provide a safe and comfortable environment for students from all backgrounds that is free from discrimination and values diversity. We fully subscribe to all equality legislation to protect our students and staff from bullying and harassment, notably the 2010 Equality Act.

Section 43 of the 1986 Education Act protects Freedom of Speech and Academic Freedom within law. We therefore recognise and emphasise that vigorous academic debate when it is conducted respectfully does not accordingly constitute harassment or bullying.

Academic Freedom Policy

This document sets out the HIC Academic Freedom Policy and procedures in line with the expectations of the Higher Education Code of Governance (2014) and the Education Reform Act 1988.

Freedom of Speech Policy

The purpose of this policy is to ensure that staff understand the concept of freedom of speech and the steps within the law to ensure that it is secured for students, staff and visiting speakers.

Disability Policy (CPR M1b)

This document sets out the HIC Disability Policy. HIC is fully committed to a policy of equal opportunities for disabled students and aims to create an environment allowing students to fully demonstrate their potential.

PREVENT Policy (CPR M1c)

HIC is fully committed to providing a safe and secure environment for all students. As part of the Government's strategy to reduce terrorism and safeguard people from being drawn into terrorism in the UK, the Counter-Terrorism and Security Act 2015 introduced the statutory 'PREVENT' duty for a range of public and other bodies. As well as key expectations relevant to all sectors, the HE sector has a number of additional responsibilities to be taken into account. This Policy outlines how HIC seeks to deliver our social, ethical and legal responsibilities to comply with the PREVENT Duty.

Student Code of Conduct

Note: Any Students who breach the code of conduct will be subject to the student disciplinary policy (CPR QS11) and could face termination of candidature. We ask you to please take the code of conduct with seriousness.

You are required to treat your fellow student and members of staff with politeness and respect.

HIC will not accept behaviour that is derogatory, racist, sexist or homophobic, or discriminative in any way. Students are to maintain attendance of 85% or above.

Attendance

HIC recognises that there is a direct link between poor attendance and poor academic performance by students.

If your attendance falls below 85% then you will be formally notified by HIC.

If you are ill and unable to attend, you are required to hand a medical certificate to HIC Student and Academic Services office within 5 working days of missing the class.

HIC reserves the right to terminate the candidature to an award of any student who has a poor attendance and engagement record.

General Behaviour and Misconduct

All lecture, on-campus and in-session behaviour should be conducted in an atmosphere of mutual respect between lecturers and students.

All students should conduct themselves in an appropriate manner, with consideration for others' right to personal space, speech and culture.

A student will be deemed to have committed a breach of the HIC College Charter and CPR's if they:

- Breach any ruled of HIC as set down by the management for the college.

- Disobey any reasonable instructions or direction given to them by HIC staff members
- Knowingly or wilfully damage or destroy any property or premises of HIC or UH.
- Obstruct or interfere with the proper use of any of the facilities at HIC.
- Attack, harass, or threaten to attack or harass any person.
- Behave in a manner that is disorderly or detrimental to the interests and reputation of HIC.
- Falsify any documentation necessary for entry at HIC.
- Falsify any medical or academic certification
- Intimidate or attempt to intimidate any HIC employee or student.
- Use obscene language directed towards any HIC employee or student
- Others as determined by the CPR and College Charter.

NOTE: any serious threat, assault (verbal or physical) or damage to

property will be reported to the police immediately.

Mobile Phones

Mobile phones must be turned off during class time, the library and examination times. Students whose mobile phones disturb a lecture/ tutorial/ seminar/ meeting/ etc may be asked to leave the session and will be marked absent at the tutor's discretion.

Dress Code

Students and staff are expected to adhere to a dress code which requires clothing to be clean, modest and appropriate. Students are not permitted to wear indecent or revealing clothing or clothing with offensive slogans or motifs.

Smoking

Smoking is prohibited in all buildings within the campus and within 10 meters to entrance and exit doors.

Programme Information

Wondering which modules you need to take to complete your programme? The next couple of pages have the list of modules for each programme, as well as helpful details you need to know before progressing to your next level of study.

The following pages will have details on the modules you need to take and the grades you must achieve in order to be able to progress to the next level.

We have also added the Independent Learning Charter for your reference. This document, sets out our expectations of your studies and your commitment to them as well as what you can expect from us to deliver.

Independent Learning Charter

Independent learning enables individual learners to take responsibility for their own learning. This is crucial for learners who want to be successful in their studies at university level.

We will support you by:

- Explaining the difference between dependent learning and independent learning.
- Embedding learning into the college culture through diverse and innovative learning material
- Organising our classrooms and instructions so that they attitudes, skills and knowledge of independent learning will be fostered in our students.
- Recognising that independence is developed by design, not chance.
- Designing assessment tasks that are consistent with the aim of helping you to become an independent learner.
- Providing you with constructive and timely feedback, with suggestions about how you can continue to improve as an independent learner.
- Understanding each of our students well, and recognise that students will progress from being dependent learners at different speeds.
- Encouraging you to reflect on your learning experiences, and to show you ways to record and benefit from your reflections.
- Engaging in professional learning discussions and activities which are designed to make us more effective teachers.
- Sharing experiences of our development as independent learners and explaining how these experiences have contributed to our lifelong motivation to learn.

What we want you to do:

- Aim to understand the difference between dependent learning and independent learning.
- Strive to see the independent learning dimensions in all of your learning areas, aim to strengthen your skills and deepen your knowledge so that you are able to become progressively more independent.
- Co-operate enthusiastically with the learning opportunities provided, in order to maximise your development as an independent learner.
- Participate in not only what is being done in the classroom, but critically deliberate why an activity is useful for generating independent learning.
- Negotiate the nature of assessment tasks in a manner that is consistent with you becoming an independent learner.
- Respond to the feedback provided, by attempting to integrate the advice you have received in subsequent learning activities.
- Endeavour to acquire the attitudes, skills, analytical techniques and knowledge of an independent learner, in line with your own speed of development.
- Respond reflectively as part of an activity such as preparation for a test, assignment, portfolio or oral presentation.
- Be a part of the ongoing discussions aimed at the continual improvement of the learning outcomes of a creative thinking community of scholars
- Develop an understanding of what it means to be a lifelong learner and anticipating how this will help you to live a more effective and meaningful life.

Intensive English Language (IEL)

IELD

IELD is a 34 week English Language Programme designed to help students improve their reading, writing, listening and speaking skills.

Students who complete the IEL programme successfully are eligible to progress to their academic course.

The pass mark per module is 50%.

Module Code	Module Name
IELD	Intensive English Language D
IELC	Intensive English Language C
IELB	Intensive English Language B

IELC

IELC is a 22 week English Language Programme designed to help students improve their academic English Skills.

Students who complete the IEL programme successfully are eligible to progress to their academic course.

The pass mark per module is 50%.

Module Code	Module Name
IELC	Intensive English Language C
IELB	Intensive English Language B

Foundation

Business 1 Semester

Students must pass 4 modules to be eligible to progress to First Year Business.

The pass mark per module is 50%.

Module Code	Module Name
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
BUS114	Introduction to Accounting

Business 2 Semesters

Students must pass 8 modules to be eligible to progress to First Year Business.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
BUS114	Introduction to Accounting
2nd Semester	
BUS112	Globalisation
BUS113	Introduction to Economics
BUS115	Business Management
MAC101	Introduction to Mass Communications

Mass Communications 1 Semester

Students must pass 4 modules to be eligible to progress to First Year (Integrated) Humanities. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
MAC101	Introduction to Mass Communications

Mass Communications 2 Semesters

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Humanities. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
MAC101	Introduction to Mass Communications
2nd Semester	
BUS112	Globalisation
BUS113	Introduction to Economics
BUS115	Business Management
LAW103	Constitutional and Administrative Law

Law 1 Semester

Students must pass 6 modules to be eligible to progress to First Year Law at UH. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
LAW102	Introduction to Contract Law
LAW103	Constitutional and Administrative Law
LAW105	Legal Methods
LAW108	Introduction to Criminal Law

Law 2 Semesters

Students must pass 8 modules to be eligible to progress to First Year Law at UH. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
MAC101	Introduction to Mass Communications
2nd Semester	
LAW102	Introduction to Contract Law
LAW103	Constitutional and Administrative Law
LAW105	Legal Methods
LAW108	Introduction to Criminal Law

Education

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Education. Failure to complete successfully your modules will impact your progression to the next level.



The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
SCI104	Mathematics 1 for LMS
BUS112	Globalization
2nd Semester	
SCI120	Biology A
BUS106	Business Studies
MAC101	Introduction to Mass Communications
EDU101	People and Society

Computer Science

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Computer Science. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
BUS106	Business Studies
BUS104	Mathematics 1
2nd Semester	
MTH002	Mathematics 2
MAC101	Introduction to Mass Communications
COM101	Programming
BUS105	Statistics

To support your studies HIC provides Drop-In Classes for Mathematics and Statistics, as well as English Support.

MDROP	Mathematics Drop-In
EDROP	English Drop-In



Science and Engineering

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Engineering Programmes and First Year (Integrated Physics, Astronomy and Mathematics). Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
PHY101	Physics 1
BUS104	Mathematics 1
2nd Semester	
MTH002	Mathematics 2
PHY102	Physics 2
COM101	Programming
BUS105	Statistics

To support your studies HIC provides Drop-In Classes for Mathematics and Statistics, Physics as well as English Support.

MDROP	Mathematics Drop-In
PDROP	Physics Drop-In
EDROP	English Drop-In



Life and Medical Sciences

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Life and Medical Sciences Pathways. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
BUS107	Principles of Computing
SCI124	Chemistry A
SCI104	Mathematics 1
2nd Semester	
SCI002	Mathematics 2
SCI120	Biology A
SCI121	Biology B
SCI125	Chemistry B

Creative Arts

Students must pass 8 modules to be eligible to progress to First Year (Integrated) Creative Arts. Failure to complete successfully your modules will impact your progression to the next level.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
CAF 104	Introduction to Medial Technology
CAF 100	Practical study Skills (2 modules)
2nd Semester	
BUS 106	Business Studies
MAC 101	Intro Mass Communication
CAF 102	Specialist project (2 modules)

Health Sciences

Progression to First Year at UH requires the following conditions being met:

- a pass in all 8 modules (meeting the minimum grade where specific – as noted in the 2nd Table – Next Page)
- a pass in module HSK100
- completion of a satisfactory personal statement
- successful interview
- satisfactory Occupational Health clearance
- Enhanced Disclosure and Barring Service (DBS) check (Criminal Record Check)

Module Code	Module Name
1st Semester	
ILS001	Interactive Learning Skills
SCI124	Chemistry A
SCI120	Biology A
SCI104	Mathematics 1
HSK 100	Preparation for a Career in Health Care
2nd Semester	
FAE	Foundation in Academic English
PHY101	Physics 1
SCI121	Biology B
BUS107	Principles of ICT



All programmes have their own further specific requirements as outlined in the table below:

Programme	Overall Average	Module Grades
BSc (Hons) Adult Nursing	60%	
<ul style="list-style-type: none"> Numeracy test, literacy test. 		
BSc (Hons) Children's Nursing	60%	
<ul style="list-style-type: none"> Numeracy test, literacy test. Work or voluntary experience with children. 		
BSc (Hons) Mental Health Nursing	60%	
<ul style="list-style-type: none"> Numeracy test, literacy test. 		
BSc (Hons) Learning Disability Nursing	60%	
<ul style="list-style-type: none"> Numeracy test, literacy test. 		
BSc (Hons) Midwifery	60%	60% in SCI120 60% in SCI121
<ul style="list-style-type: none"> Satisfactory second reference. 		
BSc (Hons) Physiotherapy	65%	70% in SCI120 70% in SCI121
BSc (Hons) Diagnostic Radiography and Imaging	60%	60% in SCI121 55% in SCI104
<ul style="list-style-type: none"> Clinical visit to a Radiology department. 		
BSc (Hons) Radiotherapy and Oncology	60%	60% in SCI121 55% in SCI104
<ul style="list-style-type: none"> Clinical visit to a Radiotherapy department. 		
BSc (Hons) Paramedic Science	60%	60% in SCI121 60% in SCI124

First Year at HIC

Students must pass 8 modules to be eligible to progress to 2nd Year at HBS. Failure to complete successfully your modules will impact your progression to the next level. **The pass mark per module is 40%.**

BA Accounting and Finance/ Accounting

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS206	Accounting and Finance 1
BUS208	Economics 1
BUS216	Business Operations
2nd Semester	
BUS200	The Business Professional
BUS205	Quant. Methods
BUS207	Accounting and Finance
BUS216	Business Operations

BA Economics / Business Economics

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS206	Accounting and Finance 1
BUS208	Economics 1
BUS209	Global Perspectives
2nd Semester	
BUS200	The Business Professional
BUS205	Quant. Methods
BUS214	Economy 2 Business
Optional: BUS207 BUS210 BUS216	Accounting and Finance 2 Marketing Business Ops

BA Business Administration/Business Studies

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS206	Accounting and Finance 1
BUS208	Economics 1
BUS210	Marketing
2nd Semester	
BUS200	The Business Professional
BUS205	Quantitative Methods
BUS209	Global Perspectives
BUS218	Human Resources Management

BA Marketing

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS208	Economics 1
BUS209	Global Perspectives
BUS210	Marketing
2nd Semester	
BUS200	The Business Professional
BUS205	Quantitative Methods
BUS215	Marketing Communications
BUS218	Human Resources Management

BA Business and Event Management

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS208	Economics 1
BUS210	Marketing
BUS216	Business Operations
2nd Semester	
BUS205	Quantitative Methods
BUS215	Marketing Communications
BUS217	Global Event Industry
BUS218	Human Resource Management

BA Business and Tourism

Module Code	Module Name
1st Semester	
ILSBUS	Interactive Learning Skills for Business
BUS208	Economics 1
BUS210	Marketing
BUS216	Business Operations
2nd Semester	
BUS205	Quantitative Methods
BUS215	Marketing Communications
BUS218	Human Resource Management
BUS221	Geography of travel and Tourism



Pre-Masters

Business 1 Semester

Students must pass 5 modules to be eligible to progress to Masters at Hertfordshire Business School.

The pass mark per module is 50%.

Module Code	Module Name
PG1000	Research Methods and Skills
PG1001	Economic Environment for Business
PG1002	Business Strategy
PG1003	Human Resources Management
PMAE	Pre-Masters Academic Writing
PMES	English Support Tutorial (non-credit)

Business 2 Semesters

Students must pass 8 modules to be eligible to progress to Masters at Hertfordshire Business School.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS005	Interactive Learning Skills for PM.
PMAE	Pre-Masters Academic Writing
PG1001	Economic Environment for Business
PG1003	Human Resources Management
PMES	English Support Tutorial (non-credit)
2nd Semester	
PG1000	Research Methods and Skills
PG1002	Business strategy
PG1006	Marketing
PG1005	Service Operations Management
PMES	English Support Tutorial (non-credit)

Creative Arts 2 Semesters

Students must pass 5 modules to be eligible to progress to the Masters in the School of Creative Arts.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS005	Interactive Learning Skills for PM
CAP101	PM Specialist Project 1 (Double Module)
PG1000	Research Methods and Skills
2nd Semester	
CAP102	PM Specialist Project 2 (Triple Module)
CAP103	Discourse and Critique

Creative Arts 3 Semesters

Students must pass 8 modules to be eligible to progress to the Masters in the School of Creative Arts.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
PAME	Pre-Masters Academic Writing
CAF104	Introduction to Media Technology
CAP100	Practical Study Skills (Double Module)
2nd Semester	
CAP101	PM Specialist Projects 1 (Double Module)
PG1000	Research Methods and Skills
ILS005	Interactive Learning Skills for PM
3rd Semester	
CAP102	PM Specialist Projects 2 (Triple Module)
CAP103	Discourse and Critique

Education 1 Semester

Students must pass 5 modules to be eligible to progress to Masters at School of Education.

The pass mark per module is 50%.

Module Code	Module Name
ILS005	Interactive Learning Skills for PM.
PG1000	Research Methods and Skills
PMAE	Pre-Masters Academic Writing
EDP101	Education in Society
EDP102	Approaches to Learning
PMES	English Support Tutorial (non-credit)

Education 2 Semesters

Students must pass 8 modules to be eligible to progress to Masters at School of Education.

The pass mark per module is 50%.

Module Code	Module Name
1st Semester	
ILS005	Interactive Learning Skills for PM.
PMAE	Pre-Masters Academic Writing
PG1000	Research Methods and Skills
PG1002	Business Strategy
PMES	English Support Tutorial (non-credit)
2nd Semester	
PG1003	HR Management
PG1005	Service Operations Management
EDP101	Education in Society
EDP102	Approaches to Learning

Exam Regulations

For Full Regulations please check the student portal. These will also be sent to you via email prior to Final Exams.

Attendance

Candidates must:

- arrive outside the examination room at least 15 minutes before the scheduled start of the examination;
- not enter the examination room until invited to do so by the Invigilator; sign the attendance register when asked to do so by the Invigilator;
- comply with the seating requirements.

Late arrival at an examination

No candidate is allowed to enter the room after the examination start time has passed. Students that arrive late for an examination must report immediately to the HIC Reception where the Head of College Services or nominee will interview the student and decide whether he/she should be allowed to sit the examination.

Verification of identity

Students are required to bring their official student identity card with them to the examination room and are required to place these in a prominent position on their desks.

Personal property

- All personal property must be left in the area specified by the Invigilator which will be away from the candidate's desk.
- Students will ensure that mobile telephones or any digital equipment (including smart watches) have been switched off or have been set to "silent", with the alarm de-activated and that they are left in the area specified by the Invigilator.

Candidates' attire

- Candidates should not wear baseball caps, hoodies or other types of hat which obscure their face.

- Candidates will not have on their person any ear plugs, headphones or similar devices.

Calculators

- Candidates will have been notified, at the start of the academic session, of the make and model of the calculator approved by the Organisation.
- Candidates who are taking “open book” examinations may be allowed to use a specified in the rubric of the examination paper and that candidates have been notified of this exception in advance of the examination.
- Where it is proven that a candidate has taken unauthorised information contained in the memory or case of a pocket calculator or other device, into an examination room, he or she will be deemed to have committed a serious examination offence.

Dictionaries

Dictionaries are not allowed in the examination room.

Assessment Conduct

Candidates must not:

- Smoke in the examination room;
- Bring into the examination room any item which may cause a disturbance to others, for example an audible alarm watch;
- Read or otherwise apprise themselves of the work of other candidates whilst in the examination room;
- Communicate with any person during the examination other than the Invigilator;
- Have on or near their person, any book, manuscript, notes, blank pieces for paper, personal notes, revision notes in any form; stationery, calculator or other aid which is not specifically allowed in the rubric of the examination paper.
- If a candidate is suspected to be in possession of an item which goes against the Examination Regulations (for example, mobile phones or any digital equipment), the Invigilators have the right to ask the candidate to empty their pockets.

Leaving the examination room during the course of the examination

Where an examination is of two (2) hours' duration or less, candidates are not permitted to leave the examination room and then return unless they can provide medical *or other appropriate* evidence to justify this. Candidates who leave the room without the necessary medical *or other appropriate evidence* will not be permitted to return to the examination.

Candidates are not permitted to leave any examination room during the first 40 minutes nor during the last 20 minutes of the examination unless medical *or other appropriate* evidence has been presented prior to the commencement of the examination.

Conduct of candidates in the event of an emergency

Candidates must:

- Stop writing and await instructions from the Invigilator in Charge;
- Leave the room in silence and in an orderly manner when requested to do so by the Invigilator;
- Leave all examination materials on their desks; Leave bags and any other possessions in the examination room;
- Assemble at the designated assembly point;
- Remain silent at all times, even after they have left the examination room;

Finishing the Examination

- Stop writing immediately the Invigilator announces the end of the examination;
- Check that you have entered the number of each question attempted in the space provided at the foot of the front page of the examination script and that they have stated the number of continuation sheets and graph or other paper used;
- Remain silent and seated until all candidates' examination scripts have been collected and counted by the Invigilator and they have been formally dismissed by the Invigilator;

Academic Offences

Any students found committing an academic offence as stated below will be subject to disciplinary procedures and could face expulsion from HIC.

Plagiarism

Plagiarism is defined as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement, including:

- a) Importing phrases from another person's work without using quotation marks and identifying the source.
- b) Making a copy of all or part of another person's work and presenting it as one's own.
- c) Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
- d) The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
- e) Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.

Collusion

Collusion is defined as working together to produce assessed work in circumstances where this is forbidden, including:

- a) the representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
- b) taking credit for individual merit of a work when all or part thereof was constructed by another person.

Any student/s found conferring, in any form, in a closed book examination or coursework will be disqualified and be assigned 0% for the examination.

Contract Cheating

Contract cheating takes place when a student engages a third party to write a piece of work on their behalf and submits the work as if it is his/her own. This may consist of formative or summative work including, but not limited to, essays, reports, presentation slides, exam notes and dissertations. It may involve either a paid or unpaid commercial transaction using a company or website, or service or favour provided by a friend or family member.

Examination Malpractice (CPR QS9)

An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment).

Along the line the invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.

On completion of the examination the invigilator will complete and submit a written report to the College Director/Principal (CDP) along with the record of assessment removed and signed.

If you are caught committing an academic misconduct:

1. You will be notified in writing of the alleged offence – a Letter of Allegation;
2. HIC will investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people;
3. You will be informed in writing of the outcome of the investigation – a Letter of Resolution.

Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the CLTB either in writing to the College Senior Academic Manager (or nominee) within five working days of the date of the Letter of Resolution.

In a proven case of plagiarism and/or collusion, or academic misconduct, College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion or academic misconduct.

- a) The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student.
 - b) The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.
 - c) The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade.
 - d) Award 0% for the assessment in which the plagiarism/collusion occurred.
- a) Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade.
 - b) Reduce the mark/grade to the relevant pass mark/grade.
 - c) Award 0% for the assessment in which the academic misconduct occurred.
 - d) Where the offence is due to use of a Ghost Writing service or essay bank then the College reserves the right to conduct a Viva Voce examination to assess the students' knowledge of the written work before any penalties are decided upon (see Section

Understanding your Grades

Grade	Description	What it means to you:
A	High Distinction	1 st Class Pass
B	Distinction	Upper 2 nd Class Pass
C	Credit	Lower 2 nd Class Pass
D	Pass	3 rd Class Pass
F	Fail	You are required to Retake the Module at the earliest retake point.
FX	Resit	You must resit an assessment exam or coursework component to pass the module.
FXD	Resit Deferral	If you submitted a Mitigating Circumstance from and it was approved, but you were not able to sit the resit you will be eligible to sit your second attempt at the earliest sitting opportunity. If you fail to attend your 2 nd attempt, you will be awarded an F grade, unless further documentation is provided.
CP	Compensated Pass	You are within 5% of the pass mark. This grade is awarded by discretion of the Module Board A maximum of 1 CP will be awarded per every 4 (60 credits) you take, and a maximum of 2 CPs per level of study.
RP	Referral Pass	You have passed the resit you were asked to pass, but your overall does not reach the required pass grades.

Student Representatives

Student Committee

Every year HIC students will vote for their student representatives at the beginning of the Term. The Winning Candidates will hold the following responsibilities.

President

The main purpose of this role is to act as a spokesperson for the entire student body. The president oversees his or her association's efforts on student activity events and planning, school policy support from students, budget allocation, fiscal planning, recognition of developing issues relating to students.

Vice President Activities

Duties include running/organising sports clubs and activities, work closely with the student services team to enhance the experience of students living on campus.

Vice President Teaching and Learning

This role is the primary spokesperson on supporting an effective academic experience for all students. Duties include reviewing Programme Specifications, Learning and Teaching and academic facilities.

Vice President College Enhancement

Duties include gathering feedback from students regarding enhancements for the college and taking this feedback to the relevant meetings.

Your Student Representatives will be your point of contact if you wish to raise an issues or concerns regarding your time at HIC. They will represent you and your feedback at various points of the semester.

If you wish to be part of the Student Committee, as a student representative, please do not hesitate to come with your questions to an HIC Academic and Student Officer, who will be able to direct you to the right channels.

Electoral Registration

If you are a British, Commonwealth or Republic of Ireland citizen you are entitled to register to vote in all elections in Britain. Citizens of the European Union states are entitled to register to vote in local and European elections.

If you haven't registered to vote at your current term time address before, please think about doing so as you settle into life at HIC and the University of Hertfordshire.

Registering to vote is easy, simply visit www.yourvotematters.co.uk/can-i-vote/students

Find out everything you need to know about voting at the www.yourvotematters.co.uk website

Why should I be on the electoral register?

If you are not registered you can't vote.

The electoral register is also used in Credit Referencing when buying some items, such as mobile phones, or opening a bank account. Some employers also check Credit Referencing.

I'm not British, can I vote?

Commonwealth and Republic of Ireland citizens are entitled to register and vote in all elections in Britain.

Citizens of European Union states are entitled to register and vote in local and European elections.

I'm already registered at my home address

That's great, though it is worth checking that you still are. You are entitled to be registered at home and your University address. At local council elections you can vote in both as well.

Can I vote twice – at home and at the College/University?

If your home and university addresses are in two different local authority areas, you can vote in **local elections** in both areas. This is because they are separate elections.

No one is allowed to vote twice in the same election, even if the votes are in different areas of the country – **It is a criminal offence to vote twice.**

I'm not interested in voting

Voting is not compulsory so you can choose whether to vote or not.

