

WEST
GEORGE
COLLEGE
STRIVING FOR SUCCESS



EDEXCEL/SQA Higher National Student Information Pack



West George College
20 Sandyford Street
Glasgow, G3 8QJ
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The following booklet highlight the main points of policies and procedures in regards to :

- Health & Safety
- Equal Opportunity
- Student Assessment/Exam Procedures
- Academic Malpractice
- Student Appeals
- Student Complaints
- Data Protection

It is highly recommended that you take the time to fully read this booklet to gain a full understanding of your rights as a student at West George College as well as what the college expects from yourself.

Full and detailed information on each of these policies can be viewed on request within the college.

Course Overview

The following pages should give you a good outline of your HND course you are about to commence.

Within these pages you will find information on :

- Course structure (including individual subjects)
- Mode of delivery
- Progression routes
- Career Prospects

West George College aims to make your studies as informative as possible whilst providing a friendly, relaxed atmosphere in order for you to successfully complete your award.

Good Luck

Health & Safety

Guidelines

1. All responsibility for health & safety matters is undertaken by the principal of the college.
2. All students and staff should take reasonable care for their own health & safety and that of other persons
3. All students and staff should not interfere with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations
4. Periodic inspections of the working environment of the college are carried out by the principal to ensure a safe and healthy working environment.
5. Fire notices can be found within the college premises highlighting evacuation procedures.
6. Fire drills will take place at least once per academic term.
7. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the college health & safety officer.
8. All accidents will be investigated by the health & safety officer who will report the findings to the college management team.

Equal Opportunity Guidelines

1. West George College will not treat anyone less favourably than others
2. West George College aims to provide an environment which is free from any type of discrimination or harassment
3. West George College reviews, monitors and updates its equal opportunities policy on a regular basis.
4. West George College has a responsibility to protect the rights of its staff and students under this policy against abuse by other personnel working/studying with them as well as from visitors.
5. West George College is committed to ensure that its visitors, members of staff and college students do not suffer any detriment, disadvantage or unequal treatment.

Student Assessment/Exam Procedures

- Periodically, students will be required to undertake formative assessments and/or exams as part of their course of study. The following guidelines outline the procedures undertaken for such tasks, the expectations of you, the student, and your rights.
- Students will be informed at least 1 week in advance of upcoming assessments/exams in order for them to be fully prepared.
- Course tutors responsible for handling the assessments/exams will provide students with the necessary arrangements in regards to completing the assessments/exams.
- It is West George College policy to issue assessment/exam results/feedback to student groups no later than 14 working days after the assessment/exam deadline.

Remediation/Reassessment

- Students that do not pass any assessment/exam given to them will have the opportunity to re submit their paper.
- Only the final result will be recorded on the student's progress report.
- For any errors in a student's assessment/exam, the subject tutor will provide adequate feedback before requesting that only the errors be rectified and re-submitted.
- Students **will not** be required to re submit work which they have already proven to be competent in.

Academic Misconduct

Academic misconduct is the overarching term covering plagiarism and academic malpractice.

Plagiarism may include:

- Failing to use quotation marks and identifying the source
- Cutting and pasting from the internet
- Copying and re-wording or summarising someone else's work without acknowledgement
- Not labelling diagrams/illustrations produced by someone else
- Working with another student when a task should have been done alone
- Paraphrasing. Many students do not realise that paraphrased material should be attributed to the original author
- Using a ghost writer.

Academic Malpractice

West George College will ensure that the integrity of the processes of assessment and procedures for dealing with academic misconduct are applied consistently across the College and that these procedures comply with the requirements of external awarding bodies.

Academic malpractice is:

- Copying from another candidate in the same examination session
- Knowingly providing answers to another student in any form
- Using unauthorised aids in examinations
- Deliberate falsification of evidence/data/work placement logbooks
- Impersonation of a student during an examination or assessment
- Fraudulent use of electronic aids - including mobile phones or iPods
- Bribery
- Collusion
- Inclusion of inappropriate or offensive comments or illustrations in exam material
- Fabrication of results including experiments, research, interviews etc
- Illicitly gaining information about the contents of an exam
- Buying coursework online from an essay bank
- Submitting jointly written coursework as if it was an individual piece of work
- Behaving in a disruptive manner during an exam or assessment.

STUDENTS SHOULD BE AWARE THAT TUTORS ARE EMPOWERED TO REFUSE TO ACCEPT ANY WORK SUBMITTED IF THEY SUSPECT ACADEMIC MALPRACTICE

Examples of minor misconduct might be:

- When a student cites or paraphrases another person's work either without any or without some proper acknowledgement; there is no attempt to deceive and some attempt might be made to acknowledge such as using quotation marks or references such as "It has been claimed...."
- Two students submit virtually identical work but were not aware that each had to submit an individual assignment.

Sanctions

If minor misconduct is proven or acknowledged and is a first offence, it is likely that one or more of the following penalties will be implemented:

- verbal warning and counseling and/or learner support
- marks deducted or work returned to be resubmitted
- a first booking under the College's Disciplinary Policy.

Examples of moderately serious cases of academic misconduct might be:

- Failure by an HN student to reference source material despite specific guidelines.
- Copying a paragraph and making small changes, not acknowledging it in the main body of the work.

Sanctions

If moderately serious academic misconduct or a second offence of minor misconduct is proven or acknowledged the Principal should be advised and the college Disciplinary Policy implemented. It is likely that one or more of the following penalties will be implemented:

- mark/assessment grade will be reduced or awarded zero/fail
- learner(s) withdrawn from the unit
- learner(s) issued with a written warning.
- a hearing under the College's Disciplinary Policy.

Examples of major misconduct might be:

- An HN student submits work which is largely cut and paste from the internet and is not acknowledged.
- A student tries to download material during an assessment either from his or her own earlier work or from the internet

Sanctions

If a major case of academic misconduct is proven or acknowledged, the Principal should be advised and disciplinary procedures implemented. It is likely that one or more of the following penalties will be implemented:

- learner(s) withdrawn from the unit
- learner(s) withdrawn from all remaining units
- learner(s) withdrawn from the course
- learner(s) withdrawn from the college
- a hearing under the College's Disciplinary Policy.

Student Appeals Guidelines

If, after receiving your grade on any assessment or exam, you (the student) feel the mark/grade given to be unfair then you have the right of appeal. The following points of notice should be taken:

1. Requests for a review of a student's exam/assessment results should be made in writing and received within 1 month of the exam results being published.
2. Any student who cannot meet this 1 month deadline can lodge a written declaration of intent to do so with the college principal, who may impose a time limit for the submission of the full request.
3. A student may request that an assessment decision is reviewed on the grounds that their performance in a piece of coursework was adversely affected by illness. Such a request must be backed up with a proper medical certificate.
4. The appeals panel will hold a meeting to discuss such cases within 1 week of the request being made.
5. The outcome of the appeals panel will be posted to the student.
6. Students should allow 14 days from the date of the appeal request for the decision made by the appeals panel.
7. If a student is dissatisfied with an appeals decision they may then request in writing that it be reviewed by the director of West George College. Any such request **must** be made within 2 weeks of receiving the appeals decision.

8. The director of West George College will take into account the students reason(s) for review as well as hold a meeting with the subject tutor and the appeals panel to try and resolve the students appeal.
9. The directors review report and decision will be dispatched to the students home address within 2 working weeks.
10. If, on receiving the directors decision, the student is still dissatisfied with the outcome, they may request a further, and final, review by an independent party. This request **MUST** be made within 2 weeks of the directors review decision.
11. Independent assessment/exam reviewers will be contracted by West George College on request from students.
12. **ALL** documents, reports etc required by the reviewer will be made fully available to them.
13. The independent reviewer's report and conclusion is regarded by West George College as a final result.
14. Student requests for an independent review of their grades etc. should allow 2 weeks before receiving the outcome.

Student Complaints Guidelines

The College recognises that it has a duty to provide fair and objective procedures for examining and resolving complaints, and to ensure that its procedures are free from partiality arising from personal or institutional conflict of interest or other sources of bias. No student will be disadvantaged by having raised a complaint, but the College expects that students will not make frivolous, vexatious or malicious complaints.

Students who experience a problem with any service provided by the College or anything else within the control of the College can, under the informal procedure, raise the matter in a number of ways.

Either:-

They can raise the matter directly with the individual who has given cause for complaint. If informal discussion does not resolve the situation satisfactorily the person responsible for the area to which the complaint relates can be approached. If that still does not resolve the issue then students should consult a Tutor.

Or:-

If they prefer, they can raise the matter with a Tutor immediately.

If the matter relates to a student-to-student complaint a similar course of action can be followed. The matter can be raised directly with the student who is giving cause for complaint. If informal discussion does not resolve the issue then the matter can be raised with the college welfare officer, and if that still does not resolve the issue the student should consult a Tutor. Alternatively the student could consult a Tutor immediately.

Formal Complaints Procedure

Stage One: If the matter cannot be resolved satisfactorily a complaint should be made in writing to the Senior Tutor, who will acknowledge receipt and ensure that the matter is looked into as soon as possible. An initial response to any complaint can be expected within 7 days of its receipt, and a considered response to the complaint should be received within a further three weeks, with any subsequent remedy implemented with the minimum of delay.

In some cases the informal procedure set out above may have already involved the Senior Tutor. In that case, or if the complaint is against the Senior Tutor, the

complaint should be put in writing to the principal who will appoint another Senior Member of the College to act in the place of the Senior Tutor.

Stage Two: It is hoped that very few complaints would remain unresolved after this stage. However should this be the case, the complainant can request that for non-academic matters the Senior Tutor refers the matter to the principal who will arrange for an independent assessment of the case and come to a conclusion on the matter. None of those appointed to do so will have been involved in the matter previously. A full and considered response to the complaint should be completed within six weeks and any subsequent remedy implemented with the minimum of delay.

If a student is required to attend in person as part of the investigation into a complaint, they are entitled to be accompanied at any stage by a member of the College: this could be a Tutor or other senior member, or a student.

Throughout any formal complaints procedure a written record of the complaint will be recorded and made available on request to anyone involved in the matter, subject to what is said about confidentiality above. At Stage 1 above the written record will be maintained by the Senior Tutor; at Stage 2 it will be the responsibility of the members of the independent body appointed by the college to arrange for one of their number to keep a written record and to send a copy to the college.

Data Protection Act Notice

West George College holds details of all student records both electronically and manually within its administration systems.

For all students enrolled to study EDEXCEL qualifications, West George College (from time to time) will be required to exchange information on individual students with the EDEXCEL.

Such data exchange is protected under the Data Protection Act therefore West George College requests that you complete the attached Data Exchange Authorisation Slip at the end of this booklet and return it to administration at your earliest opportunity.

Without this signed authorization from yourself, West George College may not be able to submit your final results to EDEXCEL in order for certification to be acknowledged and processed.

ALL student certification will be issued by the EDEXCEL and delivered to West George College for distribution to our students during our yearly awards ceremonies. In order for West George College to receive such mail on your behalf, we request that you complete the Mail Authorisation Slip at the end of this booklet and return it to administration at your earliest opportunity.

Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision

	Name	Signature	Position	Date
Prepared By:	Derek Law	D.Law	Course co-ordinator	09/01/2012
Approved By	Howard McKenzie	<i>Howard McKenzie</i>	Principal	13/02/2012

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No	Context	Issue/Revision	Date
various	Addition of sanctions for Academic Malpractice	V.2	08/03/2014

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