 

MPhil/PhD in the School of Arts and Creative Industries, and Rose Bruford College of Theatre and Performance

# Programme Handbook

**Academic Year 2020-21**

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1. **Welcome and introduction to THE UNIVERSITY OF EAST LONDON AND the COLLEGE**

 Welcome to the School of Arts and Creative Industries (ACI) and to

 Rose Bruford College. The partnership between School of Arts and

Creative Industries (ACI) and Rose Bruford College relates to the co-supervision of a Doctor of Philosophy (PhD) programme by the School of Arts and Creative Industries at the University of East London and Rose Bruford College of Theatre and Performance. This collaboration was approved following a meeting held on 30 November 2015.

We are a multi-disciplinary school and our research and Research Centres cover a wide range of fields, film, animation, media and communications, creative practice, fine art, performing arts and cultural theory. The School has a strong research and professional practice ethos and is home to a growing community of research students, visiting professors and research partners.  We strongly encourage interdisciplinary, applied and practice-based research which supports the creative and cultural economy and our staff members maintain a high profile through publications, exhibitions, performances and conferences and through our active programme of work with the creative industries and the community.

As a student on this collaborative programme, you will have access to resources at both UEL and Rose Bruford College. RBC is a specialist Theatre and Performance institution with a particular interest in practice research and details of RBC resources and services are included below.

Dominic Hingorani

Professor of Performing Arts

Postgraduate Research Leader School of ADI

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Professor of Theatre and Performance

Rose Bruford College

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We welcome you to a vibrant research environment demonstrated by the dynamic research centres located in the School:

At the School of Art and Creative Industries:

|  |  |
| --- | --- |
| The Centre for Cultural Studies Research | <http://culturalstudiesresearch.org/>  |
|  |  |
| The Moving Image Research Centre (MIRC) | <https://www.uel.ac.uk/research/the-moving-image-research-centre> |
| Centre for Performing Arts Development (CPAD) | <https://www.uel.ac.uk/research/centre-for-performing-arts-development>  |

At Rose Bruford College:

See the College’s research pages

at the following link: ***https://www.bruford.ac.uk/research/***

The research of the School and the University as a whole have a strong

 ethos of and commitment to Civic Engagement:

 <https://www.uel.ac.uk/Connect/Civic-Engagement>

This is underpinned by our Equality and Diversity Strategy:

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>

**2 Introduction to the Programme**

People research and write in many different ways, and at different paces; some study full-time, some part-time; some suspend studies, or go on write-up. However we do expect students to finish within at most four to five years, and if you are receiving funding this will also often be a condition set by your grant-awarding body. So here is a rough guide to how we would expect you to progress through the years of your doctorate, in months:

**5.3.1 Completing a PhD: the stages**

**Tasks Achieved Full-time Part-time**

Identify a manageable topic and programme **at application and enrolment**

Prepare application to register form **within first 6 months**

Comprehensively review relevant literature

Establish contacts with other researchers in the area

Prepare draft introductory chapter **6 months /12 months**

Work up research strategy / practice and fieldwork requirements

Identify likely problems and methods of tackling them **9 months/18 months**

Develop clear analytical framework and practice and consider any

conceptual problems **12 months/24 months**

Gather research material/data/practice documentation **12-24/24-36** **months**

Analytical work substantially completed **24-30 months/36-48 months**

Formal writing of thesis/ finalising practice. **30-36 months/ 48-60 months**

Note:Prepare application for ethics approval **prior to any field work**

**Minimum and maximum registration periods**

Formal minimum and maximum periods for the duration of your research are set by the university, to ensure that you don’t rush through or carry on for ever. Most students backdate their registration to the date of enrolment, so the duration of your research (minimum and maximum registration period) is calculated from the date at which you enrol.

Minimum and maximum registration periods are:

 Minimum Maximum

 **MPhil**

MPhil FT 18 months 36 months

MPhil PT 24 months 48 months

 **PhD (via transfer from MPhil)**

PhD FT 33 months 48 months

PhD PT 45 months 60 months

 **PhD**

PhD FT direct 24 months 48 months

PhD PT direct 36 months 60 months

Note that periods of suspension of studies do not count towards the maximum registration; nor does write-up.

**Using PhD Manager**

You are also responsible for ensuring there is a record of your supervisions, which you must do by using PhD Manager.

You can use this form to record virtual as well as face to face exchanges (though don’t fill it in every time you and your supervisor exchange emails!).

The form enables students and supervisors to keep regular records of meetings and dates and is used by the University student audit team as a means of ensuring and tracking engagement.

 **Research ethics**

If your research is going to involve the use of human participants, you will need to secure the approval of the University’s Research Ethics committee. It is not necessary to submit an application for ethics approval at the same time as the application to register, but **NO field work (including interviews) can be undertaken until ethics approval has been confirmed.** It is therefore advisable to submit an application to the University’s Research Ethics Committee (if applicable) at least three months in advance of the proposed field work. Applicants are advised to submit to the School Research Ethics Committee first for guidance (and submit at least 10 days in advance of the relevant UREC deadline). The University Research Ethics Committee will consider your application, and the Secretary will send you notification of the outcome in due course.

There is also an ADI School Research Ethics site on Moodle, which includes guidance notes and ethical approval forms, and will allow applicants to SREC to submit their forms electronically once these have been checked and approved by their supervisors. This is your starting point for all information about principles and processes. The Chair of SREC is Professor Jonathan Hardy: j.hardy@uel.ac.uk*.*

The main committee at Rose Bruford College responsible for overseeing the affairs of postgraduate research students is the Research Committee. Membership includes academics from across the College. It has one student member.

**3 Key staff; contact details and staff roles**

**At The University of East London, School of Arts and Creative Industries:**

Head of School: Professor Simon Robertshaw

s.robertshaw@uel.ac.uk

The School Research Degrees Leader is Professor Dominic Hingorani: d.hingorani@uel.ac.uk

The **Research Degrees Leader** is responsible for:

1. Co-ordinating admission of research students
2. Allocating and liaising with supervisors
3. Co-ordinating student induction and overseeing the training needs of PGR students and supervisors
4. Managing the academic interface between the School, the University Graduate School and the Quality Assurance department
5. Chairing the School's Research Degrees sub-committee
6. Supporting the running of PGR support seminars
7. Co-ordinating the Postgraduate Annual Review process

They are also available more generally to advise on problems and questions that come up in the course of your studies; please get in touch if you need to at any point.

Professional Doctorate students should also refer to the Prof. Doc handbook and to the Prof. Docs Programme team – Karen Raney K.J.Raney@uel.ac.uk

Graduate School Manager is Richard Bottoms

r.bottoms@uel.ac.uk

The ADI administrator in the Graduate School is Charlotte Forbes c.forbes@uel.ac.uk

**At Rose Bruford College:**

The Research Office staff comprise:

Professor of Theatre and Performance – Professor Brian Lobel - brian.lobel@bruford.ac.uk

Research Manager – Nicola Sainsbury – nicola.sainsbury@bruford.ac.uk

**The Research Office** at RBC is responsible for:

* Managing supervision at RBC, and dealing with the day to day management of the programme at the College
* Liaison between the University and the College
* Monitoring quality issues relating to RBC research student activities
* Supporting RBC research student interests at both College and University level
* Reporting research student issues at the College’s Research Committee and
* Advising RBC research students on resources, services and facilities available to them at the College.

***The Key Staff and Contact Details were correct at point of publication. You will be notified of any changes.***

Your Research Degrees Leader represents the academic interests of the programme and coordinates the day-to-day business of programme; they have overall responsibility for students on the programme.

Your Head of Department is responsible for leading subject developments and ensuring the management of delivery of modules and their associated assessment in the department.

The Graduate School supports the administration of your programme. Please contact the administrator listed above for day-to-day enquiries about the administration of your programme (including PhD manager).

Additionally, the Graduate Schools offers a rich and diverse programme of training to develop your skills. Finally, the Graduate School also is in charge of Research Governance, consult the sections on how to gain ethical approval and research integrity below.

**4 Programme Operation and Student ENROLMENT**

**Manual of General Regulations:** Part 9 Research Degrees

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

PGR Attendance Policy modules and the Code of Practice for Postgraduate Research Students please see Appendix C

**Engagement and Attendance**

It is evidenced that a continuous engagement record has a positive impact on performance and as a university we are keen to support you to enable you to maximise your potential. The policies listed below have been developed to ensure that the University is acting in a consistently student-centred way. The aim is to ensure that you are dealt with in a fair and appropriate manner and are not disadvantaged because of a health or wellbeing issue.

1. PGR Attendance Policy
2. Fitness to Study Policy (Manual of General Regulations: Part 11)
3. Maternity, Paternity and Adoption Policy
4. Student Disability Policy
5. Student Initiated Withdrawal Policy and Procedure
6. Code of Practice for Postgraduate Research Degrees

All Student facing policies are available at:

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/Document-library-grad-school.aspx>

Further information is available at

<https://uelac.sharepoint.com/StudentSupport/Pages/Student-Retention-Team.aspx>

It is essential that you log in to UEL direct and enrol with UEL using the UEL student number that you have be given prior to attending any lectures.

Once you have gained admission to the course you must login to the UEL direct page using your student username which will be your UEL ID number and password and complete the on-line enrolment. Rose Bruford College will assist and ensure that you complete your online enrolment task promptly. UEL Direct is available at <https://www.uel.ac.uk/students> (click on ‘new students’)

Your personal information is stored on your own UEL Direct account and it includes your name, date of birth, term-time contact address, home address and email/phone contact details. It is essential that you keep this information up to date. You can change your personal information at any time by logging on to [UEL Direct](https://www.uel.ac.uk/direct) and going to "My Record". If you need to change your name or date of birth, you will need to show original documents showing the correct name: Please visit either of the Student Support Hubs with the correct documents for amendments.

**5 SUPERVISORY ARRANGEMENTS**

A nominated member of the supervisory team will be the main point of contact with you and shall be responsible for agreeing the allocation of academic responsibilities within the supervisory team.

The **Director of Studies** will ensure that you are supervised on a regular, frequent and recorded basis and will also provide advice about the preparation and submission of forms to register your research, and for the *viva voce* oral examination. Additionally, any changes to the registered degree including changes to approved supervision arrangements or requests to suspend enrolment or registration will be submitted by the Director of Studies to School Research Degrees Sub-Committee and institutional Research Degrees Subcommittee, on your behalf.

**Supervisors: who are they?**

Before you arrive at UEL your supervisory team will have been established. This will normally consist of two or three people: a director of studies who is usually your main point of contact, a second supervisor and potentially a third supervisor.

The School Postgraduate Research Degrees Leader is responsible for finding appropriate supervisors for you, and for contacting them. Supervisors must conform to University criteria and, in addition, must have considerable knowledge of the research field. The team is composed to ensure that you are supervised by people with expertise in your field of study, and also with experience of supervision. Because of the diversity of interests in the school, occasionally your second or third supervisor may be working in an area not very close to your own; they will nonetheless be able to advise you for example on processes and systems. Occasionally we may also bring in an external supervisor (i.e. a supervisor from another institution) in order to ensure we have a fully qualified team. The team is confirmed at registration (see below).

It is likely that within the specified period for the completion of your research degree, one or more of your supervisors may be on Sabbatical Research leave. This is normal. They will make prior arrangements with you, in consultation with the Postgraduate Research Degrees Leaders, for supervision during that period. All supervisors are expected to continue their supervision throughout their research leave.

It is very important to maintain regular contact with supervisors, and make sure that you and your supervisors are clear about your progress, development and plans. If you have concerns about any aspect of your supervision, you will have the opportunity to raise these as part of the Annual Review process (see below); you are also welcome to contact the Research Degrees Leader at ACI or the Professor of Theatre and Performance at Rose Bruford College at any point if there are issues you would like to discuss. If you are unhappy about your supervision don’t let it drag on – it can have a serious effect on your progress, so any problems should be addressed quickly.

**What to expect from your supervisors?**

Supervision is a very individual process. The division of labour between supervisors, and the level of input you have from the different members of the team, will vary. However, you can reasonably expect to see your main supervisor at least fortnightly in the first year (monthly for part-time students) and then at least monthly (bi-monthly for part-time students). Meetings with supervisors should consist of at least one hour of uninterrupted time.

The relative levels and nature of input from supervisors and students will typically change during the course of the research degree, with supervisors providing the bulk of the input at the beginning of the period of study, and you, the student, providing the bulk of the input as the research progresses. However, there are some key responsibilities which the supervisor continues to have throughout the period of study. These are:

1. **giving guidance on**: the nature of the research and the standard expected; the planning of the research programme; attendance at appropriate courses; literature and sources; research methods; information on intellectual property rights and ensuring the project meets acceptable standards of ethical practice
2. **identifying areas where further training** is needed by you
3. **setting tasks and milestones**, and checking on your progress at regular intervals
4. **allocating time** for supervisory sessions
5. **reading and providing constructive written comments** upon your written work within a reasonable time period
6. **dealing with urgent problems** as soon as possible and discussing problems with you, particularly where these affect your progress
7. **introducing you to seminars**, workshops and other research workers in the field
8. **making preliminary plans for the viva examination** and identifying appropriate internal and external examiners
9. **giving advice** on the writing up of the research for publication
10. **making arrangements**, in collaboration with the Research Degrees Leader, for continued supervision when the supervisor is given study leave of his/her own.

**Your responsibilities: what should you do?**

Just as your supervisor has responsibilities and duties that it is reasonable for you to expect to be delivered, a successful supervisory relationship also depends on you fulfilling certain responsibilities. You, the student, must take responsibility for planning the research and adhering to the programme agreed with supervisors and registered by the RDC, such that you are able to submit your thesis on schedule. You must also take responsibility for seeking out your supervisor and for arranging supervisory sessions. You must then submit written work regularly to supervisors.

In general your responsibilities include:

* **checking PhD manager** to record supervision and keeping contact informationup to date information
* **checking your UEL student e-mail account** regularly for information and updates
* **consulting with your supervisor** about key stages in the research
* **not undertaking any field work outside the university** until you have ethics clearance – see below
* **taking the initiative** in raising problems and difficulties, even if these seem 'trivial'
* **ensuring you come to supervisory sessions** well-prepared and with an agenda
* **informing your supervisor(s)** of any factors likely to affect your project and progress
* **allowing sufficient time** for reading draft materials before feedback sessions.
* writing a report of your supervision and send it to the whole team after each supervision
* **attending appropriate PhD seminars** and presenting your work at least once during your second or third year

It is not intended that the relationship should be rule-bound; rather we expect it to be rewarding and stimulating for both parties. It is highly valued and so can also be a source of disappointment. The guidance here is offered to minimise this possibility and ensure a successful outcome. Supervisors, like students, have many competing demands on their time, and adherence to guidance, timetables, and draft deadlines will help minimise frustrations on both sides. **If you are having difficulties with your supervision please let us know**; problems that may be small if addressed early can become major problems if left to grow.

1. **REGISTRATION OF RESEARCH**

Within 6 months of your enrolment (full-time) or 12 months (part-time) you need to have developed your research to the point where you can apply to **register** for a research degree. This will be done in close consultation with your supervisory team. You do this by submitting a detailed research proposal explaining not only the subject of your research but your methodology, the proposed structure of your dissertation, timetable etc. This proposal will be assessed by the School Research Degrees Subcommittee. Registration can be backdated to the point of enrolment.. You will normally register for an M.Phil/PhD: that is, you register in the first place to do an M-level degree, and if your progress is satisfactory you will then progress to upgrade to PhD.

Investigation of Misconduct in Research

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/research-integrity-and-ethics-documents.aspx>

**Research Integrity**

The University of East London conducts high quality, innovative research and is guided by the principles and standards outlined in The Concordat to Support Research Integrity, 2012; the University’s Code of Practice for Research; Code of Practice for Research Ethics and Procedures for the Investigation of Misconduct in Research, for staff and students. The Concordat seeks to provide a national framework for good research governance and its conduct, and applies to all fields of research supporting a research environment that is underpinned by ethical values. The University adheres to its responsibility to support and promote the highest standards of rigour and integrity and embed a culture of honesty, transparency and care and respect for all participants and subjects of research. The University is committed to ensuring that research is conducted with integrity and good research practices are upheld.

**Research Ethics**

Research involving human participants, human material, personal or sensitive data or non-human animal should comply with all legal and ethical requirements and other applicable guidelines. The University has established various Research Ethics Committees’ at University and School level to ensure appropriate ethical review of research projects involving human participation, human material or personal data. A proposed research study may require ethical approval from the main University Research Ethics Committee (UREC), one of the School Research Ethics Committees’ (SRECs) or where applicable, Collaborative Partner Research Ethics Committees’ (CRECs). UREC reviews ethics applications from staff, MPhil, PhD, Post and Professional Doctorates and Masters by research students. Please note, that Professional Doctorates from the School of Psychology are reviewed by the School of Psychology SREC. SRECs and CRECs consider applications for ethical approval from taught Masters and undergraduate students.

Research involving human participation or human material will require formal approval from UREC, SREC or CREC before the research commences. Students should submit research projects involving human participants, human material, personal or sensitive data or non-human animal for ethical review, to one of the University’s Research Ethics Committees’ listed above, and abide by the outcome of the review. The Research Ethics Committees’ ensure that appropriate procedures for obtaining informed consent are observed, having particular regard to the needs and capacity of the subjects involved. The dignity, rights, safety and well-being of participants must be the primary consideration in any research study. Appropriate care must be taken when research projects involve: vulnerable groups, such as elderly people, children, people with mental ill-health and covert studies or other forms of research which do not involve full disclosure of the research to participants. The University’s Research Ethics Committees’ also ensure that research projects of this nature have been submitted for approval to all applicable external bodies; ethical, regulatory or otherwise.

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/Ethics.aspx>

Students who wish to conduct research in the NHS or Health and Social Care must apply to the NHS through the Integrated Research Application System (IRAS). The online application for ethical approval will be reviewed by a NHS or Social Care Research Ethics Committee. Students who are conducting research with only NHS staff or only using NHS premises are required to apply to both UREC and the Health Research Authority (HRA) for ethical approval. Students should seek guidance from their supervisor to ensure that ethical approval is sought from the appropriate body.

Students conducting studies under the auspices of any of the UK Departments of Health and/or the NHS are required to submit copies of their NHS, Social Care or HRA ethics approval letter, Local Information pack and IRAS application form to the UREC Committee. UREC will grant consent for the study and issue a combined approval and sponsorship letter, for the research, on behalf of the University. The University acts as a sponsor for NHS or Social Care approved research projects, and students should conduct their studies in accordance with the conditions specified in the NHS, Social Care or HRA ethics approval letter.

<http://www.hra.nhs.uk/research-community/hra-approval-the-new-process-for-the-nhs-in-england>

Students should understand their responsibilities to conduct research to high ethical standards and be aware of policies and procedures on good research practice. The University has established guidelines to preserve the confidentiality and security of personal data, relating to human participants and human material involved in research projects. Students must comply with the regulations of appropriate regulatory or statutory bodies and any legal obligations when conducting or collaborating in research in other countries*.* The legal and ethical requirements existing in the UK and in the countries where the research will take place should also be observed. Students should ensure that they have fully prepared for their planned research, allowing enough time to submit an application for ethical approval and obtain appropriate consent. It is advisable that students seek guidance from supervisors on proposed research projects.

No data collection or recruitment of human participants for the research study may commence until ethical approval from UREC; SREC; CREC; or a NHS or Social Care Research Ethics Committee is confirmed. Students may only use data where ethical approval has been obtained and in accordance with the conditions specified in the approval letter, throughout the length of the study. Amendments to an approved research study must be submitted to the relevant Research Ethics Committee for review and ethical approval obtained before any changes to the project may be implemented. Ethical approval for research projects cannot be granted retrospectively. Research conducted with human participants or human material, without ethical approval from the appropriate Research Ethics Committee, is considered misconduct in research and as such students may be subject to formal investigation, which may result in the termination of the research project.

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/Ethics.aspx>

**Risk Assessment**

The University has a duty of care to its researchers and a responsibility to safeguard the welfare of research participants. Risk management should be considered at the same time as planning a research project. A comprehensive risk assessment helps to identify and evaluate potential hazards associated with the research project. Students in consultation with their supervisors should put control measures in place to minimise the likelihood of an event occurring that will cause harm. A risk assessment must be completed for research taking place within and outside of the University, fieldwork and research conducted overseas, before the project commences. The risk assessment should be completed by the student in collaboration with the supervisor and authorised by the Head of the School or Head of Department. If students consider that human participants in their, or others,’ research are subject to unreasonable risk or harm, they must report the concerns to their supervisor and, where necessary, to the appropriate regulatory authority. Similarly, concerns relating to the improper and/or unlicensed use or storage of human material or non-human animal or the improper use or storage of personal data, should also be reported.

Further guidance on risk assessments can be found in the University’s Health & Safety Handbook: <https://uelac.sharepoint.com/HealthandSafetyUnit/Pages/H%26S-Handbook.aspx>

**Intellectual Property**

Students should contact the Research and Development Support (ReDS) team for advice in relation to Intellectual Property Rights and liaise with their supervisory team.

1. **Assessment AND PROGRESSION THROUGHOUT THE PROGRAMME**

**ENROLMENT**

Enrolment is what you do when you arrive at the university: it represents the moment at which you begin your research. At this point some people will have a very clear and detailed idea of what they want to work on; others will still be defining and refining a fairly broad topic. Your payment of fees starts from this point, and you are entitled to academic guidance and use of university and school resources. However you have not yet begun on a degree programme; you are working towards the point where you can register for a research degree, with support from supervisors and other research training provision.

It is the student’s responsibility to ensure that satisfactory progress is maintained to enable the successful and timely completion of their research degree programme. A research student’s progress will be regularly reviewed both informally between the student and members of the supervisory team, where general matters are discussed, and formally through the annual review process.

Thus in addition to continuous supervision by your supervisors, your progress will be reviewed every year from enrolment in an **Annual Review** by an independent review panel convened by staff in the School Research Office. The panel will make recommendations on your progress in the preceding year. It may, if appropriate, recommend your withdrawal from the programme or a suspension of studies.

**Annual Review**

The main purpose of the annual review is to provide support for the student towards successful completion within the appropriate timescale for their degree, so you will be asked to provide information about your overall plan, your progress so far and your plan of work over the remainder of the doctorate. Additionally the process provides an opportunity for students to feed back on their experience. The review is carried out by a panel of academics convened by staff in the School Research Office; one or more of your supervisors will usually attend, but there will also be an opportunity for you to speak to the panel without your supervisors.

**REGISTRATION**

Within 6 months of your enrolment (full-time) or 12 months (part-time) you need to have developed your research to the point where you can apply to **register** for a research degree. You do this by submitting a detailed research proposal explaining not only the subject of your research but your methodology, the proposed structure of your dissertation, etc. This proposal will be assessed by the School Research Degrees Subcommittee. Registration can be backdated to the point of enrolment if you choose. You will normally register for an M.Phil/PhD: that is, you register in the first place to do an M-level degree, and if your progress is satisfactory, you then approach the final milestones:

**TRANSFER FROM MPHIL TO PHD**

Students who register initially for PhD via MPhil must apply to the School Research Degree sub-Committee (SRDSC) (following the panel outlined below) to transfer to PhD on the appropriate form when they have made sufficient progress. This should normally be after nine to fifteen months of full-time study (or the part-time equivalent) and on the basis of a relevant portfolio of evidence, including detailed dissertation plan, timescale, etc, usually around 3,000-6,000 words in length. The transfer request will be considered by at least three academic staff who are not part of your supervisory team; where appropriate it will be may take place at the same time as your annual review.

**WRITE-UP**

If you are approaching the end of your permitted registration period and have completed your research and drafted your thesis, but need further time for the final draft, you may apply to go on write-up. This extends the deadline for submission of the thesis by up to a maximum of 12 months. When you are on write-up you pay reduced fees, and consequently you will not be entitled to further supervision. Consult your supervisors before you apply to go on write-up; you should not do it until you are all confident that the thesis can be completed within the timeframe.

**CHOOSING AN EXTERNAL EXAMINER**

A research degree candidate is examined by at least two examiners, of whom at least one must be an external examiner. The external examiner should be both an expert in the field of study and an experienced examiner at the appropriate level. You will need to discuss possible examiners with your supervisors well in advance of submission, so that the viva can take place within three months of the submission. The application for approval of examination arrangements has to be recommended by the School's Research Degrees Subcommittee and formally endorsed by the University committee.

**SUBMISSION**

You should be guided by your supervisors as to your readiness to submit, though in the end the decision is yours. It is your responsibility to ensure that you stick to a timetable of work which will lead to the thesis being submitted within the appropriate registration period (see above, section on Registration). For the procedures in general, see Manual of General Regulations: Part 9 Research Degrees.

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

You must follow University Research Degree regulations concerning procedure and format for thesis submission. See Manual of General Regulations: Part 9 Research Degrees, especialy section 11 – examination of research degrees.

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

**THE VIVA**

The viva examination should take place as soon as possible after submission of the thesis, and no longer than three months afterwards. In addition to internal and external examiners, your supervisor may be present if you wish. It is a good idea to arrange a mock viva with supervisors in advance of the viva itself, to give you an idea of what you might expect.

**SUSPENSION OF STUDIES**

If unforeseen personal circumstances make it impossible for you to continue your research for a period, you may apply for a suspension of studies. Your request will be considered by the School Research Degrees Subcommittee, who make a recommendation to the university committee. You should aim to put in any such request in good time, since the process of scrutiny can take a while.

1. **THESIS**

Following the completion of the examination the examiners may recommend:

 (a) That the student be awarded the degree;

 (b) That, in the case of Masters (acquired primarily by research), MPhil, PhD, and Professional Doctorates, the student is awarded the degree subject to minor amendments being made to the submission, which in the judgement of the examiners can reasonably be completed by the student within a period of three months from the date of notification in writing. These will be typographical, spelling or grammatical amendments, or adjustments or additions that do not substantively alter the argument or structure of the thesis. In such circumstances, the examiners must indicate to the student in writing what amendments and corrections are required;

 (c) That, in the case of Masters (acquired primarily by research), MPhil, PhD, and Professional Doctorates, the student is permitted to re-submit for the degree following more substantial amendments being made to the submission within a period of twelve months from the date of notification in writing. The subsequent re-examination, may be with or without an oral examination. In such circumstances, the examiners must indicate to the student in writing what amendments and corrections are required and if a subsequent oral examination is needed;

 (d) In the case of a PhD examination, that the student be awarded the degree of MPhil, duly amended to the satisfaction of the examiners if necessary;

 (e) In the case of a Professional Doctorate examination, that the student is offered a Master’s degree or a postgraduate certificate or diploma where provision for such awards is made in the programme specification and the student has passed the relevant modules;

 (f) In the case of Masters (acquired primarily by research), that the student is offered a postgraduate certificate where provision for such awards is made in the programme specification and the student has passed the relevant modules;

 (g) That the student not be awarded the degree and not be permitted to be re-examined;

N.B. In the case of a recommendation that adjustments be made, the examiners

must make it clear whether they deem such alterations to be minor or major,

though it will be for Research Degrees Subcommittee to agree to any such

recommendation.

The examiners may indicate informally their recommendation on the result of the

examination to the student at the time, but they must make it clear that the decision

rests with our University.

If the examiners decide that a subsequent oral examination is not required, they

must indicate in their joint report who (the internal and/or the external examiner(s))

is responsible for confirming to Research Degrees Subcommittee that the

necessary amendments and corrections have been made.

Where our University decides, on the recommendation of the examiners, that the

degree not be awarded and no re-examination be permitted, the examiners must

prepare an agreed statement on the deficiencies of the thesis or published works

and the reason for their decision, which will be forwarded to the student by our University.

A student who is required by the examiners to undertake amendments to the submission must do so within the periods given in 14.1. Where the student is for good reason unable to complete the required amendments to the submission within these periods, they must inform Research Degrees Subcommittee in writing prior to the expiry of the relevant period. Research Degrees Subcommittee may approve an extension for a maximum period of six months.

Where a student is required to undertake major amendments with a subsequent

oral examination, as per case c) above, the examiners shall prepare preliminary

reports as outlined in 12.10. The examiners should normally submit their

independent preliminary reports on an amended submission within six calendar weeks of it being sent to them.

*Cite Them Right* is the standard Harvard referencing style at UEL for all Schools apart from the School of Psychology which uses the APA system.

The electronic version of *Cite Them Right: The Essential Referencing Guide (*10th edition), can be accessed whilst on or off campus via UEL Direct and will teach you all you need to know about Harvard referencing, plagiarism and collusion. The book can only be read online and no part of it can be printed nor downloaded.

*Further information is available at Appendix D and the weblinks below*

*Harvard referencing:*

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Harvard-Referencing-.aspx>

*Academic Integrity:*

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Academic-integrity.aspx>

1. **Suspension of enrolment**

You may suspend your period of enrolment/registration for an initial period of twelve months, over the duration of your programme, with the agreement of the Director of Studies and School. In exceptional circumstances only, you may be granted a further suspension of your enrolment/registration up to a maximum of a further twelve months.

Any request for the approval of a period of suspension must be submitted in advance of the proposed period of suspension on PhD manager under the Change request tab, and should be accompanied by suitable and sufficient documentary evidence. PhD manager can be accessed here:

<https://research.uel.ac.uk>

Our University is legally obligated to notify the UK Border Agency (UKBA) when an international student ceases attendance on a postgraduate research degree. In all cases, where an international student requests suspension, consultation with the **International Students Advice Team** is mandatory and must occur in advance of any consideration or recommendation by School Research Degrees Sub-Committee and/or Research Degrees Subcommittee. The Director of Studies and the student have principal responsibility for ensuring adherence to this policy.

Students seeking suspension should consult any professional and/or statutory regulatory body requirements related to their programme.

Further information is provided in section 3 of the Manual of General Regulations: Part 9 Research Degrees.

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

**10 Programme Management**

The programme is managed on a day today basis by the School Research Degrees Leader: Dr Dominic Hingorani. Information on seminars, conferences and events are communicated via moodle on the ADI Postgraduate Research Students. Please do let Dominic know if you would like to feedback or just for a chat. D.hingorani@uel.ac.uk. At Rose Bruford College, the points of contact are Professor Brian Lobel and Nicola Sainsbury. Similarly, please do let Brian or Nicola know if there are programme-related issues you’d like to discuss – brian.lobel@bruford.ac.uk***;*** nicola.sainsbury@bruford.ac.uk.

(For subject-specific issues, you are advised to contact Brian in the first instance; for more administrative and organisational issues, please contact Nicola initially.)

**Student Feedback mechanisms**

UEL values student feedback and there are lots of channels for gathering feedback on your educational experience. You can get involved and have your say in a number ways including:

* provide feedback on the day-to-day concerns and good practice by supporting your Programme Representatives and providing constructive feedback;
* provide feedback to your Postgraduate Research Representative – who provides student feedback on relevant policies and proposals at the Research Degrees Sub-Committee, to enhance the student experience.

The main committee at Rose Bruford College responsible for overseeing the affairs of postgraduate research students is the Research Committee. Membership includes academics from across the College. It has one student member who is a representative of the postgraduate research student community.

**11 Support FOR STUDENTS**

Centre for Student Success (CfSS) – Tutoring Centre is based at Docklands and Stratford Campuses and is open to all students at UEL.  CfSS tutors can help you with a range of study skills - in particular, Academic Writing and Maths.  There are a range of drop-in sessions and appointments available to help you to develop the skills you need to become a successful independent learner. If you have additional questions, someone from our team will respond to you within 24 hours.

The CfSS team provides both career guidance support from professionally trained careers consultants and a range of developmental opportunities that enable participants to gain a greater understanding of the world of work and develop professionally and personally in order to start building their careers. If you have additional questions about careers, mentoring and/or employer engagement, you can email us with your request and someone will respond within 24 hours.

|  |  |
| --- | --- |
| **Centre for Student Success** | **Centre for Student Success** |
| Stratford campus RBG04 | Docklands campus EBG04  |
| Monday –Friday 9am-5pm | Monday –Friday 9am-5pm  |
| 0208 223 4090 | 0208 223 2424  |
| Cfssstratford@uel.ac.uk  | Cfssdocklands@uel.ac.uk  |

We want you to be able to make the most of your time with us here at UEL, properly and fully supported at every step. Getting this right is really important.

The Student Support Hubs are located at each site and offer you the full range of services, including helpdesk services, a dedicated telephone service and webmail facility.  These are delivered by fully trained Student Support staff, able to help you quickly and effectively with any general questions and provide you with support and guidance immediately.

The Student Support Hubs have better social spaces too, for you to meet friends, eat, drink, study and relax, so you’ll be able to spend your time doing the things you really want to do.  The new Student Hub Centres are *your* place at UEL, the heart of your student life.

<https://uelac.sharepoint.com/StudentSupport/Pages/The-Hub.aspx>

Arrangements for supporting students with disabilities/dyslexia and reference to the weblink and Appendix F

<https://uelac.sharepoint.com/StudentSupport/Pages/Disability-And-Dyslexia.aspx>

**Support for Disabilities and Dyslexia at Rose Bruford College**

Rose Bruford College aims to ensure that students with disabilities and dyslexia can study on an equal footing with all other students. To enable us to give you all the support you need, it is essential that you make yourself and your needs known to someone as soon as possible.

Students working on the RBC campus can find information on Disability Support at:

<https://www.bruford.ac.uk/study/starting-here/disabled-students/>

and for Dyslexia support at:

<https://www.bruford.ac.uk/study/starting-here/dyslexic-students/>

The College employs a part-time Dyslexia Adviser – Lelah Woolley, who is based in the Library. Lelah can assist students who have already undergone assessment as well as those who feel they may be experiencing difficulties. Lelah is available for individual consultation and can be contacted directly, or through Student Services. (Lelah’s email address is: lelah.woolley@bruford.ac.uk).

For further help please contact the RBC Specialist Support and Equality Office, Ros Platton (ros.platton@bruford.ac.uk).

Rose Bruford Colege has a students’ union executive, whose members have an office located in the College’s Coach House Building.

**12 Resources and general information**

UEL Direct is used as the principal and preferred means of communicating with our student community.

At present, you can use UEL Direct to:

* enrol/reenrol on your programme;
* update student address;
* access your emails;
* link to other online services such as Moodle and the Library and Learning Services web pages.

**IT self-service via Topdesk (24/7)
uel.topdesk.net/

Telephone support: (020) 8223 2468
9am - 5pm**

As a UEL student you can access a range of support to help you get the most out of your time here.  A list of the most popular student support services and a comprehensive list of links to other services can be found on the **UEL Intranet** (UEL ID required to login) <https://www.uel.ac.uk/students>

Learning Resources Centre at Rose Bruford College

**Opening Hours**

Please check notices, e-mails, the [VLE](https://vle.bruford.ac.uk/mod/page/view.php?id=42182) and the OPAC regarding Library opening hours.

About the LRC

The Learning Resources Centre (LRC) is based on the first floor of the courtyard block. It houses:

* The Library
* An IT suite of 16-17 computers
	+ NB: There is another small MAC lab separate from the Library
* Study Support services
* Special Collections including:
* The Stanislavski collection and archive
* Jean Benedetti collection and archive
* Clive Barker collection and archive
* Noel Greig / Pam Schweitzer / Kate Crutchley archives
* David Bolland (Kathakali) collection
* Theatre for Young Audiences collection
* Theatre Centre archive
* Nick Chelton lighting design files
* The College Archive

The library’s substantial collection includes:

* Over 50,000 books on the performing arts and related subjects
* Over 50 current journals, some with long back-files.
* Music scores and libretti (opera and musicals)
* A large collection of playsets (some 11,000 items)
* A large DVD collection.
* Audio recordings on CD and LP.
* Theatre programmes, plans and publicity
* Some basic equipment for short term loan

The library catalogue can be accessed via the front page of the College VLE or at: <https://arena.yourlondonlibrary.net/web/bexley>

The catalogue provides access to all of our stock, as well as to the stock of the local libraries within the Borough of Bexley.

The library subscribes to several electronic resources including:

* The International Bibliography of Theatre and Dance (EBSCOhost)
* JSTOR Arts and Sciences collection III
* Twentieth Century Drama
* Drama Online
* Performance Design Archive
* Digital Theatre Plus
* Routledge Performance Archive
* The Berg Fashion Library

Access to these is available both on and off campus, and the College uses a service called Open Athens to authenticate access to these subscriptions.

In addition to your initial library Induction you will also receive, at some point in your first year, an introduction to the online resources, how to access them and how to use them.

A detailed guide to the services of the library is available on the VLE [Library pages](http://vle.bruford.ac.uk/course/view.php?id=914).

The IT room, the Group Study room, The Stairwell and the Seminar Room can all be used for group work and collaborative study.

Library staff

Frank Trew (College Librarian)

Terry Connolly (Assistant Librarian)

Gill Spark (Library Assistant)

Library staff are available to help you at the library counter and are able to advise you on how to contact IT or Study Support staff. Staff can be contacted on 020 8308 2626 or email library@bruford.ac.uk.

 Useful Websites

Library catalogue:

<http://arena.yourlondonlibrary.net/web/bexley/rose-bruford-college>

The Library on the VLE (Virtual Learning Environment): <http://vle.bruford.ac.uk/course/view.php?id=914>

Information Literacy & Research Skills course

<http://vle.bruford.ac.uk/course/view.php?id=121>

Portal (for off-campus access):

<http://portal.bruford.ac.uk/>

Student Code of Conduct

UEL has adopted a range of policies and procedures to help promote good behaviour and to identify the standards of behaviour that are required. These include regulations and procedures, and descriptors of the responsibilities of students. The Code of Conduct covers student behaviour and responsibilities, detailed in the Manual of General Regulations: Part 12 [Student Disciplinary Regulations and Procedures (incorporating the student code of conduct](https://www.uel.ac.uk/-/media/main/images/about/temp_governance_prototype/polices-and-regulations/students/manual-of-general-regulation-2017/part12-student-disciplinary-procedures-sept-2017-final.ashx?la=en&hash=F661CAAE71F7185020F26A17A27CB05CFFC9E814))

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>)

**13 SKILLS DEVELOPMENT**

Information regarding Researcher Development Programme for skills development can be accessed directly on PhD manager and also intranet link to further information:

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/Researcher-Development-Programme.aspx>

If you are looking to pursue a career in higher education you might be interested in undertaking Rose Bruford College’s HEA-accredited Post Graduate Certificate in Learning and Teaching in Higher Education: Theatre and Performing Arts (PGCLTHE). This can be completed alongside your MPhil/PhD studies. in order to undertake the course, you do need to be either teaching or supporting learning in a higher education context in the performing arts disciplines of theatre, drama, dance, music, lighting, scenography and the digital arts.

The programme is work based. You would use your own specific teaching practice to reflect upon learning and teaching issues in Higher Education so it is essential in order to undertake the course that you are actually teaching or supporting students at this level.

Six Study Days are scheduled throughout the year commencing with induction in October. These face-to-face Study Days are augmented by regular online interaction and self-directed study within your own work situations. Work- based teaching and research opportunities may be used as evidence for demonstrating the fulfilment of the programme learning outcomes.

If you wish to consider undertaking a PGCLTHE, please discuss this with your supervisory team in the first instance. More details about the course can be obtained from Cordelia Bryan. (Email: cordelia.bryan@bruford.ac.uk). There is an additional cost associated with undertaking this course.

**14 Information about quality and standards**

14.1 **Assuring the quality and standards of the award**

You are enrolled on a course of study leading to the award of a degree of the University of East London (UEL). As such, you are regarded as a student of the University of East London as well as Rose Bruford College and both institutions work together to ensure the quality and standards of the course on which you are registered. The final responsibility for all quality assurance, validation and standards’ matters rests with UEL.

Some of the ways in which we ensure the quality and standards of the course include:

 *Approval of the course and institution at which you are studying*

Before the course started, our University, through an approval process, checked that:

* there would be enough qualified staff to teach the course;
* adequate resources would be in place;
* the overall aims and objectives were appropriate;
* the content of the course met national benchmark requirements, where applicable
* the course met any professional/statutory body requirements if applicable;
* the proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

 *Appointment of external examiners*

The standard of this course is monitored by at least one external examiner external to UEL, appointed by UEL. External examiners have two primary responsibilities:

* To ensure the standard of the course;
* To ensure that justice is done to all students.

 External examiners fulfill these responsibilities in a variety of ways including:

* Approving exam papers/assignments;
* Attending assessment boards;
* Reviewing samples of student work and moderating standards;
* Ensuring that regulations are followed;
* Providing feedback to the University through an annual report that enables us to make improvements for the future.
	+ 1. *Review and Enhancement Process*

This annual review includes the evaluation of and the development of an action plan based on:

* external examiner reports and accreditation reports (considering quality and standards);
* statistical information (considering issues such as the pass rate);
* student feedback obtained via course committee and module evaluation questionnaires.
	+ 1. *Periodic reviews of the partnership and course*

This is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to students and speaks to staff before drawing its conclusions.

* + 1. *Award certificates*
		2. Issuing transcripts of results to students, and award certificates to
			- 1. successful students on courses.
		3. a) The award certificate is issued by the University of East London.
		4. b) Students will have the opportunity to attend the UEL award
		5. ceremony

*Equality and Diversity*

Please see link to the Univrsity of East Lodon’s equality and diversity pages, including a link to the Univerity’s equality and diversity strategy:

UEL Equality and Diversity Strategy

<https://www.uel.ac.uk/about/about-uel/professional-services/hr/equality-and-diversity>

Rose Bruford College is committed to promoting equality of opportunity in all areas of employment and study. We work towards an environment where all employees and students can develop to their full potential regardless of gender, disability, race, colour, marital status, ethnic origin, sexual orientation, age and religious or political affiliation.

We aim to ensure current and future employees and students recognise Rose Bruford College as an organisation which demonstrates equal opportunities.

Equal Opportunities at Rose Bruford College means:

* respecting and valuing diversity and benefiting from those differences;
* promotion of equal opportunity in all aspects of employment and in the service to our students;
* creating an harmonious environment to work and study in and in which discrimination has no part;
* basing all employment, business and academic decisions on merit; and
* building an environment where staff and students are able to achieve their full potential.
1. **Academic Appeals**

**APPEALS AGAINST ANNUAL MONITORING REVIEW, TRANSFER OF RESEARCH DEGREE REGISTRATION OR ORAL EXAMINATION DECISION FOR POSTGRADUATE RESEARCH DEGREES**

* 1. Students may, in the circumstances set out in the Manual of General Regulations, Part 9, appeal against an annual monitoring review, transfer of research degree registration or the outcome of the oral examination of the thesis or other submittal on a postgraduate research programme (whether at the first examination or re-examination).
	2. Appeals **will not be accepted** on the grounds of disagreement with the academic judgement.
	3. The Manual of General Regulations, Part 9, is available for view at

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

* 1. Further information about the UEL appeals process, is available for view at

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>***.***

* 1. To help you decide whether your query would be an Appeal or Complaint, please refer to

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>

* 1. If you would like to lodge a formal appeal or have any queries, please email the Institutional Compliance Office at appeals@uel.ac.uk

**16 Complaints**

16.1If you feel that you have not received the standard of service which it would be reasonable to expect, you may be entitled to lodge a complaint. Complaints should be used for serious matters, and not for minor things such as occasional lapses of good manners or disputes of a private nature between staff and students

16.2 Separate procedures exist for the following, which therefore cannot form the substance of a complaint:

* appeals against the decisions of Assessment Boards (Manual of General Regulations : Part 7 Appeals Against Assessment Board Decisions);
* appeals against annual monitoring reviews, transfer of research degree registration or oral examination decision for postgraduate research students (Manual of General Regulations: Part 9 Research Degrees);
* appeals against the decisions of the Extenuation Panel (Manual of General Regulations: Part 6 Extenuating Circumstances);
* complaints against the Students' Union (see the Complaints Procedure in the Students' Union constitution);
* appeals against decisions taken under disciplinary proceedings (Manual of General Regulations: Part 12 );
* complaints about businesses operating on University premises, but not owned by our university (contact the Deputy Vice-Chancellor and Chief Operating Officer);
* complaints about the behaviour of other students (see Part 12 of the Manual of General Regulations this Manual );
* appeals against the decisions of Academic Misconduct Panels (see Part 8 of the Manual of General Regulations)
* appeals against the decisions of Attendance Appeal Panels (see the University’s Attendance Policy).

16.3 Students wishing to submit a complaint must, in the first instance, follow the complaints policy of *Rose Bruford College* which aligns to the Office of the Independent Adjudicator’s good practice framework (<https://www.oiahe.org.uk/media/96361/oia-good-practice-framework.pdf>).

 The *Rose Bruford College* complaints policy is available at: at: <https://www.bruford.ac.uk/media/documents/Student_Complaints-_Policy_and_Procedures_Ver_2.2_January_2019_2.pdf>

16.4 Rose Bruford College will administer all stages of its complaints policy and, upon exhaustion of this policy, will issue a formal letter to the complainant notifying them that its complaints policy has been exhausted. If the complainant is still not satisfied with the outcome they will be entitled to request that the University of East London undertake a review of their complaint.

16.5 The University of East London will conduct a review of the complaint in accordance with Stage 3 of its own Complaints Procedure. The University of East London Complaints Procedure is available at:

<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/manual-of-general-regulations>

16.6 The University of East London will administer the Stage 3 review in accordance with its Complaints Procedure and, upon completion of the review, will issue a Completion of Procedures Letter. If the complainant is still not satisfied with the outcome they will be entitled to make a complaint to the Office of the Independent Adjudicator.

16.7 Complainants are strongly advised to make every reasonable effort to resolve their complaint informally through meeting with the member of *Rose Bruford College* staff most directly concerned with the matter, such as the Course or Module Leader, before submitting a formal complaint. Students whose work is primarily based at Rose Bruford College should initially address any issues to the Research Manager, Nicola Sainsbury, nicola.sainsbury@bruford.ac.uk. At Rose Bruford College, Nicola will be able to advise students on the correct procedures and will direct students to other sources of assistance when necessary.

16.8 Complaints must normally be lodged within the set time limits outlined in the relevant complaints policy. This ensures that the people involved still remember the case, and the facts can be established.

16.9 If you would like to request that the University of East London undertake a review, following the exhaustion of the *Rose Bruford College* complaints policy, please email the Complaints and Appeals Office at complaints@uel.ac.uk

**CAMPUS MAP**

**APPENDIX A**

Our University runs a **free, regular bus service** for students and staff, between campuses. The timetable is available on the intranet at <https://uelac.sharepoint.com/EstatesandFacilitiesServices/Pages/Timetable.aspx>

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Rose Bruford College Maps









**ACADEMIC CALENDAR 2020-21 APPENDIX B**

***The UEL Academic calendar is available at*** <https://www.uel.ac.uk/Discover/Key-Dates>

**USEFUL WEB & INTRANET PAGES APPENDIX C**

**UEL Intranet (UEL ID required to login)** <https://www.uel.ac.uk/students>

Academic Appeals

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>

Academic Integrity Policy

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies> (click on other policies)

Accreditation of Experiential Learning (Manual of General Regulations – Part 2 – Admission of Students)

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

Attendance policy for PGR students

https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/postgraduate-research-document-library.aspx

Centre for Student Success

https://www.uel.ac.uk/centre-for-student-success

Civic Engagement

<https://www.uel.ac.uk/Connect/Civic-Engagement>

Complaints procedure

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Complaint-Procedure>

Equality and Diversity Strategy

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies> (click on other policies)

Investigation of Misconduct in Research

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/research-integrity-and-ethics-documents.aspx>

Library and Learning Services

<https://www.uel.ac.uk/lls/>

Manual of General Regulations

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

Referencing guidelines

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Harvard-Referencing-.aspx>

Research Ethics

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/research-integrity-and-ethics-documents.aspx>

Researcher Development Programme

<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/Researcher-Development-Programme.aspx>

Suitability Procedure (Manual of General Regulations – Part 13 – Suitability Procedure)

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

**ACADEMIC MISCONDUCT AND PLAGIARISM** **APPENDIX D**

For the purposes of university’s regulations, academic misconduct is defined as any type of cheating in an assessment for the purposes of achieving personal gain. Examples of such misconduct are given below: the list is **not** exhaustive and the use of any form of unfair or dishonest practice in assessment can be considered potential misconduct.

Coursework Submitted for Assessment

For coursework submissions, academic misconduct means:

1. The presentation of another person’s work as one’s own with or without obtaining permission to use it.
2. The inclusion within one’s own work of material (written, visual or oral), originally produced by another person, without suitable acknowledgment.
3. The submission, as if it were one’s own work, of anything which has been offered to you for your use, but which is actually not your own work.
4. The inclusion within one’s work of concepts paraphrased from elsewhere without citing your source.
5. The inclusion in submitted work of sections of text, whether from electronic or hard copy sources, without appropriate acknowledgement of the source.
6. The submission of work that the student, as the author, has previously submitted, without suitable acknowledgement of the source of their previous work; this should not normally be more than a short quotation as the same work cannot be submitted for different assignments.
7. Including or quoting the work of other students in one’s work, with the exception of published work, or outputs held in the library as a learning resource, which should be cited and acknowledged appropriately.

(h) Being party to any arrangement whereby the work of one candidate is represented as that of another.

(i) The submission, as your own work, of any work that has been purchased, or otherwise obtained from others, whether this is from other students, online services, “cheat sites”, or other agents or sources that sell or provide assignments.

(j) Practices such as ‘cutting and pasting’ segments of text into your work, without citing the source of each.

(k) For work not intended to be submitted as a collaborative assignment: producing work with one or more other students, using study practices that mean the submitted work is nearly identical, overall or in part, to that of other students.

(l) Offering an inducement to staff and/or other persons connected with assessment.

Examinations

For examinations, academic misconduct means:

(a) Importation into an examination room of materials or devices other than those which are specifically permitted under the regulations applying to the examination in question.

(b) Reference to such materials (whether written or electronically recorded) during the period of the examination, whether or not such reference is made within the examination room.

(c) Refusing, when asked, to surrender any materials requested by an invigilator.

(d) The application of an electronic device, unless this has been expressly permitted for that examination.

(e) Copying the work of another candidate.

(f) Disruptive behaviour during examination or assessment.

(g) Obtaining or seeking to obtain access to unseen examination questions prior to the examination.

(h) Failure to observe the instructions of a person invigilating an examination, or seeking to intimidate such a person.

(i) Offering an inducement to invigilators and/or staff and/or other persons connected with assessment.

Where academic misconduct is suspected, the matter will be dealt with under the *Procedure to be followed in the event of a suspected case of academic misconduct, Part 8, paragraph 4 (or, for postgraduate research students, Appendix I)* of the Manual of General Regulations (available for view at

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations> ).

If it is determined that academic misconduct has taken place, a range of penalties may be prescribed which includes expulsion from the programme.

**PLAGIARISM - A GUIDANCE NOTE FOR STUDENTS**

**1. Definition of Plagiarism**

Our University defines plagiarism and other academic misconduct in Part 8 of the UEL Manual of General Regulations (to which all students are referred upon joining UEL)

 The submission of material (written, visual or oral), originally produced by another person or persons or oneself, without due acknowledgement\*, so that the work could be assumed to be the student's own. For the purposes of these Regulations, this includes incorporation of significant extracts or elements taken from the work of (an)other(s) or oneself, without acknowledgement or reference\*, and the submission of work produced in collaboration for an assignment based on the assessment of individual work. (Such misconduct is typically described as plagiarism and collusion.)

The following note is attached:

 \*(Note: To avoid potential misunderstanding, any phrase that is not the student’s own or is submitted by the student for a different assessment should normally be in quotation marks or highlighted in some other way. It should also be noted that the incorporation of *significant* elements of (an) other(s) work or of one’s own work submitted for a different assessment, even with acknowledgement or reference, is unacceptable academic practice and will normally result in failure of that item or stage of assessment.)

**2. Plagiarism in Greater Detail**

Work that students submit for assessment will inevitably build upon ideas that they have read about or have learnt about in lectures. That is perfectly acceptable, provided that sources are appropriately acknowledged. It should be noted, however, that the wholesale reproduction of the ideas and words of others, however well referenced, is likely to lead to failure at assessment (see section 6 below)

The submission of work that borrows ideas, words, diagrams, or anything else from another source (or sources), without appropriate acknowledgement, constitutes plagiarism. Plagiarism is not limited to unattributed cutting-and-pasting; it includes the reproduction, without acknowledgement, of someone else's work, taken from a published (or unpublished) article, a book, a website, a friend’s (or anybody else’s) assignment, or any other source.

When an assignment or report uses information from other sources, the student must carefully acknowledge exactly what, where and how s/he has used them. If someone else’s words are used, they must be within quotation marks and a reference must follow the quotation. (See section 6 for further guidance on referencing.)

Where a concept or argument in another source is paraphrased (rather than directly quoted), quotations marks should not be used, but it will still be necessary to acknowledge the source. Remember, however, that the making of simple changes to the wording of a source, while retaining the broad structure, organisation, content and/or phraseology of the source, is unacceptable academic practice and will probably be regarded as plagiarism. (For helpful tips on how to avoid plagiarism, see "The Study Skills Handbook" by Dr Stella Cottrell, pages 122-125.)

**3. Collusion**

Collusion is the term used to describe any form of joint effort intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment. Clearly, students are encouraged to discuss assignments with their peers, but each student must always ensure that, where an individual assignment is specified, the report/essay submitted is entirely the student’s own. Students should, therefore, never lend work (in hard or electronic copy) to friends. If that work is subsequently plagiarised by a “friend”, an act of friendship might lead to a charge of collusion.

**4.** **When to Reference**

Our regulations do not distinguish between deliberate and accidental plagiarism, but you will not be accused of plagiarism, provided that you properly reference everything in your work that was said, written, drawn, or otherwise created by somebody else.

You need to provide a reference:

* when you are using or referring to somebody else's words or ideas from an article, book, newspaper, TV programme, film, web page, letter or any other medium;
* when you use information gained from an exchange of correspondence or emails with another person or through an interview or in conversation;
* when you copy the exact words or a unique phrase from somewhere;
* when you reprint any diagrams, illustrations, or photographs.

**You do not need to reference:**

* when you are writing of your own experience, your own observations, your own thoughts or insights or offering your own conclusions on a subject;
* when you are using what is judged to be common knowledge (common sense observations, shared information within your subject area, generally accepted facts etc.) As a test of this, material is probably common knowledge if

- you find the same information undocumented in other sources;

- it is information you expect your readers to be familiar with;

* the information could be easily found in general reference sources.

**5.** **How to Reference**

 Our University has agreed on a single version of the Harvard referencing system (the School of Psychology uses the American Psychological Association (APA) referencing style) and this (along with APA) can be found in Cite Them Right:

 Pears, R. and Shields, G (2013) *Cite Them Right.* Newcastle: Pear Tree Press

 Cite Them Right is available on line and hard copies can be found in our libraries and bookshops

**6.** **Plagiarism, or Unacceptable Academic Practice?**

If work that you submit for assessment includes substantial and significant elements of other sources and all of those sources are appropriately acknowledged, you will not have plagiarised, but you will be culpable of unacceptable academic practice, because there will be too little of your “own voice” to allow your knowledge to be assessed. Work that you submit for assessment must:

* use your own words;
* provide a critical commentary on existing literature;
* aim for novelty and originality;
* demonstrate your understanding of the subject area by paraphrasing.

Work that does not meet those criteria will fail.

**APPENDIX E**

**COLLABORATIVE STUDENT ENTITLEMENTS AT UEL**



**COLLABORATIVE STUDENT**

**ENTITLEMENTS 2020–21**

This document outlines the University of East London services you are entitled to access as a student on one of our collaborative programmes at **Rose Bruford College of Theatre and Performance**.

If you have any questions about any of the services you are entitled to at UEL, please contact the team at the Academic and Employer Partnerships Office (AEPO) at UEL (apo@uel.ac.uk), who will be happy to advise you further.

|  |
| --- |
| **Student Access Cards** |
| If you so wish, you can be issued a UEL Student Access Card which would be given to you by your home institution. Please contact the relevant support services at your institution to let them know if you wish to receive a UEL Student Access Card. This Access Card will give you access to all appropriate UEL facilities in London, UK. Please note that the standard UEL fee for replacement Access cards apply in case your card goes missing or gets broken.Please note that if you apply for an “18+ Oystercard” in London, you should apply under the institution name where your studies take place, i.e. your home institution, not UEL. If you experience any difficulty in accessing the relevant UEL facilities, in person or online, please contact the Academic and Employer Partnerships Office (apo@uel.ac.uk) for assistance. |
| **Library and Learning Resources** |
| You are entitled to access UEL Library and Learning Resources (subject to licence allowances) once you have received your UEL Access Card.For more information on the UEL Library and Learning Resources, please see their website <http://www.uel.ac.uk/lls/>. |
| **Student Support**  |
| Student support will be offered to you by your home institution – UEL is unable to offer student support services to students studying at our collaborative partner institutions. As a collaborative student you are entitled to access the Centre for Student Success (CfSS) once you have received your UEL Access Card. Please find more information on the resources available on the CfSS website: <https://uelac.sharepoint.com/Centreforstudentsuccess/Pages/default.aspx> This includes:* Academic tutoring in maths and English skills
* Career support and development
* Employment opportunities
 |
| **Student Records and Status Letters** |
| You will be registered on the UEL student record system as a student studying at one of our collaborative partners at the start of your studies.If you so require, the Academic & Employer Partnerships Office will also be able to provide you with the following letters:* an award confirmation letter (once your award is available on the student record system)
* a collaborative student status letter

If you require confirmation on professional body accreditation of your course, please contact the Academic & Employer Partnerships Office to clarify whether they will be able to issue such confirmation for your course.The University of East London is unable provide you with any other letters – please contact your home institution for those. |
| **Sports Facilities** |
| You will have access to our £21 million sports facility, the Sports Dock, for a reduced price which is considerably cheaper than the prices available to the general public. There are three levels of membership available. For more information on the membership, please contact tel. 020 8223 6888 or e-mail enquiries@sportsdock.co.uk. Please see the Sports Dock website for more information on their facilities <http://www.sportsdock.co.uk/>. |
| **University of East London Students’ Union (UELSU)** |
| As a student at one of our collaborative partner institutions, you are not a member of the University of East London Students’ Union, and **will not** be able to access their services or support in the appeals, complaints, academic misconduct, extenuation and disciplinary procedures. However, you can become a member of your home institution’s Students’ Union where available.You are also eligible to apply for a TOTUM (previously NUS Extra) card by selecting University of East London Students' Union from the dropdown list when signing up. |
| **Degree Certificate and Diploma Supplement** |
| Your home institution will receive your degree certificate and a diploma supplement from UEL within 12 weeks from the confirmation of the award. Your home institution will then deliver the degree certificate and diploma supplement to you. |
| **Complaints and Appeals** |
| All collaborative students have access to the UEL appeals procedure.Partner institutions are responsible for operating their own Complaints Procedure. Upon exhaustion of the partner institutions Complaints Procedure, students will be entitled to access Stage 3: Review of UEL’s Complaints Procedure (<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/manual-of-general-regulations>), which shall be administered by UEL.Students applying to Stage 3: Review of UEL’s Complaints Procedure, must provide evidence that they have exhausted the partner institutions Complaints Procedure. Where UEL receives an application to Stage 3: Review of its Complaints Procedure and the student is unable to provide evidence that they have exhausted the partner institutions Complaints Procedure, the complaint shall be referred back to the partner institution.  |
| **Graduation Ceremony** |
| You will be invited to a UEL Graduation Ceremony. Please see our website for more information the graduation ceremony: <http://www.uel.ac.uk/graduation/>.  |
| **Alumni**  |
| As a UEL graduate, you will have full access to our alumni services after you have been awarded your degree. For more information, please see the UEL Alumni Network website <http://www.uel.ac.uk/alumni/>. Collaborative students are entitled to an alumni discount on postgraduate programmes at UEL, further information is available here: <https://www.uel.ac.uk/postgraduate/fees-and-funding/uk-eu-postgraduate/scholarships-and-bursaries/alumni-discount> |
| **Additional costs** |
| Students will be expected to pay additional costs for any of the following items:* Additional transcript (£15.00)

Students receive their first transcript free of charge with they receive their award certificate. Any copies over and above this first issue will be charged as above per document.* Award Letter (£10.00)

An official document, which shows course details, start and end date, field of study and final award information. This document comes signed and sealed.* Certified copy of a certificate (UK £10.00)

A certified (signed and stamped) copy of original award certificate.* Replacement Award Certificate (UK £40.00)

A replacement certificate if the original has been lost or damaged.* A replacement Access card (£15.00)

A replacement Access card if the original has been lost or damaged. |

**HEALTH AND SAFETY APPENDIX F**

*The section below related to Rose Bruford College:*

The College has a legal obligation to comply with the requirements of the Health and Safety at Work etc. Act 1974, and Safety Regulations. The College accepts its responsibilities regarding safety to students and visitors. It is important for everyone to realise their responsibilities to the College, to staff and to each other, for safety matters. You should, therefore:

* take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions;
* co-operate with all members of the College staff responsible for maintaining the requirements of the Health and Safety at Work Act, and all other health and safety regulations, by following safety rules and guidance provided by the College and the programmes of study;
* not interfere with, intentionally or recklessly, or misuse, anything provided in the interests of health, safety or welfare in the College

The objective of all health and safety legislation and good practice is to eliminate and control risks in the work place and work activities. Wherever possible, risks are eliminated by selection and design of facilities, equipment and processes. If risks cannot be eliminated, they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment.

F1 Fire and Emergency Procedures

Students should familiarise themselves with the different types of fire extinguishers and their location, alarm points, exits and designated assembly points in the buildings they use. The College has established procedures to ensure the safe evacuation of buildings in the event of a fire or similar emergency. All members of staff and students with mobility disabilities or other problems which may prevent them from evacuating a building quickly and un-aided should contact the Estates Office (extension 2683) for a personal safety plan.

On hearing the fire alarm, all students, staff and visitors must leave the building immediately by the nearest escape route, (follow the green and white FIRE EXIT signs) or as directed by an evacuation marshal who will be wearing a yellow fluorescent jacket.

* Do not stop to collect personal belongings.
* Offer assistance to disabled staff/students as required and to visitors and others unfamiliar with the building and its emergency procedures.
* Do not use the lifts, but walk quickly to the designated assembly point.
* Do not wait by the building or obstruct paths and pavements preventing access for the emergency services.
* Do not re-enter the building, but remain at the assembly point until you receive instructions from the Facilities Manager (evacuation 'controller').

Fire drills are held on a regular basis and everyone, without exception, must participate, including visitors.

**The fire-assembly area is the College car-park in front of reception, which is sign posted.**

F.2 Accidents

The names and extension numbers of qualified first-aid personnel are posted at key points around the College. In an emergency go to the nearest telephone, dial 0 and request assistance from reception staff or use the emergency break glass call points installed at regular intervals within the College.

In the event of **any** accident you **must** inform Reception staff and complete a College Accident Report form obtainable from Reception.

F.3 Hospital treatment

If a casualty requires hospital treatment do not hesitate to telephone for the ambulance service and give full details. Minor casualties may be conveyed to hospital by car or taxi. Queen Mary’s Hospital, Sidcup, provides an urgent care service which covers urgent but not life threatening minor illness or injuries. The closest accident and emergency department is in Queen Elizabeth’s Hospital, Woolwich. If you have called an ambulance, please could you alert reception so that they can ensure that someone can look out for the vehicle, and give it immediate access to the grounds.

F.4 Near Misses

Any incident classed as a near miss that could have caused harm to life must be reported to the reception staff immediately, to be followed up.

F.5 Insurance

The College does **NOT** insure your personal property when it is on College premises, so if you are concerned about any particular item, (such as a musical instrument or laptop etc.), you need to make sure that it is covered by your own personal insurance policy. The College has third party liability to cover accidents to students and staff in College.

F.6 Children in the College

The College is a place of work with potential hazards which makes it unsuitable for the presence of children and therefore they are not allowed on campus. However, it is recognised that there may be exceptional circumstances which may necessitate a student bringing a child onto campus.

In such cases the Principal must authorise this in writing prior to the visit. Children must be supervised at all times by an adult:

* Reception must be formally notified.
* Access to classrooms, workshops and other teaching spaces is not permitted.

F.7 Animals

Animals, except for registered assistance dogs, may not be brought onto the campus.

F.8 Safety in Technical Areas, Theatres and Studio Theatres

The following procedures are in place to ensure safe working:

* Students are not allowed to carry out any technical work in any workshop, theatre or studio theatre without the supervision of a competent member of staff.
* Operation of equipment and installation of equipment and use of access equipment such as ladders may only be undertaken by students who have been trained and deemed competent by the College in the use, operation and installation of equipment. (Records of student competencies will be kept by each programme)
* When working in technical areas students are required to make themselves familiar with the safety rules that apply to that area.
* Working alone is not permitted in technical areas.
* Prior to carrying out a particular task the appropriate risk assessment must be read and understood and relevant safety equipment worn.
* Faulty technical and safety equipment must be reported to the College Technical Manager and taken out of service immediately.
* Students must not bring into the college any hazardous materials unless prior authorisation is granted and it is risk assessed.

F.9 Safety in Classroom and Rehearsal Activities

* Lone working: students cannot work individually in any classroom or rehearsal room without first informing the Reception or Caretaking staff of the room they are to work in.
* Tables and chairs must only be used for the purpose they are intended, in particular students must not use College furniture as step ladders or as rostra.
* Stage fighting (armed and unarmed combat), acrobatics etc., lifting of weights and other persons must only take place under the supervision of a qualified tutor.
* Shoes must be worn at all times in corridors and public areas.
* Pianos must only be moved by caretaking staff.

F.10 Computer Safety

Problems associated with long periods of computer use are on the increase, and can result in long-term or permanent injury. In particular you should:

* not use a computer for longer than 90 minutes at a time without a 15-minute complete break away from the screen.
* you should preferably plan your work to enable you to have shorter sessions such as 30 minutes followed by 5 minutes of change or 60 minutes followed by 10 minutes of change.

You should plan your work so that you do not use the computer for longer than 3 hours a day. Be sensible on the amount of time spent on the computer outside of normal timetable hours.

F.11 Food and Drink

No food or drink (with the exception of bottled water) is to be consumed within any teaching room, rehearsal space, performance area or learning resources centre.

F.12 Security

Staff and students are issued with a multi-function College **identity card** or visitors’ badge. **When on College premises this must be displayed at all times**. The card or badge should only be removed if there is a risk that it may impede movement during classes and projects. You must show your identity card if requested to do so by a member of the College staff. Failure to present an identity card may result in you being refused entry to the College and asked to leave the premises.

You should take care to ensure good practice is maintained in terms of securing rooms, equipment and resources and that all appropriate measures are taken to protect the valuable facilities and investment at their disposal.

F.13 Personal safety

The College Campus is surrounded by public and private parkland which is not well lit at night. While there are very few reported incidents it is strongly recommended that you do not walk through any of these unlit areas during the hours of darkness on your own. If you are walking to Sidcup Railway Station go via Burnt Oak Lane and not through The Glades Park.

London is a safe place to be if you take the right precautions, but as in all big cities and public places there can be problems. When travelling on tubes, trains and buses always be vigilant try to occupy carriages that have a number of people in them, do not travel alone late at night. Keep your personal belongings concealed and cash separate from any credit or debit cards you may have.

F.14 Aggressive and Unacceptable Behaviour

It is College policy to promote the protection of students, staff and others from all forms of violence, so far as is reasonable. Violence is unacceptable, whatever form it takes and whatever reasons are cited for it. The College will not tolerate the use of harassment, verbal abuse, bullying, threats, or physical assault against members of staff, students or visitors. This includes harassment, bullying and other forms of threat conducted via social media sites. The disciplinary procedure will be used to discipline any students who use aggressive and unacceptable behaviour, and a range of sanctions can be applied, leading up to permanent exclusion**.** Students are asked to ensure that they familiarise themselves with the student [social media policy](https://vle.bruford.ac.uk/mod/folder/view.php?id=54625).

F.15 No-smoking policy

The College operates in accordance with the law regarding smoking in the work place and public spaces. Smoking and vaping is not permitted within any buildings or any part of the grounds owned or used by the College except for one designated area (and also where it is a necessary part of a dramatic performance). The smoking of e-cigarettes is prohibited in any College building. The one designated smoking area is marked out and situated to the far left of the car parking area opposite Lamorbey House. This is the only area sufficiently distant from College buildings and with a surface that can easily be kept clean. Ash trays and cigarette bins will only be provided in the smoking area.

Smokers using the designated outdoor smoking area are asked to respect the environment by disposing of cigarette ends in the bins provided for the purpose. Any breach of these regulations may result in disciplinary action being taken.

F.16 General safety information

If you are unsure of how to do something that involves any element of risk, or have any doubts, always seek advice from your academic staff.

Make sure the area you are working in is safe; be aware of how any activity will affect you and the students you are working with.

**Ensure you clear up after your class or workshop replacing equipment and materials in designated storage areas.**

Ensure that you wear appropriate clothing at all times. If you are working in the workshops beware of loose clothing and ensure that long hair is tied back when working in construction workshops, theatres and studios and working with fixed and portable power tools.

Appropriate footwear must be worn at all times; safety shoes with reinforced toe caps should be worn when working in any workshops, theatres and studios during fit ups. Except for designated activities such as rehearsal or movement classes bare feet are not allowed on the campus.

If you or anyone in your class feels unwell you must stop the work immediately and inform the reception who will call for a First Aider.

You must not drink alcohol during working hours, or present yourself for work having consumed alcohol. Likewise you must not be under the influence of drugs or other stimulants during working [hours](https://vle.bruford.ac.uk/mod/folder/view.php?id=54625).

After 5.30 pm all students and staff must inform Reception if they are working alone anywhere on the campus.

In workshops, studios and theatre spaces or where students and staff are working at heights there must be **no lone working.**

Signing off: There are a range of activities for which students must be “signed off” as being competent to use equipment and undertake particular tasks.

**STUDENT SERVICES**  **APPENDIX G**

Student Support is your first point of contact for all non-academic based queries. They provide a wide range of services which are geared at providing support to you throughout your stay in university. They consist of the following areas:

**The Student Support Hubs** should be your first point of contact. The hubs are located on both campuses (with a mini-Hub’ at University Square Stratford) and the team are here to help with a range of support and guidance, including:

* Student identity cards
* Student letters and discounts
* Oyster card applications
* UEL internet access and general IT issues.
* Programme-related issues.
* Coursework submission

Further information can be found on our website:

<https://uelac.sharepoint.com/StudentSupport/Pages/The-Hub.aspx>

**Student Services at Rose Bruford College**

[www.rbstudentservices.com](http://www.rbstudentservices.com)

**Student Services Team and Location**

The Student Services office is located on the ground floor of the Coach House and provides a friendly and professional advice service for students with non-academic queries. Please also visit our website to find up-to-date information on services and up-coming events.

You can come and see us if you need: \**more information below*

* Advice and information regarding loans and bursaries\*
* Accommodation advice\*
* To see a counsellor\*
* To disclose a disability
* Support as a student with a disclosed disability
* Help preparing for your study abroad placement
* Assistance when you are on your study abroad placement
* Specialised support as an international or exchange student\*
* Information about local services
* Free contraception

The team consists of three key members of staff:

* Ebru Ozoran– *Student Services Manager*
* Ros Platton – *Specialist Support and Equality Officer*
* Tiffany Banks – *Student Services Support Officer*

Help with loans, bursaries and hardship

If you ever face financial hardship during your studies, please come and see us to receive advice on budgeting and managing your finances, as well as information on what financial support may be available to you.

We can advise you with regards to government student loans and grants, as well as college based bursaries and hardship funds. We will be able to determine whether or not you qualify for certain schemes and help you make the first steps in any application process. Eligibility is usually decided by a combination of the following criteria: nationality, income, expenditure, whether you are already receiving a loan or bursary, and personal circumstances. We can tell you what you can apply for and how to go about it.

Help with accommodation

Student Services can point you in the right direction in your search for a room, including giving you access to the College administered website ‘Student Pad’ where local private student accommodation is advertised.

We will be happy to provide helpful information regarding the private rental market, and should you enter into a dispute with a landlord or have any concerns about your tenancy agreement, we will be able to offer basic support. For more technical queries, we can direct you to other agencies and organisations which can give more specialised advice.

Counselling services

The College works with nine trained counsellors, two trainee counsellors and an external counselling company Westmeria. We are very fortunate to have such fantastic practitioners who have a thorough understanding of the pressures and problems students at Rose Bruford College sometimes face.

If you feel that you would benefit from counselling please come and speak to any member of staff in Student Services to have an initial chat about whether counselling is right for you.

This is a completely confidential service and your counsellor will never report back what you discuss with them. Once we have referred you, the only information we receive is whether or not you are attending appointments.

Support for international students

We have compiled an international student guide that looks at topics from the perspective of students who are less familiar with life and education in the UK. It includes practical advice on accommodation, registering with a GP, the National Health Service, opening a bank account, finance, and homesickness. On request we can print a hard copy of this guide for you, and an electronic copy is available on the Student Services website. We appreciate that adapting to life in a new country can be as stressful as it is exciting, and all the staff in Student Services will be happy to answer any questions you might have, and assist in any way we can to help you settle in as quickly as possible. An ESOL Support Tutor, Wendy Young, is also available on Wednesday afternoon’s to help with academic work. Wendy works out of the Learning Resources Centre.

Medical support

On arrival at the College, it is essential that you register with a local doctor in the area of your term address. If you are feeling ill and you are not signed up to a local GP you can use the Urgent Care Centre at Queen Mary Hospital, Sidcup for anything that is not life-threatening. At Freshers’ Fair we have a local GP Surgery in attendance so you can sign up on the spot, alternatively Student Services hold some NHS registration forms.

Within College, if you are ill or need primary first aid, please report initially to the First Aid Officers. Lists of qualified personnel are displayed around the campus. If you are feeling unwell and need a quiet space to sit for a time, we have a First Aid room which can be accessed through Reception staff. If you are having any issues with your mental health we have a wellbeing room used by counsellors and students when needed, just ask any of the Student Services team or a Mental Health First Aider.

There are 11 Mental Health First Aiders across the College. You will see yellow posters with their contact details on and you can find more information here; [VLE - Mental Health First Aid](https://vle.bruford.ac.uk/course/view.php?id=1225). They are here to offer support and signpost you to any appropriate services.

Support for disabled students

The College’s Specialist Support and Equality Officer, Ros Platton, can provide advice and support on the following:

* Disclosure of disability to relevant academic staff
* Discussions about reasonable adjustments- these are changes to processes or procedures, or providing additional support, for example, a British Sign Language Interpreter, or changes to the physical environment that may need to be made to ensure a disabled student can participate fully on the course.
* The provision of a learning agreement- this is a document that states the reasonable adjustments that have been agreed for a disabled student.
* Applications for Disabled Students Allowance- please see below
* Advice about disclosure of disability in the workplace.
* Referral to other specialist organisations and charities for specialist advice.

**Where Do I Go?**

|  |  |  |
| --- | --- | --- |
| **QUERY** | **WHERE TO GO** | **CONTACT** |
| General Enquires | Student Support HubStudent Services, Rose Bruford College | * **In person:**Student Support Hubs at Docklands Atrium, University House, Stratford (behind the Great Hall) and on the Ground Floor University Square Stratford (USS)
* **By phone**: 0208 223 4444
* **By email:**thehub@uel.ac.uk
* **Via the link on My Record (UEL Direct)**

Opening hours* **Term time:** Monday to Friday 8.30am-7pm. **USS** Monday to Friday 9.00am – 5pm.

**Outside term time**: Monday to Friday 9am-5pm.The Coach House, Rose Bruford College[www.rbstudentservices.com](http://www.rbstudentservices.com) |
| Health Issues | Student Counselling queries at Student Services, The Coach House, Rose Bruford College | [www.rbstudentservices.com](http://www.rbstudentservices.com); student@bruford.ac.ukTel. 0208 308 2623 or 0208 2623 2637 from 09.00 to 17.00 Monday to Friday. |