

# Schumacher College

# 2016 - 2017

## Student College & University Handbook

If you require any part of this Student Handbook in larger print, or an alternative format, please contact:

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Schumacher  
College

IN  
PARTNERSHIP  
WITH  
PLYMOUTH  
UNIVERSITY

Dartington

Tel: +44 (0)1803 865934

[www.schumachercollege.org.uk](http://www.schumachercollege.org.uk)

# A. Welcome

**Please note:**

All the information in this Handbook is correct at the time of printing.

Schumacher College is proud of its teaching and research and it undertakes all reasonable steps to provide educational services in the manner set out in this Handbook and in any documents referred to within it. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the College/Institution interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.

Dear Student,

### Important – please note:

#### If you have a disability or long-term health condition

The College is very supportive of students with disabilities, and year-on-year we are making adjustments to assist these students. It may be that we have already put in place changes which will assist you – but unless we know what your needs might be we cannot guarantee that this will be the case. If we can identify your needs sufficiently well in advance of your start at the College, we are better able to put in place appropriate arrangements within our means. If there is a health and safety issue or an issue about the expectations of students on the course, appropriate notice will allow us to advise you on alternative options.

Support is also available to students who believe they may have a learning difficulty, such as dyslexia. You are encouraged to disclose any impairment or condition (for example, dyslexia, a physical, sensory or mental health condition) to the Postgraduate Admissions team at Schumacher College at the earliest opportunity so that we can endeavour to meet your needs. The Head of Pastoral Support at Schumacher College is Jon Rae and our student support is organised with the support of Disability ASSIST at Plymouth University.

#### If you have not told us about your disability

Please contact the Postgraduate Administration Team at Schumacher to discuss your needs:

- Postgraduate Administration team  
[postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk); +44(0) 1803 847212, or 847231.
- Plymouth University Disability ASSIST +44(0)1752 587676 or email [das@plymouth.ac.uk](mailto:das@plymouth.ac.uk) for more information or see the website <https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia>

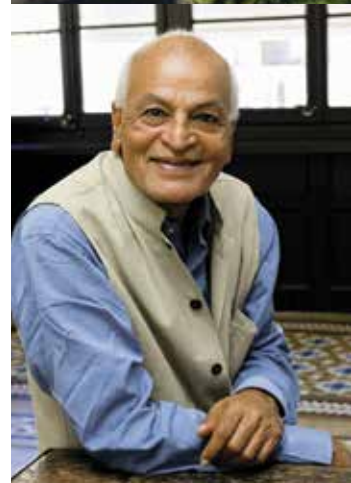
While we are making reasonable adjustments to our provision, we may not ultimately be able to meet your individual needs if we do not have the opportunity to assess them in advance and that could impact negatively on your experience on the course or even your ability to take up your place.

#### If you have told us about your disability

You may be asked for additional information or invited to attend an interview with Plymouth University's Disability ASSIST. This is in order that we can properly assess your individual needs and ensure that we have the best possible chance of meeting them. Please provide any information requested and come in to see staff if asked to do so; otherwise we could find ourselves in a position in which it is difficult or even unsafe for you to take up your place.

**So, please tell us about any disability – even if you do not think it will affect you while you are at the College – and respond positively to any requests for further details or for an information interview.**

**Tel: +44 (0)1803 865934**



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## 1.0 Foreword

Welcome to Schumacher College, an international centre for ecological studies, social action and transformative learning.

This Student Institution and University Handbook contains important information including:

- The Institution Procedures
- Student Support including careers education, information and guidance
- Financial information and guidance on funding
- Learning Resources
- Study Skills Support including Academic Regulations

In a complex and chaotic world we create together a transformative environment for reflection, learning and practice. We are all peers within the College's learning community, a community in service to society and the living planet. You are joining a global family of thousands who have passed through the College over the past 25 years, as well as a wider network of like-minded individuals and organisations worldwide. We are especially pleased that you are joining us for what is the College's 25th birthday through 2016.

The College was co-founded by Satish Kumar and others with the foresight and support of Dartington, a pioneering experiment established in the 1920s in support of creative and resilient communities, cultures and economies. We are rooted in place, we draw inspiration from our surroundings and we participate - through activity and research - with communities of place and interest worldwide to create a more sustainable future.

I very much look forward to getting to know you over the coming year.

### Jon Rae Head of College

Note: The information in this handbook should be read in conjunction with the current edition of:

- Your Programme Quality Handbook and your Teaching, Learning and Assessment Handbook, available at:  
<http://open.schumachercollege.org.uk/my/> for current students and are also available at:  
<https://www.schumachercollege.org.uk/courses/postgraduate-courses>
- Plymouth University's Student Handbook  
<https://www.plymouth.ac.uk/your-university/governance/student-handbook>

### 1.1 History of the College and of the Dartington Hall Trust

Schumacher College was founded by the Dartington Hall Trust led by the vision of Satish Kumar and others in 1991 as a radical experiment in holistic, experiential education. It is located at The Old Postern - a medieval building much loved for its character and history – built in the 15th century as a parsonage, and re modelled on a number of occasions through the centuries.

This College is part of a long and distinguished heritage of radical experimentation within the Dartington Hall Trust, of which it forms a part. The Trust was founded in 1925 by Dorothy and Leonard Elmhirst, inspired by the



work of the Indian poet, educationalist, social reformer and Nobel Prize winner Rabindranath Tagore. They bought and rehabilitated the 1,300 acre Dartington estate to develop and demonstrate models for rural regeneration through diverse economic, educational and artistic activity.

Among the many initiatives pioneered by the Trust over the years was the Dartington Hall School, one of the first progressive schools in the UK, in which local children and those from a wide variety of countries and backgrounds were educated together in an atmosphere of free inquiry. The School was closed in the 1980s, but forms an important part of the intellectual legacy upon which Schumacher College is built.

Today, the Trust continues to be a centre of experimentation and runs a range of activities under its three core programme areas, Sustainability, Social Justice and the Arts. These include a conference centre based in the medieval courtyard; the Social Justice Research Centre; Dartington Space, which provides studio facilities for artists and musicians; a community radio station, Soundart; the Barn cinema; an organic market garden; and an experimental agro-forestry site located behind the College. There are a number of Tenants in buildings on the Estate including Park School, a small primary school based on experiential and environmental educational principles.

The Trust has recently undertaken a Land Use Review that explores how the estate can evolve to remain relevant to the emerging needs and challenges of today's world. Among the policy directions included in the Review are the adoption of agro-ecological approaches to farming and a developing relationship with Transition Town Totnes. These proposals include an expansion of land available to Schumacher College, which has now been brought in to horticultural production combining agro-forestry, perennial and annual cropping.

Further information on the Trust and its activities is available at the Dartington Welcome Centre and on the Dartington website [www.dartington.org.uk](http://www.dartington.org.uk)

“It was an act of faith to take over an old estate and transform it into an active centre of life. And life with many facets. For it was never intended to make Dartington an economic experiment, merely concentrating on farming and forestry and rural industry. From the beginning, we envisaged something more – a place where education could be continuously carried on and where the Arts could become an integral part of the life of the whole place. We believed that not only should we provide for the material wellbeing of people here but for their cultural and social needs as well.... Another essential was the need for beauty that should become our daily bread...”

**Dorothy Elmhirst**

This Student College and University Handbook contains important information including:

- The College/Institution Procedures
- Student Support, information and guidance
- Learning Resources
- Study Skills Support including Academic Regulations

**Note:** the information in this handbook should be read in conjunction with the current edition of the University's Student Handbook: <https://www.plymouth.ac.uk/your-university/governance/student-handbook> and the specific Programme Quality Handbook, which will be available on the open area of the Virtual Learning Environment.

## 1.2 Plymouth University - Students as Partners

Founded in 1862 as a school of navigation and now the 15th largest university in the UK, Plymouth is one of the leading modern universities, ranked in the top 60 internationally under the age of 50 by Times Higher Education. Twice awarded the Queen's Anniversary Prize for Higher Education, it has won numerous accolades in respect of its teaching and its research. The University has one of the highest number of National Teaching Fellows of any UK university, is ranked 19th in the UK and in the top 100 globally for research quality (2015 CWTS Leiden Rankings), with two-thirds of its research ranked

as world-leading or internationally excellent (2014 Research Excellence Framework). It was also the first university in the world to receive the Social Enterprise Mark.

Schumacher College is part of Academic Partnerships within Plymouth University, which houses around 13,000 students studying across the region and overseas. Academic Partnerships works closely to support the Institution in development and review of the programme to ensure the highest quality of teaching and learning is offered. The majority of provision delivered is at HE Level 4, 5 and 6 comprising of HNCs, HNDs, Foundation Degrees and Bachelors Awards, however some masters-level study is also delivered.

Students and staff at Plymouth University have jointly developed an agreement that sets out key principles that underpin this partnership - "Students as Partners" - which can be found: <https://www.plymouth.ac.uk/student-life/students-as-partners>.

### 1.3 Registration and Term Dates

In 2016, Registration for Postgraduate courses will take place on Tuesday 30<sup>th</sup> August for Tier 4 students and Wednesday 31<sup>st</sup> August 2016 for UK/EU students.

Tier 4 visa students are asked to register on the 30<sup>th</sup> August to allow time for Tier 4 compliance matters.

	Term starts	Term ends	No. of Term Weeks	Notable dates
<b>Autumn Term 2016 (Term 1)</b>	Monday 5th September 2016	Friday 16th December 2016	15	Residential Students leave accommodation on Saturday 17th December 2016 at 12 Noon and return on Friday 6th January.
<b>Christmas Break (3 Weeks)</b>				
<b>Spring Term 2017 (Term 2)</b>	Monday 9th January 2017	Thursday 13th April 2017 *	14	*Friday 14th April is Good Friday part of the Easter Holiday weekend in the UK (14-17th April).  Residential Students agreement ends on Saturday 15th April at 12 Noon. If a student experienced difficulties in arranging ongoing accommodation this could be discussed.
<b>Spring Break (1 Week)</b>				
<b>Summer Term 2017 (Term 3)</b>	Monday 24th April 2017	Friday 28th July 2017	14	All students non-residential in Term 3.



## Detailed Residential dates

TERM	Moving in Date	Move out date
Term 1	<b>Accommodation available from Registration.</b> <b>Tier 4 students - 30<sup>th</sup> August 2016.</b> <b>UK/EU students - 31<sup>st</sup> August 2016</b>	<b>12 Noon, Saturday 17<sup>th</sup> December 2016</b>
	<b>Christmas Break</b> (3 weeks)	Accommodation-only may be available during this break at a cost of £185.00 week. * <i>subject to availability. International students will be given preference.</i>
Term 2	<b>Friday 6<sup>th</sup> January 2017</b>	<b>12 Noon, Saturday 15<sup>th</sup> April 2017</b>

### Christmas and New Year

Students are advised that the College is closed during Christmas and the New Year period, when food and accommodation at the College is therefore not available (and has not been charged for in the 2016/17 food and accommodation fees). We close the College at this point to ensure that students save money and to support our kitchen staff in taking leave.

### The Christmas break.

Students are encouraged to take up this opportunity to spend the Christmas break with their peers and friends to enrich their experience of European culture. We are a close community and as such these arrangements often occur naturally as the year progresses.

If you are a Tier 4 student, or student from abroad and you experience any difficulty making suitable arrangements for the holiday period we may be able to organise *accommodation-only* at **£185.00 per week** over the Christmas break. Chevening scholars and Tier 4 students have priority for rooms during this period.

The main site and kitchens will be closed, however our secondary accommodation block (Higher Close) can remain open and each block has a basic kitchenette. In previous years no students have asked to remain on site during this time. Only full weeks can be booked here on arrival at the College.

### Staying on at the College beyond the end of the second term

Periods of residency at the College span Terms 1 and 2. Students are ordinarily expected to leave the College at the end of the second term, to work on their dissertation projects. However, past experience suggests that some Masters students may prefer to continue their dissertation research whilst remaining as community members, resident on the Dartington estate. We will therefore set aside a number of study bedrooms for this purpose, which will be available until the latter part of July. We will do our best to accommodate all postgraduate students wanting to remain living within student accommodation. In general, students who have travelled from overseas will have priority if rooms are available. The standard charge of £285 per week will apply. For periods not covered by your Food and Accommodation Agreement, you will be given Accommodation Request forms; these will be included in your Induction pack and relevant deadlines for receipt will be noted on the form.

Please note all Masters Students may still have access to the College's library and computing facilities up to the end of their academic year.

For as long as you are a resident in the College community, you will be expected to participate in the community workgroups which are organised each week.



## 2.0 Student Support

**Student Support is provided by the College in the following ways:**

### **Pastoral care, counselling and other support**

Plymouth University provides a chaplaincy and counselling service, detailed on the University's website at <http://www1.plymouth.ac.uk/faith/Pages/default.aspx> and <http://www1.plymouth.ac.uk/counselling/Pages/default.aspx> respectively

If you would like help accessing any of the Plymouth University support services please see the Postgraduate Administration team.

### **English language and international student support**

The English Language Centre (see <https://www.plymouth.ac.uk/student-life/services/international-students/english-language-centre>) supports the College's international students with English as a second language. Support is likely to include 2-3 group sessions addressing key points throughout the academic year; supported by on-site individual tutorials. Supplementary email support is offered where necessary.

A page giving further information for students with English as a foreign language can be found on the College Virtual Learning Environment (VLE) here: <http://open.schumachercollege.org.uk/course/view.php?id=91>. This page is maintained by the Plymouth University English Language Support team. If you would like to access English Language Support whilst at the College please let the Postgraduate Administrative team know as soon as possible.

### **2.1 Staff / Student Communication**

College and programme staff will communicate with students in the following ways:

- Via the Postgraduate Teaching Support Volunteer.
- Daily Community Meetings at 8.30am.
- Email
- College intranet / virtual learning environment (<https://open.schumachercollege.org.uk/login/index.php>)
- Alfresco; audio recordings of each class.
- Plymouth University Student Portal (see section below)
- Postgraduate and General Notice-Boards (*located in the entrance foyer of the Old Postern and in the Snack area of the Craft Education Building*)
- The Postgraduate Programme Group; where a student representative can communicate with the wider academic faculties.

### **Postgraduate Quality Coordinator**

This role serves to strengthen management of postgraduate administration and quality assurance processes; working together with students, student representatives, and staff to reflect on, review and enhance your experience and that of our future students.

If you have any feedback concerning the quality of any element of your Schumacher College experience, please do not hesitate to contact Michelle; either in person or at: [Michelle.North@schumachercollege.org.uk](mailto:Michelle.North@schumachercollege.org.uk)



## **Postgraduate Teaching Support Volunteers**

The postgraduate student body will be supported by a Postgraduate Teaching Support Volunteer. Each year, the College advertises for a member of postgraduate Alumni to support the student experience for an eight-month period (Term 1 and Term 2). This person lives on-site and plays an important role helping students integrate with the wider community; shaping the College and working together to enhance the student experience by being quietly attentive to the needs of all.

It must be noted that despite living on-site this volunteer is not available at all times and certainly not during the evenings, or weekends; unless they have agreed to support a specific event or feel it is something of importance.

This voluntary role supports all three postgraduate groups in the following areas:

**Culture:** Help incoming post graduate students integrate into and participate in a lively Schumacher post graduate culture.

**Support Student induction:** Help the Postgraduate Administration team and wider community with registration, organisation and activities during the Induction week.

**Keeping the Pulse:** Keep the pulse of postgraduate student life; sharing any emerging issues that may arise and supporting the relevant members of staff or community to address them.

**Feedback:** Help strengthen, enrich, and quicken both formal and informal feedback process between post graduate students, their immediate teaching staff, the postgraduate administrative staff and the rest of the college.

**Act as Signpost to Support:** Act as a signpost to further support if students require help of a more individual nature.

**Facilitate Communication:** Facilitate communication and linkages between the post graduate students and staff, volunteers, short course participants and longer-term students, and local community, relevant networks and alumni.

**Administrative support:** Support the Post Graduate Quality Coordinator to ensure critical quality processes are maintained and enhanced. This includes: gathering of information from amongst the post graduate students for administrative purposes; assisting students to fully participate in Schumacher's on-going quality assurance processes; and helping faculty members as required in course/class preparation (including field trips, VLE, audio file uploads, photocopying, etc.)

## **Tutorial support**

Students at Schumacher College have far more time in one-on-one and small group tutorials than at almost any other higher education body in the UK. Indeed, this highly personalised relationship with tutors within a community-based learning environment lies at the heart of the College's distinctiveness. Students are guaranteed a 45-minute one-on-one or small group tutorial with a member of faculty in the reading week at the end of each of the three core modules. In addition, students are encouraged to engage in an ongoing, rolling exploration of themes and questions that are of importance to them with faculty members throughout the academic year. An important reason for asking students to submit drafts of assessment assignments several weeks before final submission dates of assessment assignments is to encourage such a dialogue to flow.

In 2014-15 we noted that some students were not fully utilising the opportunity to submit drafts; this seemed to be because students considered an essay draft should be completed in full prior to submission. Whilst this is useful, it is not necessary for the draft to be a complete essay in order to obtain feedback; it can be an outline or work in progress.

## 2.2 Support for disabled students

Schumacher College operates an inclusive policy on diversity, including wherever possible the provision of disability access. The College operates in accordance with Plymouth University Equality and Diversity Policy, and policies and procedures relating to Students with disabilities. The College also operates in accordance with the Dartington Hall Trust Equal Opportunities Policy (2013-16 *currently under review*). A copy of this policy is available on request. Due to forthcoming changes in Disability Students Allowance the College is reviewing its practices and support provision; the College will make reasonable adjustments within our means. Any application for support will be considered by a RARP (Reasonable Adjustments Review Panel).

International students are not usually eligible for the same sources of funding as UK students and should explore possibilities of funding assistance within their home country

Schumacher College is located at The Old Postern, a 17th century manor house, where full disability access is provided for student residences, toilets and bathrooms, dining areas, library and lounge facilities. The postgraduate teaching classrooms are located on the first floor, where disability access is limited; and in a recently refurbished building on the Schumacher campus. Where possible, provisions will be put in place across all properties and land the College is responsible for at the Old Postern site, Higher Close and the Elmhirst Centre, to ensure disabled students have full access to all teaching sessions and materials and where necessary, additional tutorial support will be provided.

The College wishes to ensure that students with disabilities are able to play as full a part in the life of the College community as possible. Further assistance is available with the support of Disability Assist at Plymouth University (see 3.2.5) and all facilities open to Schumacher College students at Plymouth University (such as the library) have full disability access.

## 2.3 Shine

Self Help Inspiring E-Resources - an innovative new, stand alone, self-help website which was developed through the Student Counselling & Personal Development Service and students. You can watch, read, listen and find apps and useful links to the best online resources and information about mental health and well-being: <https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine>

## 2.4 Anytime advice line

Plymouth has an 'Anytime advice line' offering around the clock, free, confidential assistance please follow the link: <https://www.plymouth.ac.uk/student-life/services/learning-gateway/anytime-advice-line>



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## 3.0 The Plymouth Online Study Guide

As a Plymouth University student you are able to access the University's e-resources through the Plymouth portal (the University's internal staff and student website).

There is access to over £2 million of e-resources and e-journals in a variety of different subject ranges which can be used to support your studies. An excellent [library guide](#) has been developed to help you access these resources off campus and this also links you to subject specific resources. This link takes you to the [Plymouth University Library](#) page and if you then click on 'partner institutions' it will lead you to our Plymouth online induction which is essential to familiarise yourself with Plymouth services and e-resources.

The University subscribes to lynda.com - a comprehensive library of video-based training resources available to all staff and students. Lynda provides a wide range of tutorials dedicated to increasing knowledge across a varied range of subject area and is available at <http://lynda.plymouth.ac.uk/>. Here you can also find information about how to forward your University emails to your preferred email address, ensuring you receive the necessary Plymouth University communications throughout your studies.

In addition the University has created a Student Study Guide available at [www.studywithplymouth.ac.uk](http://www.studywithplymouth.ac.uk) which signposts you to a wealth of resources including UPSU (University of Plymouth Students' Union), Study Skills Guides and using the portal. You can also apply for a Plymouth University Card which will allow you swipe access to the Plymouth University Library as well as acting as an identity card.

### To access the Plymouth portal:

- Type in <http://student.plymouth.ac.uk> into your browser **OR** if you want to go in via the extranet, key in [www.plymouth.ac.uk](http://www.plymouth.ac.uk) and then click on.
- Enter the **username** and **password** given to you by your Programme Manager or Learning Resource Staff member.

You will automatically have a **Plymouth University e-mail account** accessed through 'myEdesk' which includes E-mail, calendar, contacts, (OWA) structured as follows: **Firstname.Surname@students.plymouth.ac.uk**. Your password will always be given in this format **Dob.dd/mm/yyyy** e.g. Dob.10/07/1984. You can change your password once into the portal however please make sure it is something memorable as you will need it throughout your studies.

### How to Change or Reset your Password

- To change your password at any time - click on the 'Change Password' on the top right hand side of the homepage.
- If you have forgotten your password follow this link: <http://www.plymouth.ac.uk/password>.

### University Computing Helpdesk

If you have any problems when you are creating your computer account or logging into the student portal or if you can't access the information you need, please contact the University's computing helpdesk by email: [support@plymouth.ac.uk](mailto:support@plymouth.ac.uk) or by phone on: (01752) 588588. You could also enquire within your Institution's HE Office as they have access to the University password changer tool.

## 3.1 Mobile with Plymouth

The free official Plymouth University app is the must have resource for students or prospective students. It is full of helpful University information that is easily accessible wherever you are.

## 4.0 Induction

The Schumacher College induction will take place during the first week students arrive at the College and will help students become familiar with the College, its people, culture and philosophy, the facilities, buildings and grounds, the Dartington estate and wider Totnes community.

Programme Specific inductions will take place in the second week and comprise a full briefing on the academic requirements of your programme, including hand-in deadlines, assessment and feedback methods. At this point you will be shown where you can access this information both electronically and in paper form. We will also explore with you the ways in which we will be learning, and your personal aspirations for the programme.

An Induction visit to Plymouth University will be organised for early on during the first term. This will involve a tour of the campus, when you will learn about the facilities and services available to you as a Schumacher College postgraduate student.

As a Plymouth Student the **Student Study File** (<https://www.plymouth.ac.uk/business-partners/partnerships/academic-partnerships/study-guide>) contains key resources from induction and throughout your study including all Plymouth University Rules and Regulations. It is essential that you look through this and download any key documents as needed such as the Plymouth Library Guide.

### Accommodation at Schumacher College

A copy of the full food and accommodation policy (Residential, or Non-Residential) should have been sent to you with your offer letter. If you would like a further copy, please ask the Postgraduate Administration team.

An important part of studying at Schumacher College is our philosophy of “Learning by Doing” within the College community. To fully engage with the Schumacher College experience, we recommend students live on-site for the duration of Term 1 and Term 2 however, it is not mandatory. Living on-site allows students to immerse themselves fully in this important period of study and opens up opportunities for close collaborations and networking within peer groups and visitors to the College.

For students who choose to live off-site we will do our best to support you in your choice. It is the expectation of the College that if you choose to be non-residential you will commute to the College daily during the taught weeks; joining the college for all meals, morning meetings and work groups during this time.

The College has accommodation for postgraduate students at two sites, The Old Postern and Higher Close. Within the Dartington complex there are facilities and cultural activities including the Barn Cinema, Space, The Roundhouse Café, and the White Hart Bar and Restaurant - adjacent to the magnificent medieval Great Hall, where many artistic performances take place throughout the year. Residential Students can enjoy year-round access to squash courts located in the Higher Close complex and can enjoy the free use of an outdoor swimming pool during the summer months. Higher close is directly opposite Dartington Hall. For further information see [www.dartington.org/arts](http://www.dartington.org/arts)

**Tel: +44 (0)1803 865934**



## The Old Postern

The Old Postern is a Grade II listed building; built in the C15th and formerly a parsonage it has a rich architectural history and is the original home of Schumacher College, which is entering its 25th year here.

There are three accommodation blocks located on the Old Postern site (Northwood's, Hawthorns and Centries). These are more modern buildings that provide simple and comfortable accommodation. Accommodation here is allocated on a first-come-first-served basis.

## Higher Close

Higher Close enjoys panoramic views of the Dartington Estate and is a 15 to 20 minute walk from The Old Postern, or a 5-10 minute bicycle ride.

At both locations each room has a bed, work desk and desk-lamp, a chair, wardrobe and bedside table. There is a washbasin in each room, with communal toilets, showers and bath facilities on each floor of the accommodation block.

## Car Parking

Permit car parking is available at both sites; permits will be arranged via the Postgraduate Admissions Office once an offer of a place has been accepted.

## Students coming from outside the UK

All students from outside of the UK are strongly recommended to read the guidance provided at UKCISA, the UK Council for International Student Affairs, <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>. This is packed with very useful information and advice.

## Immigration and visas

Students needing visas who are in receipt of this Handbook will have already acquired their visa, or will likely be waiting to receive it. This section is therefore not intended to provide comprehensive information on Tier 4 policy and/or the application process for acquiring a Tier 4 visa. If you have any immigration queries after you arrive at the College please ask the Postgraduate Quality Coordinator in the first instance, who will seek out advice for you where possible. Otherwise you may be directed to UK Visas and Immigration (UKVI)

(<https://www.gov.uk/tier-4-general-visa>) or to UKCISA ([www.ukcisa.org.uk](http://www.ukcisa.org.uk)).

If a student needs to make a telephone call to receive help or advice from UKVI or UKCISA while at the College, they are welcome to use an office telephone and are encouraged to ask any member of staff.

**Please note:** Under the rules of the UKVI, Schumacher is obliged to record daily student attendance and absences; notifying the UKVI of any ongoing absence, or withdrawal of sponsorship of a student. At the end of the Taught modules and during your dissertation writing up period, it is a requirement of the UKVI that you comply with any contact points requested by the College and monthly completion of Dissertation Supervision reports. We are currently in the process of reviewing our Tier 4 rules for students during the dissertation period and these will be confirmed to you as soon as possible. Please keep the College informed as to your movement, both within the UK and beyond and of your progression in your dissertation.

We kindly ask you to notify the Postgraduate Administration team as soon as possible of any change of address, travel plans, and of your final departure date from the UK. Once you arrive back in your home country for the final time we ask that you photograph or scan a copy of your passport as soon as possible after arrival; including the information page and page clearly showing the stamped date you arrived home.

We understand that this could feel restrictive; however, it is important to support the college in meeting these requirements so we can maintain our Highly Trusted Status and continue to offer the courses to Tier 4 students in the future. Thank you.

### Working in the UK

In 2016/17, students studying at Schumacher College who have entered the UK on a Tier 4 visa are not permitted to work. This is because The Dartington Hall Trust, who sponsor Schumacher College students' Tier 4 visas, is not a UK higher education institution, as defined by UK Visas and Immigration (see clause 318 of the Tier 4 Policy Guidance for Students, available from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/330612/T4\\_Guidance\\_07-14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/330612/T4_Guidance_07-14.pdf)).

If you are issued with a Tier 4 visa which specifies you have permission to work, you are strongly advised to alert the immigration authorities to the apparent error. In the UK you should contact the Immigration Enquiry Bureau:

#### UK Visas and Immigration contact centre

Telephone: 0300 123 2241

Monday to Thursday, 9am to 4:45pm

Friday, 9am to 4:30pm

Website: <https://www.gov.uk/contact-ukvi/overview>

### Pre-departure checklist

Students travelling from overseas are strongly advised to read the advice UKCISA provide to overseas students arriving in the UK. See Here are some important questions:

- Have you got a valid passport?
- Have you obtained a visa or other entry clearance, if applicable?
- If you are a visa student have you got all the original documents, including academic certificates/transcripts, university and College offer letters, proof of your financial ability to pay your fees and support yourself, which you may be asked to show when you enter the UK?
- Have you got everything you need to pay your fees, or have you already arranged for payment of these fees?
- Do you have all the directions for travelling to Schumacher College?
- Have you checked whether your own government has restrictions on the amount of money you can take out of your country?
- Have you checked whether you need permission to transfer money to the UK?
- Have you ordered British currency for your immediate expenses on arrival in the UK?
- Have you bought travel tickets and travel insurance, and checked your baggage allowance? (Excess baggage is expensive).
- Have you taken out personal insurance (if required)?
- Have you an itinerary from your travel agent or airline?
- Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you?
- Have you checked with your local British Embassy or High Commission what must be declared to customs? UKCISA provide good information on procedures undertaken when you pass through UK customs.



### Please visit UKCISA website and read the information carefully.

You may be asked to choose a post office at which to collect your Biometrics card; you will need to hold this card in order to complete your Registration with the College. There is a strict deadline in which you need to undertake this task and your visa may be denied if it is not completed within this time.

We would like to suggest that if you are travelling to the College as soon as you arrive in the UK and you are given a choice, you choose the Post Office at the following address:

**The Post Office**  
**5, St Andrews Cross,**  
**Plymouth**  
**Devon**  
**PL1 1AB**

Opening hours: Monday to Saturday 9am-5.30pm

### Registering with the Police

Some International Students from outside the UK may also need to register with the local police. If this is the case you will be advised within your visa or passport paperwork and will have to register within 7 days of arrival.

Our local police station providing this service is in **South Street, Torquay, Devon, TQ2 5AH.**

We hold a copy of the registration paperwork in the Postgraduate Administration Office so that you can complete it prior to your visit.

Further information can be found here:

<https://www.gov.uk/register-with-the-police>

You will need approx. **£34.00 cash** to pay to register with the Police and some money to travel to the local Police Station in Torquay (about 10 miles East of Totnes). A train journey to the Police Station will cost between **£4.70 and £7.60.**

- The Police station will be open for registration between 0800 hours to 1900 hours 7 days per week. No more than 4 students should attend at any one time and the best time to go is between 1300 hours and 1700 hours. When you go to the police station, it will save you time if you fill in as much information as possible, in advance, on the Police Registration form and take it with you.
- The postgraduate admissions office will provide you with a copy of the form.
- Please make sure that you have all of the following with you, otherwise you will not be able to register.
  - 2 passport-sized photographs
  - Passport
  - Your Biometrics card
  - Offer letter from the University
  - Documentary evidence of how you are funding the course and/or a receipt for any payments already made.
- £34 registration fee which must be paid in cash – please have the correct money available
- You must report to the Police within 7 days of any of the following changes:
  - change of address
  - change of University
  - change of marital status or birth of children
  - extension of stay granted by the UKVI
  - change of passport
  - temporary absence of 4 weeks or more from registered address.



- Sometimes the police official may ask to retain your passport but this will be returned to you usually within 10 days. It is likely that you will need to return in person to the Police Station to collect it.
- If you need to update your Police Registration Certificate with any of the changes you must visit Torquay Police Station to do so. Please follow the instructions above.
- If you go to stay at another address for more than 4 weeks you will need to register at the nearest Police Station to your new address. You will need your Passport and Police Registration Certificate.
- Registering with the police is an important procedure, and if you are in any doubt about what you need to do, you should ask the Postgraduate Administration team.

**When you finally leave the UK** you must return the Police Registration Certificate to Torquay Police Station, South Street, Torquay, Devon TQ2 5AH. You are advised to send this by registered post

If you have been staying at another address, registered with the local Police Station there and are finally leaving the UK from that address then you will need to return your Police Registration Certificate to them.

### Insurance

You may wish to consider taking out insurance against the following:

- Travel or cancellation insurance
- In case you have to cancel flights or parts of the programme due to illness or other unfortunate events.
- Personal private healthcare insurance.

EU Students must ensure they have obtained an EHIC card prior to leaving their home country; at present this covers NHS treatment in the UK. If you are not eligible for an EHIC card, you must consider Private Health Insurance whilst resident in the UK.

International Passport Holders on a course of less than 6 months must consider organising Private Health Insurance for the duration of their time in the UK.

Tier 4 students. Since 6 April 2015, most Tier 4 applicants who are applying for more than six months leave are subject to an additional charge as part of the application process, known as an 'immigration health surcharge'.

Paying this charge as part of your application will mean that you are entitled to receive free health services from the National Health Services (NHS) while you are in the UK. Please make yourself familiar with the Immigration Health Surcharge information and that you are clear on what this does and does not cover. UKCISA has clear and useful information on the recent healthcare changes here:

### Insurance for Personal Possessions

Damage or loss of personal possessions: **your possessions are not covered by the Schumacher College insurance policy. Please consider private insurance to cover loss or damage.**



## Climate

The climate in the South West of England is temperate and fairly mild. It rains a lot, particularly over the coastal locations, but temperatures are rarely extreme. For the winter you will need warm, waterproof clothing and footwear. The College has spare waterproofs and Wellington boots for students to use however it is best to bring your own if possible. A student on the course in 2015-16 has asked me to recommend you consider a good pair of waterproof walking boots.

Weather forecast service: <http://www.metcheck.com/UK/>

To use the above meteorological service you can enter our postcode (which gives information on our specific area). The College postcode is: **TQ9 6EA**

## Travelling to Schumacher College

If you are flying to the UK from most destinations abroad, you will arrive either at London Heathrow or London Gatwick airport. Some budget airlines now fly into Bristol airport, which is much closer.

From the airport, the quickest way to get to Schumacher is to take the train to Totnes. Totnes station is two miles from the College. Journeys take about three hours from London Paddington, 3.5 hours from Birmingham and 30 minutes from Plymouth.

Alternatively, you may take a coach from any of these airports to Totnes, but the journey time is around one third longer. National Express runs a coach service direct to Totnes from London Victoria via Heathrow Airport, and also from Gatwick Airport. Journey time is about 5 hours.

For all enquiries: 08717 818181. From overseas: 0044 8717 818181. Lines are open 24 hours a day, 7 days a week. Visit [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)

## Getting from Totnes to Schumacher College

From Totnes, you should get a taxi to the College – it is just a couple of miles and costs between £6 and £9 cash, depending on the time and day.

The information below is for guidance only. You are advised to check all information – train/coach times, fares and availability - via the train and coach websites or helplines:

**Train:** [www.firstgreatwestern.co.uk](http://www.firstgreatwestern.co.uk) Telephone National Rail Enquiries on 08457 484950. Calls from overseas to First Great Western should be made to + 44 (0) 345 7000 125 (7am – 10pm every day). This is an automated helpline; to access the correct extension, when requested, please press: Option 4, and then Option 1.

**Coach:** [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk) Telephone National Express on 08717 818181 (within the UK) or 00 44 8717 818181 from overseas. Lines are open 24 hours a day, 7 days a week.

Bookings may be made from these websites using credit and debit cards.

**From Heathrow Airport**, there are two ways to connect with the train to Totnes:

- You can take the bus (the Rail Air Link), which goes to Reading station from each terminal at Heathrow every half hour and takes about 45 minutes. From Reading, you should get a train to Totnes (final destination will be shown as Plymouth or Penzance). The journey time once on this train is about 2.5 hours: trains leave every one or two hours, depending on the time of day. Monday to Saturday the last train leaves at about 20:30, but leaves earlier on Sundays.
- You can take the Heathrow Express train to London Paddington. This leaves the airport every 15 minutes and takes only 15 minutes, but is more expensive than the bus to Reading. From Paddington, you get the same Totnes train that you would pick up in Reading. Journey time from Paddington is about 3 hours. Monday to Saturday the last train leaves at about 20:00, but leaves earlier on Sundays.

**From Gatwick airport**, take the train to Reading, and then proceed as outlined above. Journey time from Gatwick to Reading is a little over one hour.

**From Bristol airport**, take the bus to Bristol Temple Meads train station (a 15-minute journey). Trains run regularly from there to Totnes, and take about 1.5 hours.

### Travelling by car

Dartington lies a few miles south of the A38 Devon Expressway, which is a continuation of the M5.

*From Exeter*, take the A38 for about 20 miles until the A384 turnoff, signposted Buckfastleigh, Totnes, Kingsbridge, Dartmouth. Follow signs to Totnes. After about 4 miles, you enter the village of Dartington and proceed downhill to Dartington Church. Turn left by the church (signposted Dartington Hall).

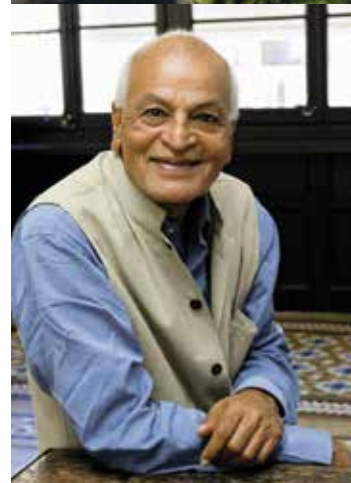
*From Plymouth*, take the A38 about 20 miles until the A385 turnoff, signposted Paignton and Dartington. After about 3 miles, you enter the village of Dartington and come to a roundabout, where you turn left, signposted Buckfastleigh and Ashburton. About  $\frac{1}{4}$  mile later, turn right by Dartington Church (sign-posted Dartington Hall).

Schumacher College (the Old Postern) is the next building on the left after the church. For easiest unloading of luggage, take the second left turning off the side-road (signed Old Craft Education Centre), go up the narrow access lane and turn left again immediately after the speed bump into the tarmac area in front of the College reception. We ask people not to leave their cars here once they've unloaded, but to park in the overflow car park beside the Old Craft Education Centre

### Cycle Route from Totnes

If you would like to bring your bicycle, there is a cycle path all the way from Totnes station to the College. Go through the South Devon Railway car park and follow signs to Riverside Walk. The path runs along the River Dart and then comes out on the main drive to Dartington Hall. Turn right on this road, and a few yards on you will see the cycle route going left off the road. Follow the cycle path signs through the Dartington Shops, and you will come out right in front of the College. Total distance is about 2 miles

**Tel: +44 (0)1803 865934**



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## 5.0 Teaching and Learning Ethic at the College

Schumacher College has over the last 25 years developed a distinctively transformative educational model. With a focus on interactive, experiential and participatory learning, the College offers the practical skills and strategic thinking required to face the ecological, economic and social challenges of the 21st century. This involves providing stimulation for ‘head, heart and hands’, giving students the opportunity to engage in many activities in addition to participating in classroom sessions – gardening, cooking, cleaning, washing up, as well as artistic and creative activities. Our experience with this model of holistic education is that students tend to dive deeper, experience a more profound transformation and have greater recall of the new models and insights they gather along the way.

Key elements of the pedagogical approach include:

- Community living and working within the residential setting of Schumacher College and the wider Dartington Estate
- Acknowledging and developing the whole person - intellectual, emotional, ethical, and practical
- Valuing trans-disciplinary approaches and different types of knowledge (analytical, intuitive, sensory perception, emotions and feelings)
- Emphasising embodiment of new learning and of practical action in the students’ own lives
- Providing a range of teaching and learning methods and styles, including lectures and seminars, participatory and experiential sessions and reflective inquiry

The College attracts participants, teachers and practitioners from all over the world and this international flavour has always been an important element of the Schumacher experience.

“Schumacher College has created a unique learning environment where discussions take place in an atmosphere that is intellectually very intense and challenging, but is emotionally very safe. When I teach at the College, I feel almost like being among family, and this strong feeling of community emerges after being together for not more than a week or so. To most scholars such a situation is extremely attractive. For we who teach here this is a unique place to examine our work in depth and to try out new ideas in a safe environment”.

**Fritjof Capra Author of *The Web of Life*, Flamingo, London**

## 6.0 Programmes and other educational offerings

### 6.1 Postgraduate programmes

The College is undergoing an expansion in the number and range of postgraduate programmes on offer. From **1998 until 2011**, the only accredited postgraduate programme offered by Schumacher College was its celebrated **MSc Holistic Science**. This begins from the premise that nature is our teacher and offers an immersion in systems, complexity and chaos theory, eco-psychology and the science of qualities. It provides an opportunity to look beyond the limits of traditional science in addressing today's ecological and social problems. Beginning in 2012-13, a Postgraduate Certificate in Holistic Science is also offered together with the possibility of studying the Masters programme on a part-time basis.

<http://www.schumachercollege.org.uk/courses/msc-holistic-science>

From **2011-12**, we began the introduction of three further postgraduate programmes that look at the application of holism and holistic Science to systemic areas that articulate human thought and action. In that year we introduced **MA Economics for Transition**: Achieving low carbon, high wellbeing, resilient economies – available both as a full-time and part-time course. This programme too posits that nature is our primary teacher, looking to complexity and Gaian science for design principles on which to model and co-create our societies, economies, organisations and enterprises. It offers the opportunity to learn from cutting-edge thinkers, practitioners and activists who are making economic transformation a global reality. From 2012-13, a postgraduate certificate award in Economics for Transition was introduced.

<http://www.schumachercollege.org.uk/courses/ma-in-economics-for-transition>

Our third postgraduate programme, **Ecological Design Thinking** began in **January 2015**. For a world that is facing unprecedented challenges we need radical approaches to the way we think about and apply our designs to the systems around us. This programme explores how Ecological Design Thinking can be used to create healthy systems and the conditions in which we can all live well. It offers a new framework for the ecological design of systems that is fit for the many challenges and opportunities of the 21st Century. The programme has been developed with the School of Architecture, Design and Environment at Plymouth University, with insights from many including the School of Design at Carnegie Mellon University.

<http://www.schumachercollege.org.uk/courses/ecological-design-thinking>

Looking forward, Schumacher College's strategy includes the development of our Research Programme with Plymouth University. Our plan is to develop first a ResM and later PhD offering; allowing students to dive deeper in to their enquiry. The addition of these degrees, along with the addition of Research Students is a change that will enhance the student experience and teaching across the community. To assure the quality of our offering, the move will be a gradual one.



## 6.2 Vocational programmes

The College runs a suite of vocational programmes. This year we are running:

### **The Right Livelihood Programme (started November 2016)**

A year-long programme with residential retreats in UK and Bhutan with facilitated online learning – aimed at helping people develop pathways and plans to finding more fulfilling work and life opportunities aligned with their deep values and a sense of greater purpose.

### **The Call of the Wild, in association with WildWise (started April 2016)**

An eight month course running one weekend per month for people who want to work with different client groups in connecting people back to the wild.

### **Sustainable Horticulture Residences (started April 2016)**

#### **Practical residency in Sustainable Horticulture**

A popular residential six month programme covering the main growing season for people to gain skills and knowledge of how to grow food in an ecologically informed and sustainable way.

For more information please see

<https://www.schumachercollege.org.uk/courses/vocational-courses/sustainable-horticulture-res-2017>

### **The Craft Revolution – Crafted at Dartington**

**At Schumacher College we believe that making is a vital part of being human.**

**In 2015 we launched a brand new** programme of affordable, accessible craft courses at Schumacher College and across the estate at Dartington. Courses that reflect the needs of the community and that embrace diversity genuinely to achieve great craft for everyone. From canoe making to building your own tiny home, brewing beer to woodworking for women, cheese making to kiln building to making your own wooden surfboard. In short, a range of courses where you can see craft created from the heart that has purpose, uniqueness and love channelled into it.

Our classrooms are the outdoors, The Chicken Shed Studios, at Craft Education and a hand built cob barn (built on our Natural Build Course in 2012) as our outdoor classroom.

We also manage the Shippon Artists Studios on the Dartington Estate- seven studios with artists practice ranging from ceramics, printmakers, paper, bookbinding and textiles and regular events and workshops including The Ideas Lounge- open to everyone.

<https://www.dartington.org/whats-on/classes-and-courses/crafted-dartington/>

## 6.3 Short Courses

From the outset, Schumacher College has run a full and diverse programme of short courses throughout the year, bringing to Dartington a generation of internationally renowned and respected intellectual pioneers, including James Lovelock, Fritjof Capra, Paul Hawken, Gunter Pauli, Rupert Sheldrake, Meg Wheatley, Arne Naess, Vandana Shiva and many others. In an important sense, Schumacher College can be said to have helped propel such figures to international recognition, being among the first educational centres to provide a platform for such innovative, 'out-of-the-box' thinking.

Courses, which are usually one to two weeks long, cover a wide variety of topics, reflecting the proud inter-disciplinary heritage of Schumacher College. Participants on a course exploring Gaian science, for example, can find themselves sharing a dinner table with those on another course diving into re-imagining the design of our money systems or exploring how natural design principles could inform the evolution of technology or organisational forms. It is precisely in such fresh and unexpected meetings of minds that much of the charm and transformative power of the Schumacher model resides.

January 2015, saw the launch of a new year-round short course series entitled the Elmhirst Programme: *Soul, Society and Story*, located in the Elmhirst Centre at Dartington Hall. It draws on the great religions, the spiritual practices and indigenous wisdoms of our world to explore and nourish the depths of our own lives, livelihoods and our inter-dependence. The Elmhirst Programme hosts an exceptional scholar, practitioner or artist for up to three-months to contribute to and help hold the Programme. Run along the same principles of the Old Postern, the space at the Elmhirst Centre is available for quiet study and reflection for all within the broader learning community of the College.

If you would like to book on a short course during your Masters programme, please speak with your Programme Co-ordinator. It is not a good idea to miss teaching sessions related to your programme, or to fill your reading weeks with other activities; reading weeks are designed to be times of reflection between modules, and a lack of attendance on your main course could be detrimental to your final award. We realise that some students see benefit in some of the courses offered and it is your responsibility to make a decision, having taken the views of your Faculty co-ordinator/module leader's into consideration. Short courses are booked online or with the Short Course team for the full cost of the course as advertised, although when living on-site, the accommodation fee is not charged.

Details of upcoming short courses can be found here

<http://www.schumachercollege.org.uk/courses/short-courses>

#### 6.4 Schumacher Worldwide

Our world-wide learning courses integrate cutting edge interactive e-learning technology with facilitated residential intensives to integrate both a high academic standard and deep experience learning. The integration of e-learning with intensive residential periods we call 'blended' learning.

Worldwide networks learning with Partners and likeminded individuals wherever they may be. Worldwide currently has 3 strands: Strategic Partnerships, blended learning, and the virtual worldwide network for connecting, collaborating and peer learning.

##### Strategic Partnerships

Our active Strategic Partners are the Centre for Gross National Happiness in Bhutan, and the Institute for Rural Reconstruction in China. With the Centre for Gross National Happiness we run the Right Livelihood Programme. With the Institute for Rural Reconstruction the focus is on comparative understanding and research on transition East and West: towards an ecological civilisation; a course of a similar title will launch in 2017. For further information please speak to Julie Richardson ([Julie.Richardson@schumachercollege.org.uk](mailto:Julie.Richardson@schumachercollege.org.uk)).

##### Blended Learning

Our Blended Learning Certificate is one mechanism we have of supporting our Alumni to share and contextualise their learning appropriate for country and culture. The Certificates are their courses, and the college just provides online learning material, a virtual learning environment, access to teachers and promotion. For further information please speak to Philip Franses ([Philip.Franses@schumachercollege.org.uk](mailto:Philip.Franses@schumachercollege.org.uk))



## **Worldwide Network**

The latter will launch in Autumn 2016 and you will be invited to join and relate to our alumni and friends worldwide. For further information please speak to Laura Whitehead ([Laura.Whitehead@schumachercollege.org.uk](mailto:Laura.Whitehead@schumachercollege.org.uk).)

Further information on Schumacher College's World-Wide Learning Programme can be found here: <http://www.schumachercollege.org.uk/courses/world-wide-learning-courses>

## **6.5 Earth Talks**

On mid-week evenings, the College often opens its doors to the public for talks and presentations. Earth Talks are generally offered by guest presenters at the College who are teaching on short courses. In some cases, especially where speakers have a strong international profile, the talks are transferred from the College to the Great Hall at Dartington.

A film and audio archive of many of the Earth Talks can be found online at:

<http://www.schumachercollege.org.uk/resources>

<https://www.youtube.com/user/schumachercoll>

Details of upcoming Earth Talks and other events can be found here:

<https://www.schumachercollege.org.uk/events>

## **6.6 The Schumacher College Community**

Schumacher College is not just an academic institution. It is a vibrant community where people live, work, come to learn and be part of a greater field of change. Throughout the year, present at the College are members of staff, students, helpers, visiting teachers, short-course participants and occasional visitors all of whom work together to contribute to the life of the College. Participation in the daily life of the College from helping in the College kitchen, the garden or cleaning the house or accommodation is a core part of the learning experience at the College: it is through community that we learn to learn.

While they are not in residence in the College, it is worthwhile here to mention the College Alumni, the many thousands of people who have passed through the College as postgraduate students, short course participants, course leaders and facilitators, and scholars. This is a powerful network of friends and allies around the world that constitute one of the College's greatest assets. We keep in touch through social media and our monthly newsletter than goes to upwards of 8000 readers; and from autumn 2016 you will be able to link with them through the Worldwide Network.

The College also endeavours to continually forge working links with like-minded organisations both in our backyard and around the world. These include the new economics foundation (nef), Transition Town Totnes (TTT), the Transition Network (TN), the Centre for Alternative Technology (CAT), the Eden Project, Resurgence Magazine, Coventry University, and University of Wales - Lampeter . There are also a number of institutions around the world with whom we are exploring the establishment of formal relationships with a view to making the Schumacher College educational model more widely accessible internationally. This work is being led by our College faculty member, Julie Richardson.

## **Staff**

Schumacher College today has around 25 staff members, many of whom are part-time or share jobs. Pictures and background information about our staff team can be found here <http://www.schumachercollege.org.uk/staff/details>



## Residential students

IN 2016/17 Schumacher College will be hosting three groups of postgraduate students in the Autumn term (Holistic Science, Economics for Transition, and Ecological Design Thinking)

Throughout the year Short Course participants are also resident at the College, albeit for one, two or three weeks at a time. They form part of the community while at the College and join in with the daily cooking, cleaning and gardening rotas. Short course participants, their facilitators and teachers, provide critical flow through the College of nourishing trans-disciplinary dialogue, insight and community life. Knowing the diversity of people that the College tends to attract, this guarantees a rich pool of wisdom, talent, support - and good times!

## Residential and day volunteers

The College has a small volunteer team who help to care for our learners and the learning environment while developing their own projects and interests relating to the values and aims of the College. We encourage volunteers to be active participants in the learning community and to take opportunities to attend course sessions, talks and other activities that are open to the community. Residential volunteers usually stay for 1-3 months and have previously attended a course at the College or have sustained experience of learning in community.

The Postgraduate Teaching Support Volunteer is held within this team but undertakes tasks specifically orientated toward enhancement of the Postgraduate Student Experience. Further information about the role can be found under Section 2.1 .

## Non-residential students

The vocational courses are largely non-residential. Vocational students work in a number of places around the Dartington estate, the Craft Education building, the nearby School Farm, Dartington Hall gardens and the gardens surrounding Schumacher College.

## Visitors

Others occasionally resident in the College for short periods may include past students or staff conducting their own research, writing a book and/or studying; potential collaborators exploring forging working links with the College; and formal guests of the College, or personal guests of students and other residents. We try to ensure that all visitors are introduced at the daily community morning meeting.

The postgraduate programmes and short courses play host to an array of mostly well-known visiting teachers, often visionary or radical thinkers in their fields. Regular, relaxed exposure to these teachers over the course of the day is one of the great delights of life at the College.



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## 7.0 Classrooms, library and study rooms – Learning Resources

Schumacher College provides resources that you need to successfully complete your studies. You will be introduced to these resources during your first few days at the College. You will also be inducted in how to borrow books, access online materials, use systems and obtain the necessary resources to assist you with your studies.

The College will provide a dedicated teaching room for each of the postgraduate programmes.

The Postgraduate Ecological Design Thinking studio incorporates teaching space, a bespoke library and studio facilities; including two Apple Mac computers and a large format printer. These facilities are shared across the College Community.

Also available within our Craft Education building is an equipped field ecology laboratory.

In addition to these spaces, the library, the television-room, the computer room and the students' bedrooms are available for private study.

In the past year further quiet reflection and study space along with a second library has been established at the Short Course, 'Elmhirst Centre' located in the ancient courtyard of Dartington Hall and adjacent to the Higher Close bedrooms. It is the venue for the College's Soul, Spirit and Story short course programme. When the Higher Close kitchen and refectory are open these too are for accessible to you.

The College is equipped with two well-stocked libraries at the Old Postern and the Elmhirst Centre, including titles in the fields of ecology, complexity science, design, food systems, environmental and ecological economics, Buddhist economics, political theory, holistic science, philosophy, religion and ethics.

The Ecological Design Thinking studio has its own, bespoke, library in addition to the core College Libraries.

There are a large number of audios, videos and DVDs with lectures and interviews of visiting teachers; an increasing number of these are available online at <https://www.youtube.com/user/schumachercoll> The College is working on digitising this audio-video material.

### **Plymouth University Library**

The University library is open 24 hours a day, and houses a large selection of journals and books (both print and electronic) as well as multimedia resources such as DVDs, digital maps, digital newspaper archives, and online streaming of television programmes. Enrolling with the University automatically generates membership of the library and computing services.

Schumacher postgraduate students can make use of the distance library facilities in order to have books posted to the College or for chapters and articles to be scanned and emailed. Access to these resources is via the student portal of the University website, for which you need your University username and password. You will be instructed in how to access the student portal during the online enrolment process, which you will be asked to undertake before the start of term. You can also access the online resources via the below link (this is a deep link into the student area of the University website) but you will need to have enrolled in order to access the e-journals via Primo.

<https://dle.plymouth.ac.uk/course/view.php?id=14719>

Follow up training and ongoing support will be provided as necessary. Additionally, the Postgraduate Teaching Support Volunteers will be able to help with students' library queries

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Manager and student representative so that the issue can be addressed at the next Postgraduate Programme Group meeting. If not resolved, this issue should be raised at the Programme Committee Meeting.

### 7.1 College/Institution Virtual Learning Environment

You will be shown how to use the Virtual Learning Environment (VLE) during your Induction to the College. The VLE can be found here:

<https://open.schumachercollege.org.uk/login/index.php>

The VLE provides course specific pages (including copies of online handbooks) and is updated by your Faculty. It is also the space to which you'll be asked to upload all your assignments.

In addition to course information the VLE also contains an open area where general student information is available; including External Examiner's Reports and Responses, Quality Assurance Agency reports, Schumacher College Quality Handbook, Minutes of all meetings at which students are represented throughout the year, including the Postgraduate Programmes Group, Postgraduate Committee, Joint Board of Studies, and the Institutional Review held by Plymouth in 2015.

Students with English as a second language will be invited to join an additional page; set up and maintained by the Plymouth University English Language Centre team.

Work is currently being undertaken to improve the user experience of the VLE. We have plans to develop this area with all information you may find useful during your time at the College; if you have any suggestions for content you would like to see, or feedback on the user experience please e-mail: [Michelle.North@schumachercollege.org.uk](mailto:Michelle.North@schumachercollege.org.uk).

### 7.2 IT Facilities

#### Computers

It is more or less essential for each student to bring a computer on which they can store learning resources and complete writing projects. There are various computers in classrooms for students to use when their laptop is not to hand, or when printing. There are also classroom laptops and data projectors for presenters to use. Computers with standard design software are available in the design studio. Support is available at the College to connect personal computers to our network. Owners of Apple computer equipment are advised to bring appropriate adaptor cables to connect to College display equipment.

#### Internet

Students have access to the internet via the Dartington Guest Network, for which a login code is given on arrival at the college. This code allows 2 devices to connect at any given time. All internet use is passively monitored. Wi-Fi connectivity extends throughout most areas of the College, as well as Dartington Hall and other locations on the Dartington Estate.

**Tel: +44 (0)1803 865934**



## **Audio Recordings of Lectures**

Where possible all classes are recorded with audio, and then added to an online resource for students to access and listen or download. We aim to upload each recording daily but definitely within 48 hours of the class. Students will be given a login to access the Post Graduate Resources site which can be found here: <https://docs.schumachercollege.org.uk/share/page/>.

## **Printer & photocopier**

A versatile photocopier/scanner/printer is available to students on the College network. Students can print from public computers or from their own laptops for which a software setup is needed. There is also a USB connection with gives Print from USB and Scan to USB functions.

The Design Studio has a large format printer which can be used from the computers in the studio only.

## **7.3 Other available rooms and facilities**

### **Meditation and student art rooms**

There is a meditation room on the ground floor of the Old Postern. This is available for optional meditation sittings in the morning at 7.15am. There is an art room stocked with various art materials. The College occasionally hosts an artist in residence who has use of the art room and can offer art workshops. Students are free to use both the meditation and art room facilities at any time.

### **Postgraduate Study Room**

This space has two computers linked to a full colour photocopier/printer and is available for use by all students at any time.

### **Schumacher College archive**

This consists of audio and video recordings going back 25 years. Here you will find early recordings of individuals such as James Lovelock, Arne Naess, Brian Goodwin, Fritjof Capra, Vandana Shiva and many many more. <https://www.schumachercollege.org.uk/resources>

### **Schumacher College Gardens**

These consist of nine acres of both ornamental and edible plants and furnish the college community with organic vegetables, fruit, and flowers, spaces of beauty and places of contemplation. They are looked after by the horticulture team (lead gardener and horticulture intern) and the six monthly residential growers on the practical residency in sustainable horticulture (<https://www.schumachercollege.org.uk/courses/vocational-courses/sustainable-horticulture-res-2017>), alongside volunteers and student workgroups.

Soil care and restoration is at the heart of the growing as is managing the gardens along organic, sustainable and ecologically sound principles. Food production follows agro-ecological principles with polycultures; perennial and annual crops and a newly planted 5 acre agroforestry site. We practice minimal disturbance of the soil and ensure habitat provision for wildlife (with plenty of nectar rich plants for pollinators and areas of long grass). Much of the vegetables used in the College kitchen are grown in the gardens.

There are two main vegetable and fruit areas; the largest is in Henri's field (named after Henri Bortoft) opposite the college and the Hazelip garden in the field adjacent to Craft Education. Henri's field is the agroforestry site with trees and vegetable alleys; a willow and hazel coppice; a large forest garden in development; two wildlife ponds; and a craft and cut flower garden. Autumn 2016 will see the planting of Sweet Chestnuts for nut production.

The Hazelip Garden is our circular, no-dig, polyculture, vegetable garden. Also in this field is a wildlife pond; five Indian Runner ducks; three polytunnels; a Hugelkultur bed and a perennial vegetable bed. Adjacent is a bush fruit area with Raspberries; Gooseberries; blackberries and redcurrants.

We have two herb gardens; the oldest is nestled behind the college kitchens and a more recent one found atop the lovely spiral wooden stairs leading into the back garden with its own ponds (four in total) and some student vegetable beds and our very busy plant propagation polytunnel,

We also keep a very happy flock of chickens in a smaller garden where they forage freely in the shelter of some old apple trees. These provide nearly half of the college egg requirements.

Please do feel free to explore the gardens and student volunteer help is very welcome.

### Guest policy

There are many people who wish to visit Schumacher College. We try to ensure that there are never so many visitors that the programmes running are in any way disturbed. If you wish to invite anyone to the College, please note the following guidelines:

- Visiting times. Guests may visit residents at the weekends, but preferably not during the week. However, if a guest does come during weekdays, it is important that they do not interfere in any way with College activities, so that the integrity and intimacy of the course experience is respected. Any guest visits, either at weekends or during the week, must be agreed beforehand with the College.
- Privacy. Your guests should be entirely in your care, so that other residents are not imposed upon
- Course sessions and library. Your guests may not have access to course sessions or to the library, but are welcome to Open Evenings and earth talks.
- Meals. Please check with the kitchen staff that there is space for your guest(s) before issuing an invitation for a meal. You then pay the Community Co-ordinator for any guests you have for lunch or supper. On occasion, it may not be possible to provide your guest(s) with a meal

### Overnight guests

All accommodation and meals must be paid to administration team at the reception office. Prices are as follows:

- Guest in their own room: £35 per person bed & breakfast plus £5 for each lunch and/or supper



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## 8.0 Quality Assurance Agency (QAA)

The Quality Assurance Agency for Higher Education (QAA) is an independent body entrusted with monitoring, and advising on, standards and quality in UK higher education. Schumacher College, alongside the University of Plymouth, work together to ensure we meet the expectations of the Quality Code <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>. Both Institutions monitor and work strategically to enhance our provision, putting students at the heart of the process and aiming to develop a student experience of the highest standard.

### QAA Visit to Schumacher College 2016

During the 2016-17 academic year the Quality Assurance Agency are undertaking a Higher Education Review of the College; they will be visiting during the week commencing 28<sup>th</sup> November 2016.

Further information about the HER review can be found here: <http://www.qaa.ac.uk/reviews-and-reports/how-we-review-higher-education/higher-education-review>

### Student involvement in the QAA Review

Students are at the heart of the Higher Education Review: One of the QAA Reviewers attending the College will be a student from another College or University who has been trained to undertake the role. There are opportunities for Schumacher students to play an active part in the review process.

- **Prior to the review date.**

As part of this review process students are asked to make an independent submission; students registered on the programme in 2015-16 are making a formal submission for 7 September 2016 however, as you will have been on the programme for 3 months at the point of the QAA visit you may also wish to review the submission and discuss an addendum to the original document ensuring that your views put forward.

- **During the Review**

QAA reviewers will ask to meet with a group of students as part of their visit.

- **Following the Review**

Students will have the opportunity to work with the College in response to review outcomes.

### Quality Handbooks

The **Plymouth University Quality Handbook** for Taught Programmes can be found at:

<http://www1.plymouth.ac.uk/ouruniversity/organisation/quality/qahandbook/Pages/default.aspx>.

A hard copy of the Schumacher College Quality Manual will be available to you at the College and an e-copy made available online. This Quality Manual is currently undergoing update and revisions, and contains further information about our current policies and procedures and engagement with the Quality Code; It will be updated from time to time in light of changing student needs, recommendations from the QAA, student or staff programme reviews and/or feedback. Questions about the content or suggestions for amendments should be sent to the Quality Assurance Coordinator:

[Michelle.North@schumachercollege.org.uk](mailto:Michelle.North@schumachercollege.org.uk) .

Schumacher College – ‘Programme Quality Handbooks’ contain the original programme specification approved for your programme; along with the Definitive Module Records for your year (Part B of which are updated annually to reflect changes)

## 9.0 Student Voice, Enhancement, Liaison, Evaluation, Representation and Feedback

Your opinions and needs, often known as ‘Student Voice’ are an important aspect of being an H.E student. The Quality Assurance Agency (QAA) for Higher Education suggests that *‘Student engagement is all about involving and empowering students in the process of shaping the student learning experience’*. Thus the Student Voice is really important and as such we actively encourage all students to get involved at a range of levels in their learning and in quality assurance, enhancement and management of their course.

### 9.1 Feedback on academic work

Feedback will be an integral part of the assessment process. Students are entitled to feedback on all submitted formative and summative assessment assignments. The nature, extent and timing of feedback for each assessment task will be made clear to students in advance.

Schumacher College uses a simple assessment form, which indicates how the marking tutor has used the assessment criteria to arrive at the overall mark. This is not necessarily numerical, but aims to communicate how and why the assessor is making their particular judgment and what they see as its strengths and weaknesses. We also aim to provide written feedback (summative and qualitative) for module assessments and dissertations.

### 9.2 Feedback from students

Feedback from students is considered to be of great importance on a number of levels: enabling the students to actively co-create the programmes; providing vital information to faculty and management of the College on the level of student satisfaction; and generating a flow of insider information to be used to continually enhance the design and delivery of the course for future cohorts.

There will always be a formal end of module evaluation for each module. This may be complemented by more informal feedback sessions as the need arises or in response to requests from students.

The formal end-of-module evaluations will include feedback on:

- Quality of academic guidance and support during the course;
- Appropriateness of the content of the curriculum to student learning;
- Clarity of the module learning outcomes;
- Clarity of the assessment tasks;
- Appropriateness of criteria and feedback on assessments;
- Range and quality of the teaching and learning;
- Improvements that could be made to the module.

Student feedback on the whole programme will include an evaluation of:

- Clarity and understanding of the programme learning outcomes;
- Organisation of the curriculum;
- Workloads and the staging of assessments;
- Availability and accessibility of learning resources for the programme;
- Overview of the range, appropriateness and quality of teaching;
- Quality of academic guidance and pastoral support during the programme.



Where possible, feedback will be both qualitative and quantitative, permitting both a natural qualitative flow of feedback, and a more easily analysable scoring system.

### **9.3 Course Representatives**

Each programme should have one or more student representatives elected by their fellow students to sit on the twice monthly Postgraduate Programme Group meetings. Course representatives are a vital conduit, linking staff and students so that issues of quality of provision affecting students can be promptly and appropriately addressed. In addition, representatives provide feedback to the programme's staff on innovations and can assist the programme team in developing the curriculum to meet student needs. Students are also represented on twice yearly Programme Committee meetings and at an annual Joint Board of Studies (JBS) meeting which scrutinises all the Plymouth University programmes delivered by us.

Schumacher College Postgraduate Administration Team can put you in contact with Plymouth University's Students' Union if you would like advice on student representation. All course representatives have the opportunity to be given training through Plymouth University's Students' Union.

Students are also invited to meet with a Panel during any University-led Periodic Reviews, which take place for any given programme roughly every five years. Schumacher's most recent Periodic Review took place on the 27<sup>th</sup> May 2015. The final report is available on the VLE.

The method of selection of the student representatives will be entirely determined by the student body in each of the postgraduate programmes.

The Groups and Committees on which Student Representatives sit play a key role in overseeing, reviewing and making recommendations regarding the academic performance and all other aspects of the postgraduate programmes. Full details of the responsibilities of these bodies can be found on the V.L.E and within the Schumacher College Quality Manual.

### **9.4 Personal and academic records**

The College will maintain personal files for each student. This will contain records and personal data relating to the student's application and pre-study communication together with records relating to assessment and feedback. The College is also required to maintain certain information in order to fulfil the statutory and regulatory requirements of UK Visas and Immigration (UKVI). The College is committed to compliance with the requirements of the Data Protection Act. Any student who has any concerns or questions relating to the personal data held should address these to their Programme Coordinator in the first instance, who will aim to provide any answers or explanations in a timely way. Student files will be held for a 6 year period following course completion. Plymouth University hold student course units and marks for at least 40 years following completion in order to produce transcripts.

Once you have completed your course, you may purchase additional copies of transcripts via the Plymouth University e-store: <http://estore.plymouth.ac.uk/>

Copies of graduation certificates may be obtained online via the Plymouth University e-store here: <http://estore.plymouth.ac.uk/browse/product.asp?compid=1&modid=1&catid=393> .

### **9.5 Student Voice**

Alongside the College student feedback mechanisms, the University values the Student Voice and is actively promoting the work supported through the student community. More can be found at:

<https://www.plymouth.ac.uk/student-life/student-voice>



## 9.6 Postgraduate Taught Experience Survey (PTES)

The University will invite you to complete an annual online questionnaire specifically focused on your experiences as a Post Graduate student. This provides valuable information to enable us to improve your programme and learning experience. The survey focuses on students' experiences regarding:

- Teaching and learning
- Engagement
- Assessment and feedback
- Organisation and management
- Resources and services
- Skills development

The PTES survey takes place annually with a closing date in mid-June; if you are a full-time Masters student who started in September the results of the survey may not come in time to alter your own experience but they can help feedforward ideas for future students; continuing to develop the quality and preserve the reputation of the College going forward. The PTES survey is one of many important feedback tools we use to hear your voice and to inform our College strategy each year.

## 9.7 The Plymouth Award

<https://www.plymouth.ac.uk/student-life/your-studies/plymouth-award>

Students are encouraged to sign up for the **Plymouth Award** (which is free of charge) and is designed to recognise and celebrate student achievements outside the curriculum. Many students already make significant contributions to the life of the College and the communities in which they live and work. The Plymouth Award is one way of recognising the value that we place on these contributions and on the learning and personal growth that students gain from these activities. It is also recognized by many employers as a demonstration that you have gone above and beyond your studies.



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## 10.0 Plymouth University Student Union

All students registered at the University are automatically a member of UPSU. You can register on our website [www.upsu.com](http://www.upsu.com) to get all the latest information about offers, activities, gigs, campaigns and contact information. The website is where we run our elections so partner students can get involved too. You can vote online to make your choice and help make changes to your Union.

Please feel free to get involved with all aspects of UPSU life, whether that be campaigning for change, becoming a course rep, coming along for a night out, volunteering with our volunteering department, playing in one of our sports teams, using our advice centre or writing for our student newspaper.

The main contacts at UPSU for 2016/17 are the Vice President of International & Outreach and the Outreach Coordinator. The role of the VP of International & Outreach involves representing students at the 13 Partner Institutions. Throughout the year they visit Partner Institutions and meet with partner students to facilitate campaigns and to champion the Student Voice. Using your views and feedback they will represent the Student Voice at strategic board meetings and with staff at the various Partner Institutions.

To get in touch with the Vice President International & Outreach, Davide Bertelli, please contact: [davide.bertelli@su.plymouth.ac.uk](mailto:davide.bertelli@su.plymouth.ac.uk)

The Outreach Coordinator is responsible for providing a link between Partner Institutions, students and UPSU. They promote opportunities for involvement throughout the year within the various departments at your SU. This includes: volunteering, clubs, societies, events and independent advice.

If you would like to get in touch with the Outreach Coordinator, please contact: [partnershipstudents@upsu.com](mailto:partnershipstudents@upsu.com) or [www.upsu.com/offcampus](http://www.upsu.com/offcampus)

Find out more about UPSU by visiting our website: [www.upsu.com](http://www.upsu.com)

## 11.0 Student Support

Disability Support advice is provided by Plymouth University Disability ASSIST. <https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia>. The Learning Gateway number to access services is **01752 587676**. If you call please tell them that you are a student of Schumacher College.

**Learning Gateway,  
Plymouth University,  
Ground Floor,  
Roland Levinsky Building,  
Drake Circus,  
Plymouth, PL4 8AA**

Open Monday to Friday, 08:30 – 17:00

Access to these services can be organised directly. If you require assistance accessing any support please speak to the postgraduate administration team.

### **Counselling services**

Counselling services at Plymouth University can be accessed via the Learning Gateway (above). An e-counselling service is also offered. If you feel that e-counselling is for you, please e-mail [ecounselling@plymouth.ac.uk](mailto:ecounselling@plymouth.ac.uk) or call **+44 1752 587676** and select option one, so we can send you further details. The e-counselling service can only offer this service using your Plymouth University e-mail addresses.

### **Support in times of Emergency.**

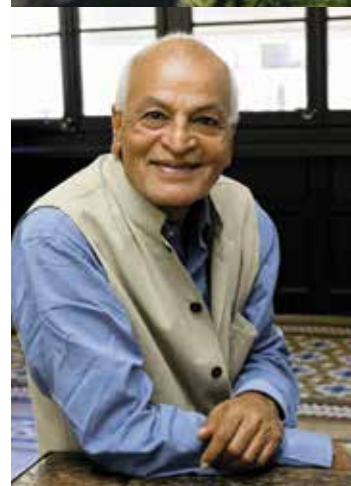
If there is an immediate emergency requiring ambulance, police or fire services, dial (9) 999 from a Schumacher College phone. Please inform a member of staff or Volunteer Teaching Assistant as soon as possible. Dartington Security Staff can be contacted on extension 7032 from a Schumacher phone or (01803) 847032 from another landline or mobile.

### **Is it urgent?**

If you're concerned about your own wellbeing or safety, or that of someone else, but it isn't an immediate emergency, you can contact the following:

- Between 9-5pm The Postgraduate Quality Coordinator or the Community Coordinator. If they are not on-site please speak to your Programme Coordinator.
- After 5pm please speak to the Facilities Manager, Facilities Assistant or Postgraduate Teaching Support Volunteer.
- **Your GP / doctor**

Contact your surgery and tell them clearly that you need to make an emergency appointment. If you phone after surgery hours there will usually be a recorded message giving out-of-hours information.



The mental health network has produced a useful guide about talking to your GP about mental health. (<http://www.mentalhealth.org.uk/help-information/mental-health-a-z/G/gp-mental-health/>)

- **NHS 111**  
You can use **NHS 111** if you need urgent medical help or advice but it is not a life-threatening situation. Dial 111 free from any phone.
- **Samaritans**  
08457 909090 (24 hour helpline) / [www.samaritans.org](http://www.samaritans.org) / [jo@samaritans.org](mailto:jo@samaritans.org)  
If you're in Plymouth you can also drop in to the **Samaritans** at 20 Oxford Place, Western Approach. Check for opening hours.
- **Accident and Emergency (24 hour)**  
If you're worried about your own safety or that of someone else, you can go to A&E and request a mental health assessment. Our local Accident and Emergency department is at Torbay Hospital:  
South Devon Healthcare NHS Foundation Trust  
Torbay Hospital  
Loves Bridge  
Torquay TQ2 7AA  
Tel: 0300 456 8000 (local rate) or 01803 614567
- **Domestic abuse helpline**  
24hr domestic abuse helpline (national) - 0808 2000 247
- **Police non-emergency number**  
Call 101 from any phone.

### Medical and dental care

**All students are strongly advised to register with a General Practitioner (GP) on arrival:** the local health centre is the Leatside Surgery in Totnes, telephone 01803 862671 <http://www.leatside.co.uk/index.aspx>

To find alternative NHS General Practitioners (GP's) please see:  
<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

There is a charge for prescriptions for medicine, but you may be exempt from paying this, depending on your financial circumstances. Health and Wellbeing Services at Plymouth University <http://www1.plymouth.ac.uk/health/Pages/default.aspx> can provide help with this. Doctors will make house calls in the event of your being too ill to attend an appointment at a surgery. In case of accident and emergency, you should report it to a member of staff immediately who will record the incident and will arrange transport for you to be taken to your GP surgery or the local hospital, or arrange an ambulance. You can call an ambulance by dialling 999 on any telephone (9-999 from Schumacher College telephones). There are a number of dentists in Totnes including an NHS dentist, Dart Vale Dental Care (<http://www.dartvaledentalcare.co.uk/>) telephone 01803 840200. To find alternative NHS dentists please see: <http://www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx>

## 12.0 Food and the Schumacher kitchen

Eating – be it breakfast, lunch, tea or supper – is not just a matter of being grateful for whatever you are given and making sure you eat it all up. It is a dynamic act. Not only does what you eat become the very stuff of you; now, more than ever before, thousands of diverse economic, social and technological influences, feeding in from all over the world, affect how the food arrives on your plate, in what form, where from and at what ecological expense. As a consumer, you have the power to feed back into this stream of influence by actively making decisions about what you eat and where it comes from. Thus eating becomes not only a statement of philosophy but a politically charged act.”

**Julia Ponsonby (Schumacher College chef), Gaia's Kitchen: Vegetarian recipes for family & community**

We take food very seriously at the College. The nutritional balance of all meals is carefully attended to so that a healthy balance of protein, fat, starch and nutrients is delivered and maintained over the course of every day. In addition, how we grow and source ingredients, prepare meals and share the gift of good food together is considered important in the life and consciousness of the learning community. Indeed the learning that happens in the kitchen is seen to be complementary to the learning that happens in the kitchen and garden. The kitchen is a hub of creativity and fun where feasts are conceived and created. All meals are prepared by in-house chefs and members of the College community – including postgraduate students!

Ingredients are, where possible, organic and local, with more and more being grown and harvested from our own on-site horticultural initiatives. We bake our own organic bread daily, buy regional organic cheeses and make every effort to support local producers, as well as eat our home-grown fruit and veg. There is a growing tendency within the College to eat with the seasons, to reach out into nature's larder as it surrounds us. In the case of exotic food products, we buy fairly traded goods where possible.

The diet at the College is entirely vegetarian and we ask students not to keep any meat or fish products in the college fridges, within the Old Postern or student accommodation blocks.

**There are four main reasons for adopting a vegetarian diet within the College:**

### **Practical**

As an institution we are bound to comply with health and safety regulations and undergo regular inspections. Serving vegetarian-only food makes us a low risk venue from the Environmental Health Inspectors point of view and allows us to include all students in the preparation of food with only limited training. In fostering this participatory aspect of cooking, we open the doors to a healthy serving of playfulness and fun in the kitchen – which in turn reinforces the teambuilding that comes when the essential task of feeding the college community together is accomplished.

### **Moral/Spiritual**

We object to the lack of reverence for animals in many farming systems.



## **Ecological**

We recognise that the ecological crisis is amplified by the large amount of land devoted to growing food for use as animal feed, and grazing beef cattle, and that over-fishing is a serious problem. A vegetarian diet is many more times more efficient in energy and resource use, and therefore minimizes the college's footprint.

## **Health**

A balanced, varied, unprocessed, additive-free lacto-vegetarian diet has been found to be particularly healthy and to promote longevity.

## **Special Diets**

Where possible we attempt to cater for special diets that have been entered into consistently for health reasons or due to strong moral convictions. These fall into the following basic categories: Gluten Free; Dairy Free; Vegan; and Nut Free; We cannot guarantee that we can cater for more complex special diets, and may sometimes need to ask students to engage in an element of self-catering– but please do let the kitchen know if you have specific dietary requirements that need to be observed. It is helpful for us to know about these and we are happy to be consulted about these and to let you know to what extent we can help with more complex diets.

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## **13.0 Money Matters - Student Finance**

### **Money and insurance**

Before you come to the UK, you should ensure you have a debit and/or credit card that work in ATMs in the UK. You may want to consider opening a bank account if you think you may have regular expenses in the UK such as, for example, for paying rent and utility bills.

Please note that some Banks will only allow overseas transfers of money if you have made arrangements with them in advance of travelling to the UK.

Regulations are strict and banks will do credit and address checks. You are advised to have with you a bank statement and your University and College offer letters which are addressed to your home country address to help you to open a UK account. To assist our students with opening a bank account, Plymouth University will provide a letter confirming the student's enrolment on to their chosen programme and their residency at the College, or confirmation of their address if they are living off-site. Please allow at least 5 working days for this letter to be prepared as banks request this confirmation letter is written by Plymouth University administrative staff.

You may find it useful to read the information given by UKCISA (UK Council for International Student Affairs) about opening a bank account in the UK, and the link below includes an informative leaflet produced by the British Bankers Association. Please visit:

<http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Opening-a-bank-account>

The nearest bank branches are in Totnes, including HSBC, Barclays, Lloyds and NatWest. Please ask the Postgraduate Administration team if you require a letter confirming your enrolment.

### **Council tax**

Students registered on a full-time programme of study do not have to pay council tax. If you need a letter to confirm you are studying full-time please ask the Postgraduate Administration team.

If you are a part-time student, and as we don't have a traditional part time route available, we would write you a letter for the period of study in which you were currently registered; i.e.: full time for Term 1 (3 core modules) or full time for Term 2 (Elective modules/Studio modules).

## 14.0 College Life

### *Telephone*

If pre-arranged with a caller, Incoming personal calls to you are best received on +44 (0) 1803 847223. This telephone sits in the Photocopier room within the Old Postern. Outgoing calls can be made on this phone using a phone account which dials into a UK free number first (phone card). Calls to Totnes and Plymouth are free.

The College administration number +44 (0) 1803 865934 will only be able to handle emergency messages.

### *Mobile Phones*

Reception for mobile phones at Schumacher College is not very good for some networks. The recommended networks for the accommodation blocks are O2, Orange and T-Mobile. You are asked not to use mobile phones in places where other residents may be disturbed, especially in the main College buildings and in other communal areas.

### *Parking*

Car parks are located by the main entrance, and behind the Craft Education Centre, adjacent to the College. Please do not park in the courtyard. Students with a car will need to display a free parking permit at all times. These should be collected immediately on arrival to avoid incurring a parking fine.

### *Post*

Post is delivered to and collected from the reception office every week day except public holidays. You may use the College as your postal address whilst you are registered at the College; however all post must be re-directed after 31<sup>st</sup> August 2017. PLEASE NOTE: Tier 4 students must hold a formal residential address in the UK for the duration of their studies in the UK.

### *Laundry*

Linen and towels are provided and can be changed from the clean stock at the College as needed.

For personal laundry, washing, drying and ironing facilities are available.

### *Bar*

The College bar, The Edge of Chaos, is generally open after evening meetings (only during short courses) on demand, and closes at 11 pm. There are also local pubs within easy walking distance.

### *Smoking*

There is no smoking in any of the College buildings.

### *Student Rail Card*

Rail cards can only be applied for once formal Registration with the College is complete. Student rail cards entitle the holder to one-third off most off-peak rail travel within the UK. Application forms are available from all railway stations and a stock is also held in the Postgraduate Administration team. Once you have completed the form and have the required passport photo please see the Postgraduate Administration team who will provide the College stamp and authenticate the application and your photo.

**Tel: +44 (0)1803 865934**



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## 15.0 External Examiner Arrangements and Assessment

Each programme has an External Examiner who comes from a Higher Education Institution in the UK (not Plymouth University). The Subject External Examiner is primarily concerned with the standards of assessment of the subject and therefore attends the subject assessment panel. They will verify the process of assessment throughout your modules and advise upon re-assessment (in your teaching learning and assessment handbook). Your final result is decided by an Examination Board which happens in June followed by re-sit boards in September.

You can find your External Examiner reports online through the *Plymouth student portal under the tabs 'Your Learning, Your External Examiner'* or on the Schumacher College VLE. For further programme external examiner details please see your teaching, learning and assessment handbook.

### 15.1 Assessment Policy

In its approach to assessment policy and procedures, Schumacher College follows the guidelines provided by Plymouth University.

The University identifies the primary purpose of assessment as being “to enable students to develop and demonstrate their potential. More specifically, the University expects assessment to:

- Assist student learning by providing appropriate feedback on performance
- Measure students' achievements objectively against the learning outcomes of modules
- Provide a reliable and consistent basis for the recommendation of an appropriate grade or award
- Assist staff in evaluating the effectiveness of their teaching.”

Recognising the distinctive approaches that its own teaching and learning model encourages, Schumacher College enthusiastically endorses the University's policy that “assessment processes are multi-dimensional and highly contextualised. This is reflected in the distinctive and diverse assessment processes...” that are permitted within the University's guidelines. The College's own interpretation of this policy is described in more detail, in the context of the current programmes, in the programme specific Teaching, Learning and Assessment Handbook.

Plymouth University identifies the following principles for assessment and these are followed by Schumacher College:

- Assessment will be reliable
- Reliability refers to the need for assessment to be accurate and repeatable. This requires clear and consistent processes for the setting, marking, grading and moderation of assignments.
- Assessment will be valid
- Validity ensures that assessment tasks and associated criteria will effectively measure student attainment of the intended learning outcomes.
- Information about assessment will be explicit and accessible
- Clear, accurate, consistent and timely information on assessment tasks and procedures will be made available to students, staff and other external assessors or examiners.
- Assessment will be inclusive and equitable
- Inclusive and equitable assessment will ensure that tasks and procedures do not disadvantage any group or individual.
- Assessment will address all of the programme/stage aims and outcomes.
- Assessment tasks will primarily reflect the nature of the discipline or subject but will also ensure that students have the opportunity to develop a range of generic skills and capabilities.
- The amount of assessed work required will be manageable.
- The scheduling of assignments and the amount of assessed work required will provide a reliable and valid profile of achievement without overloading staff or students.
- Formative and summative assessment will be included in each programme/stage.
- Formative and summative assessment will be incorporated into programmes/modules to ensure that the purposes of assessment are adequately addressed.



## 15.2 Tutoring Policy

Tutors from within the academic team are the first point of reference for individual students on personal, domestic or academic matters; detailed information will be available at your induction.

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## 16.0 College Policies

A copy of all the policies listed below can be found on the VLE here:

<http://open.schumachercollege.org.uk/course/view.php?id=89> and a hard copy of all Policies can be found in a folder in the main Old Postern Library.

### College/Student HE Charter

A College/Student charter is currently under development. In 2015-16 we commenced work on a values based document and this work highlighted some areas that needed addressing in terms of the College communication concerning its core values. Work is in progress.

### Student Code of Conduct

Our College is a community in which each member has the right to work, study and live in an environment free from threat, harassment or distraction. There is an obligation on everyone to behave at all times in ways that respect the rights of others.

Should any issues arise, we hope that the nature of the community will allow issues to be addressed within it, and where more serious issues are raised that these are handled with the personal support of the Head of College.

We follow the Code of Conduct Policy and Disciplinary Procedure set by Plymouth University published here Student Code of Conduct and Disciplinary Procedure [https://www.plymouth.ac.uk/uploads/production/document/path/6/6464/Student\\_Code\\_of\\_Conduct\\_and\\_Disciplinary\\_Procedure\\_2015-16.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/6/6464/Student_Code_of_Conduct_and_Disciplinary_Procedure_2015-16.pdf)

This above document identifies the responsibilities of our students and defines misconduct and the penalties which may be imposed. Please make yourself familiar with it and if you have any queries or concerns please ask the postgraduate administration team. All matters are treated with the utmost confidence.

### Health & Safety

The Health and Safety manual, which contains details of the policy we follow, can be found on the VLE here:

<http://open.schumachercollege.org.uk/course/view.php?id=89>

Responsibility for Health and Safety on the Dartington Estate is managed by the Health and Safety Advisor, Mr Nick Wadge. Responsibility for Health and Safety at Schumacher College is held by the Facilities Manager. If you have any concerns about Health or Safety please report these to Facilities Manager in the first instance. If there is an immediate danger please dial Dartington Security Staff on: 01803 847032



## **Equality & Diversity**

Schumacher College follow the Equality and Diversity Policy set by the University of Plymouth, which can be found here: <https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/equality-diversity-and-inclusion/equality-objectives>.

## **Food & Accommodation**

Food and Accommodation Policies are sent out with your Offer letter. However, if you'd like a further copy please e-mail [postgradadmin@Schumachercollege.org.uk](mailto:postgradadmin@Schumachercollege.org.uk) or pick up a hard copy from the Postgraduate Administration team.

## **Key Features of University / Higher Education Study**

Outlined below are key features of University or Higher Education (HE) level education, including what differentiates this from other forms of education e.g. at school, college/Institution or in the workplace.

### **16.1 Attendance**

You are expected to take responsibility for your learning and attendance in timetabled sessions. In some modules if you do not attend consistently you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available for every week of your college terms. Please ensure that holidays are only arranged outside of term and assessment commitments. Students who do not attend run a very high risk of failure.

Plymouth University expects all students to attend all scheduled classes, field trips and other events that are part of their programme of study. All teaching is developed to give you relevant and necessary experience. We know that students who do not attend perform less well.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you have caught up with the work.

Programme leaders work very hard to make sure that teaching and assignments are well designed, and that they support your learning. Where minimum attendance is required before an assessment can be undertaken this will be clarified in the Teaching, Learning and Assessment Handbook.

If you are a Tier 4 Visa student please be aware that lack of attendance may lead to exclusion, or not obtaining the qualification that you are seeking. Lack of Attendance can result in withdrawal of Sponsorship of the Student and curtailment of their visa to remain in the UK.

## 17.0 Your Approach to Studying

Probably the most significant difference between university level study and other levels of education is the amount of personal responsibility you have. This has implications for how you approach your studies.

Staff will use a variety of educational approaches, depending on the learning outcomes of the module. These may include: lectures, group work, discussion, student led activities, simulation, technology supported activity, practical scenarios, and directed study. Your active participation will enhance your learning. It is **your responsibility** to acquire the required knowledge and skills.

### Key strategies to become a Successful Student

- **You must take proactive responsibility for your own studies.** We will give you as much help and support as we can but ultimately your success (or failure) is down to you.
- **Plan your time carefully.** Write a personal timetable as soon as you can.
- **Attend all lectures and tutorials and take notes.**
- **Do not miss deadlines.**
- **Read extensively around your subject.** Just being familiar with the set text books is unlikely to be enough to pass.
- **Seek help, if you need it, as soon as possible.** If you need specific help with your studies, speak to your lecturer or tutor or make a personal appointment to see them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone at the College/Institution know - ignoring problems will only make things worse later on.

You may be used to a learning or workplace environment with fixed hours and routine activities. However HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers is only part of your module timetable. As an indication, the average amount of 'total student effort' expected for a 20 credit module will be around 200 hours, but you may only be timetabled for less hours. **You must, therefore, learn to use your time constructively.**

**Your most valuable learning will be done in your own time and in your own way.**



### 17.1 Suggested Reading for New Students

You will have received reading lists prior to the start of the programme, further recommendations are made in the Programme Quality Handbook and additional readings will be identified by your faculty during the course.

### 17.2 Reading for your study

**You will not complete your programme successfully if you do not read regularly and in-depth.** You will be given reading lists for each module. You should purchase at least one recommended text for each module. Since books are expensive, however, it may be a good idea to pool resources by sharing with friends in a study group.

Please note that you may only be able to borrow basic texts from the library on a short-term basis. Demand for such texts may be very high at certain times in the year; so do not rely on them being available.

You are strongly recommended to follow current issues relevant to your programme in the quality press, for example, The Times, Independent, Guardian and Telegraph. You should also make use of subject-related journals held in the library.

Reading texts for Higher Education demands note-taking as well as reading skills; as with lectures keep careful notes from your reading.

### 17.3 Private Study

Your private study time is likely to be taken up by different tasks for each module or by preparing for tutorials or undertaking some reading of a programme text or library research. In addition, private study time provides students with the opportunity to ensure they have understood the subject, for reflecting on any feedback on assessed work and building up a good set of notes for revision.

### 17.4 Study Groups

In all our programmes, the College/Institution encourages students to learn skills to enable them to work as groups and teams. These are not merely useful during your programme. In any employment context you will find such skills and experiences invaluable. Sometimes you will find you are assessed on a piece of written work or presentation completed as a group. Many students benefit significantly from working collaboratively in study groups, to check their understanding of difficult issues or concepts and to revise.

### 17.5 Personal Development Planning

It is important to bear in mind from the outset of your study that you are working toward a degree that will provide you with a foundation for a potential career. It is important to be aware of your own career direction from the early stages of the programme. Therefore, we place a great deal of importance in Personal Development Planning (PDP). This describes the **'means, by which students can monitor, build and reflect upon their personal development'**.

Therefore, PDP is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and / or achievement and to plan for their personal educational and career development. You are ultimately in charge of your own career direction but we are more than happy to help and advise you throughout your degree programme. You will be introduced to the use of [PebblePad](#) which will provide you with a flexible electronic resource which you can use to plot and reflect on your learning achievement. [PebblePad](#) allows you to plan and develop strategies for learning and also to reflect and evaluate your accomplishments

It is hoped that the PDP process available on this programme will enable you to:

- become more effective, independent and confident self-directed learners;
- understand how you are learning and relate your learning to a wider context;
- improve your general skills for study and career management;
- articulate your personal goals and evaluate progress towards your achievement; and
- encourage a positive attitude to learning throughout life.

### 17.6 Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability

WBL and WRL, in its various forms, is one of the major defining characteristics of your studies. It plays a central role in enabling you to apply academic study to workplace environments and problems. In turn, your programme of study should enable you to integrate knowledge and skills developed in WBL / WRL into your project work and study in taught modules.

An employable graduate is one who is able to meet the requirements of employers and fulfil their career aspirations at a graduate level. They will be able to apply the skills, knowledge and personal qualities developed during their programme to the workplace and other contexts. An employable graduate will need to be able to:

- Demonstrate and apply graduate attributes and skills;
- Demonstrate and apply career management skills: e.g. preparing effectively for the recruitment and selection process;
- Demonstrate and apply lifelong learning skills: e.g. reflecting critically on academic, personal and professional development, identifying and articulating achievements and planning for the future;
- Demonstrate business and organisational awareness: e.g. understand changing working practices, including self-employment, with particular reference to the professions and sectors relating to their programme of study;
- Demonstrate an international outlook: e.g. understanding the attributes and breadth of outlook appropriate for working in a global economy.

Your programme has been designed to put all this in perspective, and give you the opportunities to develop the requisite skills. Work-related skills are integral to the modules and many specifically offer you the opportunity to experience the world of work, even if you are studying full time. Your programme specification details the knowledge, skills and understanding you will be able to demonstrate when you gain your award which is available in your Programme Quality Handbook. (available on the Virtual Learning Environment here:

<http://open.schumachercollege.org.uk/my/> )



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## 18.0 Academic Policy and Practice

The regulatory framework for taught postgraduate awards at Plymouth University can be downloaded from here: [https://www.plymouth.ac.uk/uploads/production/document/path/4/4984/Regulatory\\_Framework\\_for\\_Taught\\_Postgraduate\\_Awards\\_2015-16.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/4/4984/Regulatory_Framework_for_Taught_Postgraduate_Awards_2015-16.pdf). This covers all details of the rights and obligations of students relating to their academic work. It is recommended that all students download and study these regulations.

Please note: The above link is for 2015/16 regulations and *may* be subject to change when the 2016/17 regulations are published.

### 18.1 Rules for the Submission of Assessment Assignments

All assessment assignments must be submitted via an electronic 'drop box' on the Virtual Learning Environment by 12 noon on the specified deadline date for each module (see 2.3.5). Where CDs, DVDs or other project materials are submitted as part of the project, these should, where possible, be submitted in triplicate, enabling both of the main markers and the External Examiner to receive copies. These must be presented by 12 noon on the specified deadline date to a member of faculty to be nominated in advance of each deadline date.

#### *Style guidelines for all assessment assignments*

Please use the Harvard system for referencing the work of other authors cited in academic papers.

For books, record:

- The author's or editor's name (or names)
- The year the book was published
- The title of the book
- If it is an edition other than the first
- The city the book was published in
- The name of the publisher

For example: Pears, R & Shields, G. (2006) *Cite Them Right: The Essential Guide to Referencing and Plagiarism*. Newcastle-upon-Tyne: Northumbria University Press.

For journal articles record:

- The author's name or names
- The year in which the journal was published
- The title of the article
- The title of the journal
- As much other information as you can find about the journal, for example the volume and issue numbers
- The page number/s of the article in the journal

For example: Trefts, K. & Blaksee, S. (2000). *Did you hear the one about Boolean operators? Incorporating comedy into library instruction*. *Reference Services Review*. 28 (4) p. 369-378.

For electronic resources, record:

- The date you accessed the source
- The electronic address or email
- The type of electronic resource (email, discussion forum, WWW page, etc)

For example: 20/12/2010. [www.schumachercollege.org.uk](http://www.schumachercollege.org.uk) . WWW page

In addition to these details, if you copy direct quotations or if you put the author's ideas in your own words, write down the page numbers you got the information from.

### *Appendices*

You should think carefully why appendices are needed. References, copy of questionnaires, interview transcripts are required but do not 'pad out'. Appendices should be numbered, titled and have page numbers that follow from the main text.

### *Font size, spacing*

Papers must be typed 1.5 spacing, font size 12, on A4 paper, with at least 2.5cm left hand margin and with consecutive page numbers.

### *Word Count*

You should ensure that you check the word count on piece of work submitted. Where a Student presents work exceeding the word limit set, the work will only be marked up to that limit.

### *Other style guidelines*

- Abbreviations/acronyms – should appear in full on first appearance followed by acronym in brackets. If you are only going to use once or twice then only use full name.
- Third person – Normally, the dissertation is written in the third person. Exceptions to this guideline can be discussed with your dissertation supervisor.
- Terms – unfamiliar terms, especially those in foreign languages, should appear in *italics*, followed with their meaning in English in parenthesis. Example.....*modiriat* (management).....
- Spelling – ensure you spell check your work using UK spelling.
- Numbering – Do not number each paragraph.

### *Assessment of group assignments*

For the group project, a group of students are able to submit an academic essay or an artistic project or an applied project. For example, this might be a report, documentary or a training programme that fulfils the assessed learning outcomes and assessment criteria outlined in the Assessment Guidelines for the elected module.

The group project is submitted instead of the individual project or applied project and will represent 70% of the mark. The grade for the group project will be applied to all students equally. It is the responsibility of the students in the group to ensure effective working and clear responsibilities.

In addition to the group project, students will submit an individual 1,000 word academic essay related to the group project, which represents 30% of the mark.

All group projects must be approved by at least one member of faculty. The same deadlines for submission of draft and final group projects apply.

### *Late submissions*

Coursework which is percentage marked and submitted after the deadline date and time will be capped at the minimum pass mark (50%) within the first 24 hours of the deadline and will be awarded a mark of zero if submitted more than 24 hours late.



### *Grading of assessment assignments*

The overall grade awarded at the end of the course will be in one of four categories:

- distinction (70 per cent and over)
- merit (60 to 69 per cent)
- pass (50 – 59 per cent)
- fail (less than 50 per cent)

While the criteria to be used for each specific assessment exercise was provided in 2.4 above, a more general word is in order here about grading.

*Distinction grade* will be awarded for pieces of work that provide extremely good presentation of material and arguments that demonstrate strong elements of synthesis and original creative thinking and that are based on substantial well-referenced sources. A student will be awarded a distinction grade overall for their chosen programme provided that s/he has achieved a credit-weighted average mark of 70% or above across all modules (including the dissertation/major project for Masters) and, for Masters, the mark for the dissertation/major project module is not less than 70%.

*Merit grade* will be awarded for pieces of work that provide very good presentation of material and arguments that demonstrate strong elements of synthesis and original creative thinking and that are based on well-referenced sources. A student will be awarded a merit grade overall for their chosen programme provided that s/he has achieved a credit-weighted average mark of 60% or above across all modules (including the dissertation/major project for Masters) and, for Masters, the mark for the dissertation/major project module is not less than 60%.

*Pass grade* will be awarded for pieces of work characterised by good presentation, some evidence of synthesis and original creative thinking and based on incomplete references to other relevant research.

*Fail grade* will be awarded for work that is characterised by weak presentation, limited evidence of synthesis and original creative thinking and based on inadequate references to other relevant research.

## **18.2 Examiners**

All assessment assignments other than the dissertation will, in the first place, be marked by Schumacher College faculty. Dissertations will be marked by the primary and secondary supervisors.

A selection of assessment assignments representative of high (70 and above), medium (60 and above) and low (below 55) will then be considered by the Subject External Examiner who moderates the programme. Schumacher College has always recognised the value and importance of External Examiners in supporting the ongoing development of its postgraduate programmes and in underpinning the College's commitment to quality in the teaching and learning experience. They bring an independence of perspective and a duty of objectivity and are selected for these qualities as well as their expertise and experience in their particular field of study. External Examiners are appointed for a period no greater than four academic years, in alignment with Plymouth University's policies.

While the awarding body is responsible for their appointment, the College plays a central role in the nomination and briefing of External Examiners. These are duties that the College takes very seriously in recognition of the importance of the position.



Plymouth University identifies the following five key roles for External Examiners in ensuring that the:

- standards are appropriate by reference to published national subject benchmarks (where applicable), the National Qualifications Framework and the University's programme and module specifications;
- assessment process measures student achievement against the intended learning outcomes;
- assessment process is in line with the University's Assessment Strategy;
- University's awards are comparable in standard to awards conferred by other UK HE institutions; and
- assessment process is operated fairly and equitably and in accordance with University Regulations.

An Award External Examiner will support the Award Assessment Board and the Faculty in ensuring that awards for students are made in accordance with the assessment regulations and that individual students are treated fairly, taking account of any recommendations resulting from prior consideration of extenuating circumstances or assessment offences.


The Award External Examiner will be asked to provide informative comment and recommendations upon whether or not the College is maintaining the threshold academic standards agreed with the awarding institution for its awards, and about the comparability of standards of student performance at award level with similar awards in other UK institutions with which s/he is familiar. S/he will be a member of the appropriate Award Assessment Board, which makes decisions on progression and awards on the basis of the module marks confirmed by the Subject Assessment Panel.

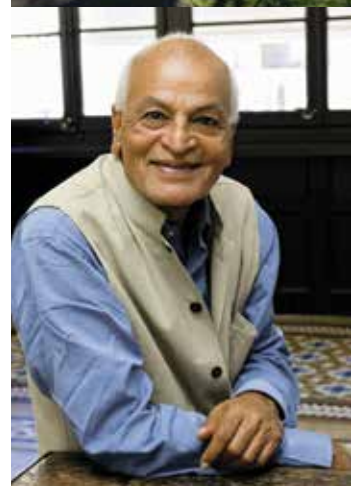
For students and staff there should be a strong reassurance that the External Examiner will contribute to the overall effectiveness of quality assurance and the total teaching and learning experience by representing key qualities of transparency and credibility. To this end students can expect to have the opportunity to meet the External Examiner for their programme on at least one occasion during the academic year.

### 18.3 Failure of One or More Modules

Where a student fails to achieve a pass in one or more taught modules, the Award Assessment Board (comprising representatives of Plymouth University, Schumacher College and the External Examiner) may at its discretion, based on a judgement of the student's overall performance and potential:

- Compensate for the failure (provided that the module mark(s) is/are within 5% of the pass mark and the module is not designated as non-compensatable). The maximum compensation permitted within each postgraduate award is:
 

• Postgraduate Certificate	none
• Postgraduate Diploma	20 credits
• Master's Degree	30 credits
- Permit the student to be reassessed in the module(s), in whole or in part of each element of assessment, at the next available opportunity (the Board will determine whether the assessment will take the same form as the original). A student may be referred in up to  credits in a postgraduate dissertation module; in up to 40 credits in taught modules for Postgraduate Diploma and Masters programmes; and in up to 20



credits for a Postgraduate Certificate. While there should be no compensation for an individual module taken as accredited CPD, a module taken as accredited PD may be compensated, dependent on the module status, when it contributes to a programme or an award;

- Permit the student to retake the module(s), with or without attendance, by a date to be determined by the Board;
- Require the student to withdraw from the programme;
- require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme; or
- Require a student who has developed a health or other problem that prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme.

The maximum mark for any element of assessment that has been failed and is being reassessed/retaken will be 50%. Further details of the process to be followed in the event of a failure can be found in section 7 of the regulatory framework for taught postgraduate awards at Plymouth University: [https://www.plymouth.ac.uk/uploads/production/document/path/4/4984/Regulatory\\_Framework\\_for-Taught\\_Postgraduate\\_Awards\\_2015-16.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/4/4984/Regulatory_Framework_for-Taught_Postgraduate_Awards_2015-16.pdf)

Students are advised to download and read the full document.

Please note: The above link is for 2015/16 regulations and *may* be subject to change when the 2016/17 regulations are published.

## 19.0 Academic Matters - Late Submissions and Extenuating Circumstances Procedures

For more detailed programme guidance please see your Programme Quality Handbook available on your Virtual Learning Environment. Your programme operates under Plymouth University Academic Regulations and specifically the regulations for *Postgraduate Degrees*. To view these Regulations, go to: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>.

### 19.1 Extenuating circumstances

Any student wishing to apply for an extension to the deadline for any assessment assignment on the basis that they may have a valid cause for claiming extenuating circumstances should read and understand the detailed policies and procedures published by Plymouth University, *Plymouth University Extenuating circumstances policy and procedures for students on taught programmes*.

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

The information which follows is a broad summary but further details will be found in the policy document.

Extenuating Circumstances are circumstances which:

- affect your ability to attend or complete an assessment or a number of assessments
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question

Students who wish to claim Extenuating Circumstances should obtain a claim form from their **Postgraduate Office**. The form should be submitted to the **Postgraduate Office** accompanied by independent supporting evidence.

#### **Assessed coursework / major project / dissertation or equivalent:**

Extenuating Circumstances claims should be submitted as soon as possible, and normally no later than 10 working days after the deadline for the submission of the work.

#### **Formal Examinations:**

Extenuating Circumstances claims with respect to formal examinations should be submitted no later than the Monday after the end of the formal examination week.



### **Examples of extenuating circumstances that are likely to be deemed invalid:**

- Alarm clock did not go off
- Car broke down, train/bus delayed or cancelled, other public transport problems (unless the student can demonstrate that he or she had allowed adequate time to compensate for such problems as might reasonably have been anticipated)
- Child care problems which could have been anticipated
- Accidents or illness affecting relatives or friends (unless serious, or you are a sole carer)
- Unspecified short-term anxiety, mild depression or examination stress
- Cough, cold, upper respiratory tract Infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-of-module test or in-class test and the corroborating evidence refers to the impact on your performance
- Financial problems (other than cases of exceptional hardship or significant changes in financial circumstances since enrolment)
- Holidays, house moves, family celebrations or other events where you either have control over the date or may choose not to participate
- Computer problems, corrupt data, disk or printer failure or similar
- Problems with postal delivery of work (unless recorded delivery or registered mail)
- Time management problems (e.g. competing deadlines)
- Appointments (legal, medical etc) which could be rearranged
- Sporting or recreational commitments (unless the you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University's national or international reputation)
- Debt sanctions imposed by the University.
- Atypical performance
- Close proximity of assessment deadlines to one another.
- E-submission of an assessment file in an incorrect format.

### **Examples of extenuating circumstances that are likely to be deemed valid:**

- Hospitalisation, including operations
- Health problems
- Personal or psychological problems for which you are undergoing counselling or have been referred to a counsellor or other qualified practitioner
- Pregnancy-related conditions and childbirth (including a partner in labour)
- Bereavement causing significant impact/effect
- Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long-lasting to impact on a significant part of a term
- Clinical depression or other mental health problem
- Recent burglary/theft/serious car accident
- Jury service which cannot be deferred
- Representing the University at national level or your country at international level, or participation in an event that is of benefit to the University's national or international reputation.
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances. You must submit corroborating documentary evidence (e.g. a letter from your employer) which confirms the particular circumstances, explains why they are exceptional and outside your control and formally supports your claim. If you are self-employed, you must provide independent evidence to support the claim that the pressures are exceptional and outside your control.
- Late diagnosis of, for example, dyslexia, resulting in no support or examination provision.
- Separation or divorce - student or parental (provided the facts and the effects are independently corroborated)
- Unavailability of the student portal prior to the deadline for an assignment or examination where it has been confirmed by the module lead that this would have had a material effect on the

preparation for an assessment.

- Examination disruption (e.g. fire alarm going off; excessive noise from building works)
- A significant change to your financial circumstances after enrolment (e.g. a withdrawal of Student Finance England (SFE) funding mid-year).
- Interviews for placements, only in cases where you have asked the employer or provider to reschedule, but this has not been possible. Such claims should be evidenced by a letter from the employer or provider.

The Plymouth University Extenuating Circumstances Policy can be found here: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

#### For more support please contact:

Your Postgraduate office on: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) / 01803 847212

UPSU Advice by **emailing:** [advice@su.plymouth.ac.uk](mailto:advice@su.plymouth.ac.uk) calling: 0800 953 0155 or 01752 588373 or visiting <http://www.upsu.com/advice>

### 19.2 Academic Offences

Issues of plagiarism and any form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme. Support on referencing including online tutorials is available at the end of this document.

The University has developed information on plagiarism to give a greater awareness of plagiarism and associated issues: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/plagiarism>

Additional support on plagiarism is available from the library as part of their LibGuides: <http://plymouth.libguides.com/c.php?g=48936&p=314461>

The Plymouth University Library also has a LibGuide providing information regarding referencing: <http://plymouth.libguides.com/referencing>

Plagiarism is not tolerated. This is defined by Plymouth University as: 'The submission for assessment of material (written, computer-generated, visual or oral) or ideas originally produced by another person or persons, without clearly indicating that the material is not original, such that the work could be assumed to be the student's.'

Further support on regulations including academic appeals is available from Plymouth University at:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/complaints-appeals-and-conduct>

Plymouth University's code for defining and dealing with Examination and Assessments Offences, including the process that needs to be followed together with the students' rights and responsibilities, can be found here:

[https://www.plymouth.ac.uk/uploads/production/document/path/6/6463/Examination\\_and\\_Academic\\_Offences\\_Regulations.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/6/6463/Examination_and_Academic_Offences_Regulations.pdf)



### 19.3 Turnitin

Turnitin (<http://www.turnitinuk.com/>) is an Internet-based 'originality checking tool' which allows documents to be compared with content on the Internet, in journals and in an archive of previously submitted works. It can help to detect unintentional or deliberate plagiarism.

It is a formative tool that makes it easy for students to review their citations and referencing as an aid to learning good academic practice. Turnitin produces an 'originality report' which may be necessary to be attached to your coursework and your tutors will advise you on how to access and use Turnitin where required for your studies. To learn more about Turnitin go to [https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Student/Student\\_User\\_Manual](https://guides.turnitin.com/01_Manuals_and_Guides/Student/Student_User_Manual) Schumacher College may utilise Turnitin on a select number of modules this year. When it is introduced further, more detailed information will be given to you before, or on the first day of the relevant module.

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## 20.0 Plymouth University Students Complaint Procedure

The Plymouth University website <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/complaints-appeals-and-conduct> details the procedures for registering and taking forward any complaint a student may have relating to any aspect of the academic performance of the College or any of its staff, and a summary flow chart is shown below. Students with any such complaint are advised initially, if possible and appropriate, to take up the complaint with the Head of Schumacher College.

### Stage 1

As a student you should raise any issues or problems with your Tutor or alternative member of staff at the Partner Institution where you study. The Institution will work with you to resolve the issue. If you are not happy with the outcome of this stage, you can raise a formal complaint in writing (Stage 2) with the University using the [complaints@plymouth.ac.uk](mailto:complaints@plymouth.ac.uk) email address.

### Stage 1 – Notes

This is an informal step in the complaints process. It is envisaged that either the Tutor, or an alternative partner Institution representative will be able to resolve the issue raised by you and will meet with you to discuss the outcome.

### Stage 2

If you wish to raise a formal complaint you need to contact the University's Complaints Office (CO). The CO will contact Academic Partnerships (AP) with details of your complaint and AP will liaise with the Partner in order that they can consider the issues raised. The CO will advise the Partner as to possible solutions that could be offered to address your complaint. The Partner will then write to you to address the formal complaint and to offer a resolution. If you are not happy with the outcome of Stage 2, you can escalate the complaint to Stage 3 with the University at [complaints@plymouth.ac.uk](mailto:complaints@plymouth.ac.uk) where a Stage Three Complaint Review Panel will take place.

### Stage 2 – Notes

The University's CO will contact AP on receipt of your formal complaint who will liaise with the Partner in order that they can consider your issue. The CO will also give advice to the Partner as to ways to resolve your complaint.

### Stage 3

If you are not happy with the outcome of Stage 2, you should contact the CO. A Stage Three Complaint Review Panel will be set up to review your complaint. After the Panel has made a decision they will write to you with the outcome. If, following this, you are still not happy with the outcome, your next step would be to take your complaint to the OIA (Office of Independent Adjudicator).

### Stage 3 – Notes

The Stage Three Complaint Review Panel is formed by Academics, Registrars, and the Student Union. The CO will contact AP on receipt of your complaint who will ask the Partner to provide them with a copy of the information you have submitted. The Partner will then be required to prepare a written submission in response to your complaint and submit this to the Stage Three Complaint Review Panel. The Panel will consider all the facts and make a decision regarding the complaint. The CO will write to both you and AP with the outcome of the panel's decision and AP will notify the Partner of the Panel's decision.

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## 21.0 Careers Education, Information and Guidance

As a student studying Higher Education your programme has been designed to help you to progress in your chosen livelihood. Many of the College's teaching staff and alumni will be able to give you helpful livelihood advice. For further information, speak with your programme faculty team.

### **Plymouth University Careers and Employability Service**

Plymouth University Careers and Employability Service provide useful information, support and links that you may access online as a student of a Partner College. <https://www.plymouth.ac.uk/student-life/your-studies/academic-services/careers-and-employability>. Please note: Online support only is available to Student from a Partner College. Support advertised on the Plymouth University campus is not available to students of partner colleges.

As a graduate you will have a wide choice of career opportunities throughout the private and public sectors, both in the United Kingdom and abroad.

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## 22.0 Graduation

Schumacher College celebrates the end of the core part of your cohort's journey together at the end of the Taught Modules (term 2). Additionally, each cohort has, independent of the college, organised celebrations of their own; in the past these have included events such as pilgrimages & closing circles.

A formal Graduation ceremony is organised by Plymouth University but this is held some-time after your programme completion and may involve travel back to the area. Graduation transcripts and Certificates are posted to Schumacher College students shortly after the Annual Award Board for your programme; therefore, students attending Graduation at Plymouth will receive a letter which states this to be the case, in place of the final certificate.

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## 23.0 Alumni

As Plymouth Students you are part of the Plymouth Alumni. More information can be found at <https://www.plymouth.ac.uk/alumni-friends>

Once you have completed your course of study, you will become one of our cherished College Alumni; joining many thousands of people who have passed through the College as postgraduate students, short course participants, course leaders and facilitators, and scholars. This is a powerful network of friends and allies around the world that constitute one of the College's greatest assets. We keep in touch through social media and our monthly newsletter than goes to upwards of 8000 readers And from Autumn 2016 you will be able to link with them through the Worldwide Network.



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## 24.0 United Kingdom Visas and Immigration (UKVI)

If you are an EEA (European Economic Area) or Swiss national and you have been accepted onto a course of study you are free to enter the UK and live here for the duration of your study.

However if you are a non-resident of the EEA and your intended course has a duration of 6 months or more you will be required to obtain a Tier 4 (General) Student Visa.

Please consult the Postgraduate Administration team at Schumacher for guidance on how to deal with applications, enrolments and monitoring of Tier 4 and all International Students, and related sponsorship duties. Your primary contact is the Postgraduate Quality Coordinator.

Plymouth University publish regular updates specifically for new and current international students. Please find these here: <https://www.plymouth.ac.uk/international/compliance/updates> and the International Students studying in the UK are able to access specialist services and guidance through Plymouth University's International Student Advisory Service (ISAS). From the day you accept an offer, right through to graduation, they will offer help and advice so you can get the most out of your studies, and your time in the UK. For more information visit: <https://www.plymouth.ac.uk/student-life/services/international-students/international-student-advisory-service>

**Please note:** Schumacher College is a Higher Education provider (H.E). Plymouth University is a Higher Education Institution (H.E.I) so please check any advice you receive is applicable to Schumacher College.

The UK Council for International Student Affairs is a good source of information for International Students. [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

If you need to make a telephone call to receive help or advice from UKVI or UKCISA while at the College, you are welcome to use an office telephone and are encouraged to ask any member of staff.

### **Student and College compliance with UK Visas and Immigration (UKVI).**

Schumacher is obliged to:

- Record daily student attendance and absences; notifying the UKVI of any ongoing absence, or withdrawal of sponsorship of a student.
- Keep up to date and accurate addresses, contact details and travel plans of each Tier 4 student. .
- Provide a record demonstrating your ongoing progression.

Students have a responsibility to:

- Attend each teaching session. If unable to attend, a note must be made to the tutor who can mark the absence appropriately on your record.
- Keep the Postgraduate Administration office informed of any changes that may affect your Tier 4 visa compliance.
- Keep the Postgraduate Administration office informed of all changes of address.
- Hold a Residential address(es) for the duration of studies in the UK.
- Provide proof of re-entry to home country (scan of passport cover and page demonstrating return stamp).
- Comply with the rules concerning Police Registration (if applicable) including, but not limited to informing them of a change of address (within 10 days).



## 25.0 Harvard Referencing System

Schumacher College students use the standard Harvard referencing system. The Plymouth University Library has produced an online support referencing guide which is available here: <http://plymouth.libguides.com/referencing>.

Another recommended referencing resource is [Cite Them Right Online](#); this is an online resource which provides you with specific guidance about how to reference lots of different types of materials. From books to TV shows, journals and podcasts it is expanded regularly to include new types of source material. Although based on the Harvard Referencing System it is useful for all students no matter which referencing system is preferred by their institution.

When the Harvard system is used, acknowledgement of the work of others appears within the text; it includes making direct quotes and paraphrasing. (NB Footnotes do not need to be used with this system; however, your tutor may allow you to use them to expand or qualify points in the text). You need to note the author's surname, followed by the year of publication and, for a direct quote, the page number.

- Where you are citing from **more than one work** published by an author in one year you add a lower case letter after the year e.g. (Bloggs 1994a).
- Where there are **two authors**, give the surnames of both authors.
- Where there are **three or more authors**, give the surname of the first followed by *et al.*

There are several ways in which these references can be made; there are some examples below. (The full details of sources are given in the list of references at the end; see the next section).

### Quotation

If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you **must** put the borrowed material in single quotation marks (with double quotation marks for a quote within a quote). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quote then three dots should be used to show the omission. If you add words, these should be in square brackets.

### eg

He lists twenty-four names of people who had 'felt hitherto strange and unfamiliar desire to have images formed by light spontaneously fix themselves' from as early as 1782 (Batchen 1990: 9).

### eg

Whilst Williams (1989) suggested that 'schools in Devon are...'

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

### eg

Terry Eagleton explicitly links Freud's psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.



When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtuseness's are at war with his native wit. If Freud had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed. (Eagleton 1990: 283)

### **Paraphrase**

If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into **your own words**, and you must, again, clearly indicate the source from which the information came.

#### **eg**

Biographies of Rossetti tend to differentiate the successive stages of his career by associating each of them with a particular woman in his life (Prettejohn 1997: 9).

#### **eg**

E. H. Carr has observed that is a construct consequent upon the questions asked by the historian (Carr 1964).

#### **eg**

In a further article (Johnson 1989a) it is argued that...

#### **eg**

In this article (Nicholls *et al.* 1990) the view is taken that...

#### **eg**

This finding has been confirmed by other researchers in the United States (Smart 1986; Billings and Brown 1990).

### **Secondary Citation**

Sometimes you need to cite the ideas of an author that were referred to in someone else's writing, though, where possible, you should try to read the original source. You must show that you used the secondary source.

#### **eg**

Learmouth (1978 cited in Short 1984) acknowledges that it is impossible to...

### **List of Sources (Bibliography)**

#### **Introduction**

All written work should include a list of sources at the end detailing, in alphabetical order by author, all the sources you used to research the topic. (You may divide it into sections according to the format of the resources from which you have obtained information eg Books and Journals; Films; Websites etc.).

When there are two authors, cite them both. For three or more authors cite the first author followed by *et al.*

The following guide combines the conventions used in the Harvard System and the style recommended by the Faculty of Arts.

**Book**

- Surname and initials of author (**if editor/editors**, put ed./eds in brackets after the name)
- Year of publication (in brackets)
- Title of book (in italics)
- Edition (omit if first edition)
- Place of Publication
- Publisher
- Page or chapter numbers if needed

**eg**

LaBelle, B. and Roden, S. (eds) (1999) *Site of Sound: of Architecture and the Ear*, Los Angeles: Errant Bodies Press

**Article in edited book**

- Surname and initials of author
- Year of publication (in brackets)
- Title of article (in quotation marks)
- *In* , then surname and initials of editor/editors of book, followed by (ed.)/ (eds)
- Title of book (in italics)
- Place of publication
- Publisher
- Page numbers.

**eg**

Jameson, F. (1983) 'Postmodernism and consumer society' in Foster, H. (ed.), *Postmodern Culture*, London: Pluto Press, 111-126.

**Article in journal/newspaper**

- Surname and initials of author
- Year of publication (in brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume number (in bold)
- Part number (in brackets)
- Page number(s).

**eg**

Hall, K. (2001) 'An analysis of primary literary policy in England using Barthes' notion of "readerly" and "writerly" texts'. *Journal of Early Childhood Literacy*, **1**(2, August), 153-165.

**Video and Film**

- Title (in italics)
- Year of release (in brackets)
- Medium
- Director
- Other relevant detail re writers, performers etc.
- Distributor
- Other relevant detail re physical characteristics eg size, length of film



**eg**

*A Room with a View* (1985) Film. Dir. James Ivory. Cinecom Intl. Films.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

**eg**

Mifune, T. actor. *Rashomon* (1950) Dir. Akira Kurosawa. Daiei.

### **Television / Radio Programme**

- Title of programme (in italics) **or, when in series**, title of programme (in quotation marks) and title of series (in italics)
- Broadcast date
- Other relevant detail re producer etc.
- Network
- Other relevant detail re physical characteristics, length of programme etc.

**eg**

'The First Human Clone', *Panorama* (8 February 1999) British Broadcasting Corporation,. Video, 45 minutes.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

**eg**

Hitler, A. '1933: Master Race', *People's Century* (1995) British Broadcasting Corporation. Video, 55 minutes.

### **World Wide Web Document**

- Author or editor (if known)
- Title of document (in quotation marks) followed by Online (in square brackets)
- Location of document (full web address)
- Access date (in square brackets)

**eg**

Brown, M. 'Impressionist painting' [Online] <http://www.fisk.edu/html> [27th September 1999]

### **Article in Electronic Journal**

- Author
- Year of publication
- Title of article (in quotation marks)
- Title of journal (in italics)
- Type of medium (in square brackets)
- Volume, part of journal
- Location of document (full web address)
- Pages (if given) or other indicator of length
- Available: Supplier/ Database name/ Identifier or number (if given)
- Access date (in square brackets)

**eg**

Anderson, B. (2002) 'September 11 has turned out to be a good thing for America and the world'. *The Independent* [Online], 9 September 2002.

<http://www.infoweb.newsbank.com/> Approx. 4 printed pages. Available: NewsBank Newspapers UK [12 September, 2002].

### Miscellaneous

For information about citing letters, computer software, music recordings, performances, works of art, interviews, maps etc. please refer to the *MLA Handbook for Writers of Research Papers*. Please note that when using these examples the elements of the entry are suitable for Harvard, but that you need to put the date of publication in round brackets after the first element.

### Use of Latin

You will encounter a variety of Latin abbreviations in references, especially if the book or article is more than twenty years old. A list of the four most common abbreviations is given below. (It is not necessary to use these when using the Harvard referencing system).

1. *ibid.* [short for ibidem] meaning “in the same book, chapter etc.” and used when a reference is given to the same source as the immediately preceding reference. For clarity you should add the page number.

#### eg

59. Herzog, D. *Poisoning the Minds of the Lower Orders*, Princeton: Princeton University Press, 1998, p. 83.

60. *Ibid.*, p. 84

2. *loc. cit.* [short for locato citato] meaning “in the passage already quoted”

3. *op. cit.* [short for opere citato] meaning “in the work already quoted”

Both *loc. cit.* and *op. cit.* are used when the full reference has already been given in an earlier footnote, but not in the immediately preceding one. For clarity, you should add the page number of the relevant passage and also the date if the author has more than one source listed in your footnotes.

#### eg

67. Herzog, *op. cit.* p. 80 [or 67. Herzog, *op. cit.* (1998) p. 80]

4. *passim* [from passus meaning scattered] and used when a point is made in many places, here and there or throughout a passage, a chapter or even a whole book.

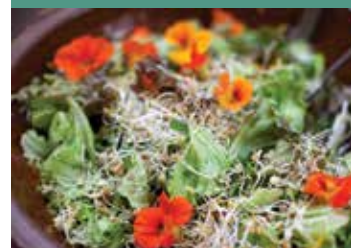
#### eg

a reference to ‘pp. 60-80’ might indicate a concentrated discussion of an idea, whereas ‘pp.60-80 passim’ shows that the idea makes numerous, but sporadic appearances.

### Further Help

If you need further help with referencing and bibliographies, please ask your tutor or the librarian or visit <http://plymouth.libguides.com/referencing>

There are a number of study skills books available for loan from the library.



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## 26.0 Progression to Further Study

Your Programme Coordinator has access to University staff and is able to speak with them concerning progression to programmes at Plymouth University or other institutions.



# Schumacher College

Schumacher  
College

IN  
PARTNERSHIP  
WITH  
PLYMOUTH  
UNIVERSITY

Dartington

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