



Writtle
University
College

Student Tutorial Session Quality and Registry

Student Handbook, Extenuating
Circumstances (EC's), Late Work & Academic
Offences

Meet the Team

- Lorraine Horne – Head of Quality and Registry
- Carl Hills – Quality Manager
(Student Admin and Assessment)
- Jon Morrison – Quality Manager
(Policy and Governance)
- Jack Stoddart – Quality Officer
- Leigh Arnold – Exams and Timetabling Manager
- Martine Howlett – School Quality Advisor
- Mariann Boha-Gabor – School Quality Coordinator
- Dominique Horwood – School Quality Coordinator
- Cara Hitt – Timetabling and Exams Support Officer
- Danielle Wojtylo – Timetabling and Exams Support Officer

How We Can Help You

- Change of personal details (address/phone number etc)
- Council Tax exemption letters
- Extenuating Circumstances and Late Work
- Transcript Queries/Requests
- Remarking Requests
- Appeals and Complaints
- Timetable Queries
- Exam Issues
- Academic Offences
- General Advice and Support

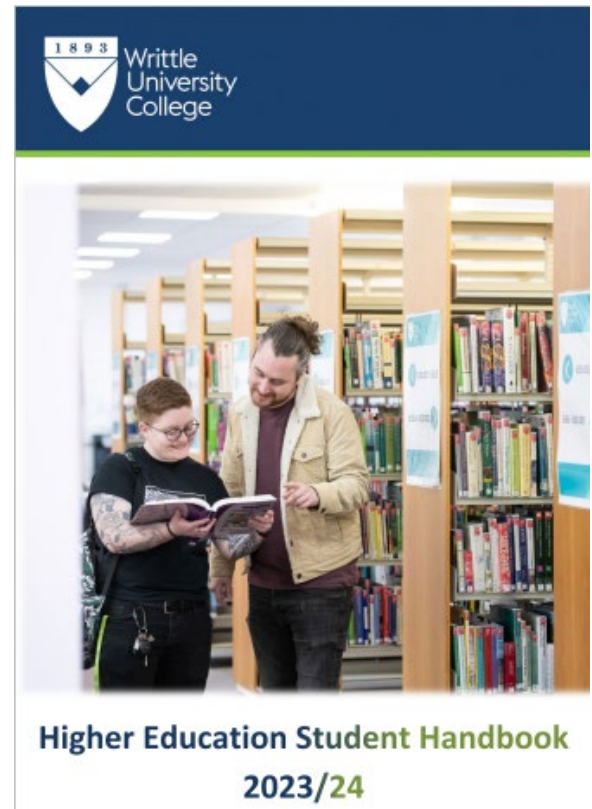
Where to Find Us

- L69 - Main Building
- Quality.registry@Writtle.ac.uk
- TimeTable@writtle.ac.uk
- exams@writtle.ac.uk
- Moodle – HE Quality and Registry



Student Handbook

- <https://writtle.ac.uk/HE-Regulations-&-Policies>
- Student Code of Conduct
- Discipline
- It is your responsibility



Attendance Reminders

What is the expectation?

- The Attendance Policy (among others) highlights the expectation that all students attend and engage with taught sessions.
- Students attendance should remain above 75%.

What happens if your attendance drops below 75%?

- The first time your attendance drops below 75%, you will be emailed by the Quality and Registry team to remind you of the expectation.
- If it remains under 75%, the course team will make contact with you to arrange a Fitness to Study level 1 meeting to discuss your attendance.

Things to remember:

- If you are absent, report your absence by email to HE.Absence@Writtle.ac.uk



Academic Offences

What is an academic offence?

- Plagiarism
- Self-Plagiarism
- Cheating in an Exam
- Collusion
- Contract Cheating
- Unauthorised use of Artificial Intelligence
- Fabrication of Falsification of Data Information
- Impersonation
- Attempting to Influence a Member of Staff



What do I need to know?

- It is **your** responsibility to know the rules. Read the guidance on Moodle and ask us if you have any questions.

Extenuating Circumstances (EC's)



What are Extenuating Circumstances?

- Extenuating circumstances are a medical or personal issue which a student cannot overcome or manage without an impact on their ability to attend teaching and undertake assessments because they occur suddenly, unexpectedly and are severe in nature.

How to apply?

- An application for EC's can be submitted either before or up to 10 working days after a submission deadline.
- If the application is **accepted**, a fresh uncapped attempt will be granted to the student at the next available opportunity.
- If the application is **rejected**, the coursework/exam will be recorded as a non-submission and a mark of 0 will be recorded.
- An EC application can be withdrawn, without prejudice, **prior** to being considered by the EC Committee

Things to consider when applying:

- EC's are not an insurance policy. If you submit a piece of work and your claim is then accepted, the work will be set aside, meaning you will have to re-do an assignment/exam.
- Claims made for Long-term conditions or claims submitted without supporting evidence are unlikely to be accepted.

Late Work Claim

What is a late work claim?

- A late work application applies to course work submissions only. Other types of assessments such as examinations or presentations, for example, are held on fixed dates and, therefore an extension is not applicable.

How to apply?

- A late work application (and the piece of work) must be submitted up to 7 calendar days after the original submission deadline.
- If the application is **accepted**, the mark will stand and no penalty will be applied.
- If the application is **rejected**, the submission will be capped at the pass mark (differs depending on the level of study)

Things to consider when applying:

- Submitting a Late work claim without submitting your assignment (or vice versa) will result in a claim being rejected and a non-submission being recorded, with a mark of 0 for that assignment.
- Claims made for computer issues on the final submission day are unlikely to be accepted.





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Questions, Advice, Help!

Quality.registry@Writtle.ac.uk

L69, Main Campus

Student Success Team

Donna Franklin

Head of Student Success

*Helping empower you to:
stay on track with your academic study,
embrace opportunity,
and achieve personal **success***

SUPPORTING YOUR CAREER

Impartial
Careers Advice



Employability
Manager



Business
Mentor



*Left to right:
Mark Yates, Tara Simpson and David Bell*



Impartial
Careers Advice



Employability
Manager



- Impartial **careers advice and guidance**
- Employability **skills development**
- Opportunities to **engage with employers**
- Business **start-up guidance**
- Business **mentoring**

*Left to right:
Mark Yates and Tara Simpson*

SUPPORTING YOUR INNOVATION

Business
Mentor



1893 Writtle University College Student Success

ENTREPRENEURIAL SUPPORT

'Gave a range of presentation ideas and tips, asked students what we wanted from the session and was able to answer them by the end.'

'Very helpful session, engaging and easy to listen to, favourite workshop so far at Writtle!'

What students say

'Lots of great information, I learned lots of new things!'

'It was packed full of information which was helpful in creating my presentation pitch and understanding how to present it'



Scan to book a 1:1 today

David Bell – Entrepreneur in Residence and Business Mentor for WUC



*TODAY 3.30-4.15pm
HE Study Hub upstairs!*



ASK A BUDDY

Learn study skills hacks and speak to the Buddy team of peer mentors for student hints and tips!





Writtle University College

Find out more
Thursday 3.30-4.15pm
HE Study Hub upstairs!



HEDGEHOG FRIENDLY CAMPUS

SILVER AWARD 2022/23



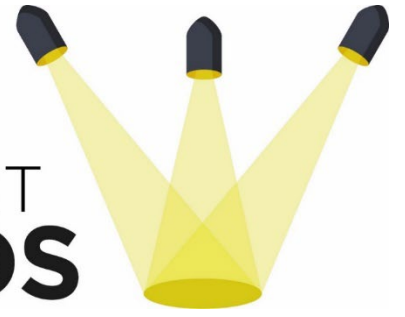


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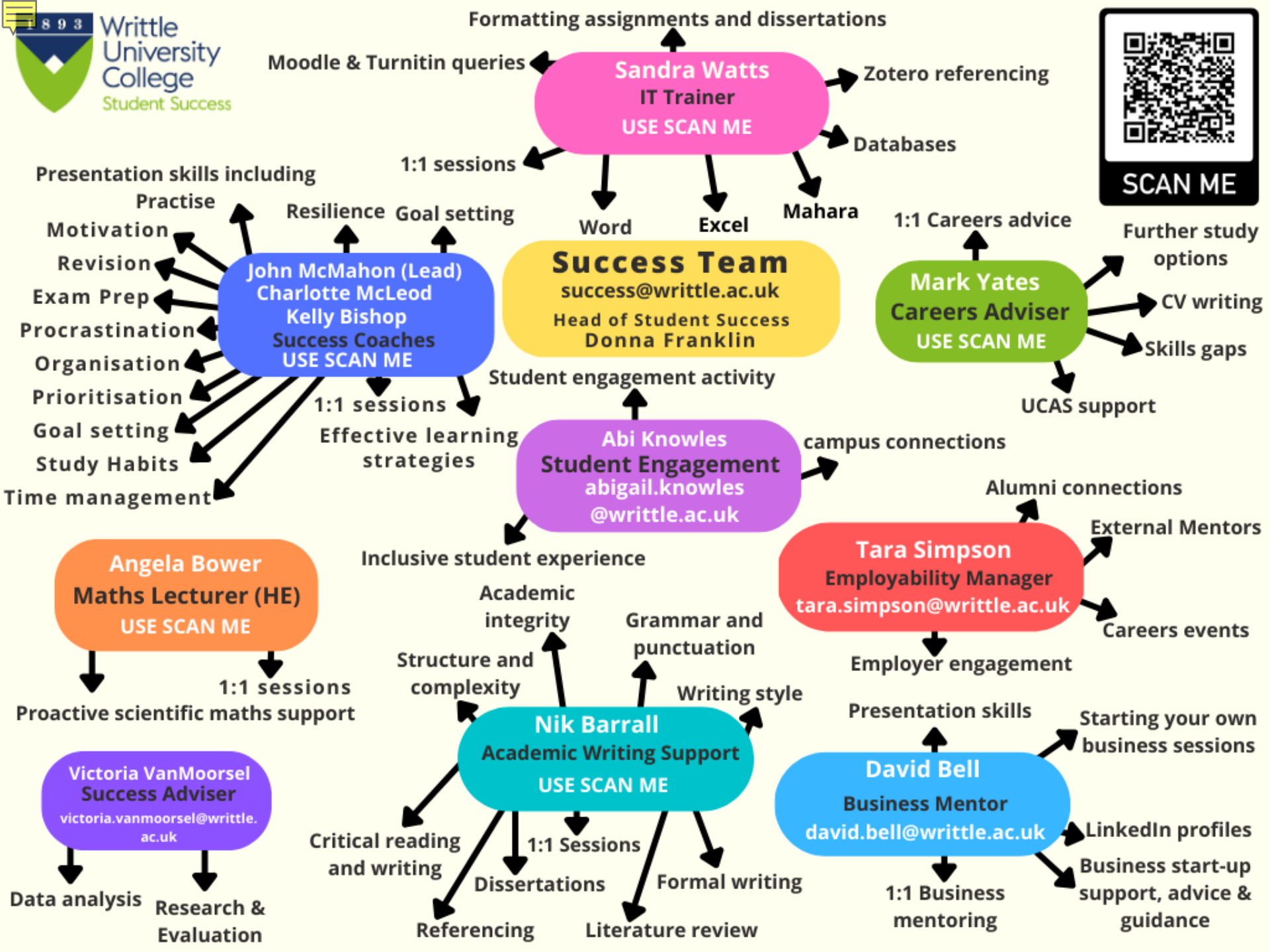
Call for new Board members: Student Success Advisory Board

Apply to be a member of the Student Success Advisory Board (SSAB) TODAY!

Email: success@writtle.ac.uk for details



Be inspired www.writtle.ac.uk/student-spotlight





Library catalogue: librarycatalogue.writtle.ac.uk

Library website: library.writtle.ac.uk

Find us on Moodle

Email: thelibrary@writtle.ac.uk



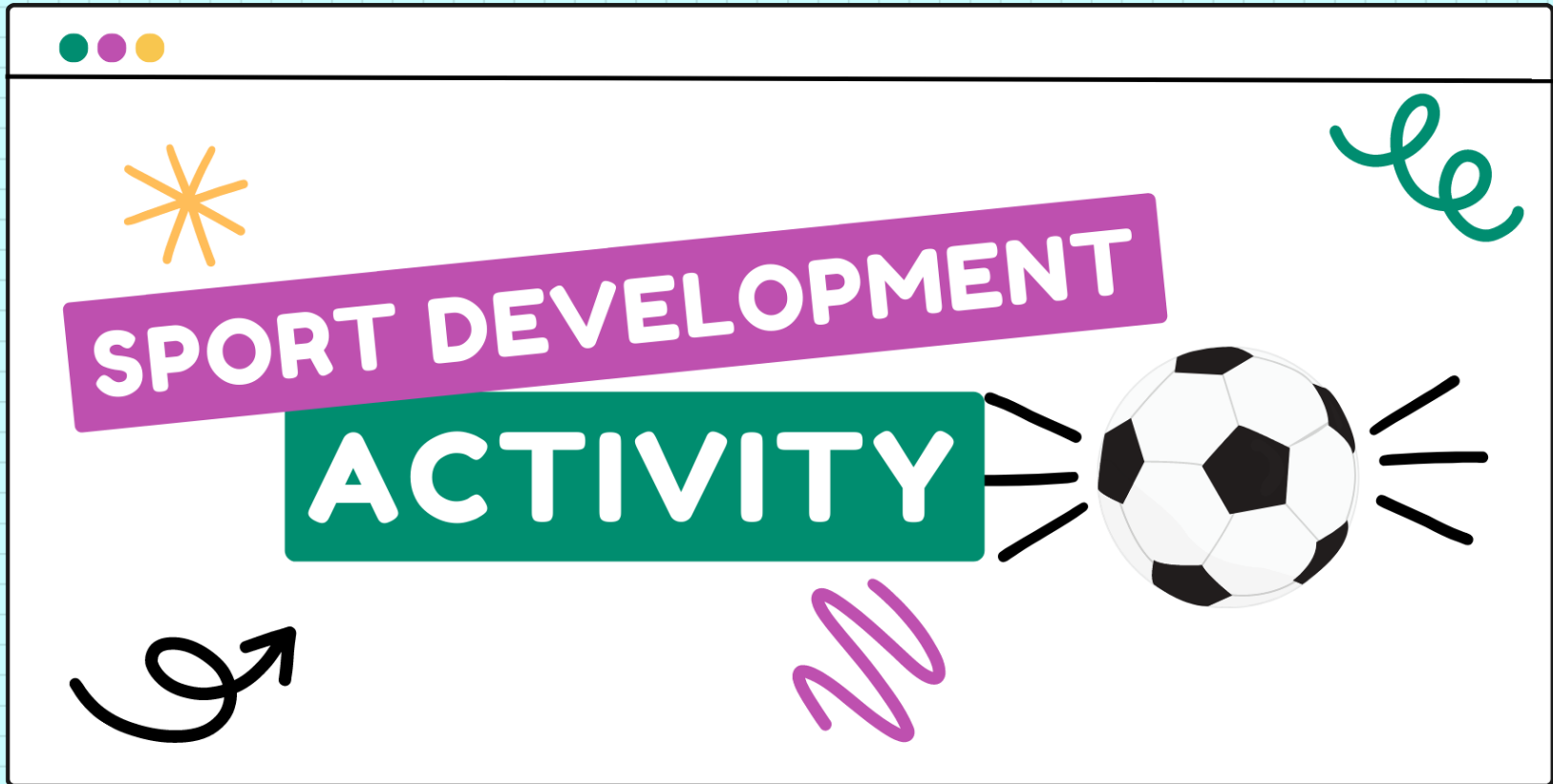
Chaplaincy support: for students of all faiths and none - we care



Father John Bloomer
chaplain@writtle.ac.uk


- *pastoral support*
- *non judgmental listening and conversation*
- *spiritual support*
- *inclusive*

On campus most Wednesdays
- can meet at other times if you contact




Your Journey Starts Here


WHO YOU'RE LOOKING OUT FOR!



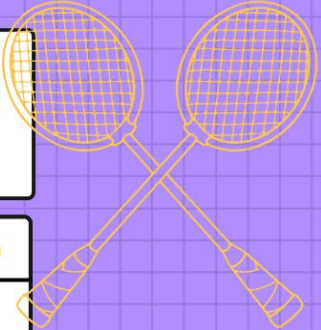
Amy Grimsey
Sport Dev. Manager



Briony Findlay
Sport Dev. Officer



Holly Wareham
Sport Co-ordinator

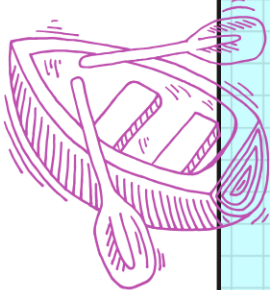


Your Journey Starts Here



HIGHLIGHTS



- RECEIVED OVER £10K IN FUNDING TO DEVELOP OUR RESERVOIR
 - WE LISTEN! - COMPLETED 78.5% OF SURVEY FEEDBACK
 - NEW ACTIVITY TIMETABLE TO INCLUDE LOTS MORE 'ASKED FOR' SESSIONS
 - NEW GO CARD TO IMPROVE AWARENESS OF ACTIVITIES & EVENTS
 - RE-FURBISHED GYM
 - NEW PARTNERSHIP WITH CHELMSFORD RUGBY CLUB
- 



Your Journey Starts Here

NEW FACILITY



LOOK OUT FOR OUR WATER SPORT SESSIONS RUNNING WEEKLY! INCLUDING MORNING DIPS AS WELL AS PADDLE BOARD AND KAYAK SESSIONS.

Your Journey Starts Here

WHAT CAN YOU GET INVOLVED IN?



• GYM

Gym membership available for only £80 for the whole academic year, or £45 per semester! Open 7am-9pm (Monday-Friday) & 9am - 4pm (weekends)

• FITNESS CLASSES

We have a range of fitness classes from water sports, Pilates, strength and fitness flow sessions!



• SPORT CLUBS

We have a range of sport clubs on offer from running, netball, rugby and basketball. You can get a sport membership for just £55 for the year!

• HE TOURNAMENTS & SPORT WEDNESDAY

We have a range of HE tournaments including Dodgeball, Galentine's Prosecco Cricket, Rounders and more!



Your Journey Starts Here

WORK WITH US



Understand what it is like
working in different sporting
environments

WORK EXPERIENCE



Learn key skills
(communication, organisation
and time management)

PAID WORK



Gain work experience doing
something you enjoy



Have experience and a
reference for future job
applications

VOLUNTEERING

Your Journey Starts Here



Writtle
University
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Wednesday 13.09

11am-2pm

Freshers Fair
Baa/Sports Hall

[1.30pm-2pm] Quiet Time
(Visit the Freshers Fair without the crowds and with a lower volume)




2pm-3.30pm

- Give-It-A-Go Basketball Maddison courts
- 

2.30pm-3.15pm

- University Survival Guide Wellbeing Hub


3.30pm-4.15pm

- Learn study skills hacks and speak to the Buddy team peer mentors
HE Study Hub - Upstairs
- 


Thursday 14.09

Any time from 2pm


SU Fun Day - Come along and meet others. Pizza, drinks, games provided by SU
Tabor Field



2.30pm-4.15pm

- Water sports/relax Reservoir
 - Anxiety drop-in Wellbeing Hub
 - Axe Throwing Tabor Field
- 

2.30pm-3.15pm

- Learn study skills hacks and speak to the Buddy team peer mentors
HE Study Hub - Upstairs
- 

3.30pm-4.15pm

- Hedgehog Friendly Campus project - find out about our journey so far and how you can get involved.
HE Study Hub - Upstairs

TABOR FIELD

FREE PIZZA PADDLE BOARDING AXE THROWING MUSIC BYO DRINKS

THURS
14TH
SEP

Music    

Pizza delivered every hour, music, paddleboarding, axe throwing, games + more. bring your own drinks

From 2pm please take your rubbish with you



Friday 15.09

2.30pm-3.15pm

- Give-It-A-Go Hockey Maddison courts
 - Meet horses and yard staff (2pm outside Garden Room to walk to Cow Watering Campus)
- 

3.30pm-4.15pm

- Horse Grooming (3pm outside Garden Room to walk to Cow Watering Campus)