

# Programme Handbook 2023/24

Nautical Science (Blended Learning)

*NUS-AC-AD-2022-BL*

## WELCOME

Welcome to Blackpool and The Fylde College and to the Nautical Science (Blended Learning) (NUS-AC-AD-2022-BL) programme.

This **Programme Handbook** aims to provide you with the key information you will need to settle into and get the most out of your programme of study here at the College leading to successful completion of your programme. It will provide you with an overview of the programme content, how individual modules are organised and delivered, how and when you will be assessed and how overall grades final results are determined. In addition, there is information on the help and general support available to you as well as making it clear what you need to do if you should encounter any specific difficulties in progressing as planned on the programme.

### Student Life (the student information portal)

Whether you're on campus or at home, use [Student Life](#) to access all of your B&FC services and develop your academic skills. Student Life provides an overview of the College partners and how they will support you on your journey, alongside key information on College facilities, student representation and events you can get involved in. Information about term dates, travel to college and attendance expectations can also be found on Student Life.

It is strongly recommended that you refer to your **Programme Handbook** and [Student Life](#) to ensure that you get the most out of the time you will have invested in participating in your valuable and hopefully enjoyable learning experience.

We appreciate that, as students, for materials to be fully accessible you may have a preference for a specific font size or colour of text/paper. To ensure that your needs are considered this handbook is available electronically and Immersive Reader tool can be selected to help you explore the information on Student Life.

### Apprenticeship Information

If you are studying an apprenticeship programme with us, you may also find the information set out in our Apprenticeship Strategy 2020/2025 useful. It's located on our website [here](#).

## GENERAL INFORMATION ABOUT YOUR PROGRAMME

<b>Programme Title</b>	Nautical Science (Blended Learning)		
<b>Teaching Institution</b>	Blackpool and The Fylde College		
<b>Professional, Statutory and Regulatory Body (PSRB) Accreditation</b>	None		
<b>Language of Study</b>	English		
<b>Programme Awards</b>			
<b>Award</b>	<b>Award Type</b>	<b>Level</b>	<b>Awarding Body</b>
SQA Advanced Certificate	Advanced Certificate	Level 4	Scottish Qualifications Authority
SQA Advanced Diploma	Advanced Diploma	Level 5	Scottish Qualifications Authority



## THE FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS (FHEQ)

The Framework for Higher Education Qualifications (FHEQ) ensures the comparability of Higher Education qualifications in England, Wales and Northern Ireland. The framework describes the achievement represented by qualifications and the various awards which may be granted by a Higher Education provider with degree awarding powers. All students pursuing Higher Education programmes at Blackpool and The Fylde College are awarded qualifications aligned to the FHEQ upon successful completion of their programme.

Level	4	5	6	7	8
FHEQ Level	Certificate (C)	Intermediate (I)	Honours (H)	Masters (M)	Doctoral (D)
About this level of qualification	<p><b>Level 4</b> These qualifications are work-related (vocational) higher education qualifications. While bachelors degrees tend to focus on gaining knowledge, HNCs are designed to give you the skills to put that knowledge to effective use in a particular job.</p>	<p><b>Level 5</b> These qualifications are designed to equip you for a particular area of work – as well as giving you the general skills that are useful in any type of job. They're university-level qualifications, but are designed with work in mind, with the help of employers from that sector.</p>	<p><b>Level 6</b> These qualifications are designed to give you a thorough understanding of a subject. They help you develop your analytical, intellectual and essay or dissertation writing skills. You'll also have much more of a say about the direction your learning takes than you've had previously.</p>	<p><b>Level 7</b> These qualifications are of academic study. They can be research based, a taught course, or a mixture of both, and will take at least 12 months of full-time study to complete. You may also have to submit a dissertation at the end of your course.</p>	<p><b>Level 8</b> This level gives you the opportunity to undertake an original piece of research. It will usually take at least three years of full-time study to complete. Many doctorate courses lead to a qualification such as a Doctor of Philosophy – a PhD or Dphil.</p>
Qualifications that are available at this level	<p>Higher National Certificates (HNC)</p> <p>Foundation Studies (FS)</p> <p>Diploma</p>	<p>Higher National Diplomas (HND)</p> <p>Foundation Degrees (FD)</p> <p>Diploma of Higher Education (DipHE)</p>	<p>Bachelor Degrees (BA, BSc)</p> <p>Bachelor Degrees with Honours (BA Hons.)</p> <p>Professional Graduate Certificates in Education (PGCE)</p>	<p>Masters Degrees (MA, MSc)</p> <p>Postgraduate Certificates and Diplomas</p> <p>Post Graduate Certificates in Education (PGCE)</p>	<p>Doctoral Degrees</p>

## PROGRAMME OVERVIEW

Blackpool and The Fylde College remains committed to provide a highly responsive curriculum that is employment and future-focused and will enable you to develop the essential knowledge and skills that will prepare you for future success in work and life.

The Advanced Certificate and Advanced Diploma in Nautical Science by Blended Learning is a structure of individual units arranged in sets. Once enrolled onto the first set of units from the Advanced Certificate or Advanced Diploma you will have a maximum of 2 years to complete the Formative and Summative Assessments. You can enrol onto the next set of units at any time within the first 2 years providing you have successfully completed the first set of units. **We will support you at every stage of your learning, however if you do not submit work on a regular basis and complete Summative Assessments (exams) from the first set within the 2-year enrolment period, you will be unable to continue onto the remainder of the qualification.**

### Blended Learning (Learning and Teaching)

Following enrolment onto a set of modules, your teaching and learning will be supported by learning materials which have been created by the dedicated Nautical Science Deck team. These resources can be used alongside onboard manuals, publications, drawings, and other procedures to the learning onboard your vessel. The resources also provide an outline of each module, a recommended reading list and provide details of the module syllabus and learning outcomes. Interactive resources are utilized on Canvas, our Virtual Learning Environment (VLE) including, but not limited to: Marine Notices, PowerPoints, useful web links to industry publications, Excel spreadsheets, video tutorials, clinics, and e-books. You will submit work using Canvas, the College VLE, for both Formative and Summative assessments, where appropriate.

The Blended Learning Team will work with you to create an individual learning and assessment plan for the first set of modules to meet your requirements and commitments. To complete the underpinning knowledge for the AdC and AdD, students are required to work through the learning material and submit work for marking on a **regular basis**.

For each module there is a requirement to complete and pass the:

- Formative Assessments (FAs) – to check your understanding and for us to provide feedback, but does not count towards your final grade
- Pre-college tests (PCTs) – mock exams
- Summative Assessments (written exams or assignments, coursework, projects)

Once you have passed all the FAs for an individual unit, you must attempt an online pre-college test (PCT). This is an excellent tool and provides essential preparation for your Summative Assessment under time constrained conditions; additionally, the PCT provides you and college with an indication of whether you are ready for the Summative Assessment (exam) and how you may perform. We will only book your Summative Assessment once you have received 'Proceed to College' feedback on PCTs.

Approximately every 3 months (a term) there will be the opportunities to sit Summative Assessments (exams). We will publish available dates at the beginning of each term so you can plan your study in line with the Summative Assessments (exams) dates. The AdC and AdD also consist of additional papers termed as Graded Units. The Graded Units consist of examinations only and do not feature any delivery hours as taught / delivered modules, but rather rely on you to undertake independent learning. MCA SQA external examinations are **not** part of the Advanced Certificate/Diploma by Blended Learning.

To keep in line with regulatory requirements we will inform you if your course is subject to any change from the information provided in this document, during your application, or when you enrol.

### What you need to do next

You should consider the following points about the course before deciding if Blended Learning is right for you.

1. I like the idea of being able to study at a time and place to suit me.
2. I understand that I must be prepared to dedicate a considerable amount of time to the course.
3. I understand that I will be self-studying but will have access to Blended Learning clinics and support via Microsoft Teams and can attend regular college clinics during term time.
4. I have access to a computer (Mac or PC) and the internet.
5. I understand that I will be required to scan and upload course work to gain the Advanced Diploma qualification.

### What would happen next

1. You will receive an invite to set up a Student Portal.
2. To make an application you should complete and upload the Higher Education Sign up form along with a copy of your passport, CoC (all pages including limitations), discharge book and any STCW short course certificates to the Student Portal.
3. On receipt of all your required documentation and completed Higher Education Sign-Up form, we will review your application to ensure the programme is relevant to your current skills or experience.
4. Once all your documentation has been reviewed, if your application is successful, we will contact you by email to offer you a place on the course and begin the enrolment process.
5. We will arrange to call you to discuss the programme and find out how we can support you with your studies, this is an essential and important part of your application process and is also your chance to ask any questions you may have about studying at Blackpool & The Fylde College.
6. If your application is unsuccessful, we will also confirm this by email.

### PROGRAMME AIMS

General aims of the qualifications:

- To develop the ability to analyse and plan tasks commonly encountered in the workplace.
- To develop approaches to problem solving and critical thinking.
- To develop an evaluative and reflective approach to work and studies.
- To develop the ability to work and communicate effectively with others.
- To develop the ability to plan and organise studies and research.
- To develop skills for employability and progression to higher qualifications.
- To enable the learner to consolidate knowledge and skills to enhance career progression.
- To enable the learner to develop skills to enhance their own personal development.
- To develop Core Skills which are capable of being transferred to any type of employment.

Specific aims of the Advanced Certificate Nautical Science: Stages 1 - 4

- Contributes towards learners obtaining a Certificate of Competency as Deck Officer of the Watch issued by MCA\*.
- Prepares learners for the responsibility of keeping a watch at sea and in port.
- Develops skills to enable learners to effectively navigate a vessel by traditional and modern means.
- Develops skills to enable learners to operate a vessel in a safe and effective manner.
- Develops skills to enable learners to work with others in a safe and effective manner.
- Develops skills to deal with emergency situations.
- Develops awareness of current maritime legislation.
- Prepares learners for the MCA written and oral examinations at Officer of the Watch level.

\*(two additional Advanced Units, Marine Emergency Response and Communication and Marine Law and Management: An Introduction are also required for the Certificate of Competency along with the Advanced Certificate).

Specific aims of the Advanced Diploma Nautical Science: Stages 5 - 8

- Contributes towards learners obtaining a Certificate of Competency as Chief Mate issued by MCA.
- Develops the skills required to manage and control the safe navigation of the vessel in all conditions.
- Develops the skills required to manage and control vessel operations in compliance with current legislation.
- Develops a sound understanding of shipboard management issues and techniques.
- Develops a sound understanding of the ship Master's role with respect to the legal aspects of managing the navigation and operation of the vessel.
- Develops an understanding of the vessels propulsion maintenance and engineering requirements.
- Prepares learners for the MCA written and oral examinations at Chief Mate level.

## PROGRAMME LEARNING OUTCOMES

### Level 4

Upon successful completion of this level, students will be able to:

1. Apply core concepts and underpinning theoretical principles of navigation, ship stability and cargo operations demonstrating safety practices during shipboard operations.
2. Analyse the complexity of planning and conducting shipboard operations in different meteorological and navigational circumstances.
3. Analyse the effectiveness of management techniques in regard to the processes, procedures, and practices of shipboard safety management systems.
4. Plan and implement shipboard operations with due regard to national legislation and international standards related to safety of life at sea, safety of navigation and protection of marine environment.
5. Demonstrate the use of electronic safety navigation equipment and other IT systems and specialist industry software.
6. Analyse the international maritime business environment including commercial and legal sectors.
7. Critically analyse the importance of the human element for shipboard operations including cultural, linguistic, and ethical factors.
8. Communicate effectively in academic, professional, and shipboard environments.
9. Research and embed information from a variety of traditional and digital sources to support personal and professional development, lifelong learning, and achievement.

### Level 5

Upon successful completion of this level, students will be able to:

10. Apply core concepts and principles of navigation, ship stability and management of bridge and vessel operations demonstrating judgement in the application of tools and techniques.
11. Critically evaluate the global context of maritime operations incorporating cultural, legal, ethical and environmental factors.
12. Plan, implement and appraise shipboard operations with due regard to industry legislation, regulatory frameworks and standards.
13. Analyse complex problems in order to identify appropriate methods to formulate mathematical models and solutions.
14. Develop and evaluate logical arguments, justifications and conclusions associated with complex issues identifying underlying assumptions and critical factors.
15. Critically analyse and evaluate processes, procedures and practices of effective shipboard management.
16. Reflect on the appropriateness of different approaches to solving problems.
17. Appraise and interpret complex emergency scenarios in simulated environments and apply self-management, leadership and supervision skills.
18. Communicate in a variety of forms to a range of audiences.
19. Prepare and interpret complex loading, discharging and stress data by utilising IT systems and specialist industry software.
20. Research and embed information from a variety of traditional and digital sources to support personal and professional development, lifelong learning and achievement.

## PROGRAMME STRUCTURE & ASSESSMENT OVERVIEW

Pathway	Module	Level	Credits	Coursework	Practical	Written Exam
<b>Stage 1: Year 1</b>						
<b>Stage award: SQA Advanced Certificate</b>						
<b>(Awarded by Scottish Qualifications Authority)</b>						
All	HW6K47: Naval Architecture: Ship Construction (Mandatory)	4	8			100%
	HW6R47: Marine Meteorology: An Introduction (Mandatory)	4	8			100%
	HW7347: Marine Law and Management: An Introduction (Mandatory)	4	8	100%		
<b>Stage 2: Year 2</b>						
<b>Stage award: SQA Advanced Certificate</b>						
<b>(Awarded by Scottish Qualifications Authority)</b>						
All	HW6E47: Navigational Mathematics and Science (Mandatory)	4	8			100%
	HW6G47: Bridge Watchkeeping (Mandatory)	4	8			100%
	HW7247: Marine Emergency Response and Communication (Mandatory)	4	8			100%
<b>Stage 3: Year 3</b>						
<b>Stage award: SQA Advanced Certificate</b>						
<b>(Awarded by Scottish Qualifications Authority)</b>						
All	HW6M48: Celestial Navigation (Mandatory)	5	16			100%
	HW6P47: Chartwork and Tides (Mandatory)	4	16			100%
<b>Stage 4: Year 4</b>						
<b>Stage award: SQA Advanced Certificate</b>						
<b>(Awarded by Scottish Qualifications Authority)</b>						
All	HW6H47: Marine Cargo Operations (Mandatory)	4	12			100%
	HW6J47: Ship Stability: An Introduction (Mandatory)	4	12			100%
	HW6N47: Nautical Science: Graded Unit 1 (Mandatory)	4	8			100%
<b>Stage 5: Year 5</b>						
<b>Stage award: SQA Advanced Diploma</b>						
<b>(Awarded by Scottish Qualifications Authority)</b>						
All	HW7848: Shipmasters Law and Business (Mandatory)	5	16	100%		
	HW7948: Shipboard Management (Mandatory)	5	8	100%		
	HW7J48: Marine Engineering Systems (Mandatory)	5	8	100%		



Stage 6: Year 6 Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HP6L47 BL: Information Technology: Applications Software 1 (BL) (Mandatory)	4	8	100%		
	HW7648: Applied Marine Meteorology (Mandatory)	5	12	70%	30%	
	HW7C48 BL: Management of Vessel Operations (BL) (Mandatory)	5	16	100%		
Stage 7: Year 7 Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HW7448 BL: Marine Passage Planning (BL) (Mandatory)	5	12	50%		50%
	HW7548 BL: Management of Bridge Operations (BL) (Mandatory)	5	12	50%	50%	
	HW7E48: Nautical Science: Graded Unit 2 (Mandatory)	5	8			100%
Stage 8: Year 8 Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HW7748 BL: Ship Stability: Theory and Practical Application (BL) (Mandatory)	5	12			100%
	HW7A48: Marine Vessels: Structures and Maintenance (Mandatory)	5	8	100%		
	HW7F48: Nautical Science: Graded Unit 3 (Mandatory)	5	8			100%

## WHERE WILL I STUDY?

This programme may be studied at B&FC Fleetwood Nautical Campus  
Should you require further information, please taken a look at [Student Life](#).

## GETTING STARTED

At the start of your course, your tutors will guide you through an initial induction which is designed to ease you into university life and higher level studies. Activities generally focus on helping you to find your feet, make friends and plan your studies. It can also traditionally be the time when students get to let their hair down and familiarise themselves with both the College and the local area before getting down to the more serious business of studying.

## GRADUATE SKILL DEVELOPMENT

The College provides many opportunities for students and apprentices to develop graduate skills whilst studying their programme. For further information please visit the [graduate attributes](#) page of Student Life.

## WHEN WILL I BE ASSESSED?

At the start of your programme you will be given an **assessment schedule** which details the deadlines for the assessments in all the modules you will be studying. This will help you to plan your work effectively. Your tutors understand that you have lots of commitments so will always try to spread the assessments out as much as they can, although inevitably many will come towards the end of each semester.



## HOW WILL MY WORK BE MARKED OR GRADED?

To achieve your Advanced Certificate or Diploma qualification, you must pass all of the units on the award. All units are mandatory and with the exception of the graded units, are marked as percentages.

Graded Units are based on a selection of questions from key units in the programme and are marked as grades (Fail = 0% - 49%, Grade C = 50%-59%, Grade B = 60% - 69%, Grade A = 70% - 100%). For the assessment of the overall qualification you will be awarded a pass or a fail. The learning outcomes and assessment criteria is defined within your programme specification.

## What if I experience circumstances which mean I will not be able to complete an assessment?

The Personal Mitigating Circumstance (PMC) procedure gives you the opportunity to inform the College of serious medical or personal circumstances, which you believe, have affected your academic performance in an adverse way before the meeting of the Board of Examiners.

For further information please visit our regulations page and take a look at [B1 - Personal Mitigating Circumstances and Interruption of Study](#).

## What happens if I fail a module/unit?

Most students/apprentices pass their work, but if your mark for an individual module is less than the minimum pass grade you will be referred on that module. This means that you will have to be reassessed in the relevant work, however a second attempt will be subject to a penalty as specified within the academic regulations for your programme.

Where Personal Mitigating Circumstances are approved, this will typically prevent any penalties being applied and usually allow the work submitted to be marked as a first attempt.

## Moderation

All work that you submit for assessment is marked by your module tutor. A suitable sample is then selected to be moderated by another tutor. This is to ensure that the mark awarded is reliable and not just the judgement of one marker. All of the work you submit is retained by the College to assist our external examiners in the quality assurance of your programme. This may mean that the results you receive during the year may change and should therefore be considered provisional.

## External Examiners

Every higher education programme has its own External Examiner whose role is to support the academic staff team in ensuring that the standard of your programme of study is comparable to other programmes in that subject discipline. The External Examiner will confirm that the work that you have produced is of a standard that is expected and identifies any issues that the academic staff team needs to take into account to continually improve the programme. The External Examiner also feeds back on the key strengths that make your programme a really effective and valuable learning experience.

External Examiner Reports for your programme can be accessed through the **My College** area of **Student Life** and through this link: [Higher Education Regulations and External Examiner Reports](#)

## Board of Examiners

Once a module is complete, the marks for all assessments are compiled together to create an overall module mark.

The module board of examiners sits at the end of each semester to consider modules in scope. Your overall marks for the year are considered by a programme board of examiners that will make recommendations regarding your progression between levels, reassessment and eventually the award of your qualification. Most programmes at the college run an academic year between September and

June. Reassessment work will therefore normally be completed during the summer months and submitted by the end of July (the precise date is set by the board).

The board of examiners sits again prior to the start of the next academic year in September where the results of any summer reassessment work will be considered.

Where programmes fall outside of the standard academic year, the timing of the board identified above may vary, however the general process remains the same.

## **PARTNERS FOR SUCCESS**

The Partners for Success framework outlines how staff, students and the wider college community work to provide a seamless network of support to enable all students to achieve their potential.

Studying at higher education level can mean quite a life change, particularly if you have to juggle study with work, have caring responsibilities while studying or have to move away from home. You may also be returning to study after a long break and feel unsure exactly what to expect.

Please take time to review the more detailed information available through this [link](#).

### **Your Progress Tutor and the programme delivery team**

Here at Blackpool and The Fylde College, every higher education student is enrolled onto the Power to Progress Canvas course at the start of each level of their programme. Power to Progress includes core and elective modules designed to develop the academic, digital, professional and personal skills to help you succeed on your course and beyond. When you have completed a module, you will learn points towards final digital badges to demonstrate your knowledge and skills.

Your Progress Tutor and the other Partners for Success will be available to support you in completing the Power to Progress online content. You will work at your own pace and reflect regularly on your progress. Your tutors will encourage creativity and originality of thought that will help you to gain a better understanding of the subject discipline helping you to achieve your potential and experience high levels of success.

As part of Power to Progress you will have at least two one-to-one progress meetings each academic year. These meetings are an essential component of the B&FC Partners for Success framework, which aims to support your personal and academic development, to maximise your opportunities for success.

To get the most out of Power to Progress you should aim to:

- Complete the core modules in the suggested order
- Move onto elective modules that reflect your needs and interests when your core modules are complete
- Complete the relevant preparation for your one-to-one progress meetings
- Attend at least two one-to-one meetings each academic year
- Develop and deliver on your action points
- Self-refer to and engage with B&FC Partners where necessary
- Revisit modules to refresh knowledge where necessary
- Use feedback to plan your next pieces of work and set personal and academic targets for future learning activities

### **Student Support, Wellbeing and Inclusion**

If your ability to study is affected by a disability, sensory loss, learning difference or health conditions (physical or mental), we are here to help.

The Student Support, Wellbeing and Inclusion team offer a range of support tailored to you to promote independence and maximise your potential through a range of enhanced study, mental health and wellbeing strategies.

- **Disability Support:**
  - For general enquiries email [dsainfo@blackpool.ac.uk](mailto:dsainfo@blackpool.ac.uk)
  - Phone: 01253 504494
  - Drop in: to the University Centre Room CH215
- **Wellbeing Support**  
For general enquiries please email [wellbeingsupport@blackpool.ac.uk](mailto:wellbeingsupport@blackpool.ac.uk)
  - Phone: 01253 504494
  - Drop in: to the University Centre Room CH215

If you require further information please view the details on [Student Life](#).

## Learning Resource Centres

Whichever campus you study on, the Learning Resource Centres (LRCs) will play an important part in your studies. Our newly refurbished flexible learning spaces can provide you with a mixture of computer, group work and quiet study areas, with access to Wi-Fi, on-site daily laptop loans and a vast range of resources. You should make maximum use of this facility to log-on to a device, access printing and copying facilities or ask our LRC Advisers for help and advice.

More information on all the services our centres provide please visit [here](#).

## HE Learning Mentors (HELMs)

### What the HELMs do

**A**cademic development: the team has lots of resources to help you to improve your essay planning, critical analysis and editing skills

**C**oaching sessions to establish what your goals are and how you will reach them

**H**acks to save time and stay organised

**I**ndividualised action plans so that you achieve the best outcomes you can

**E**nglish support to develop your grammar, punctuation and writing skills

**V**aluable feedback: students who have used the HELM service have seen the quality of their work improve

**E**mployability: all of the skills you develop with your HELM will help you to reach your career goals

### How the HELMs can help you

Any student studying a higher education course can access the HELM team and its study resources. The HELMs work with students in a number of different ways so that they can achieve targets, develop confidence and improve advanced skills to reach the highest marks possible, more information is available [here](#).

## Student's Union

[The Students' Union](#) (SU) at B&FC is *your* union. It's made up of students that *you* elect each year, who listen to the student voice and respond to *your* wants and needs. The SU represents students on a range of issues, including equality and diversity, education and social activities, with the aim of ensuring your time here is as interesting and enjoyable as possible. Please take a look at the SU

website for more information.

## ABSENCE REPORTING

If for whatever reason, including ill health, you are going to be absent from College then you will need to ensure that you make contact with us to discuss how we can support you. This is particularly important if your absence could have a significant effect on your assessment requirements. Should this be the case then you will need to consider the College Personal Mitigating Circumstances procedure the full version of which is available at the link below.

<https://www.blackpool.ac.uk/he-regulations>

Any personal mitigating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, would need to be submitted to the HE Student Administration Manager [mitigating.circumstances@blackpool.ac.uk](mailto:mitigating.circumstances@blackpool.ac.uk) formally by you with supporting evidence, e.g. a medical certificate, following the procedures and in accordance with the deadlines laid down in the College's Personal Mitigating Circumstances Policy.

In the event that you are unable to attend an examination because of illness or other unforeseen circumstances, you must immediately inform your programme leader before the start of the examination. If you are absent from the whole or part of an examination because of illness, a Personal Mitigating Circumstances application form together with a valid medical certificate or other appropriate independent documentary evidence must be forwarded to the HE Student Administration Manager\_ normally within ten working days of the examination.

## STUDENT IDENTITY CARD

You must wear your ID badge at all times whilst on College premises. Access to College facilities is dependent on Students having their ID badge. You will also be asked to show your ID badge when sitting exams. You will be challenged if you are not wearing your badge when on College premises. This is to help students and staff feel safe in College.

## GETTING INVOLVED IN THE QUALITY OF YOUR PROGRAMME

At Blackpool and the Fylde College we believe that you are a member of our higher education and College community and as such your views and experiences are extremely important to us. We want to work in partnership with you to ensure that your experience is the best that it can be both for you and others who study with you. To this end we work hard to engage all students in dialogue about the quality of their learning experiences. You can engage by providing useful feedback on your experiences of modules through Module Evaluation Questionnaires, through being an elected programme representative attending student forums and college meetings and through surveys such as the Post-induction survey and the National Student Survey (NSS).

## ACADEMIC APPEALS

An academic appeal is a procedure which allows you in certain circumstances to ask for a review of a decision relating to your academic progress or award. You can ask for a review of a decision by one of the following:

- A Board of Examiners, both Module and Programme Boards.
- A Personal Mitigating Circumstances Panel
- An application to the College
- An Academic Malpractice Panel

It should be noted that students may only appeal against a decision if they can show that they satisfy one or more of the grounds detailed in the academic regulations. The appeal process cannot be used to challenge academic judgement or appeal simply because you disagree with the marks you have been given.

An academic appeal is different from a complaint so appeals and complaints are looked at under different procedures. A complaint is dissatisfaction about the provision of a programme or academic service or facility or any other service provided by the College.

Students studying either a:

- Blackpool and The Fylde College Programme
- Lancaster University Validated Programme
- Scottish Qualifications Authority Programme (SQA Advanced Certificates/Diplomas)
- BTEC Higher National Programme

To lodge an academic appeal, you must do so by submitting your appeal within 10 working days of the publication of your results or decision of a panel either by writing to the HE Academic Registrar, park Road, Blackpool, Lancashire, United Kingdom, FY1 4ES or by email to:

[AcademicAppeals@blackpool.ac.uk](mailto:AcademicAppeals@blackpool.ac.uk)

The Academic Appeals regulations and application pro-forma can be found on The Blackpool and The Fylde College website <https://www.blackpool.ac.uk/he-regulations>

## COMPLIMENTS, COMPLAINTS AND FEEDBACK

Blackpool and the Fylde College welcomes feedback from all its students and is committed to improving the quality of the services it provides; we are committed to openness and transparency by providing well publicised and accessible information on how to give feedback or make a complaint.

Compliments, complaints and feedback will be dealt with courteously, fairly and objectively.

We hope that you will never have cause to do so but if you wish to raise a complaint (or you wish to compliment us or provide feedback) please take a look at our Compliments, Complaints and Feedback Procedure which is located on our website here: <https://www.blackpool.ac.uk/college-policies>

## GRADUATION

Our annual higher education awards event is a spectacular occasion, representing the culmination of masses of dedication and hard work, and the gateway to an exciting and rewarding future. The graduation ceremonies will take place at the Winter Gardens and Opera House, 97 Church Street, Blackpool, Lancashire, England FY1 1HL. Please note that graduation events are held separately for Fleetwood Nautical Campus graduands, details will be provided by your Programme Leader.

Blackpool and the Fylde College's Awards Ceremonies are a part of the celebration of your achievement and we hope you will be able to attend. You will need to budget for the cost of guest tickets, academic dress and photography. Awards Ceremonies are held each year at the Winter Gardens. If you attend the Awards Ceremonies we publish the names and awards of all graduates in the Awards Ceremony booklet and in a graduation supplement in the local press. If you do not wish your name to appear, you must contact Student Administration to inform us. We will print the name we have recorded for you on your degree certificate, so it's important that you tell us in advance of any spelling or other changes. After we have printed the certificate we will not be able to change it for you.

This is a very special day for all our graduates and their friends and families and is a marvellous opportunity to share and celebrate your academic achievement and accomplishments.

For up to date information on your graduation ceremony please visit: <https://www.blackpool.ac.uk/graduation> or contact the Graduation Team via email at [graduation@blackpool.ac.uk](mailto:graduation@blackpool.ac.uk).

## THE OFFICE FOR STUDENTS

The Office for Students (OfS) is a non-departmental public body of the Department for Education, acting as the regulator and competition authority for the higher education sector in England. They set out certain conditions of registration. For more information about how the College meets these conditions please visit our [web page](#).