HEYTHROP COLLEGE | Philosophy & Theology
UNIVERSITY OF LONDON

UNDERGRADUATE STUDENT HANDBOOK 2016-17

Your one-stop guide to undergraduate life at Heythrop.

TERM DATES 2016-17

The term dates for the current and following academic years are given below. You need to note these dates you are required to attend College for formal teaching during the Michaelmas and Lent terms.

2016-2017

Michaelmas   Monday 26 September – Friday 16 December 2016

Reading week *7-11 November 2016*

Lent   Monday 9 January – Wednesday 31 March 2017

Reading week *13-17 February 2017*

Summer   Monday 24 April – Friday 9 June 2017

INTRODUCTION

This handbook provides an introduction and practical guide to life at university, from academic study to practical matters such as: finance, accommodation and study support, as well as the key regulations applicable to all students.

We hope you will refer to it regularly throughout your time at Heythrop so that you can take full advantage of all that the College and University of London has to offer. **More detailed information on all the topics covered can be found on HELIOS, the College's virtual learning environment, which is updated as changes occur and should be regarded as the best source of up-to-date information.**

Generally, most of the information will be relevant to your life as a student and it is advisable to read through all sections and understand their implications. In particular you will need to make sure that you read the sections on examinations, assessment, regulations and procedures so that you know what is expected of you at all times during your studies at Heythrop. The Handbook also includes information on where to find further details and guidance on HELIOS or the website.

We welcome comments on how to improve our provision for you and on this handbook itself.

With very best wishes for your study,

Dr Sean Ryan
Dean of Undergraduate Studies
Heythrop College, University of London

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WHERE TO GO TO GET HELP

As an undergraduate student, you will doubtless have questions about your study. These may concern the format of your degree programme, the nature of assessed work or what to do if you are having trouble.

Many academic queries can probably be answered by your personal tutor/programme convenor. You can find answers to many other questions in this Handbook, or in the [Student Information section of HELIOS.](#)

For more detailed help, you can email one of the key people listed in the contacts at the end of this Handbook or come in person to the Student Services Centre, located in the Main Building on the first floor by the lift. The Finance Office can also be found on this corridor.

STUDENT SERVICES

Enrolment

You must complete enrolment before you can officially call yourself a Heythrop student. Enrolment is an online process and you will have been emailed before the start of term with full details. If you do not enrol, you will not be able to access study resources, complete assessed work or receive student finance.

On completing enrolment, students accept the [Terms and Conditions of Applications and Admissions.](#)

 If you have not yet gone through this process please contact the Student Services Centre by email *help@heythrop.ac.uk* or telephone 020 7795 4120.

New students must bring the original of your passport for ID checks during the Induction Week.

Confidentiality and Data Protection

When you apply and when you enrol as a student the College collects information about you necessary for the routine administration of the programme and to communicate effectively and accurately with you. Some of the personal information is used to generate statistics in anonymous form.

The College sends statistical information – like all other UK Universities - to the Higher Education Statistical Agency (HESA), which produces such statistics nationally. The College's privacy notice can be found in the Terms and Conditions of Applications and Admissions document, linked to above. We also supply the Heythrop Students' Union (HSU) with data for election purposes.

The College is registered with Information Commissioner's Office under the Data Protection Act 1998. Data about you can be accessed only by categories of staff that need to use it to contact you or prepare statistics. In particular, your address and other contact details will not be revealed to any third party unless we are obliged to do so by law.

If you give a tutor or other member of staff information about your circumstances which you wish to remain confidential, he or she will not pass that information on to others without your consent except in an emergency, where a risk is perceived to yourself or others, and in certain situations involving the police. Sometimes, however, it may be impossible to take action to help with a problem unless you are willing to disclose the situation to others who need to know.
Key contact:
Dr Susan Lewis, Head of Student Services
s.lewis@heythrop.ac.uk

Identity cards

You will be issued with a Heythrop identity card when you are enrolled at the College. This is used for gaining access to the College building, monitoring attendance at lectures and classes, for the Library, catering and the hall of residence (if applicable). You are required to carry your ID card with you at all times on campus.

If you lose your ID card, you must obtain a replacement from the Heythrop Online Shop: www.shop.heythrop.ac.uk

Please note replacement cards will be charged at a cost of £10 for the first replacement and £25 for subsequent replacements. Stolen cards are replaced for free, on presentation of a crime reference number.

Key contact:
Student Services Help Desk -
help@heythrop.ac.uk
020 7795 4120

Attendance

If you are a full-time student you are expected to attend College for the full duration of the published term dates for your programme of study. That is, you should be regularly present in College, committing your time primarily to your studies and be in a position to comply with academic and administrative expectations.

You must attend lectures, academic seminars and tutorials, which are an essential part of your programme of study.

Problems attending

If, for a short time, you are unable to attend, you must inform your Personal Tutor and email absent@heythrop.ac.uk.

If illness or personal problems mean that you are unable to attend for an extended period, you should discuss the situation with your Personal Tutor and notify the Undergraduate Administrator as soon as possible – do not just stop attending. In some cases, it can be best to suspend your studies for the current year and resume in the next academic year when your problems have been resolved.

Attendance monitoring

The College takes the welfare of its students seriously and monitors attendance and engagement in a number of ways. For attendance at lectures, we use an electronic monitoring system using your Heythrop ID card.

Attendance monitoring is currently implemented for lectures and seminars. The College expects students to attend all classes and reserves the right to exclude students on the basis of poor attendance (for some students with particular visa requirements, data may also be passed to the UK Border Agency). Attendance monitoring is also used to enable us to identify and help students in difficulty through the College's Retention Committee.

In order to log your attendance you need **touch in**. Each classroom has a black box (identified with a green star). The reader has a red light on it, which will turn green and bleep when you card has been touched in. Please note that to be correctly recorded as attending a class you must touch in as soon as you arrive at class (no earlier than 10 minutes before the start), partial attendance is recorded. Please also note the time is as defined by the reader – not your watch!

What do I do if I forget to bring my card with me?

If you have forgotten to bring your Heythrop ID card with you, then you will not be recorded as having attended your lecture. You will need to inform Student Services so that we can record this manually.

COMMUNICATION

During your time as a student the College will need to communicate with you, outside class time, about important things – e.g. the academic timetable or room changes, module choices, assessment dates, your module results and any requirements for reassessment.

There is also information about you which we need to keep up to date in order to provide you with a proper service. Potential problems can often be averted if you let us know promptly. It is important that you keep up with notices, updates and messages from tutors, administrative staff and the finance office.

It is standard practice that the majority of correspondence will be transmitted to *your College email address*.

You must check regularly:

• Your College email
• HELIOS
• College noticeboards

Email

You will have been issued with a Heythrop email address and log on details at the start of your first year. *It is really important that you regularly check and use your Heythrop email account.*

Should the College need to contact you during vacation time, your College email address will be used. Some Module Teachers may send information about your forthcoming modules and reading lists during the vacations so that you have the opportunity to acquire some background knowledge. It is also the best way to let all students know about a change to the timetable at short notice, or a cancelled class. Similarly, if the administrative or finance staff have queries, they will contact you by College email.

Remember that you must regularly check your College email address including during the vacations. If you forget the password to your College email address, you are responsible for letting Student Services know as soon as possible. Inability to access emails due to a forgotten password is the fault of the student. *Key contact: help@heythrop.ac.uk*

Text Messaging

The College also uses SMS text messaging if we need to contact you urgently or when we need to alert you to information sent to your College email address. Therefore, it is vital that you inform us of your mobile number and notify us of any changes to it.

Information screens and noticeboards

You should regularly check the screen near Reception since it shows notices of immediate relevance e.g. cancelled classes, room changes.

There are noticeboards in the basement near the common rooms, near the student pigeonholes, outside the finance office and the Student Services Centre.

Postal addresses

You are required to provide up-to-date term time and permanent addresses at Enrolment and to notify the Student Services Centre if there are any changes during the year. It is College policy to use your term-time address to write to you in term time and your permanent or parental home address if we write to you in the vacation, unless you have notified us otherwise. It is also possible to store additional short-term addresses, with dates when they are effective.

Students living in the Alban Hall of residence will receive post to the student pigeonholes, located on the lower ground floor. The letters on the pigeonholes correspond to the first initial of your surname.

Keeping contact details up to date

If you move house or change your phone number or personal email, it is essential that you complete a Change of Personal Details Form. Communications will always be sent to the contact details held on the College's student database. The form is available in the Student Information section of HELIOS under "Forms" and should be submitted to the Student Services Centre. It is not enough just to tell a member of the academic staff or your personal tutor about any changes since they will not be transferred to the central database.

The College accepts no responsibility if you do not receive information because your contact details are not up-to-date.

Key contact: help@heythrop.ac.uk

ACADEMIC AND LEARNING SUPPORT

The transition from school or work to university is exciting and yet challenging. Studying can be hard work and you will need to acquire new skills and study habits to meet the demands of a degree. Heythrop College provides academic support in a number of ways.

Personal Tutors

You will be allocated a member of academic staff as a personal tutor. You will meet with them in week 2 or 3 and week 9 or 10 in both the Michaelmas and Lent terms. You can discuss your progress and seek advice on aspects of your studies. You can also request additional meetings. During Induction week you will meet as a group, then on a one-to-one basis throughout your time at College.

Academic tutorials

Every student is offered an individual tutorial following completion of a piece of coursework, or in preparation for an end of module essay or dissertation. This helps students to better understand how they are progressing and how to improve.

You will be able to sign up for these tutorials via your module page on HELIOS.

Academic Seminars

Every student takes part in academic seminars throughout the College year. These smaller groups engage together in both study skills development and academic seminars. They are an important part of the teaching programme, along with lectures and tutorials, and attendance is required at all events.

Study Skills Development

In addition to study skills being covered in your small group session there are introductory study skill classes in week 1. You may contact the Study Skills Team at any point in the year to request additional study skills support, including:

- Managing your time..
- Using and understanding academic language.
- Writing.
- How best to approach an academic task.
- Presentation and public speaking
- Preparing for examinations.

Key contact: Kim Burke, Student Enrichment Manager, k.burke@heythrop.ac.uk

LEARNING RESOURCES

Use of computers

You have access to the College's computers in the libraries and in the Computer Suites, on the first floor of the Main Building. Students with mobility issues can use the computers in the Lighthouse, located on the lower ground floor.

Most of the campus is also equipped for wireless internet access if you prefer to use your own laptop. You should use the "Heythrop WiFi" and log in using your HELIOS username and password.

Computer help is available by emailing **help@heythrop.ac.uk**. *This address will only accept email from Heythrop College email accounts*. You will get a swifter response if you contact this rather than an individual as there are several staff who can respond.

The College is also able to help with hardware or software problems encountered during normal use of standard computer applications in the course of your work. However, you are expected as a student to be familiar with the basic operation of standard computer applications such as word processing, email and internet.

The College supports the Joint Academic Network (JANET) Acceptable Use Policy applied in most UK Universities and is also bound by legislation associated with the internet. As a general rule, you should not access, hold or transmit material which you would not wish to be seen by a member of the College staff. You must not use the facilities to access or transmit material which is offensive, indecent or defamatory (which may be illegal), or to conduct a commercial business using the College's resources. ***This is only a summary and you must acquaint yourself with the Computing Regulation for Internet use*** which are available on the Student Desktop and on HELIOS.
Key contact: help@heythrop.ac.uk

HELIOS – the Heythrop e-learning environment

HELIOS contains important information on your degree programme and the modules for which you have enrolled and this is vital for making the most of your studies. In addition, much of the information relating to our administrative processes will be located here.

HELIOS can be accessed via http://HELIOS.heythrop.ac.uk and you will need your College username and password to log on.

Among other things, you will be able to access:

- Module Information including module outlines and coursework submission dates

- Lecture notes and PowerPoint presentations for the modules for which you are enrolled
- Programme information such as your Programme Handbook
- A Study Skills section, which includes more guidance than is in the booklet, downloadable exercises, and links to helpful external sites.
- A Programme Discussion Forum, if not in place at the start of term, will appear shortly. The forum will be empty until someone begins to use it, but the possibility will be there to inter act with other students online. You might even be asked to do so, as part of an assignment.
- Forms that are required for various purposes - except any that need to be in multiple-carbon-copy form
- College information
- Heythrop College Regulations
- Options Handbook
- Latest student notices from the Student Servicec, Academic and Support staff

You should log on to HELIOS regularly.
Key contact: help@heythrop.ac.uk

The Theology and Philosophy Libraries

Heythrop's library dates back to the founding of the College in 1614. It has some 180,000 volumes in its collections, and is one of the finest libraries of theological and philosophical books in the UK. The Library also subscribes to a range of scholarly periodicals in Philosophy and Theology. Both sites of the Library have photocopying facilities and computer terminals to search the catalogues. Study materials and essential texts are made available through multiple copies and via the College's Virtual Learning Environment, HELIOS.

As a University of London student you also have access to the University Library at Senate House in Bloomsbury. This gives you access to a large multi-subject collection and a wide range of electronic resources, mostly accessible off site.

Heythrop Library is on two sites: the Theology Library is located in the Copleston Wing near the tennis court and is accessed via the second door part way along the building. The Philosophy Library is located on the first floor of the main building and is accessed from the Alban staircase at the opposite end of the corridor to the main Reception.

Library opening hours

	Monday - Thursday	Friday	Saturday	Sunday
Term Time	09:30-23:00	09.30-19:00	10:00-17:00	14:00-21:00
Vacation	09:30-17:30	09:30-17:30	Closed	Closed

The Library is closed for short periods at Christmas and Easter. Any other short closures will be notified.

Copyright and photocopying

Photocopiers for student use are available in the libraries. There are notices close to each photocopier detailing what you are permitted to copy under the rules set by the Copyright Licensing Agency. With a few exceptions, you can normally copy for your personal use a chapter from a book or an article from a journal. You are specifically not allowed to copy a whole book or magazine.
Key contact: library@heythrop.ac.uk

STUDENT LIFE

Heythrop Students' Union (HSU)

As a Heythrop student, you are automatically a member of [Heythrop Students' Union (HSU)](). The Union will have two Full-Time members of staff in place for the 2016/7 academic year – the HSU Manager and the Student Experience Officer. The Executive team, comprised of 12 officers, are then elected annually by the Student Body. Officers have individual responsibilities, including student welfare, events, activities, publicity, academic affairs and campaigns. The executive is headed up by a Part-Time President and a Part-Time Vice President, who study alongside their roles. The Union represents the student body through College meetings and committees, including the governing body, and more widely in the NUS (National Union of Students). You can find the Union offices inside the HSU Advice Centre in the basement.

The Union organizes activities throughout the year, from Introduction Week all the way through to the annual Summer Ball. In-house events often include joint activities with Fordham students with whom we share our campus and we provide events such as comedy nights, American games nights and live music gigs. Previous Summer Balls have been at venues such as Syon House and the London Zoo, as we take advantage of our small size and plan more unique activities than many other colleges. All [HSU societies]() are free to join unlike at many other institutions. They offer a range of activities such as music, art, debating, martial arts, film and chess. If however you can't find a society you like the look of you can easily start your own, all you need is ten signatures from your fellow students.

The HSU also manages student space in the basement. There are three main social spaces for students to relax in: the HSU Common Room and Bar is the largest, where you can go to play pool or watch the big screen TV. The Bar itself opens for events throughout the year; these are announced via your college email, social media and posters. The Reading Room offers space for students to relax or read in a calmer environment. It can also be booked by societies to practice, meet or to socialise. The Cave has a large flat-screen TV and an Nintendo Wii; this space can also be used by societies. You are also welcome to make full use of the College garden.

Key contacts: [m.holland@heythrop.ac.uk]() (HSU Manager)
[hsupresident@heythrop.ac.uk]()
[hsuvp@heythrop.ac.uk]()

Chaplaincy

The Chaplaincy aims at supporting all members of the Heythrop Community in their faith, both students and staff. Your Heythrop Chaplaincy comprises a team of three Chaplains, working with many students & members of staff who generously help in different ways. The Chaplaincy works closely with the Heythrop Students' Union, the Student Development Team and with the University of London Chaplaincy. The Chaplains are available at specific times for personal conversation. The Chaplaincy's activities cover several major areas: the Ecumenical & Interfaith dimensions, Liturgy & prayer, External programmes, and Volunteer services such as Tutor+

You'll find your Chaplains in either the main building office (room A22B, just opposite the lift), where Associate Chaplains Mrs Joan Conway and Sr Elizabeth Ryan fcJ are based, or in the ground-floor Copleston Wing office (room W1, just inside the entrance), where Father Paul Fletcher the College Chaplain usually works. Our office hours are posted just outside the chaplaincy office doors.

eMail: chaplaincy@heythrop.ac.uk <mailto:chaplaincy@heythrop.ac.uk>
Fr. Paul Fletcher SJ: p.fletcher@heythrop.ac.uk also SMS TEXT only: 07867-357715 Also for Sr. Elizabeth and Joan tel: 020-7795-4138

The Student Experience Commitment

The College is committed to helping to maintain a positive experience for all students during the current climate of uncertainty over its future. A significant budget of £100,000 has been secured to offer a wide range of opportunities to students continuing their studies in 2016/7. The activities outlined below have been selected by a committee of students and staff and are offered in addition to the existing opportunities provided by the College's Enrichment Programme.

The full details of each activity and how to sign up will be published at www.heythrop.ac.uk/experience . In the meantime you can register your interest here.

Employability

- **Internships**
  Professional opportunities available to Heythrop students to be secured by the University of London Careers Group.
- **Volunteering**
  Financial contributions towards overseas volunteering experiences, e.g. teaching English abroad.
- **English, Maths and IT Coaching**
  Small group sessions to improve your key skills.

- **Business English**
  A course to boost employability.
- **Assessment Centre preparation**
  Develop skills for the tests often used in graduate recruitment.
- **TEFL**
  Gain an internationally recognised Teaching English as a Foreign Language qualification, (140hr Premier TELF course).
- **Employability resources**
  Enhanced online career and employability materials tailored to Heythrop students.
- **Grants**
  Funding for individual employability training that is not offered by Heythrop.

Academic enrichment

- **Conference budget**
  Additional funding to enable students at any level of study to attend academic conferences (hitherto only available for Research students).
- **Audit an extra module**
  All degree students will be able to audit up to 30 credits without charge.

Arts & cultural excursions

- **Taster classes**
  A programme of one-off activities e.g. yoga, cookery etc.
- **Tickets**
  Subsidized tickets for performance, exhibitions and cultural events' in London.

Language classes

- **Intensive language for business**
  A chance to extend your foreign language skills in French/German/Spanish with business vocabulary. All three languages will continue to be offered at beginner, intermediate and advanced levels, under the Enrichment Programme, as will British Sign Language.

HSU & the student community

- **Alban Hall discount**
  10% fee discount for students actively involved in enhancing the student experience.
- **Enhanced sport provision**
  Administrative and operational costs for the football and netball teams,

(previously funded by the HSU) and funding for other sporting opportunities, plus professional coaching or master classes in individual sports.

- **HSU staff**
  Two new salaried staff members, a Union Manager and a Union and Student Experience Officer to support the HSU Executive and develop the activities of the Students' Union.

Student health and wellbeing

- **Counselling**
  Additional counselling provision available on campus.
- **Awareness training**
  Externally delivered training on drug and alcohol awareness.
- **Health & wellbeing events**
  A range of activities and workshops on health and wellbeing.

Key Contact: experience@heythrop.ac.uk

Student Support

The Student Support office offers a range of support to make sure the conditions are right for you to reach your full potential at each stage of your academic career. We aim to anticipate and respond to your support needs, providing a warm welcome when you first arrive, and offering advice and guidance on study skills, disability issues, student finance, and health matters. The College provides a counselling service, learning and mentoring support and has links with medical practices. All the information on these services is held on HELIOS under Student Support.

Health

It is essential that you register with a doctor while you are at university. All Heythrop students can use the Gower Street Practice in WC1 near to the University of London Union.

You can register as an NHS patient with them to receive the full range of services if you live in one of the following postal districts: EC1; N1, N4,N5, N6, N7, N16, N19; NW1, NW3, NW5, NW6, NW8; SW1, SW3, SW5, SW6, SW7, SW10; W1, W2, W8, W9, W10, W11, W14; WC1, WC2.

Registration forms can be obtained from the Student Services Centre, or from the Student Support Manager. If you live outside these areas you can still use the Gower Street Practice for routine appointments for minor ailments and to access counselling, but you are also advised to register with a practice near where you live.

Students with disabilities

There is a range of support available if you have any disability or chronic health problem and we encourage you to let us know as soon as possible if you have any disability or health condition that has an impact on your learning. Dominic McLoughlin, the Student Support Manager will take you through the steps, from being tested to receiving the equipment or tuition that will help you most. Please let us know by filling in the Disability Declaration Form in your pack or make yourself known to Dominic so that support can be put in place at the start of the year.

Key contact: Dominic McLoughlin, Student Support Manager,
d.mcloughlin@heythrop.ac.uk

Money matters – Student Fees and Funding

The Finance Office handles student fees and all payments to the College. This includes liaising with the Student Loans Company, regarding the release of your students' tuition fee loans and maintenance loans and grants. The Office will also be able to give some advice /assistance regarding these matters (e.g. if/when there is a delay in release of your maintenance loan or grant)

Together with the Student Development Manager Dominic McLoughlin, the Finance Office can offer advice/assistance regarding money management, financial support available to you etc. You will find further useful information, including details of when and how to pay your tuition fees, if you are paying them yourself, on the Finance pages of our website.

Key contacts:

Finance Office : finance@heythrop.ac.uk or 020 7795 4134.

Opening hours: Monday – Friday 11 – 13.30 and 15.30 – 17.30

Finance Manager, Martina Jelinkova: m.jelinkova@heythrop.ac.uk

Student Development Manager, Dominic McLoughlin:
d.mcloughlin@heythrop.ac.uk

Careers and employability

Our University of London **careers** advisor is available each week to discuss the services and opportunities open to you as students of London University and give valuable advice to those of you who will be looking for paid part time work in London. You can also find out about opportunities for volunteering so that you can get some work experience along with your degree. These and other **enrichment** opportunities, such as improving or learning a new language are coordinated by Kim Burke, Student Enrichment Manager.

Key contact: Kim Burke, Student Enrichment Manager

Campus services

Accommodation

If you want to change your accommodation during the year, you may find it helpful to look at the website of the University of London Accommodation Office (studenthousing.lon.ac.uk). You can also contact the Estates and Services Manager, Judith Crimmins via email at campus-services@heythrop.ac.uk who provides accommodation information for applicants and may sometimes also be able to help existing students who wish to change their accommodation. Information and guidance for residents of the Alban Hall is contained in the Residents' Handbook (ref).

Opening Hours

Reception
The main College Reception is staffed 24 hours a day throughout the year.

Dining room
The dining room is open at the following times:

Weekdays
08:00 – 10:30	Breakfast
11:00 – 12:00	Snacks
12:00 – 14:30	Lunch
14:30 – 17:15	Snacks
17:30 – 19:00	Dinner

Saturday
11.00 – 13.00   Brunch

Sunday   Closed

On Bank Holidays the dining room is open 10:00 – 13:00 only.

Menus for the main meals are displayed close to the dining room entrances. Hot and cold drinks and a variety of snacks are available throughout the day.

There are also two vending machines close to the dining room, one selling drinks and the other snacks and chocolates.
Any changes to opening times or occasional closures are notified in advance. Please check the noticeboard and notices within the dining room for updated information.

Key contact: Judith Crimmins, Estates and Services Manager

ACADEMIC INFORMATION

If you have a query on the requirements, regulations or procedures in connection with your undergraduate programme, you should contact the Undergraduate Programme Administrator, Kyriacos Papasavva. If you have a query about the curriculum of the programme or choice of modules, you should contact the programme convenor.

Academic programmes

Each degree has a programme convenor, someone who oversees the programme as a whole.

Undergraduate Programmes	Programme Convenors
BA Abrahamic Religions	Jonathan Gorsky
B Divinity	Sean Ryan
BA Pastoral Mission	Nick Austin
BA Philosophy	Tony Carroll
BA Philosophy & Theology	Peter Gallagher
BA Philosophy, Religion & Ethics	Jonathan Loose
BA Philosophy, Politics & Ethics	Fiona Ellis
BA Philosophy, Politics & Religion	Fiona Ellis
BA Study of Religions	Ahmad Achtar
BA Theology	Martin Poulsom

What does study involve?

The requirements for each degree programme are set out in the programme specification. These can be found on HELIOS, together with the outlines of the modules. The programme specification describes what modules you need to study in each year and how the courses are taught and assessed.

If this is your first experience of University study in the UK, it is important to realise that the time you spend in class with a teacher is only a very small part of your learning time. The majority of your learning comes from study you undertake yourself, sometimes with detailed guidance and sometimes more independently. Vital elements for success at this level include:

- Developing your capacity to work independently.
- Making good use of advice and feedback – for example, applying feedback on how you have tackled one piece of work to improve your research or writing techniques for the next one.
- Working productively with other students to improve your understanding.

For most taught classes, you will need to prepare in advance or do follow-up work after the session. Private study time mainly involves preparing for coursework assessments and for tutorials or seminars which require your input. For these sessions you will be expected to prepare appropriately and contribute constructively.

How much work do you need to do?

For each year of the three year full time degree you must take a total of 120 credits. Therefore to complete the degree you must have completed a total of 360 credits. Part time students must complete a minimum of 60 credits in each year of study over six years.

Most undergraduate students are full-time. The exact amount of time you will need to put into your studies will vary on an individual basis. All Heythrop modules are either two-term (30 credit points) or one term (15 credit points) and one credit point equates to approximately 10 hours of study. So for a 30 credit module, you will need to put in about 300 hours of work for that module - that covers the whole range of learning activities associated with a module: lectures, seminars, tutorials, coursework assessments, private study and end-of-year assessments.

For each academic year, full-time undergraduates study for 120 credits (about 1200 hours of work) and, based on a 30-week academic year, the average undergraduate term time study works out at around 40 hours a week. This is not a hard and fast measure, but a rough guide to what is expected of a full-time degree student.

Many full-time students also do some paid work, during term time as well as in vacation periods. However, the paid work is intended to be taken from spare time and not done instead of academic work. It is recommended that work is limited to 15 hours per week for full-time students, to avoid using up core study time.

Progression

Progression is based on the acquisition of credit for each of the modules you are studying. In order to gain credit in a module you must

- o Achieve an overall mark of at least 40%
- o Avoid comprehensive failure as defined in the published assessment criteria for each assessment task
- o Pass the end of module element.

Students must complete a certain number of modules in order to progress from year to year and to complete their degree.

It is expected that students will attempt to pass all coursework and all modules at the first attempt and the outcomes of each year are considered in June or July.

Second attempts are granted for failed elements and take place in mid-August or late-August either as resits or resubmissions.

In order to progress to the next academic year, full-time first-year students must have passed a minimum of 90 credits and second-year students a minimum of 210 credits in order to complete their enrolment. Completion of the honours degree programme requires that 360 credits have been successfully completed. The detailed regulations relating to progression and awards are available on HELIOS.

Part-time undergraduates must have passed at least 30 credits to progress from year 1 to year 2, at least 90 credits to progress from year 2 to year 3, at least 150 credits to progress from year 3 to year 4, at least 210 credits (of which at least 90 credits must be at level 5) to progress from year 4 to year 5 and at least 270 credits to progress from year 5 to year 6. Part-time undergraduates must have passed at least 210 credits (of which at least 90 credits must be at level 5) before commencing the dissertation.

Change of degree programme

If you want to transfer to a different programme, you must first discuss this with your Personal Tutor to explore whether it is possible. It is not usually possible to transfer programme more than 2 weeks after the start of the academic year. If a transfer is possible, you will need to determine whether extra work might be needed and when would be the best time to transfer. You must also talk to the Convenor of the programme to which you would like to transfer. If both staff support the transfer, you must complete the transfer form available from the HELIOS or the Student Services Centre, including the signatures of the convenors from both programmes and return it to the Undergraduate Administrator.

Module choices

During Lent Term in your first and second years, there will be an information session with the Programme Convenor for your degree programme on the optional modules available for the next year of your degree. Further information on the modules that you are interested in can be obtained from the module teachers. You will be required to complete a Module Enrolment Form for the next year of your study normally by the end of Lent Term. This form is used to enter your compulsory and optional modules for your next year of study and enables you to complete your online enrolment. Therefore, it is essential that you complete and return your form according to the information emailed to you and given on HELIOS.

Dissertations

In conjunction with the optional modules information session, there will be an additional session on dissertations. The Dissertation Handbook sets out the process for dissertations and provides some titles for a range of subject areas. Students are not confined to choice as long as the College is able to provide a supervisor with knowledge of that subject area.

EXAMS AND ASSESSMENT

This section summarises how you are assessed and what you need to do to progress through your degree programme. You should also refer to the *Guide to Assessment: Undergraduate Programmes* for full details relating to assessment and degree classification.
Key contact: Kyriacos Papasavva, Undergraduate Administrator
k.papasavva@heythrop.ac.uk

Assessment

The details of the assessment patterns for each module are given in the module outlines and will also be notified to you by the module convenor. You are responsible for noting what is required: the type of assessment and deadlines as well as for planning your work accordingly. You should also consider the relative weighting of the different assessment elements of the module and bear in mind that you must make a reasonable attempt at all coursework in order to pass the module and progress to the next year or complete your degree.

One purpose of assessment is to measure your achievement, award marks and, ultimately, determine the classification of your degree. However, the tasks set for assessment are also often an essential element of the learning process. They require you to investigate, analyse, think for yourself and express your findings clearly. The feedback on your work (whether in writing or through a tutorial) and the marks given help you to reflect on your progress and to plan activities to improve your future work.

Learning outcomes and assessment criteria

Your Programme Specification will include information about the learning outcomes of your degree programme and the specifications can be found on HELIOS. The learning outcomes of each individual module are in the module specification, which can be found on HELIOS . The learning outcomes describe what you are expected to achieve in the programme or the module. Assessment tasks are often structured to help you achieve the outcomes, and demonstrate that you have done so. For all programmes, the learning outcomes include transferable skills as well as understanding of the content of your programmes. Often, transferable skills are acquired and practised mainly though tasks undertaken in your own study time or for assessment.

Assessment criteria are based on the attributes of assessed work which typically lead to marks in a particular percentage band. You can use these criteria yourself, along with the comments you get on your essays or other coursework, to help you understand your own progress and focus your effort on the areas in which you need to improve.

Submitting Your Work

All work must be submitted electronically via HELIOS and further information about this can be found in the HELIOS guide.

'Submitting an assignment' guide can be found on the Student Information page under Helios Guides

Deadlines for assessed work
All submission dates are published on HELIOS and are definitive.

Work for assessment must be submitted within the open period for the particular coursework for each module i.e. from approximately one week before the deadline. It will not be possible to upload your work beyond the submission period unless you have an officially approved coursework extension, deferred assessment date or mitigating circumstances.

Please note:

- Assessed work not submitted by the given deadline will attract a penalty.
- You must submit **all** pieces of coursework for a particular module in order to pass the module. Failure to do so may result in you failing to progress to the next academic year.

- All coursework must be submitted with a completed coversheet as the first page of any assessed work that is uploaded to HELIOS. The coversheet is available from the HELIOS front page as an interactive template or a standard version. It is recommended that the body of any coursework submitted is in Arial font, size 11. If you are submitting work other than as a Word document, please consult the Student Services Centre.

What to do if you have problems meeting the deadline
If you believe that you are unable to meet the deadline because of serious unforeseen circumstances, you should consult the separate document

Submission of Work: Late Submission of Work and Mitigating Circumstances

This document is available on HELIOS.
Key contact: Kyriacos Papasavva, Undergraduate Administrator
k.papasavva@heythrop.ac.uk

Referencing and academic integrity

You must make sure that all the work that you submit for assessment is your own and that it is properly referenced. Except for short, fully referenced material you must under no circumstances reproduce passages, diagrams, drawings, tables or photos borrowed wholesale from books, articles, the internet or other sources written by a person or persons other than yourself. Similarly, you must not summarise an author's ideas or arguments without providing a full reference. If you do so, you are wrongly indicating that you have thought of the points yourself.

Accurate referencing is **essential**, not only because it enables the reader – and you, when revising – to check the accuracy of what you write or to find further information but because otherwise you could be accused of plagiarism, an offence with serious penalties.

The *Heythrop Style Guide* explains how to reference correctly and avoid the danger of plagiarism. Please ensure that you follow the Heythrop Style Guide. You can meet with Kim Burke for a refresher session on referencing by request/availability on:
k.burke@heythrop.ac.uk

Detecting plagiarism

As part of its ongoing efforts to promote academic integrity, the College makes use of the Turnitin UK plagiarism detection service in the submission process for assessed work on HELIOS. This is a piece of software which searches the internet and extensive databases of reference material and content submitted by other students to identify any duplication with your work. The software makes no decisions as to whether a piece of work has been plagiarised but simply highlights sections of text that have been found in other sources. The decision as to whether the highlighted text constitutes plagiarism is made by the academic staff marking your work.

Fortunately, there are several ways to avoid plagiarism and, if done properly, these techniques will improve your mark rather than reduce it. For example, citing work shows that you have actually read it and additional reading is something that you are encouraged to do. Obviously, you should avoid lengthy verbatim extracts but, if you summarise these in your own words whilst also acknowledging the original source in a citation, then you will receive credit for this. In other words, avoiding plagiarism is not just a matter of avoiding getting caught; it is also a matter of developing the habits of good scholarship that are actually rewarded in the assessment process.

You should not submit the same and/or very similar work for more than one assignment. This is considered unfair practice since it allows students the advantage of utilising academic feedback which may lead to a higher mark or grade than his/her abilities would otherwise secure.

It is your responsibility to:

- Make sure you know the due date for all your assessment tasks – dates are given on HELIOS.
- Hand in your work by the due date or request an extension if there are good reasons why you cannot do so (see below).
- Keep your own work secure and keep a back-up of any work done on a computer i.e. save your assessed work to a USB or a similar device.
- Present work in the format expected by the College's examination and assessment regulations.
- Provide evidence of any mitigating circumstances (such as illness) which prevent you from completing assessment or adversely affect your performance (see below).
- Check your results and, if you have to repeat something, make sure you know what you must do and by when.
- Ensure you have completed the appropriate assessment or exam entry form by attending the relevant enrolment session.
- Ensure you have completed the declaration forms for end-of-year (non-exam) assessments.

See also

The Heythrop Style Guide
Plagiarism Procedure: Student Guide

Both of these documents are available on HELIOS

Appeals process

The appeals process allows students to make a formal application for a decision of the relevant College examination board to be reviewed. Normally, the examination board decisions about which it is possible to appeal are:

- that a student has failed and must withdraw from a programme without an award
- that a student has not been permitted a further attempt at assessment in circumstances where the regulations permitted the examination board to offer another attempt

An appeal is different to a **complaint**, even where the complaint relates to teaching or supervision which a student believes has adversely affected assessment (see below).

The full appeals procedure may be found in the student information section of HELIOS.

YOUR VOICE AS A STUDENT

The College regards students as partners and active participants in the learning process and provides you with opportunities in formal and informal ways to express your views and concerns on a range of issues, including your programme of study and learning opportunities provided by the College.

Each programme has at least one elected student representative who is briefed by the College and trained by the HSU to canvas students studying on the programme and raise any issues or concerns with the programme convenor on at least a termly basis

There are termly Undergraduate Student Staff Liaison Committee (UGSSLC) meetings with students representatives, chaired jointly by the Dean of Undergraduate Studies and the Academic Affairs Officer of the Students' Union. Student representatives serve on Departmental Boards and College committees.

You are also asked to give regular feedback through module evaluations and through student surveys, both College and the National Student Survey. These comments inform how we act to improve and enhance the student learning experience and ensure the quality of programmes and services, as well as contributing to decision-making and governance of the College.
Key contact: Kathryn Powell, Director of Academic Policy & Student Experience

Complaints

The College encourages you to provide feedback on your experience so that the College can make improvements. However, there may be times when you have a complaint about what the College provides. You can use the Complaints procedure to complain about an aspect of your academic programme or the services you use as a student. For example, this could concern:

- Misinformation about a programme of study
- The academic standards of the programme
- The quality of teaching or supervision you receive
- A failing in the College's services, either academic or administrative

Complaints must normally relate to what you have been led to expect, normally through the Student Handbook, Programme Handbook or other information provided. You cannot complain about the lack of a service which you were never led to expect, even if it is available in another College which you know about.

If you are considering a complaint, you should also reflect on whether you have fulfilled your own responsibilities, both in terms of meeting academic commitments and through behaviour which shows consideration for others. If, for example, your problem has arisen partly through non-attendance, or failing to read information provided, it may be more difficult to sustain a complaint.

As in most organisations, there may be times when services or learning opportunities are adversely affected by unforeseen circumstances outside the College's control. When this happens, you are entitled to expect that steps will be taken promptly to solve the problem or make alternative arrangements. Complaints will not normally be upheld if they concern specific or short-term shortfalls in academic provision which otherwise accord with what students have been led to expect.

The complaints procedure is for use by individual students. If a group of students share a concern about an aspect of the College's academic provision, those issues should normally be raised in a routine meeting with the degree tutor, or students may request a meeting with the relevant programme convenor.

If you want to challenge a decision about assessment you need to use the **appeals process** to ask for a review of an assessment decision (see above).

You can expect the College to deal with complaints seriously, fairly, within a reasonable timescale and, where appropriate, in confidence.

Key contact: Dr Susan Lewis, Head of Student Services

s.lewis@heythrop.ac.uk

APPENDIX 1 IMPORTANT DOCUMENTS

This section provides links to central College documents that outline the expectations on you as students and what you can expect to receive from Heythrop as a student.

Heythrop College Student Charter

The student charter is an agreement, setting out the mutual principles of the Students' Union, as representatives of the student body of Heythrop College and the College, as represented by the Principal.

[Click here for the Student Charter](#)

Heythrop College Code of Conduct

The Code of Conduct sets out the standards of behaviour expected of you as a student of Heythrop College, University of London. All students agree to abide by the code of conduct on enrolling as a Heythrop student.

[Click here for the Code of Conduct](#)

Heythrop College Student Disciplinary Procedure

The Student Disciplinary Procedure outlines the process by which transgressions of the code of conduct will be dealt with by the College.

[Click here for the Student Disciplinary Procedure](#)

APPENDIX 2 USEFUL CONTACTS FOR INFORMATION AND ADVICE

Role	Name	Ex. No.	Email
IT specific enquiries			help@heythrop.ac.uk *Please Note:* *Emails must be sent from your College email address*
Dean of Undergraduate Studies	Dr Sean Ryan	4211	s.ryan@heythrop.ac.uk
Head of Student Services	Dr Susan Lewis	4202	s.lewis@heythrop.ac.uk
Undergraduate Administrator	Kyriacos Papasavva	4129	k.papasavva@heythrop.ac.uk
Director of Academic Policy & Student Experience	Kathryn Powell	4164	k.powell@heythrop.ac.uk
Accommodation/Facilities Manager	Judith Crimmins	4207	j.crimmins@heythrop.ac.uk
Chaplains	Fr Paul Fletcher Mrs Joan Conway Sr Carolyn Morrison	4171 4138	chaplaincy@heythrop.ac.uk 07867357715 (please text if contacting Fr Fletcher)
Careers Advisor		4137	careers@heythrop.ac.uk
Enrichment Programme Manager/Academic Study Programme	Kim Burke	4137	k.burke@heythrop.ac.uk
Erasmus Co-ordinator	Dr Gemma Simmonds	4216	g.simmonds@heythrop.ac.uk
Finance Office Manager	Martina Jelinkova	4241	m.jelinkova@heythrop.ac.uk
Heythrop Students' Union	Matthew Holland Peter Mackay	4188 4215	president@heythropcollege.ac.uk vp@heythropcollege.ac.uk
IT Services Manager	Nadeem Ahmad	4243	n.ahmad@heythrop.ac.uk
Student Services Enquiry Desk	Elly Bearne	4120	enquiries@heythrop.ac.uk
Student Support Manager	Dominic McLoughlin	4145	d.mcloughlin@heythrop.ac.uk