



# **TEDUKA INTERNATIONAL ACADEMY**

Innovators of Global Further and Higher Education

Student Manual  
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## 1. Welcome to Teduka International Academy

Dear Students

I would like to extend a very warm welcome to our new students to one of the most innovative higher education institutions. We strive to create opportunities for students that, for various reasons, cannot or do not want to study in traditional courses or formats. We aim to provide excellent education by offering the highest standards of teaching in a learner friendly environment.

Teduka International Academy aims to inspire students to become innovative professionals, connecting them to exciting and rewarding careers. Everything we do is designed to equip you with both the academic knowledge and practical skills to succeed in your chosen career.

This student Manual gives you an introduction to Teduka International Academy's codes, regulations, policies and procedures. It signposts the relevant contact details and shows where you can find more information about the essential topics.

I hope that you will find this student Manual useful to guide you through the next few years when you will be studying at Teduka International Academy. If you have any concerns or suggestions for improvements please don't hesitate to contact us.

Make sure to meet interesting people, make new friends, enjoy challenging and exiting activities and make the best use of our vibrant and inspiring learning community.

I wish you an inspiring and successful time at Teduka International Academy.

A handwritten signature in blue ink, appearing to read 'Glen Farrugia', with a stylized flourish at the end.

Prof Dr Glen Farrugia PhD (*Leic.*)  
President and CEO

## **2. Purpose of the Manual**

The Student Manual has been structured around your student journey. It has been prepared to provide an easy reference guide to help you find your way around the facilities, services, policies and current regulations.

This Manual contains general information about Teduka International Academy, academic aspects of the different Teduka International Academy programmes and the available learning facilities. This Manual also provides you with guidance about what you need to do in particular circumstances, and what procedures to follow. It also sets out any expectations we have of you in terms of engagement with your studies and your behaviour.

The student Manual is complementary to the official information on Teduka International Academy's Regulations, Bye-laws, courses, study-units, procedures. All these documents are constantly available on our Learning Platform. Students should regularly refer to these sources for the more details and more recent updates.

Please read this Manual thoroughly and retain it for reference during your period of studies. It will help you make the most of your time at Teduka International Academy. An electronic copy of this Manual can be found on our Learning Platform.

### **3. Who we are?**

Teduka International Academy is a new institution. Although we are very young as an institution, we built upon more than 5 years of very successful consultancy and operations of private higher education in Europe. Our partner institutions hold the highest accreditations in their home countries and offer innovative higher education.

Teduka International Academy is not just a new but also a new type of higher education institution as stated in its vision and mission statements. We use modern technology for teaching and learning and apply a web-enhanced face to face approach, where students get a study experience that combines an on-site, face to face format that fosters student-centered teaching and learning with additional online resources (Online-Library) and an online learning environment that does not replace personal interaction.

Teduka International Academy creates opportunities for people who want to achieve more in life and we prepare our graduates for their lives and professions, empowering them to achieve their personal goals as good as possible. We also encourage our students and graduates to take initiative, to treat their profession with passion and view challenges as growth opportunities. We want them to make the difference.

Teduka International Academy offers new pathways for non-traditional students with a strong focus on hands-on competency and employability and innovative learning and examination formats. We provide our students with attractive services like counseling and international experiences at home and abroad. We also strive to find excellent lecturers that bring their experience from the work place and share it with our students.

#### **4. We will keep you informed.**

You will be registered on our Learning Platform and internal email lists for your semester group. All academic and other important information will be sent to your Teduka International Academy email address.

Please check your email account regularly to avoid missing out on important information.

Your Teduka International Academy email address must also be used for correspondence with academic and administrative staff of Teduka International Academy.

#### **First Point of Contact**

The Student Services is your first point of contact for any queries and can be contacted via email ([student.services@teduka.eu](mailto:student.services@teduka.eu)) through Whatsapp (00356 79706849). You may also ring the office on the landline 0044 7480 776747.

#### **5. Assessment**

There are different methods of assessment of the study units. These may be a combination of coursework and examinations.

#### **6. Coursework**

Course materials are generally provided via the Virtual Learning Environment (VLE). VLE can be found on Teduka International Academy's website.

You must do any coursework you are given on your own unless you are specifically told to work as a team. In coursework, you are expected to reference any outside sources as otherwise you would be penalized.

All forms of assessment will have a date for submission. It is important to meet the submission date to ensure fairness amongst students, and to enable staff to mark efficiently. The Programme Manager may grant an extension to a submission date if there are valid circumstances affecting your ability to meet the deadline. You are to request an extension in writing to the Programme Manager, briefly describing the circumstances which you feel support your request. Any relevant supporting evidence, e.g. a medical note, should be supplied with the correspondence. An extension will not automatically be granted and you should not assume you have extra time until the new deadline is officially communicated to you.

The word limit in an assignment will refer to the main body of the text. It does not include appendices or bibliographies unless specifically stated. The word limits are not to be exceeded.

## **7. Submitting Coursework Online**

Most coursework assessments are collected online through our Learning Platform. You will find the submission requirements for each module on the Learning Platform.

## **8. Similarity Reports**

Coursework submitted through the Learning Platform will generate a Similarity Report for your Module Leader. These reports highlight the text in your submission which matches sources elsewhere on the Internet such as websites and online journals and other assessments submitted to CopyLeaks.

## **9. Help submitting coursework**

If you have questions about the coursework requirements or a Similarity Report you should ask your Module Leader. If you have a technical problem, such as logging in to Learning Platform, please contact the IT Service Desk on [IT@teduka.eu](mailto:IT@teduka.eu)

## **10. Group work**

Some assignments require you to work as a team. You are expected to contribute to the assignment. The lecturer may assume you have not contributed, if your name does not appear on the assignment.

## **11. Examinations**

Formal examinations take place generally at the end of each module. A draft timetable for these examinations can be accessed on the Learning Platform at the beginning of the semester. Here you will also find information about the type of examination, the formal requirements and whether electronic calculators or other equipment might be used.

We will alert you via email if changes in timing or venue may occur. But we would like to remind you that you are still obliged to check the official calendar on the platform regularly as you cannot enter an examination if you are more than 30 minutes late.

Generally, lecturers write comments on your assignments. Feedback from the lecturer in the case of failed exams can be requested.



## Examination Regulations

As a student, it is your responsibility to be familiar with the general regulations and the specific regulations for your course, as set out in the relevant Examination Regulations. These provide a summary of the requirements of your course. Further information on your course is provided in your course Manual and in examination conventions available on the Learning Platform.

## Entering for examinations

It is your responsibility to ensure that your examination entry details are correct. You should inform your Module Leader or Course Leader if there are any errors.

## Late alteration of options

If you want to change your chosen examination options, a request has to be made in writing to the Examination Office. It cannot be assumed that permission will be given automatically.

## Examination timetables

Your individual timetable is available your calendar on the Learning Platform and in every module.

Taking water, snacks and medications into examination rooms is allowed.

Information on items is available. Some items are generally permitted others require a permission from the Examination Office.

## Calculators

The regulations for some subjects allow candidates to use certain types of calculators in examinations. Details will be on Learning Platform in each case. It is your responsibility to bring the correct calculator.

## Alternative examination arrangements and major adjustments

It is crucial that support needs and examination arrangements are dealt with as early as possible in your academic career. If you have a specific learning difficulty (e.g. dyslexia or dyspraxia), please consult the Examination Office as soon as possible to discuss your needs. All requests for alternative examination arrangements must be submitted at least four weeks before the exam.

If you have applied for alternative examination arrangements and are dissatisfied with the outcome, you have the right to appeal to the Examination Committee. Your appeal must be submitted in writing within 14 days of receipt of the original decision.

Sports, other non-academic activities and academic commitments at other institutions will usually not be accepted as valid reasons for approving changes to your examination arrangements.

### Notifying examiners of mitigating circumstances

If, while you are preparing for or during your examinations or while preparing other assessed work, you face a significant problem that you think will have seriously affected your performance, you can submit a notice to the examiners to make them aware of your mitigating circumstances. There should be evidence, such as a medical certificate, to support your notice.

Your notice must be submitted as soon as possible either before or immediately after sitting the affected papers. Notices received after this point will not normally be considered but, if there are exceptional circumstances, the Examination Office will decide whether to send the notice to the examiners.

The examiners will decide at their examination board meeting whether and how to take the information into account when determining the examination results. The outcome of the consideration of your notice of mitigating circumstances will normally be available with your results on UIS.

All courses have a time limit within which you must have completed your examinations. You will need permission from the Examination Office if you need to take your examinations after the maximum permitted period of time.

### Viva Voce examinations

Many courses provide for candidates to be examined orally. Where vivas are a mandatory part of the assessment, non-attendance without permission will result in you being failed in the examination as a whole. The dates when you may be called for a viva are normally announced by the examiners at the same time as the final examination timetable. All candidates must ensure that they are available on those dates.

### Submitting work for assessment

Essays, dissertations, theses and other submissions that are assessed as part of public examinations have deadlines by which the work must be submitted. Deadlines are published either in the Examination Regulations or on the Learning Platform. Give yourself enough time to submit your work by the deadline.

### Late submissions

The Examination Commission will not accept as reasons for lateness problems such as: delays in postage, reliance on third parties to deliver your work, printing problems, or, for submission of work electronically, problems such as failure of the Learning Platform, your private email, your computer, or servers, or lost or stolen files. Ensure that you keep adequate backups and store them separately and securely.

If you do submit your work late, you will receive an email notification of the consequences and instructions on what to do next.

### Making changes after submission

It is not possible to make changes to work after it has been submitted without the permission of the Examination Commission, which they will only give in very exceptional circumstances. When submitting work online candidates are advised to make sure they submit the correct file.

### Examination results

Once the Examination Office has released the results, you are automatically notified by email and can then access your assessment results on the Virtual Learning Environment. The official result will be published following review and approval by the Examination Commission.

### Failing examinations

If you fail an examination, it is important to obtain advice from your course tutor or supervisor as soon as possible. The detailed provisions for any resit arrangements for each qualification are explained in the appropriate Examination Regulations.

In general, the regulations permit students failing an exam at the first attempt to reenter some form of the examination on one further occasion, normally within a year.

### Research students

Research students will find their deadlines for the submission of work throughout their study on the Learning Platform. An overview of the final submission and examination process is also available online.

Research students are notified in writing of the outcome of the examination of their theses, after the examiners' report has been considered by the Examination Commission. Students who are unsuccessful when their theses are examined will be advised individually about any conditions under which they may revise and resubmit their work.

### Extenuating circumstances and viva adjustments

If you have a disability that may affect your thesis, this needs to be considered at the time that you are writing your thesis. There are a number of measures that can be put in place to support you whilst writing your thesis and these can be discussed with the Examination Office. These measures could include extensions of time for milestones, assistive technology, use of a proof reader etc.

Students should also make the examiners aware of any illness, disability, or personal circumstance which may affect their performance in the viva before the viva commences.

### Plagiarism

If you are unclear about how to take notes, use web-sourced material or acceptable practice when writing your work, please refer to the regulations or ask for advice. Guidance about the use of source materials and the preparation of written work is given in departments' literature and is explained by tutors and supervisors.

Teduka International Academy reserves the right to use software applications to screen submitted work for matches either to published sources or to other submitted work. In some examinations and for all research work all candidates are asked to submit electronic copies of essays, dissertations etc. for screening.

If examiners believe that submitted material may be plagiarised they will refer the matter to the Examination Commission.

### Essay-writing services

In accordance with the Code of Discipline, no University member is allowed to contribute to essay-writing services whether directly with the recipient or through commercial companies in circumstances where the work provided could be submitted by someone else in any examination worldwide.

Students buying or otherwise obtaining material to pass off as their own in examinations would be in breach of Teduka International Academy's Examinations Regulations and can expect to be the subject of disciplinary procedures.

## **12. Marking Scheme**

### Publication of marks

Marks are generally released electronically in our VLE system (vle.teduka.eu). An email with a link to access this will be sent to your Teduka email account.

### Overview of assessment types

*Written Assignments:* eg reports, essays, reviews, analyses, case studies, creative and professional written briefs, dissertation/capstone projects, literature reviews, research proposals, multiple choice questions, mathematical/statistical problems, online tasks, web-based exercises, translations

*Oral Assignments:* eg individual or group presentations, discussions, defences, pitches, performances, teaching sessions

*Artefacts:* a single piece of work, eg visual, audio, software, composition, design, culinary or artistic output

*Portfolios:* a series of short written, creative, linguistic or mathematical tasks, or artefacts collected as part of one assignment

*Practicals:* eg experiments and clinical, educational, or practice-based assignments.

### Checklist for Exams:

- Do check your exam timetable carefully and regularly, to make sure you know the time and location of the exam, and that nothing's changed. All changes to your exam timetable will be marked in red
- Do contact the Examination Office as early as possible if you have a disability or require any reasonable adjustments
- Do bring your Student ID card, and keep it on your desk during the exam
- Do show up at least 15 minutes early to your exam

- Do take off your watch and keep it on your desk during the exam
- Do leave your headphones, tablets, and other electronic devices at home
- Do leave your phone at home, or turn it off and leave it with your bags and outdoor clothing as directed by the invigilator
- Do bring your own pens, pencils, rulers and calculator (if allowed), and keep them in a clear plastic pencil case
- Do bring a clear bottle of water with any labels removed
- Do tie back long hair, away from your ears
- Do listen to and follow all instructions from invigilators, examination office staff, or security staff
- Do put your hand up and wait for the invigilator if you need the loo
- Don't talk or communicate in any way with another student once you're under exam conditions
- Don't distract other students or disrupt the exam in any way
- Don't leave in the first 30 minutes, or last 15 minutes of the exam
- Don't leave your desk until instructed to do so at the end of the exam
- Don't take any of the exam materials with you when you leave the exam room for any reason

Important: Failure to follow any of the exam rules will mean you're not allowed to complete the exam, and will be referred to a disciplinary panel.

#### Missing an exam

If you miss an exam, or leave during an exam due to illness, you must obtain a medical certificate straight away, and apply for Mitigation as soon as possible.

#### Exam timetable clashes

If your exam timetable shows exams taking place at the same date and time, contact the Examination Office as soon as possible to discuss the options available to you.

#### Getting your marks

We make sure that your work is marked fairly and consistently, accurately reflects your level of understanding and achievement, and is comparable to other universities. Where possible, exams and coursework are marked anonymously.

Marks for your exams and for the whole module will be released at the end of the semester on the Platform.

If you have queries about your marks, get in touch with your Module Leader, or contact the Examination Office.

### **13. Student feedback – about the quality of teaching**

The University invites students to provide feedback on the learning experience of each module. Both negative and positive feedback is important. This helps us improve our methods of lecturing, assessment and interaction with students and that our resources are adequate. We encourage you to participate feedback exercise at the end of each module.

### **14. Work Placements**

Teduka International Academy recognizes the need for its students to obtain relevant work experience and hands-on competence. The curriculum of each Bachelor programme comprises two modules for “Work related Learning” for which 12 ECTS credits are awarded.

The work placement involves 240 hours during which a specific assignment is to be carried out by the student, under the guidance of personnel within the workplace and under the supervision of the coordinator of work placements. The students have to produce a structured learning portfolio and to share their insights with their fellow student.

Teduka International Academy may recommend potential places of work for this placement but it remains the responsibility of the students to secure an adequate work placement in a particular company, agency, authority or ministry.

As an alternative the students can also carry out projects. These projects need to be coordinated with the course leader to assure that they are equivalent to the work related learning. This option is only available to students who can provide relevant reasoning why they are not able to work with a company (e.g. owning their own company and needing to keep it in business).

### **15. Research Paper/ Project**

In your undergraduate studies, you will be required to prepare a research paper (or project) as one of the requirements of your course. A specific date for submission will be communicated to you.

The first step in this process is selecting a research topic. These Guidelines are intended to direct you in choosing an appropriate research theme.

The research proposal should be submitted to the Examination Office and should carry a title together with a description providing a guiding idea of the research paper/project relevant background referring to literature on the theme, proposed research questions and preferred methodology. Remember that your research essay or project is not a re- port but an academic piece of writing based on in-depth research and grounded in theory. The Examination Office will examine your research proposal and approvals will be granted for your chosen theme and title.

A supervisor would be assigned to you. At proposal stage, students may indicate their

preferred supervisor. The Programme Management will take into consideration your proposed supervisor, but it makes the final decision regarding the allocated supervisor.

### Selecting a Research Topic

You may either be lost for a research topic or undecided between a number of research areas. The following should help you decide on your research theme.

#### *Criterion 1: Focus*

Your topic must be related to your course. This means that your research must explore or examine an issue or concept of your field of study. Your course includes a series of modules indicating the relevant areas. These modules may point you to a research area. You may start off by identifying those themes which you were particularly interested in throughout your course.

#### *Criterion 2: Choose a topic that you are interested in.*

You may have read about a challenge which you would like to learn more about and research further. Alternatively, you may have been thinking about a particular direction or approach which should be adopted to address a particular issue. Be sure that you are truly enthusiastic about the topic. You need to remain particularly interested in it for at least 4 months. The research paper/project involves dedication, time, persistence and hard work – your enthusiasm about the subject will help you to keep going.

#### *Criterion 3: Background reading*

You must do some background reading to identify your topic. At this stage, your topic(s) will probably be quite general. The background reading will then help you choose your preferred and specific theme.

Read journal articles providing a review of the literature on the topic. Recent articles will help you understand recent developments on the topic and to start drawing up your bibliography.

#### *Criterion 4: Narrow your topic*

Your topic should be broad enough to find adequate academic literature and information; yet it is essential that you narrow your topic to ensure focus and that it is manageable. You must conduct an in-depth study of the topic. It is advisable that you do not choose a topic which is too new as you will probably encounter difficulties in finding substantive written material and data on the topic.



Potential research participants may also be reluctant to openly discuss such a new topic.

Background reading will help you limit the research area. The 'who, what, when, why, where and how' questions may help you focus. You might also want to discuss your ideas for a topic with your family or friends and test their reaction.

#### *Criterion 5: Access to information*

In order for you to carry out your research, you will work with our Online-Library which gives full access to academic publications. But you might also need access to different sources ranging from official statistics and documents to persons holding a specific office. Think about how easily you can access these sources within the timeframe of our research. You will need to be persistent to seek information but undertake some preliminary research to ensure that data and such sources are accessible. Students are advised to avoid topics which might involve expenses which the student cannot afford.

#### *Criterion 6: Adding knowledge*

Your chosen topic must not be a repetition of an existing study or dissertation. You may choose a topic which has already been explored but your research must either extend the previous work or examine the matter from a different perspective or adopt a different methodology.

#### *Criterion 7: Ethical considerations*

Throughout your research, you must be aware of any ethical considerations. There are specific approaches to conducting your research in an ethical manner. These will be discussed in the study unit relating to research methods in your second year. Particular attention must be paid when a research area involves studying members of a vulnerable group in society.

#### *Criterion 8: Timelines*

Your supervisor will outline the timelines you need to meet when conducting your research and writing up your research paper/project. You must ensure that it is possible for you to carry out your research on your chosen theme within those timelines.

As you are thinking about your research topic, eventually try to answer the following question "What is your research paper/project about?" If you can articulate the answer in a few sentences and your audience clearly understands what you will be researching, then you are probably on the right path.

## **16. Student Skills**

Teduka International Academy offers training sessions and short courses which enhance your study skills. These are provided by the Student Services, the Library Services, the IT Services, and the Examination Office.

The topics cover areas such as:

- Virtual Learning Environment (VLE)
- Library resources
- CopyLeaks
- SPSS
- Coping with Test Anxiety
- Managing Assignment and Procrastination
- Practicing Mindfulness
- Employability Skills Workshops

## **17. Tell us what you think**

Your experience of Teduka International Academy is very important to us, and guides everything we do. That is why we provide you with a number of ways to let us know how things are going and we will e-mail you when the surveys open.

Remember, if we don't know what you think is going wrong, we can't make it better.

### Module Evaluation Questionnaires

The most common way for you to get your voice heard and make a difference is by answering your Module Evaluation Questionnaires (MEQs). The surveys occur during each semester and are your way to tell us directly about the modules on your course. Your opinion and suggestions are taken on board immediately and inform the way modules develop and change for current and future students.

We'll tell you about changes we make in response to MEQs on your course space on our Virtual Learning Environment.

### Student Reps

In each study group/cohort you have the opportunity to elect a student representative. This Student Rep represents your views and helps to make small adjustments and big changes where necessary. These representatives are elected during first four weeks of each academic year to represent their course mates on course committees and project groups. Being a Student Rep is a great way to make sure your voice is heard, build your communication skills, make friends, and enhance your CV.

### Course committees

Course Committees normally take place at the end of each semester and are a chance for the Programme Management to hear what you've enjoyed about the semester, and to respond to any academic issues that happened. Course Reps will attend Course Committees to represent their course mates, and help to plan improvements to your study experience. Make sure you let your Course Rep know if there's anything that's bothering you. The Course Committee is documented and reported to the VP academic so that we can respond to issues across different subjects in a systematic and coordinated way.

### Complaints

We are always seeking to maintain a high standard in the provision of our courses, services and facilities to you. But no matter how much we try, sometimes things can go wrong. To deal with these issues we have established a student complaints procedure to deal with legitimate complaints in a fair and efficient manner. We'll make sure your complaint is dealt with objectively, and confidentially, and that students won't face any negative repercussions for submitting a complaint.

Before you submit a complaint, you should try to resolve issues informally by talking to your module leader or your Personal Tutor.

Complaints can be about:

- provision of academic services described including teaching, content of courses, or support for learning
- incorrect or misleading information about services

Complaints can't be about:

- any matters relating to examination and assessment procedures or academic appeals.
- disciplinary issues.
- admissions procedures prior to enrolment as a student.

The complaints procedure is set out in three stages:

#### *Stage I: Informal Resolution of Complaints*

If you have an issue, you should raise it informally with the appropriate member of staff. You can make the complaint orally, or in writing, and should do so as soon as possible, or within 10 working days of a specific incident. The member of staff to whom the complaint is made will investigate or refer the complaint as appropriate, and a response will be made to you by e-mail, normally within 10 working days.

#### *Stage II: Formal Complaints Procedure*

If an informal approach does not fix the problem, or you're not happy with the outcome, you can raise it as a formal complaint and send it to [complaints@teduka.eu](mailto:complaints@teduka.eu)

Once you've provided all the information needed, we will investigate your complaint, and an outcome detailing the investigation will be sent to you in writing within twenty working days. If we're unable to resolve a complaint within that time we'll contact you with an explanation, and expected outcome date.

### *Stage III: Review*

If you don't think that the Stage II Complaint has been handled fairly, objectively, or in accordance with our procedures, you can write to the Deputy Chief Executive and Academic Officer requesting a review of the case. You'll need to write to them within 15 working days of the outcome of your complaint, detailing your reasons for requesting a re- view, and providing relevant evidence.

The Deputy Chief Executive and Academic Officer will review the handling of the complaint, and produce a report. The Deputy Chief Executive and Academic Officer will act on the report and confirm or rescind your earlier decision. You'll get a Completion of Procedures letter within 20 working days of the Deputy Chief Executive and Academic Officer receiving your completed request for a review.

### Data privacy

We are committed to protecting your rights and privacy. We have a comprehensive Data Protection Policy. In these policies we describe how we collect your data and what we do with it.

Under our Data Protection Policy, you also have the responsibility to check that any information you provide us with is accurate and up to date, and that you let us know whenever that information changes.

### Learning analytics

Teduka International Academy uses learning analytics to support you in your studies and help you achieve your learning goals. We use data about you and your engagement with your studies that we already hold and state-of-the-art data modelling techniques to predict your likely success. We try to identify the factors that will have most impact on that prediction, which will allow us to improve the advice and the support we can offer you.

The data we use include your age, ethnicity and gender and also your study behaviours drawn from your attendance and usage of our Learning Platform to predict which students may need additional support.

This information will be used primarily by your Personal Tutor and will also be available to Student Services and Examination Office. Using this information, these teams and your tutor will be able to reach out to you with targeted messages, invite you to specialist drop-in sessions and offer other kinds of practical support.

## **18. Student Code of Conduct**

Teduka International Academy is committed to providing a unique experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected.

All students and staff have the right to live, study, work and relax in an environment where they feel protected and safe.

As members of our community, we expect the highest standards of behaviour from you, whether on our premises or elsewhere. All members of the institution should be aware of their own behaviour and how it impacts on others.

This Code sets out the standards of behaviour expected from students and also guidance on what is acceptable and what is not and how unacceptable behaviour will be dealt with.

### Teduka International Academy's conduct regulations

Teduka International Academy's conduct regulations are published on the Learning Platform. The Academy regulations covering student conduct come from three main sources:

- Statutes,
- Regulations and
- Rules

on access and use, published by bodies responsible for managing Tri- agon's buildings and property, or operating services and facilities.

Students studying for awards that are also professional qualifications may also be expected to observe codes of conduct drawn up by the ex- ternal bodies concerned.

Students who intentionally or recklessly breach regulations, or incite or conspire with others to do so, are liable to disciplinary action.

### Behaviour towards others

You should treat all staff, students and visitors with respect. You should respect other members' basic rights to study, work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.

You should ensure that you behave in a manner compatible with Teduka Equality and

Diversity statement. You should make sure that you do not take any action that endangers yourself or others and that does discriminate or harass anyone on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.

### Safety and Security

Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of Teduka International Academy. You should comply promptly with any requests in the event of an emergency.

### Care of property

Students shall treat Teduka International Academy's property, equipment and other materials and the property of others with care and respect. You should take care of your own property and not leave valuables unattended.

You must abide by Teduka International Academy's policies regarding food and drink where this is signposted, as this can damage equipment.

### Smoking

Smoking is prohibited inside any building operated by the Teduka International Academy (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke near doors and outside areas. You have to keep a distance to all buildings of at least 6 meters.

### Drugs and Alcohol

You must not take or supply illegal drugs on campus. Drugs found in students' possession will be confiscated and students will be disciplined.

Students may only drink alcohol on campus at organised functions. Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

### Compliance with Policies and Regulations

You should comply with any published Teduka International Academy policies, codes or procedures which are designed to ensure the effective operation of the institution. You should make yourself familiar with and abide by the Policy and Regulations.

## Discipline

Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct. The following list is not intended to be exhaustive but outlines what Teduka International Academy considers to be unacceptable behavior:

- Abusive, threatening or unreasonable behaviour or assault or behaviour which causes fear or distress to others
- sexual violence, abuse or harassment
- racist activity or behaviour
- damage to Teduka International Academy's property or the property of any student or member of staff
- any action likely to cause injury to any person or impairing the safety of the premises
- fighting on Teduka International Academy premises
- conduct that interferes with the academic or administrative activities of Teduka International Academy, such as disruption of teaching, research, examinations, working of staff and other campus services
- falsification or misuse of qualifications including student records, including award certificates
- misappropriation or misuse of funds or assets
- false pretense or impersonation of others within or without the institution, in connection with academic attainments or financial awards
- offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
- conduct, either on or off campus, which brings Teduka International Academy into disrepute

## Harassment

Teduka International Academy does not tolerate any form of harassment and expects all members of the academic community to treat each other with respect, courtesy and consideration. We take action under our policies and procedures to protect staff and students from harassment.

### **19. Enrolment**

Before you begin your course, you must enrol as a student. Enrolment is the process by which you become a registered student of the Academy. The enrolment procedure will be mailed to you after you have submitted your signed study contract.

We try to make the whole process as simple as possible, but if you need further help, please call the Student Helpline 0044 7480776747, or email the Student Services at

[student.services@teduka.eu](mailto:student.services@teduka.eu)

### Online enrolment

A few weeks before your course starts we'll e-mail you and invite you to enrol online. You'll need to make sure you do this before you come to complete your enrolment in person. We will send you an e-mail to confirm your successful registration. Please click on the link in the e-mail to login and follow the instructions to complete your online enrolment.

### Personal Enrolment

On the first day of your enrolment, you will need to bring the following documents with you or send them by email as instructed by Teduka admissions office:

- Proof of identity, preferably your current passport.
- The originals of all your education certificates and any other significant qualifications we based your offer on.
- If you've not received the certificates yet, you can bring your transcript.
- The original certificate for your highest qualification if this is different to the above.

In all cases only original documents or certified copies will be accepted. Without them we won't be able to complete your enrolment.

At the end of this process you will be issued with your Student ID card.

## **20. Induction**

All new students have a full induction programme which takes place over two days. The dates for the Induction can vary between cohorts. Please refer to your individual study plan on the Learning Platform.

We expect the full participation in all activities in the Induction because evidence shows that this a strong impact on the study success. It is crucial to get to know the Programme Management, the Personal Tutor and the fellow students – particularly in a web-enhanced study format. You must attend all course welcome meetings and any pre-booked sessions during those two days.

After your registration you'll have an online welcome talk by the Deputy Chief Executive and Academic Officer, the Student Rep, and your respective Heads of Department. You'll also get to take part in a meeting, where you will have the opportunity to ask questions and get information directly from a member of the Student Services.

On the second day of your Induction you'll have a specific course induction, a tour of the online facilities, and induction to online Library and IT services.



## **21. Student ID Card**

Upon enrolment, all students will be issued with a Student ID Card. This is a multifunctional campus card, which can be used for the following:

- Proof of identity
- Access to the Academy campus
- Borrowing books and media equipment
- Access to computing and printing facilities
- Discounts, offers and competitions

The Student ID Number is an individual number given to every student. This number is allocated to you when you first make an enquiry or when you apply to study at Teduka International Academy. You can find your student number on your Student ID card.

You may be asked at any time by a member of staff to produce your Teduka Student ID Card to prove your identity within the Academ. Failure to produce your card or proof of identity as a Teduka International Academy student may result in you having to leave the premises.

You will need your card to attend exams and classes where card checks for attendance will be undertaken.

Do not lend your card to anybody else. If your card needs to be replaced through loss or damage, you will be charged a replacement fee of 20 Euro. If your card has been stolen, it will be replaced free of charge on presentation of a crime report from the Police.

Upon arrival, you need to setup your IT user account. Your IT user account gives you access to:

- your VLE account
- Your timetable
- the Student Portal

The Student Portal is a single place for you to find and access all the online services and information that you will need during your time at Teduka International Academy, including:

- access to learning resources on Moodle
- up-to-date notices, news items and information
- access to the Online-Library
- advice, help and support

## **22. Course Manuals**

Each subject area has a series of course Manuals which explains more detail about your course. These Manuals will be available through our virtual learning environment.

### **23. The Higher Education Achievement Report**

The Higher Education Achievement Report is a report of all your achievements that you build up and add to during your time at Teduka International Academy, from your grades to your extracurricular activities. It is a kind of transcript that is comprehensive and online, helping you show employers the full story of your studies and skill development.

It includes all the information about the programme you studied, your modules and results, and final degree award, and it can also include information about any awards achieved and accredited placements undertaken, extracurricular activities and various activities and roles.

To be included on your Higher Education Achievement Report, all activities have to be endorsed by the Programme Management.

### **24. About your course**

#### Module study guides

Module Study Guides are available on the Virtual Learning Environment for each module you study. You should make sure that you read them, as they'll tell you what to expect from the module, the learning objectives, what the assessments will be, and even what you need to demonstrate.

Every Module Study Guide also includes the contact details for the Module Leader and Course Administrator, as well as advice on what to do if things don't go to plan and where to get support.

#### Course Manuals

Your Course Manual provides all the essential information about your Course, including the skills you'll develop, the modules on offer, the teaching and assessment methods, and how you can have your say about the course. They also set out how any requests for extensions or mitigating circumstances will be dealt with, how appeals operate, and many other issues related to your time at Teduka International Academy.

#### Moodle

Moodle is the Virtual Learning Environment for your studies. Here you will find:

- course Manuals
- module Manuals
- learning materials
- online-tests and quizzes
- announcements relating to your course
- Coursework submission areas
- feedback
- online discussions and other learning activities

Log on to Moodle via the Student Portal using your Student ID Number and a password.

If you have questions relating to your course material or the learning activities in Teduka VLE please ask your VLE tutor. If you have a technical problem, please contact the IT Service Desk

### Course Leaders

Your Course Leader or your Programme Manager respectively coordinates the delivery of your whole course. They can help your Personal Tutor resolve any problems or questions that affect your whole degree, eg deferring or transferring to a different course.

### Module Leaders

Your Module Leader is the person in charge of teaching an individual module. They are very knowledgeable about the subject, and you should get in touch with them if there's anything specific in the module that you don't understand or need help figuring out.

If something happens that means you can't hand your work in on time, your Module Leader should be the first person you contact, as they might be able to grant an Extension.

## **25. Getting Help and Support**

In general the Student Services will be the first contact for all areas where you might help or support.

### With assessments

Assessments are important, because they measure how much you've learned, and the skills

you've developed. Throughout your course you'll come across different sorts of assessments, eg. group presentations, tests, essays.

Almost all modules consist of formative assessments and summative assessments. Formative assessments don't contribute to your mark for the module, but are very important in helping you to understand how you can improve and what you need to do to get a good mark in your summative assessments.

If there's anything you don't understand about what's expected in the assessment, or the content of the assessment, reach out to your Module Leader.

An important method for improving your knowledge and skills is reflecting on the feedback you get on the assessments you submit.

You should make sure that you discuss feedback with your Personal

### With Health and Wellbeing

#### *Student Counselling*

If you are struggling with your emotional or mental health, the Student Services is here for you. They support you in finding professional, specialist therapeutic and psychological support for students wishing to explore any difficulties they may be experiencing.

Our team of counsellors provides a safe and confidential space to talk about your life and anything that may be confusing, painful or uncomfortable. The service is free for all current students.

#### *Useful Resources*

These sites provide useful information and support if you're worried about you or your friend's mental health: <https://www.richmond.org.mt/>

#### *Disability and Mental Health Support*

The support of the Student Services is flexible and tailored to meet your individual needs. If you have a disability or long-term health condition, contact us so we can discuss your requirements and guide you to any reasonable adjustments you might require.

Once you have registered with the Wellbeing Team and your specific needs have been identified, you'll be able to work collaboratively with your advisor to put in place an Individual Support Plan (ISP). The ISP lets your tutors know what reasonable adjustments they can make to support you, and may also allow you access to specialist learning

resources and equipment.

The Wellbeing Team can also help with applying for additional support such as the Disabled Students' Allowance.

The team has a dedicated Mental Health Advisor who can offer a range of advice, information and support to students on mental health issues and topics.

### With your Studies

#### *Engagement Team – Academic Support*

The Student Services provides an academic support service available to all students throughout their course. We aim to provide you with open and friendly support over the phone, over Skype, per email or face to face.

#### *Advice Service*

We understand that life can have its ups-and-downs and this can affect the way that you study. If you ever experience any difficulties on your course and need help, you can always access our free, confidential and supportive academic advice service. Our job is to ensure you have the information and support you need to make informed choices about your case.

## **26. An A-Z of Student Support Services**

We offer all our students a comprehensive range of support services, and we encourage you to take full advantage of the facilities as you need them.

### Academic Skills Advice Services

Improve your maths and study skills for higher education. We offer academic skills advice to students on taught courses who are looking to improve their marks during their time at University. Study skills and maths advice is available to all regardless of degree discipline or level of study.

### Career and Employability Services

You are at the start of a fantastic journey and it is never too early to start developing your career plans. We are here to help you with your career and in developing your employability skills to make you

- stand out in the graduate job market,
- Work on campus,

- Part-time and vacation work,
- Internships.

We offer short 15-minute appointments with a member of our team. These are ideal for quick queries including initial feedback on your CV and researching careers information. Longer appointments are available for any aspect of your career planning, including career choice, post-graduate course choice, taking time out, feedback on both your CV and covering letter, and interview preparation or mock interviews.

Telephone or Skype appointments can be booked if you are unable to access our face-to-face appointments. All appointments are confidential and are conducted in privacy. If you would prefer to get answers to your careers queries by email, you please email to [student.services@teduka.eu](mailto:student.services@teduka.eu)

### Disability Services

We offer support and guidance to any students who might be experiencing barriers because of a disability, mental health issues, ongoing health-related difficulties, autism or specific learning difficulties (e.g. dyslexia).

We aim to promote equal access to all aspects of university life. Even if you do not think of yourself as 'a disabled person', you might be eligible for support.

Some students have difficulties with certain aspects of learning and studying. The Disability Service offers a screening and assessment process to explore whether these difficulties relate to a specific learning difficulty. If you do have dyslexia, you are entitled to support and help.

### Fees and Financial Support

Teduka International Academy offers courses for reasonable prices. Nevertheless higher education is probably one of the greatest investments you will ever make. But it is not all about money. You will broaden your horizons, make new friends and work out what you can contribute as a global citizen.

Every year we award a number of non-repayable scholarships our students on the basis of academic excellence, personal circumstances or economic hardship. Some of our scholarships are also linked to a specific subject area. All bursaries are subject to conditions and eligibility, as well as attendance, engagement and submission to assessments.

For those who are not eligible for scholarships we offer individual payment plans. So please don't hesitate to talk to our Accounting Department if you have special requirements.

### *Paying your tuition fees*

All courses have tuition fees and you should have received details of your course tuition fee within your offer letter.

### *Self-funding*

If you are paying your own fees, details will be given to you during enrolment by our Accounting Department about the methods for payment available.

### *Study Loans*

If there is no government support available to you for your course, you may be able to take out a loan to help cover your tuition fees or living costs/course costs. You are advised to check the terms and conditions carefully.

### *Philanthropic Awards*

In addition to the above scholarships, philanthropic bursaries and scholarships are also available to Teduka International Academy's students. They are funded by charitable organisations, private or corporate donors. The number, value and eligibility criteria of these awards vary. When you enrol, you will need speak to our regarding options for financial aid.

### *Retake Modules*

All retake modules must be paid for. Payment in full is required at enrolment.

### *Non-payment of fees*

It is part of your contract with Teduka International Academy that you have to pay your fees on time. If you do not pay your fees, Teduka International Academy will take action to ensure it collects the fees owed.

Students who have not completed the financial part of their enrolment will have a part enrolled status and their student status will be time limited. The University will not issue student status letters or release student loans prior to students completing the enrolment process. Students who have not completed their enrolment by the deadline given will have

their access temporarily suspended resulting in no access to the University buildings or its facilities. Students will then have seven days to contact the Student Finance team in order to address this issue. Students who fail to contact Student Finance will be withdrawn from their course.

### *Prior year debtors*

A prior year debtor is a student who has attended a course during a previous academic year and whose fees, in full or in part, have remained unpaid. Prior year debtors cannot enrol on any course under any circumstances until such time as all debts have been paid or after rescheduling the debt via a payment plan. Students who have previously defaulted on a payment plan may be refused the opportunity to pay by instalments.

Where a student has not paid an instalment by the due date, the student must immediately contact the Accounting Department, to discuss how the fees will be paid and to agree on an individual payment plan.

If a student fails to contact the Accounting Department, avoids contact with the Accounting Department, or defaults on a revised payment plan, they will be recorded on the system as a debtor, and access to the facilities will be temporarily suspended until the situation has been re- solved.

A student who has tuition fee debts to Trigon will not be permitted to attend any graduation or awards ceremonies and certificates will be withheld until all debts are paid in full.

If you are experiencing financial difficulties, our Accounting Department may be able to help with useful advice and guidance. We would recommend that you make an appointment with one of the advisers to discuss your situation. Evidence shows that seeking support at an early stage makes it more likely that a solution can be found to the problem.

### Language Training

The Language Centre offers English language tuition for international students, whose native language is not English. All international students have access to free English language online-courses during their studies at Teduka International Academy. More information is found on the Learning Platform.

### Online Library

Using the online library is central to your study success. You will receive an introduction to the Library at the start of your course, and our librarians will support you with information skills teaching throughout your course.



Your reading list for each module can be found on our Virtual Learning Environment. Reading lists are split up into Essential, Recommended and Further Reading, helping you to navigate the list and prioritise your reading.

You can search for additional material via our dedicated search tool on the Library website. We provide a wide range of books, journals, data-bases and more to help you research your topics.

Library staff are available for online one-to-one appointments and offer support throughout the library.

### Student Experience and Success Management

The Student Experience and Success Team aims to understand, support and enhance the student experience at Teduka International Academy- which includes striving to enable the engagement and success of all of our students. The team undertakes a variety of activities, including collecting student feedback, researching the student experience and understanding student engagement. We are interested in a wide range of different experiences – such as what happens on your programme, to social experiences, the campus, welfare and support, and so on. We strive to capture the experiences of all our students – whatever their background, circumstances or programme; or whether undergraduate, full- or part-time, postgraduate, distance learner or a student at one of our collaborative partner institutions.

One of the ways we gather student views and suggestions is via student experience surveys. Our main surveys are:

We view the student experience as transformative and the student as a key agent of change; we therefore work holistically and recognise the importance of involving the whole student experience across all aspects of the student journey.

We also use our research to develop initiatives and opportunities for students, such as peer-assisted learning (PAL) schemes, and internships. If you have any ideas about things that we could do to help improve your experience or those of others, then we'd love to hear these and we may be able to work with you on developing a project of your own if that is something you are interested in.

## **27. Accommodation**

Teduka International Academy does not provide accommodation for students who decide to attend the onsite phases. But we provide a list of hotels and accommodation facilities that offer special rates to our students.

## **28. Study Abroad**

Teduka International Academy provides a study experience where students from all over the world can easily participate. And although they can already gain international exposure at home we still encourages students to gain experience of studying abroad because we recognise the need for preparing students for life and work in an increasingly global environment.

There are many opportunities to study at one of our many campuses in Europe and many other parts of the world. Plenty of courses are taught in English and therefore students do not necessarily require language skills to be able to study abroad. And the same curriculum is applied at all the campuses, so there students never face any problems with the transfer of credits – as you roam they always stay at the same university. And then not at least the Block format makes it easy to study at another campus even for a short time, ranging from a month abroad up to one year.

For students who are keen to learn and develop another language, then we have a good range of partners in European countries where you can use Erasmus funding to study and to develop your language skills.

In addition to this, we also have access to programmes in non-EU countries too, such as China.

Therefore if you fancy a change of scenery and want to experience what it is like to study and live in another country, then you may be able to do so.

### Visas and Immigration

If you are a national of a country in the European Economic Area (EEA) or Switzerland, you do not need a visa to study at Teduka International Academy. Otherwise you need a visa to stay in the European Union. Teduka International Academy offers visa advice and guidance to new and current students. Please contact our Student Services and refer to the information on the Learning Platform.

### Security and emergency services

Personal Safety and Crime Prevention advice is available to assist all persons to be able to take precautions to minimise risks to themselves and their personal property and is contained in our Learning Platform.

## Academic Appeals

Students have the right to appeal against a decision taken by Examination Commission. It is not possible to appeal to have assessments remarked as you think you should have done better. The grounds for academic appeal are:

- circumstances affecting performance,
- procedural irregularities,
- administrative error,
- prejudice or bias and
- inadequate supervision.

For the grounds stated above, students need to provide a good reason as to why they did not inform the Head of Department of their circumstances in advance of the meeting of the Examination Commission.

There are three stages to the academic appeals process:

1. Early Resolution Stage
2. Formal Stage
3. Review Stage

### *Early Resolution Stage:*

If you believe an error has been made in relation to the Examiner/s' decision, you should contact your Course Leader immediately. If he or she acknowledge that an error has been made, and that this is easily resolvable, the Course Leader should correct the error via Chairs Action, without having to progress through the appeals system.

### *Formal Stage:*

If you believe that you have grounds for a Formal Appeal, then you should complete an Academic Appeal form and submit this to the Examination Office within 10 working days of the date of the publication of the Examination Commission decision. Your appeal form should state the grounds, reason for appeal and your desired outcome. You should accompany your appeal form with a letter of appeal, evidence to support the issues that you are appealing in relation to.

If your appeal does meet the grounds for appeal, it will be sent to a senior member of staff within your faculty to consider. Once the faculty has made a decision on your appeal, they

will notify the Student Casework Team who will communicate the outcome to you, normally within 15 working days of your appeal submission.

#### *Review Stage:*

If, once you have received your appeal outcome from the Formal Stage, you remain dissatisfied, you can escalate your appeal to the Review Stage. You should complete an Academic Appeal form and submit this to the Deputy Chief Executive and Academic Officer. Your appeal form should state the grounds, reason for appeal, your desired outcome and why you disagree with the Formal Stage Outcome. You should accompany your appeal form with a letter of appeal, evidence to support the issues that you are appealing in relation to. Your appeal will be investigated by the Deputy Chief Executive and Academic Officer. The Deputy Chief Executive and Academic Officer will make a decision on the outcome of the Review Stage Review. The outcome will be communicated to you in writing, normally within 15 working days of receiving the Review Stage appeal.

#### Academic Misconduct

For the value of higher education it is vital that Teduka International Academy maintains and upholds its high academic standards and reputation. The quality of academic awards is undermined by academic misconduct. Therefore we have to make sure that there are regulations to ensure that the assessment process is fair to each and every student and reflects each student's knowledge, skills and competences. These regulations govern the conduct of examinations. They also cover the submission of other work for assessment.

Students have to ensure that all the work that they submit is written in their own words, with any quotations clearly indicated and acknowledged in references.

All instances of academic misconduct brought to the attention of Tri- agon will be investigated, and Teduka International Academy reserves the right to use any fair and reasonable means to identify instances of academic misconduct.

If you are an overseas student, you may find that the Teduka International Academy referencing conventions may be quite different from those in your home country. If you are unsure of the rules, refer to the guidelines on the Learning Platform or ask your tutor for advice.

#### Ordinances, Regulations and Policy

Teduka International Academy has Ordinances and Regulations which govern the development, delivery and management of its courses, and the progress and award of

qualifications to students on those programmes.

The Regulations set out the standards which students are required to meet in order to progress through their programme or to receive an award. These regulations apply to all programmes unless different arrangements have been specifically approved to take into account the particular requirements of professional or validating bodies. If this is the case, your Course Leader will ensure that you know what you have to do in order to be successful on your programme.

All Ordinances, Regulations and Policy can be found on the Learning Platform.

### Student Contract

Teduka International Academy has a set of Terms and Conditions for all students accepting an offer to study on a course at Teduka International Academy. This contract, and supporting appendices, set out the terms and conditions which apply when you enroll for a programme of study. These Terms and Conditions represent an agreement between you and Teduka International Academy. It is your responsibility to read them and make sure you understand them. If you have any questions or concerns about these Terms and Conditions, you should contact us by email at [legal@teduka.eu](mailto:legal@teduka.eu) before accepting the offer.

### Suspension, Transfer or Withdrawal

We hope you will complete your programme successfully. If your circumstances might change during your studies and that might force you to suspend your studies for a period of time or you might want to transfer onto another course or you might decide you want to terminate your university education altogether the first point of contact in any of these cases is your Personal Academic Tutor.

## **29. Facilities**

No student shall intentionally or recklessly commit a breach of any of the regulations relating to the use of the libraries or the information and communications technology facilities of Teduka International Academy or its partner institution. Infringement of copyright through the IT network, including using peer-to-peer software and file-sharing to download and distribute copyrighted material, can result in a fine or exclusion from the network. IT security is taken very seriously.

## **30. Intellectual Property**

Teduka International Academy in its statutes claims ownership of certain forms of intellectual property that students create in the course of, or incidentally to, their studies but generally does not claim ownership of copyright created by students. There are arrangements in Teduka International Academy's regulations for protecting and exploiting intellectual property, and sharing the commercial exploitation revenues with the originators.

Teduka International Academy particularly claims ownership of student-created intellectual property that is created with the aid of Teduka International Academy's computer hardware, software or other facilities or commissioned by Teduka International Academy or comprises inventions, designs, databases, software, firmware and courseware and related know-how and information.

Teduka International Academy on the opposite will not assert any claim to the ownership of copyright in artistic works including (where not commissioned by the University) books, articles, plays, scores, lyrics and lectures, student theses and answers to tests and examinations (except insofar as any intellectual property is claimed as above), and computer-related works (except where claimed as above).

### **31. Data Protection**

Anyone holding or intending to keep personal data of any kind (whether on a computer or in paper records) on behalf of a club, society or publication, or for any other purpose, is individually responsible for complying with the provisions of the relevant data protection legislation. This legislation imposes strict conditions on the collection, storage and use of personal data and confers rights of access on the people who are the subjects of such data.

### **32. Social Media**

Social media can bring enormous benefits and opportunities to an academic community including by enabling global communication and promoting lively academic debate.

Teduka International Academy encourages students to use social media responsibly and to be aware of the sometimes unexpected and long-term consequences of irresponsible use.

Posting offensive comments or other content on social media may be a breach of the Code of Discipline and could result in disciplinary action.

### **33. Freedom of Speech**

The principle of freedom of speech and expression within the law is one of fundamental founding principles of universities in general. And we offer no platform to those who are intolerant of the free speech of others, those who deny the right of others to hold or express an opposing opinion, or who actively prevent others from speaking.

### **34. Conflicts of Interest**

All members of Teduka International Academy are required to recognise and disclose activities that might give rise to conflicts of interest, and to ensure they are properly managed or avoided. Such conflicts could arise from personal financial interests, duties to other organisations, or personal relationships.

Research students should be particularly aware of the risk of conflicts arising when engaging in external activity such as international projects and collaborations with the commercial world, research and development, intellectual property licensing and involvement in 'spinout' companies.

### **35. Glossary**

Academic Quality: refers to how and how well a higher education provider supports students to enable them to achieve their award. It covers learning, teaching and assessment, and all the different resources and processes a provider puts in place to help students progress and fulfil their potential.

Academic Quality Office: the professional central service responsible for overseeing the assurance and maintenance of academic standards and the quality of its higher education provision to ensure it meets agreed expectations, including those of its academic partnerships, for example by approval, monitoring and review of modules and courses.

Academic Registry: the professional service overseeing the governance of academic administration within the University, for example the academic regulations, mitigation and academic offences, and School and College governance.

Academic Regulations: guarantee the standards of all of Teduka International Academy's awards. The Regulations are the responsibility of the Senate.

Academic Standards: are the standards that individual degree-awarding bodies set and maintain for the award of their academic credit or qualifications. These may exceed the threshold academic standards.

Academic Year: For students, the definition of an Academic Year will vary, depending on their

course of study. Students commencing a University Foundation or undergraduate course will typically commence study in October and end their year the following July.

Advanced Standing: Prior, certificated study from another institution deemed equivalent to Teduka International Academy's modules from which exemption is sought.

Alumni Association: works to support your lifelong relationship with the institution. When you complete your studies, you will become part of our exclusive alumni community. As a member of the Alumni Association you can enjoy a range of benefits such as exclusive student and alumni networking events, professional development workshops and academic events with expert guests, alumni magazine, social media updates, newsletter, Alumni Card for access to the campus & library after graduation, exclusive discounts for further studies, lifelong careers support and volunteering opportunities. To make sure you get access to all our alumni benefits, discounts and opportunities, you will need to make sure that the contact details on your alumni profile are up to date.

Whenever you change address or contact details, please log in to our alumni website and let us know.

Artefact: a single piece of coursework, of a visual, audio, software, composition, design, culinary or artistic output.

Assessment: Coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards.

Associate Pro Vice-Chancellor: senior executive who supports the Chief Executive and Academic Officer in leading the institution, with responsibility for management of a large service or of a School.

Average Mark: The weighted average of a student's performance, calculated in accordance with the regulations for the award.

Award: Awards are the academic qualifications determined by the European Qualification Framework that may be awarded on completion of a course of study, including Pre-tertiary qualification, undergraduate, graduate, and postgraduate certificates and diplomas, Bachelor's degrees, Master's degrees and Doctoral degrees.

Calendar Year: A twelve month period, January –December.

Chair: leads and manages a meeting or committee to ensure it runs smoothly and efficiently and operates within the authorised Terms of Reference.

Chief Executive and Academic Officer: a role typically held by a distinguished individual who holds no other university office. The Deputy Chief Executive and Academic Officer is the ceremonial head of a university.

Chief Invigilator: the person responsible for the supervision of an examination.



Compulsory Unit: a compulsory study unit is a core module that must be followed. Compulsory modules are automatically registered at the beginning of each academic semester.

Core Module: A module that must be taken and passed to meet requirements for progression or award.

Course: A course is an approved and validated combination of modules leading to a named award by the higher education institution.

Course Manual: The Course Manual contains detailed information about how a course is taught and managed, and how students will be assessed.

Course Leader: A Course Leader provides academic leadership for a course of study.

Coursework: Coursework is written or practical work produced by a student during a course of study, usually assessed in order to count towards a final mark or grade.

Credit(s): academic credit is a means of measuring and recognising learning. A number of credits is assigned to each module. Credits are awarded in recognition of the amount and depth of learning which has been achieved once a student has successfully completed a module. Credits are then accumulated towards the total credit required for a named course of study and a qualification. A full-time undergraduate course of study normally consists of 180 credits. Credits gained may be transferred between institutions.

Head of Department: has responsibility to lead and manage for all matters relating to their Department.

Deferral of Studies: a temporary postponement of studies, between one to four semesters, agreed between the student and the higher education institution.

Delegated Authority: is when the authority invested in an individual or body is delegated to another individual or body for a specified purpose.

Deputy Chief Executive and Academic Officer: senior executive who deputises for and supports the Chief Executive and Academic Officer in leading the institution.

Discontinuation of Studies: a penalty for serious academic misconduct, where a student is no longer permitted to continue studying at the institution.

Discounts on further study: Teduka International Academy's graduates who have completed a three year undergraduate degree can get a discount on postgraduate courses. For details on eligibility, and discounts available, please talk to the Student Services.

Dissertation: An extended piece of independent study assessed by an output report.

Element of Assessment: an individual item of assessment. The assessment for a module may comprise several elements of assessment.

Elective: the programme of your course may offer you a selection of study-units from which you have to choose at the beginning of the semester. You can do this online or with your Personal Study Tutor.

Email address: Your Teduka International Academy email address will be given to you to be used for any correspondence relating to your studies. Should you have any difficulties in obtaining your email address, contact IT Services.

Erasmus+: a student and staff mobility programme funded by the EU and overseen by the European Commission. It supports students to undertake a semester or a year abroad and staff to spend a period of time teaching, job shadowing or undertaking training abroad.

European Credit Transfer and Accumulation System (ECTS): a system to measure the student workload required to achieve the objectives of a programme of study. Its aim is to facilitate the recognition of study periods undertaken through the transfer of credits. A full-time academic workload for one academic year is deemed to be 60 ECTS which equals 1.500 hours.

Exceptional Circumstances: there may be times when students will encounter difficulties during their course of study and provisions are made to support the student in continuing to study.

Extended Degree: a Bachelors's degree with a foundation year (240 ECTS credits).

Extension: may be given when unexpected and unanticipated difficulties adversely impact a student's ability to complete assessments on time.

External Examiner: A professional academic from outside the institution who monitors the assessment process to maintain academic standards, check processes and act as a guardian of international standards.

Fitness to Practise: 'fit to practise' means that a student has the skills, knowledge and competences to practise their profession safely and effectively.

Formative Assessment: an assessment that provides students with feedback on progress and informs their development. It does not normally contribute to the overall assessment mark.

Foundation Year: an additional year of a Bachelor's degree at Level 5, to support development of academic skills.

Graduation: a graduation ceremony is a celebration of your time at the institution and recognition of your award. It is an opportunity to celebrate together with lecturers, friends and family. An important part of the ceremony is the tradition of academic dress and an official graduation photo. If you're not able to attend for any reason, you can defer your graduation ceremony for up to one year.

Journal: a journal is an academic publication that publishes peer-reviewed articles based on

original research relating to a particular discipline. The aim of scholarly journals is to distribute knowledge. As a student you need to access such journal articles and make reference to them in your assignments, examinations and research papers.

Graduate Outcomes Survey: The Graduate Outcomes Survey is a survey to see what graduates think and do after finishing university.

Graduate School: the school that supports postgraduate research students and supervisors and promotes scholarly activity.

Head of School: The Head of School has responsibility to lead and manage all matters relating to their School within the university.

Higher Education Provider: the publicly and privately funded higher education institution that offer higher education courses.

Individual Support Plan (ISP): All students who have provided evidence of their disability, long term medical condition or specific learning difficulty will be provided with an ISP. The ISP summarises the support requirements for an individual student. The ISP applies from the point it is issued and cannot be applied retrospectively.

Integrated Masters: a four-year degree that combines an undergraduate bachelor's degree course with an extra year at master's level.

Invigilated Examination: an examination conducted under formal examination conditions and supervised by an examination invigilator.

Learning Outcomes: statements that describe the application and integration of the knowledge and skills and competences that students should acquire by the end of a particular course.

Mitigating Circumstances: are circumstances that are outside a student's control which may have an adverse impact on a student's ability to undertake or complete an assessment.

Module: an approved block of teaching and learning leading to the award of academic credit and forming part of a course of study. Modules usually have 6 or 12 ECTS. A study-unit is either compulsory, elective or optional.

Module Assessment: assessment of the performance of a student on a module. This may include a variety of elements and forms, including coursework, dissertations, practical assignments, presentations and exams.

Module Leader: provides academic leadership for a module of study and resolves issues relating to the module.

Module Mark: The overall module result which may be an aggregation of marks from several elements of assessment, which may be weighted.

Module Specification: the document outlining how a module is taught and assessed and describing its intended learning outcomes for the student.

Non Submission: If a student does not submit their assessment, it is considered a 'Non Submission' and counted as an assessment attempt.

Option Module: A module which may be chosen from a list of alternatives, allowing variation and student choice in the curriculum. Extra modules may come with extra cost.

Personal Tutor: the initial source of support for a student in all areas of academic life. The Personal Tutor's role is to offer support and guidance if there are problems with the course of study or personal welfare.

Plagiarism: the practice of taking someone else's work or ideas and passing them off as their own irrespective of whether this was intended. Plagiarism also encompasses a student using their own work where it has already been submitted for assessment in another module or course of study. Plagiarism may be detected through the submission of written work through an online detection system.

Portfolio Assessment: assessed coursework consisting of a set or series of short written, creative, linguistic or mathematical tasks or artefacts collected and submitted as a single assignment.

Prerequisite Module: a specified module that must be taken before a second specified module can be taken.

Programme: this is the list of modules (compulsory, elective, optional) that will be offered throughout a year or over the duration of your course. Sometimes programme is used synonymous to course.

Deputy Chief Executive and Academic Officer: acts as a deputy to the Chief Executive and Academic Officer.

Progression: The process of moving from one level of study to the next.

Quality Manual: documents all academic quality-related procedures.

Reasonable Adjustments: the support requirements for an individual student, summarised in the Individual Support Plan.

Recognition of Prior Learning (RPL): the generic term for the recognition of prior learning, whether the result of a formal course, certified learning or learning through experience. An applicant who has their relevant prior qualification or certified learning accepted may be admitted onto a course of study with advanced standing.

Referencing: There are international standards for referencing sources. Sources may include books, academic publications, official documentation, web content and statistical data. At

Teduka International Academy the both the APA and the Harvard system of referencing are applied. Most text processing software allows you to include the appropriate referencing and create your bibliography in line with your chosen style of referencing.

Registration: process by which a student signs up for modules of a course of study.

Registry: the central university service responsible for many aspects of the student journey: enrolment to graduation, maintaining the curriculum, assessment administration, school governance, the Academic Regulations, academic administration and policy.

Registry Operations: the section within the Registry responsible for student records and data that sets and amends the timetable and rooming arrangements and maintains the record of the institution's curriculum and awards.

Research Students: registered for a course of study specifically designated as a research course.

Resit: the repeat of all or part of a module's assessments, following module failure at a previous attempt, including non-submission. Resits do not involve the repeat of attendance for the module.

Retakes: if after your resits, you don't meet the passing grade for the module, then you will be allowed another attempt at the module, this is called a retake.

Semester: There are two semesters in an academic year. The first semester usually runs from early October to the end of February of the following year. The second semester runs from March to the end of July. Some courses also run throughout the summer period as an additional semester.

Special Regulations: are academic regulations for individual courses of study that diverge from the standard Academic Regulations for the institution where there is a legitimate academic rationale, or a specific requirement set down by a Professional Statutory or Regulatory Body, or a joint or collaborative course requires it.

Student Manual: what you're reading right now. It is the reference guide to help students find their way around Teduka International Academy's facilities, services and policies.

Summative Assessment: formally measure a student's achievement in relation to the learning outcomes of a module and contributes to the module mark.

Threshold: a specified minimum mark which is prescribed by a Professional, Statutory and Regulatory Body that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the over- all module mark to pass the module.

Threshold Academic Standards: the minimum acceptable level of achievement that a student has to demonstrate to be eligible for the award of academic credit or a qualification.

Transferring to another course: Sometimes in the course of your studies you may discover a new area of interest or career path, and wish to change your course to another offered by Teduka International Academy. To do this, you need to get in touch with the Course Leader for the course you're interested in, and confirm they will be able to offer you a place. Then speak to our Student Services. They will guide you through the next steps.

Virtual Learning Environment: educational technology that allows course content to be delivered through a web-based platform. At Teduka, this is done via dedicated platform called Teduka VLE.

Viva Voce: an oral examination, typically for the assessment of a doctoral degree, or to clarify a student's coursework on any other award.

Withdrawals (options, advice and support): We want you to succeed, and we offer lots of support to help you through your studies and to solve any problems you might have along the way, be those academic, personal or financial. If you are thinking about leaving, talk to your Personal Tutor, your Course Leader or our Student Services.

Workload: The number of hours required to complete an academic module. One ECTS credit will have 25 study hours attached to it. These may be completed via attendance of lectures, seminars, workshops or other forms of tuition, group or individual study and placement learning.