

HIGHER EDUCATION HANDBOOK

**University Centre Farnborough
Higher Education Handbook
2025-26**

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Part 1: Regulations

Expectations

Welcome to your programme at University Centre Farnborough.

Our priority is to support and guide you through your UCF journey to ensure you achieve the best you can, while meeting both University Centre Farnborough's, and your own, expectations.

You join us as part of University Centre Farnborough's student community made up of those studying Foundation Degrees, Honours Degrees, Higher National Certificates and Diplomas as well as PCE's and PGCE's. The range of provision spans the disciplines, but is not exclusive to, Early Years Education, Teacher Training, Computing, Engineering, Graphic Design, Media Production, Business Management, Environmental Science, Sport Science, Humanities and Social Sciences.

You may not have completed a Higher Education course before and so it will be important for you to be prepared for a culture of higher education to ensure success in your chosen programme.

As a member of the UCF community, it is important that you understand your responsibility for your own academic progress and therefore:

- Be responsible for your own learning and respectful of faculty and your fellow students in the learning environment.
- Attend your classes, on time.
- Be prepared and actively contribute to class.

Policies and procedures

When you register for your programme of study each year, you are agreeing to comply with the regulations and terms and conditions governing your studies for that particular year.

Students follow the academic regulations that were in place at the time of the commencement of their programme.

Student regulations are updated every year and therefore there is only ever one set in use; the 2024/25 regulations replace all previous versions. These include:

- Regulations for extenuating circumstances
- Regulations for academic integrity
- Regulations for academic appeals

All policies, regulations and codes of practice can be found here: [Quality, Governance and Policies - University Centre Farnborough](#)

Part 2: Your Programme

Programme Specifications

The Programme Specifications can be found here:

[Browse Courses - University Centre Farnborough](#)

Module Specifications

Your programme is divided into units of learning called "modules".

Module Specifications will give you a good idea of the module content, assessment strategy, learning outcomes and reading list for the modules you will be studying. These will be provided by your teaching team via Teams and can also be found on the intranet.

All modules/units are allocated a number of credits, which notionally shows the number of hours of study for the module. The formula for calculating credit equates a module worth 15 credits to 150 hours; or a module worth 30 or 45 credits (such as a dissertation) to 300 or 450 hours. You should not however use these notional hours to limit how much time you devote to a particular module.

To pass a module and achieve the credit allocated to it you will need to be awarded a total module mark of at least 40% at levels 4, 5 and 6.

Depending on the type of modules you have studied, you may be eligible for Compensation as described in the Compensation section of this document.

[Module Specifications - University Centre Farnborough](#)

Assignment Submission

Your module leaders will explain the forms of assessment required for their module such as a project, presentation, report, essay, critique etc., in advance of the assignment deadlines.

Further information should be available on your assignment brief.

It is recommended that you submit earlier than this. If you have lectures or other commitments on the day your work is due you are expected to plan ahead so you do not miss any timetabled sessions or your deadline.

Work should be submitted in the requested format and the quality of the presentation is important. Your work should be:

- Double spaced
- Page numbered
- Within the word allowance
- In an Arial font, size 12 point

Students can avoid plagiarism by following good academic practice.

You must keep a copy of all submitted work and an additional copy must be made available should it be requested.

When submitting assignments, you will be required to confirm that your work is original by completing a declaration of originality. The wording can be found at:

<https://exams.surrey.ac.uk/assessments>

The penalties for academic misconduct, which include programme termination, are outlined in the Regulations for Academic Integrity found at:

[Quality, Governance and Policies - University Centre Farnborough](#)

You are responsible for checking that you have successfully submitted the correct version of your coursework, and in the correct format.

Any worries you have about completing your assignments, do please talk to either your personal tutor or the module leader **before** the deadline has passed.

In the Library, the team are also there to help with 1-2-1 sessions and enquiries.

library@farn-ct.ac.uk

The HE Support tutor, Vicky Bolt, is also there to support with any queries: v.bolt@farn-ct.ac.uk

Assignment Deadlines and Late Submissions

You are expected to submit your assignments on time. Submission times are strictly enforced. A submission of 1 minute past the submission time is defined as late. Give yourself plenty of time to upload your coursework.

Do not leave it to the last five minutes before the deadline.

Further details about late submission penalties can be found in the Regulations for Taught Programmes:

[Quality, Governance and Policies - University Centre Farnborough](#)

Should you experience circumstances that are making it impossible for you to meet a specific deadline, then you could consider submitting an extenuating circumstances application as explained at: [Extenuating circumstances in assessments – Farnborough College Intranet \(farn-ct.ac.uk\)](#)

Non-Submission of coursework, without confirmed extenuating circumstances, will not only result in 0% being awarded, but it may also be deemed as failure to make progress with your studies and/or ceasing to participate in the programme. This could ultimately result in termination of registration.

Feedback

You are entitled to feedback for all your assessed work.

There are two types of assessment.

1. Formative assessments are designed to generate feedback on your performance. The grades from these assessments do not contribute to your final module mark.
2. Summative assessments provide you and academic staff with an understanding of your overall learning. These assessments may include class tests, assignments, exams, presentations or projects. They take place under controlled conditions and evaluate your learning and academic achievement, as set out in the relevant

curriculum standards. The grades from these assessments do contribute to your final module marks.

For all summative assessed work, you should receive feedback within 15 working days within Semester.

You will receive a mark and written comments on your work. If you do not understand the written comments you receive, or want further explanation, you should ask to discuss this with your lecturer or module leader.

Sometimes lecturers might choose to give different forms of feedback e.g. detailed marking grid, feedback session, a podcast etc. Make sure you check with lecturer or module leader that you are clear on what to expect.

In the case of exams, you will **not** be given your script back, however you are still entitled to feedback on your performance, this may be personal and/or generic; you can discuss this with your module leader.

Examinations

Exams will normally take place from 9.30am (morning exams) and 2pm (afternoon exams) and some may be held in the evenings.

Your exam timetable will be provided by your Programme Manager and released via Teams, no later than two weeks before the start of the examination period.

You will be advised of the location of the exam room, on the board outside the exams office, on the morning of the exam.

If you have access arrangements, you need to knock on the exams office door to confirm the location. The exams office is located in ETC9.

Exam Adjustments

It is recognised that disabled and neurodiverse students may require additional learning support and examination adjustments. Temporary exam adjustments can also be offered for students e.g. for a broken arm.

Specifically, what can be offered will depend on your specific needs, the evidence you provide, and the format of your exams.

Please note that there are deadlines by which you need to have exam adjustments in place in order to guarantee adjustments for upcoming exams.

In order to get exam adjustments in place, we would advise that you start by booking an appointment with the Higher Education Support Tutor, Vicky Bolt. v.bolt@farn-ct.ac.uk

Extenuating Circumstances

During the course of your studies, you may experience circumstances that temporarily make it impossible for you to participate in your programme, submit your written

assignments or attend examinations or other assessment related events such as a performance or group presentation.

Detailed information can be found at: [Extenuating circumstances in assessments – Farnborough College Intranet \(farn-ct.ac.uk\)](#) and you should familiarise yourself with this webpage, and the potential outcomes.

It explains the grounds for recognition of extenuating circumstances; evidence required; possible outcomes, and how to apply.

Ideally all applications should be made **before** the assessment deadline or event date. Students waiting for evidence should submit their extenuating circumstances application promptly and provide the evidence as soon as it becomes available.

Once you have submitted your extenuating circumstances application online, you will receive an outcome email from the Registry Team. Therefore, it is imperative that you check your university email account regularly.

For advice you can contact your personal tutor or the Higher Education Support Tutor v.bolt@farn-ct.ac.uk

Academic Integrity and Misconduct

For more information on this important topic please go to: <https://exams.surrey.ac.uk/academic-integrity-and-misconduct>

Getting your Results and Reassessment

- You will receive a Teams notification when your results have been published. **It is your responsibility to check your results and make sure you are fully aware of any requirements to complete reassessments.**
- You cannot retake a unit of assessment you have passed.
- If you fail a unit of assessment at a final attempt, and the module is failed overall, and you are not entitled to compensation (see below), your programme of study will end.
- For successful completion of a reassessed unit, the mark will be capped at the University pass mark. If you fail your reassessment, you will be awarded the higher mark of the attempts.
- For resubmission assignments, students will be informed of the deadline for each piece of work.
- Where the original form of assessment is not practical, an alternative may be used.

Awards and Classifications

Undergraduate Honours degrees are classified as follows:

First Class	70% and above
Upper Second Class	60 – 69%
Lower Second Class	50 – 59%
Third Class	40 – 49%

Taught Postgraduate degrees are classified as follows:

Distinction	70% and above
Merit	60 – 69%
Pass	50 – 59%

Higher National Certificates and Diplomas are classified as follows:

Pass	420-599 Points
Merit	600-839 Points
Distinction	840+ Points

Part 3: Student Support

Your Higher Education Support

We are focused on supporting you through your studies. Talk to us.

Worried about your exams or a coursework deadline? We can advise.

Need academic help and don't know who to contact? Come and speak to us.

If you have a learning difficulty or disability you may be eligible for the Disabled Students' Allowance (DSA). Further information can be found at: [Disabled Student Allowance](#)

For any queries and worries:

Higher Education Support Tutor – Vicky Bolt v.bolt@farn-ct.ac.uk

Higher Education (Microsoft) Teams – Reminders for upcoming guest speakers, academic support resources and updates, employability resources (volunteering, work experience opportunities etc) links to guides and helpful resources. [General | HE Student Information & Support 2025-2026 | Microsoft Teams](#)

Peer mentors – Second year learners available for advice and run drop-in sessions throughout the year. Advice, helpful resources and information about drop ins can be found on their (Microsoft) teams page. [General | Peer Mentors 2025/26 | Microsoft Teams](#)

Library and Learning Resources

Detailed information about the Library services can be found at: <https://intranet.farn-ct.ac.uk/learning-resources/library/>

Password Resets - Please email the library to reset your password at: library@farn-ct.ac.uk

IT Support and Resources

Information on IT services can be found at: <https://intranet.farn-ct.ac.uk/learning-resources/it/>

Contact IT Support itsupport@farn-ct.ac.uk. A ticket will be created, and a support representative will review your request and will send you a personal response (usually within 24 hours)

Health and Wellbeing

The college have a Health Advisor to help you with any health and wellbeing issues, concerns or questions you may have. The Health Advisor is a qualified registered nurse and has first aid training.

There are several services available to you free of charge at college, and all of these services are confidential.

Health and Wellbeing Advisors - If you have a medical condition, severe allergy, injury or decreased mobility, it is important to book an appointment with the Health and Wellbeing Advisor to complete a Healthcare Plan. This is to keep you safe and help support you with your medical conditions whilst at college. You can drop into the First Aid Room in H block but it is preferable if you book an appointment by email health.advisor@farn-ct.ac.uk.

Counselling Service - If you need someone to talk to, you can access support from the counselling team, who offer drop-in sessions. You can find more information about the service at: [Counselling – Farnborough College Intranet \(farn-ct.ac.uk\)](#) or email counselling@farn-ct.ac.uk.

A guide to all the available support services can be found at: [Support and guidance – Farnborough College Intranet \(farn-ct.ac.uk\)](#)

You can also contact Vicky Bolt, HE Support Tutor, for support v.bolt@farn-ct.ac.uk

Financial Support

Your household may be exempt from paying Council Tax or you may be eligible for a discount, more information can be found on the Government website: <https://www.gov.uk/council-tax/discounts-for-full-time-students>

More information regarding Higher Education financial support can be found here: [Finance - University Centre Farnborough](#)

You can also email: centraladmin@farn-ct.ac.uk for advice.

Please note, applications for bursaries (explained in the link above) can only be processed once students have attended their course for 6 weeks and applications are processed each year.

Employability and Careers

You can book an appointment with a career's advisor for assistance with:

- Applying for Post Graduate Study
- CV Writing
- Interview Skills
- Jobs Board

Further information can be found at: <https://intranet.farn-ct.ac.uk/support-and-guidance/careers-advice/>

Find employability information on the HE Student Information and Support (Microsoft) Teams group e.g. volunteering opportunities, courses, work experience etc.

[Employability](#)

Higher Education Guest Speaker Programme – look out for announcements for guest speakers throughout the year on the HE Student Information and Support (Microsoft) Teams group, designed to enhance educational gain and employability.