

# Schumacher College



UNIVERSITY OF  
PLYMOUTH

2020 - 2021  
Partner Institution  
Student Handbook



**This handbook has been drafted while the pandemic and its consequences are continuing to impact on Higher Education and educational providers.**

**We have included information which is both current and accurate however we are also aware that things can change in which case any adjustment will be communicated to you as soon as they are confirmed.**

The Dartington Trust is the HE provider, in academic partnership with University of Plymouth. Schumacher College and Dartington Arts School are faculties within The Dartington Trust.

# Contents

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<b>Who's Who</b>	<b>8</b>
Welcome and Introduction	8
History of the College and of the Dartington Trust	9
Staff / Student Communication	10
Registration and Term Dates	11
Student Voice	12
Student Representatives and the Feedback Loop	12
Student Perception Questionnaire (SPQ) and National Student Survey (NSS)	13
Your Virtual Learning Environment	13
Your Library - Learning Resources	14
IT Facilities and WiFi	14
Other Available Rooms and Facilities	16
Students as Partners – University of Plymouth	17
Applying for your University of Plymouth Student Card	18
The Plymouth Online Study Guide	18
Forwarding Your Plymouth Emails to your Preferred Account	20
Mobile with Plymouth	20
University Computing Helpdesk	20
How to Change or Reset Your Password	20
<b>Assessment</b>	<b>21</b>
Formative and Summative Assessment	21
Indicative Programme Assessment Schedule, Assessment Flowchart and Hand In Process	22
Extenuating Circumstances	23
Academic Offences	25
Academic Dishonesty	25
How to Reference using the Harvard Referencing System	28
Return of Assessment and Feedback	29
Academic Matters - Procedures for Dealing with Late Submissions and Extenuating Circumstances	29
Late Work	30
Failure of One or More Modules	30
Turnitin	31
Progression to Further Study & How Your Marks are Calculated	31
External Examiner Arrangements	31
<b>Complaint Procedure for University of Plymouth Students</b>	<b>32</b>

<b>Studying at Schumacher College</b>	<b>32</b>
Travelling to Schumacher College	32
Campus Information	34
Daily Life at Schumacher College	35
Student Support	36
Self Help Inspiring E-Resources (SHINE)	38
Big White Wall	38
Support in Times of Emergency	39
Enhancement Activities	41
Guest Policy	44
Food and the Schumacher College Kitchen	45
Financial Information and Guidance on Funding	47
Schumacher College Policies	47
University of Plymouth Student Study File	47
<b>Taking Your Learning Seriously</b>	<b>48</b>
Teaching and Learning Ethic at Schumacher College	48
Key Features of University Level Study	48
Attendance	50
Your Approach to Studying	50
Suggested Reading for New Students	51
Reading for Your Study	51
Private Study	52
Study Groups	52
Personal Development Planning	52
Factors Affecting Your Learning	52
Effective Learning	53
Time Management	53
Coping with Stress	53
Learning Skills	54
<b>Enrichment and Co-Curricular Activities</b>	<b>55</b>
Plymouth Compass	55
<b>What Next?</b>	<b>56</b>
Employment and Progression Opportunities	56
MyCareer	56
Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability	57
Graduation and Results Guidance	57
Alumni	58
<b>United Kingdom Visas and Immigration (UKVI)</b>	<b>59</b>
<b>Harvard Referencing Guide</b>	<b>64</b>
<b>Anything Else?</b>	<b>69</b>
Frequently Asked Questions	69

**Please note:**

All the information in this handbook is correct at the time of printing.

Schumacher College is proud of its teaching and research and it undertakes all reasonable steps to provide educational services in the manner set out in this Handbook and in any documents referred to within it. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the Institution interfere with its ability to provide educational services, the College undertakes all reasonable steps to minimise the resultant disruption to those services.

Dear Student,

**Important – please note**

**The University of Plymouth will do its best to provide appropriate support for students with a disability. In the context of Higher Education study the term disability covers a range of impairments, medical conditions, mental health issues and specific learning difficulties.**

We have put in place a number of changes to procedures and to our campus to make our courses more accessible, and this is reflected in the diversity of students studying with us. However, it is important for us to consider any individual requirements sufficiently far in advance to enable us to advise you on the range of options available and to put in place appropriate arrangements.

**If you have a disability or long-term health condition**

Schumacher College is very supportive of students with disabilities, and year-on-year we are making adjustments to assist these students. It may be that we have already put in place changes which will assist you – but unless we know what your needs might be, we cannot guarantee that this will be the case. If we can identify your needs sufficiently well in advance of your start at the College, we are better able to put in place appropriate arrangements within our means. If there is a health and safety issue or an issue about the expectations of students on the course, appropriate notice will allow us to advise you on alternative options.

**Please ensure you have told us about any disability even if you do not think it will affect you while you are studying with us.**

Support is also available to students who believe they may have a learning difficulty, such as dyslexia. You are encouraged to disclose any impairment or condition (for example, dyslexia, a physical, sensory or mental health condition) to the Postgraduate Admissions team at Schumacher College at the earliest opportunity so that we can endeavour to meet your needs.

**If you have already told us about a disability** we may ask you for further information or invite you for an information meeting (with Oona Wagstaff - Specialist 1:1 Study Assistant and Mentor, a faculty representative, and the Facilities Coordinator in relation to your accommodation) if necessary. We can then properly assess your individual requirements with you to ensure the best possible chance of having any necessary adjustments in place at the start of your course. The sooner we are aware of specific requirements, the more time we will have to try to address individual needs before the course begins.

**If you have a disability but have not yet told us about it**, please contact the Postgraduate Administration Team at Schumacher to discuss your needs: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk); +44(0) 1803 847212 or University of Plymouth's Disability Services on 01752 587676 or by email [ds@plymouth.ac.uk](mailto:ds@plymouth.ac.uk).

**Please respond positively to any requests from us for information.** We can then explore with you the support available such as assistive technologies, study skills sessions and personal enablers. We can also address any health and safety issues and relevant academic or professional expectations and, if necessary, advise you on alternative options. Any information you give us will be dealt with in confidence and only shared within the University of Plymouth and Schumacher College with your consent and on a 'need to know' basis. We want to give you the best possible chance to take up your place, to be ready for study and to be able successfully to complete your course.

# Who's Who

## Welcome and Introduction

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Welcome to Schumacher College

Each year, students from all over the world come to Dartington's Schumacher College and Arts School to share in a uniquely immersive learning experience. Alongside faculty, staff, facilitators, and volunteers you have chosen to become part of a learning community that is truly a creative catalyst for more just and sustainable ways of living.

As you start on your learning journey – whether that's in person or online -- you will quickly find yourself part of a vibrant and organic community in which learning transcends the boundaries of the classroom and moves into the gardens, the kitchens, and the more-than-human world around us.

Learning is a deeply shared experience here. Our programmes -- in Economics, Design, Arts, Food and Farming, Movement, Ecology and more -- are only part of a constellation of experiences that includes every facet of daily life: from the food you eat (much of which is grown right on the Estate), to the performances and films you attend, to the community work you join in, to walks in the woods and wild swimming in the River Dart.

In becoming a student here, you will also add your own experience and expertise to a global network of nearly 20,000 alumni, lecturers, and practitioners who continue the critical work of helping to address the world's tremendous environmental and social challenges.

We are so glad you are here, and we look forward to getting to work with you.

Warmly



**Pavel Cenkl**  
**Director of Learning, Dartington Trust**  
**Head of Schumacher College**

This Programme is delivered by The Dartington Trust, working in partnership with University of Plymouth, and this Student Handbook contains important information including:

- Schumacher College procedures, facilities and opportunities
- Programme information
- Academic Regulations including extenuating circumstances
- Student Support including careers education, information and guidance
- Financial information and guidance on funding
- Learning resources
- Study skills support including key resources on referencing and plagiarism

Note: The information in this handbook should be read in conjunction with the current edition of: your Programme Quality Handbook available at

<https://www.dartington.org/about/learning/resources-for-students/>

Your Module Guides available at: <https://www.dartington.org/about/learning/resources-for-students/>

University of Plymouth's Student Handbook available at:

<https://www.plymouth.ac.uk/your-university/governance/student-handbook>

## History of the College and of the Dartington Trust

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In 1925, Dorothy and Leonard Elmhirst purchased the neglected 14th century Dartington Estate. They were pioneers, inspired by many innovative thinkers of the time – and through Dorothy's inherited wealth, were exceptionally well-off. The Elmhirsts poured their resources into the "Dartington Experiment" – restoring the estate buildings and setting up a host of farming, forestry and progressive rural enterprise and educational projects. Early initiatives included Dartington Hall School, Dartington Tweed Mill and later Dartington Glass and at the same time rapidly became a magnet for artists, architects, writers, philosophers and musicians from around the world, creating an exceptional centre of creative activity.

The roll-call of outstanding people involved in the Dartington Experiment includes writers, philosophers, artist, craftspeople, musicians, scientists and politicians; Rabindranath Tagore, Jacqueline du Pré, Daniel Barenboim, Arthur Rubinstein, Igor Stravinsky, Imogen Holst, Benjamin Britten, Peter Maxwell Davies, Ravi Shankar, T E Lawrence ('Lawrence of Arabia'), Bernard Leach, Paul Robeson, William Lescaze, Walter Gropius, Moholy Nagy, George Bernard Shaw, Bertrand Russell, HG Wells, Yehudi Menuhin, Simon Rattle, Ben Nicholson, Aldous Huxley, Satish Kumar, James Lovelock, Rupert Sheldrake, Hazel Henderson, Amory Lovins, Jonathan Porritt, Helena Norberg-Hodge, Paul Hawken, Fritjof Capra and Vandana Shiva.

The list of landmark events associated with Dartington is equally remarkable. It was at Dartington that the post-war Labour manifesto was penned by Herbert Morrison; it was here that the Arts Council was conceived and the first arts school with practising and performing artists was established. The International Summer School moved to Dartington in 1953 and has become renowned for offering amateurs a unique opportunity to play with the world's leading musicians – and for professionals to experiment and explore new collaborations.

In 1968, the Social Research Unit moved to Dartington from Cambridge to work on issues of social justice. Research in Practice (RiP) was launched in 1996 and in 2005 Research in Practice for Adults (RiPFA) was established. RiP and RiPFA are now recognised as distinctive centres, owned and directed by their network of agencies working with children, young people, families and adults who need support. More recently, Dartington has continued to push boundaries. In 1991, the Trust set up Schumacher College, which has

**Tel: +44 (0)1803 865934**

become a leading international centre for transformative learning for a life-enriching world.

While much has changed since the Elmhirsts' time, the ethos established by those two remarkable people is as alive today as when they first created the Dartington Hall Trust.

## Staff / Student Communication

HE Manager	HE Admin/Coordinator	HE Librarian
<p>Name: Dr Pavel Cenkl            Contact Info: <a href="mailto:pavel.cenkl@schumachercollege.org.uk">pavel.cenkl@schumachercollege.org.uk</a>            Role: Head of Schumacher College / Director of Learning, Dartington Trust</p>	<p>Name: Tamsin Bailey Treleven            Taught Programmes Senior Administrator &amp; Admissions Officer</p> <p>Name: Helen Duff            Taught Programmes Administrator &amp; Admissions</p> <p>Contact Info: +44 1803 847212 / <a href="mailto:postgradadmin@schumachercollege.org.uk">postgradadmin@schumachercollege.org.uk</a>            Roles: Student Administration, Admissions</p>	<p>Name: Judy Allen <a href="mailto:judy.allen@schumachercollege.org.uk">judy.allen@schumachercollege.org.uk</a>            Lynn Alderson <a href="mailto:lynn.alderson@schumachercollege.org.uk">lynn.alderson@schumachercollege.org.uk</a>            Role: Schumacher College Librarian            Contact Judy for information on opening hours at the Elmhirst and Postern Reading Rooms.</p> <p>The University of Plymouth Librarian is:            Chris Johns <a href="mailto:chris.johns@plymouth.ac.uk">chris.johns@plymouth.ac.uk</a></p>
HE Wellbeing/Support		Postgraduate Quality Manager
<p>Name: Oona Wagstaff Contact Info: <a href="mailto:oona.wagstaff@dartington.org">oona.wagstaff@dartington.org</a>            Role: Specialist 1:1 Study Assistant and Mentor</p>		<p>Name: Mr Colin Searls            Contact Info: <a href="mailto:colin.searls@dartington.org">colin.searls@dartington.org</a>            Role: This role serves to strengthen College quality assurance processes; working together with students, student representatives, and staff to reflect on, review and enhance your experience and that of our future students</p>

All staff will communicate with students in the following ways:

- Email via your University of Plymouth address only once these have been set up for you at the start of term.
- Schumacher College virtual learning environment (VLE - <https://open.schumachercollege.org.uk>) all programme teaching and learning, module guides, course resources are available on the VLE (<https://open.schumachercollege.org.uk/login/index.php>).
- University of Plymouth Student Portal (see section below)
- Online Community Meetings on Tuesdays at 8:30 am and Thursdays at 4pm'

# Registration and Term Dates

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## **Term Dates – Academic Year 2020 - 2021**

**Autumn Term:** 14 September 2020 – 11 December 2020

**Winter Term:** 11 January – 1 April 2021

**Spring Term:** 19 April – 18 June

**Summer Term:** 21 June – 10 September

## **Deadlines for Final Project/Dissertation**

**Ecological Design Thinking:** 13 August 2021

**Regenerative Economics:** 13 August 2021

**Holistic Science:** 7 October 2021

**Engaged Ecology:** 7 October 2021

## **Christmas and New Year**

Students are advised that the College is closed during Christmas and the New Year period, therefore food and accommodation is not available at the College during this time. Students are not charged for this period in the residential and/or food fees. The College campus is closed over the Christmas and New Year period to ensure that students save money and to support the wider College community in taking leave. As a result of the changing quarantine situation due to COVID-19, exceptions may be possible if a student is required to quarantine prior to residential learning in January. Please contact the Taught Programmes Office for more information.

## **The Christmas break**

International students are encouraged to take up this opportunity to spend the Christmas break with their peers and friends to enrich their experience of European culture. We are a close community and as such these arrangements often occur naturally as the year progresses.

If you are a Tier 4 student, or student from abroad and you experience any difficulty making suitable arrangements for the holiday period, we may be able to organise accommodation only at £185 per week over the Christmas break. Chevening scholars and Tier 4 students have priority for rooms during this period.

The main site and kitchens will be closed, however our accommodation blocks at Higher Close can remain open and each block has a basic kitchenette. Only full weeks can be booked during this period (subject to availability).

## **Residency at Schumacher College**

Periods of residency at the College span two terms of study for postgraduate students. Students are ordinarily expected to leave the College at the end of the second term, to work independently on their dissertation projects. However, past experience suggests that some Masters students may prefer to continue their dissertation research whilst remaining as community members, resident on the Dartington estate. We will therefore set aside a number of study bedrooms on the Dartington estate for this purpose, which will be available until the latter part of July. We will do our best to accommodate any postgraduate students wanting to remain living within student accommodation. In general, students who have travelled from overseas will have priority if rooms are available. The standard weekly charge will apply. If you wish to stay at the College during periods not covered by your Food and Accommodation Agreement, please ask the Postgraduate Administration Team for an Accommodation Request Form.

Please note all Masters Students still have access to the College's library and computing facilities up to the end of their academic year.

For as long as you are a resident in the College community, you will be expected to participate in the community groups which are organised each week.

# Student Voice

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Your opinions and needs, often known as 'Student Voice' are an important aspect of being an HE student. The Quality Assurance Agency (QAA) for Higher Education in the UK suggests that 'Student engagement is all about involving and empowering students in the process of shaping the student learning experience'. Thus the Student Voice is really important and as such we actively encourage all students to get involved at a range of levels in their learning and in quality assurance, enhancement and management of their course.

Students have the opportunity to feedback to their Student Representative, who then attends Joint Board of Study, Academic Board meetings and other College meetings throughout the year. The Student Representative feeds back the Student Voice to College and University of Plymouth staff. Minutes from all meetings where student feedback is discussed will be available to student on the Schumacher College Virtual Learning Environment

The University values the Student Voice and is actively promoting the work supported through the student community. More information can be found at

<https://www.plymouth.ac.uk/student-life/student-voice>

## Student Representatives and the Feedback Loop

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Each programme should have one or more student representatives elected by their fellow students to sit on the Programme Committee. Course representatives are a vital conduit, linking staff and students so that issues of quality of provision affecting students can be promptly and appropriately addressed. In addition, representatives provide feedback to the programme's staff on innovations and can assist the programme team in developing the curriculum to meet student needs. Students are also represented on University of Plymouth Joint Board of Studies (JBS), which scrutinises all the University of Plymouth programmes delivered at your institution.

Course representatives will feedback from the meetings to all students on the programme demonstrating the impact of student voice and report on changes made to the programme based on feedback. Training will be given to all course representatives before commencing the role.



University of Plymouth Students' Union (UPSU) is led by students and supported by a team of staff, we are a separate organisation from the University and we are here to make sure that you have a successful, fulfilling and rewarding time, both whilst at University and in the future. We will work to ensure that you can learn and grow in an environment where you're supported and cared for. Find out more about your students' union at [www.upsu.com](http://www.upsu.com)

One of our essential services is the UPSU Advice Centre who offer free, confidential, and non-judgemental advice, which is independent from the University. As members of Advice UK and other advice organisations, we deliver the most current, relevant and accurate information available on a wide range of topics including; student funding, fitness to practice, advice on academic issues, academic complaints and appeals, housing, consumer rights and much more.

Whether you would like to talk face to face, on the phone, by Skype or via email, we are here for you. This is a drop in service on the Plymouth campus with appointments available to book online at

<https://www.upsu.com/advice/> call us at 01752 588373 or email [advice@su.plymouth.ac.uk](mailto:advice@su.plymouth.ac.uk)

We represent your views in University decisions about your academic and extra-curricular experience and

campaign on your behalf about the issues that matter to you. Five students are elected each year to be Sabbatical Officers, they are there to represent the needs of all students, including those studying at Partner Institutions. They are supported by a number of part-time representatives who are also current students.

If you would like to get in touch with your elected representatives and discuss how they can support you in making the changes you want to see on your campus, please do not hesitate to get in touch at [studentvoice@su.plymouth.ac.uk](mailto:studentvoice@su.plymouth.ac.uk)

## Student Perception Questionnaire (SPQ) and National Student Survey (NSS)

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The University will invite you (via your University of Plymouth student email account) to complete an annual online questionnaire (SPQ) specifically focused on your experiences as a Higher Education student. You will also be asked to participate in the National Student Survey (NSS) at the end of your programme. Both of these provide valuable information to enable us to improve your programme and learning experience. You will receive feedback from tutors on changes that have been made due to your feedback so it is key to engage with these surveys to have your voice heard.



## Your Virtual Learning Environment

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You will be shown how to use the Virtual Learning Environment (VLE) during your Induction to the College. You can access the VLE here: <https://open.schumachercollege.org.uk>

You have been sent your username and password prior to Registration, but if you have any difficulties logging in please contact [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk)

The VLE provides course specific pages (including copies of online handbooks) and is updated by your Faculty. It is also the space to which you will be asked to upload all your assignments.

In addition to course information, the VLE also contains an Open Area, and Quality Store where general student information is available; including External Examiner's Reports and Responses, Quality Assurance Agency reports, Schumacher College Quality Handbook, and the minutes of all meetings where students are represented throughout the year.

Students with English as a second language will be invited to join an additional page; set up and maintained by The University of Plymouth English Language Centre team.

We work continuously to improve the user experience of the VLE. If you have any suggestions for content you would like to see, or feedback on the user experience please e-mail: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk).

# Your Library - Learning Resources

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The Dartington Trust provides resources that you need to help you successfully complete your studies. You will be introduced to these resources during your first few days here. You will also be inducted into how to borrow books, from the Dartington Library and from the University of Plymouth Library, how to access online materials, use systems and obtain the necessary resources to assist you with your studies.

You have both remote and physical access to the substantial resources of the University of Plymouth Library.

The Elmhirst Library Reading Room is situated in the Dartington Hall Courtyard and contains titles relating to environmental studies, sustainable economics, science, learning and education, religion and research methods. A second Reading Room situated at the Old Postern site includes books on psychology, eco-psychology, mythology, deep ecology and spiritual ecology. A selection of books are also shelved in the Ecological Design Thinking studio. Later in the year, we will be adding a third Reading Room on the Dartington Estate. We are working on digitising the Dartington Library catalogue.

As with all of the Trust's shared spaces, we ask that you treat the libraries with respect, ensuring that the spaces can be enjoyed by the whole learning community, books returned when you have finished with them and spaces are left clear for others to use. A number of core texts are reference only as they are under high demand from all students, we ask that you do not take them off site and read them in the main Reading Room only.

There are a large number of audios, videos and DVDs with lectures and interviews of visiting teachers; an increasing number of these are available online at <https://www.youtube.com/schumachercoll>.

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Manager and Student Representative so that the issue can be addressed. This issue should be raised at the Programme Committee Meeting.

## IT Facilities and WiFi

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### **Computers**

We would recommend each student to bring a computer on which they can store learning resources and complete writing projects. Computers with standard design software are available in the design studio and support is available to connect personal computers to the publically accessible wi-fi network. Owners of Apple computer equipment are advised to bring appropriate adaptor cables to connect to College display equipment. Offsite, students are expected to have their own adequate hardware, software and wifi signal to enable you to fully participate in online learning.

### **Internet**

Students have access to the internet via the Dartington Guest Network, for which a login code is given on arrival at the College. All internet use is passively monitored. Wi-Fi connectivity extends throughout most areas of the campus

**“Schumacher College is one of the few places I know where economic questions are being asked as openly as they need to be. When I run seminars there, I learn as much as I teach.”**

**Kate Raworth, radical economist, creator of Doughnut Economics**



## Audio Recordings of Lectures

Where appropriate classes are recorded and added to the online resource for students:

<https://docs.schumachercollege.org.uk/share/page/>.

## Printer & photocopier

A versatile photocopier/scanner/printer is available to students via Google Cloud Print. Students can print from public computers or from their own laptops via cloud printing. There is also a USB connection which gives Print from USB and Scan to USB functions. The Design Studio has a large format printer which can be used from the computers in the studio only.

# Other Available Rooms and Facilities

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## Meditation

In typical residential circumstances, the College often makes space available for meditation and quiet contemplation. Optional morning meditation sittings are at 07:15 each morning on weekdays.

## Study Spaces

A variety of quiet study spaces are available in our facilities throughout the Dartington Hall Estate.

## Schumacher College archive

This consists of audio and video recordings going back 25 years. Here you will find early recordings of individuals such as James Lovelock, Arne Naess, Brian Goodwin, Fritjof Capra, Vandana Shiva and many more. <https://www.schumachercollege.org.uk/resources>

## Schumacher College Gardens

These consist of nine acres of both ornamental and edible plants and furnish the college community with organic vegetables, fruit, and flowers, spaces of beauty and places of contemplation. They are looked after by the horticulture team and the residential growers on the practical residency in sustainable horticulture (<https://www.schumachercollege.org.uk/courses/vocational-courses/schumacher-practical-residency-in-sustainable-horticulture-2019>), alongside volunteers and student workgroups.

Soil care and restoration is at the heart of the growing, we manage the gardens along organic, sustainable and ecologically sound principles. Food production follows agro-ecological principles with polycultures; perennial and annual crops and a newly planted 5 acre agroforestry site. We practice minimal disturbance of the soil and ensure habitat provision for wildlife (with plenty of nectar rich plants for pollinators and areas of long grass). Much of the vegetables used in the College kitchen are grown in the gardens.

There are two main vegetable and fruit areas; the largest is in Henri's field (named after Henri Bortoft) opposite the college and the Hazelip garden in the field adjacent to Craft Education. Henri's field is the agroforestry site with trees and vegetable alleys; a willow and hazel coppice; a large forest garden in development; two wildlife ponds; and a craft and cut flower garden. We are growing sweet chestnuts from seed for nut production. Our latest addition is a small tree nursery.

The Hazelip Garden is our circular, no-dig, polyculture, vegetable garden mainly composed of perennial crops such as rhubarb, globe artichoke and asparagus. Also in this field is a wildlife pond; Indian Runner ducks; three polytunnels; two Huggelkultur beds and our oldest flock of chickens. Adjacent is a bush fruit area with raspberries; gooseberries; blackberries and redcurrants. We have two herb gardens; the oldest is nestled behind the Old Postern and a more recent one found atop the lovely spiral wooden stairs leading into the back garden with its own ponds (four in total) and some student vegetable beds and our very busy plant propagation polytunnel.

Please do feel free to explore the gardens and student help is very welcome, just find one of the team and ask about opportunities.

## Students as Partners – University of Plymouth

Founded in 1862 as a school of navigation, the University of Plymouth is ranked among the top 150 modern universities in the world, and the top ten in the UK (2019 Times Higher Education Young University Rankings). A three-time winner of the Queen’s Anniversary Prize for Higher Education – most recently in 2019 in respect of its work around marine litter and microplastics – the University has won numerous accolades in respect of its teaching and its research. It has one of the highest number of National Teaching Fellows of any UK university, and saw two-thirds of its research ranked as world-leading or internationally excellent in the 2014 Research Excellence Framework. It was also the first university in the world to receive the Social Enterprise Mark, and is an acknowledged expert in sustainability.



The Institution is part of Academic Partnerships within the University of Plymouth, which houses around 8,500 students studying across the region and overseas. Academic Partnerships works closely to support the Institution in development and review of the programme to ensure the highest quality of teaching and learning is offered. The majority of provision delivered is at HE Level 4, 5 and 6 comprising of HNCs, HNDs, Foundation Degrees, Bachelors Awards, Higher and Degree Apprenticeships, however some masters-level study is also delivered.

### Facts and Figures

University of Plymouth in numbers

**139,000**  
alumni in over 135 countries

Over **2,500** staff  
across **3** Faculties  
**14** Schools  
and professional support services.

**1st**

in UK for quality of  
Physical Sciences &  
Engineering research  
(CWTS Leiden  
Ranking 2019)



Ranked as one of the UK's

**Top 10**

modern universities  
in the Times Higher Education Global  
Young Universities Rankings 2019

An award-winning, world-class  
contemporary university with over

**35,000**

students studying for a University of  
Plymouth award in the UK and globally

**TOP 15**

Student  
Union 2019  
Whatuni  
Choice  
Awards

Medicine ranked 8th in the UK Guardian  
2020 League Table

Over **10,000** patients

From dentistry to nursing, from medicine to midwifery, our  
students have contact with over 10,000 patients each year

**£1.48**  
million

investment received for the  
University to increase  
Knowledge Exchange activity  
to drive forward Plymouth's  
Creative Economy

Over **24,000**  
student hours of volunteering

**3 x winners**

of the Queen's Anniversary Prize  
for Higher Education

One of just six  
institutions internationally to  
receive a Global Showcase award  
from the Royal Institute of  
Chartered Surveyors (RICS)

**TEF Silver** Teaching  
Excellence  
Framework

**1st**

BSc (Hons)  
Accounting,  
BSc (Hons) Animal  
Conservation  
Science, BSc (Hons)  
Dental Therapy and  
Hygiene, and BA  
(Hons) Publishing,  
all ranked 1st in the  
2019 National  
Student Survey for  
overall satisfaction.

Rated as one of the  
**Top 10**

universities for  
Geology,  
Environmental,  
Earth & Marine  
Sciences in the UK.  
Times Higher  
Young University  
Ranking 2019

**2nd**

Dentistry ranked  
2nd in the UK by  
the Guardian  
2020 league table

**No.8**

University in the world  
for Marine and Ocean  
Engineering.  
ShanghaiRanking:  
Global Ranking of  
Academic Subjects 2019

Leading **10** universities on the  
UK-wide consortium for offshore  
renewables – the Supergen  
project which has secured

**over £9m**  
in funding

Students and staff at the University of Plymouth have jointly developed an agreement that sets out key principles that underpin this partnership - "Students as Partners" - which can be found:

<https://www.plymouth.ac.uk/student-life/students-as-partners>

# Applying for your University of Plymouth Student Card

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As a University of Plymouth student you are entitled to our student card. This is key for identification purposes but also allows you swipe access into our Charles Seale-Hayne library on the main Plymouth campus.

**Apply for your library card here:**

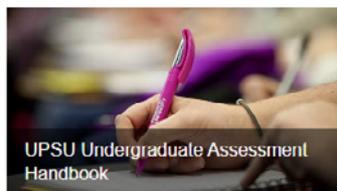
<https://www.plymouth.ac.uk/business-partners/partnerships/academic-partnerships/study-guide/plymouth-campus>



## The Plymouth Online Study Guide

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As a University of Plymouth student you are able to access the University's e-resources through the Plymouth portal (the University's internal staff and student website).



There is access to over 2 million of e-resources and e-journals in a variety of different subject ranges which can be used to support your studies. This link takes you to the [University of Plymouth Library page](#) via the Digital Learning Environment (DLE) and if you then click on 'Partner Institution – Your Library Subject Guide' then 'partner institutions' it will lead you to your institution pages which are essential to familiarise yourself with Plymouth services and e-resources. This [video guide](#) demonstrates how to access Primo at your institution. In addition the University has created a Student Study Guide available at [www.studywithplymouth.ac.uk](http://www.studywithplymouth.ac.uk) which signposts you to a wealth of resources including UPSU (University of Plymouth Students' Union), Study Skills Guides and using the portal.



# Forwarding Your Plymouth Emails to your Preferred Account

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Any communications with University of Plymouth will come via your Plymouth email account so it is essential that you forward your University emails to your preferred email address. Please forward your emails on as soon as your programme starts to prevent missing key communications from tutors. Instructions on how to complete this is available through [www.studywithplymouth.ac.uk](http://www.studywithplymouth.ac.uk) under the Library and Digital Learning Environment Tab.

## To access The University of Plymouth website directly:

- Type in [www.plymouth.ac.uk](http://www.plymouth.ac.uk) and then click Login.
- Enter the **username** and **password** given to you by your Programme Manager or Learning Resource Staff member.
- Your username format is : **Firstname.Surname@students.plymouth.ac.uk**

You will automatically have a University of Plymouth e-mail account accessed through 'My Email' structured as follows: [Firstname.Surname@students.plymouth.ac.uk](mailto:Firstname.Surname@students.plymouth.ac.uk). Your password will always be given in this format **Dob.dd/mm/yyyy** e.g. Dob.10/07/1984. You can change your password once into the portal however please make sure it is something memorable as you will need it throughout your studies.

## Mobile with Plymouth

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The free official University of Plymouth app is the must have resource for students or prospective students. It is full of helpful University information that is easily accessible wherever you are. Available at: <https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/it-services/app>

## University Computing Helpdesk

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If you have any problems when you are creating your computer account or logging into the student portal or if you can't access the information you need, please contact the University's computing helpdesk by email: [libraryandITenquiries@plymouth.ac.uk](mailto:libraryandITenquiries@plymouth.ac.uk) or by phone on: (01752) 588588. You could also enquire within your Institution's HE Office as they have access to the University password changer tool to change your password.

## How to Change or Reset Your Password

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To change your password at any time - click on the 'Change Password' on the top right hand side of the homepage.

# Assessment

## Formative and Summative Assessment

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Your performance in a module will be assessed during the academic year, normally through coursework. You must pass the assessments in order to be credited with that module for your award. In addition, some modules may have to be passed as pre-requisites for others taken later in your programme.

As Schumacher College takes a holistic and transformative approach to learning, the postgraduate programme also encourages novel and holistic approaches to social scientific investigation and the communication of the results. Students' assessed assignments may take many forms and result in very different outcomes compared to traditional styles of research and reporting, especially as one of the aims of the programme includes developing a reflective awareness of one's own values, purpose and behaviours related to the economics of transition.

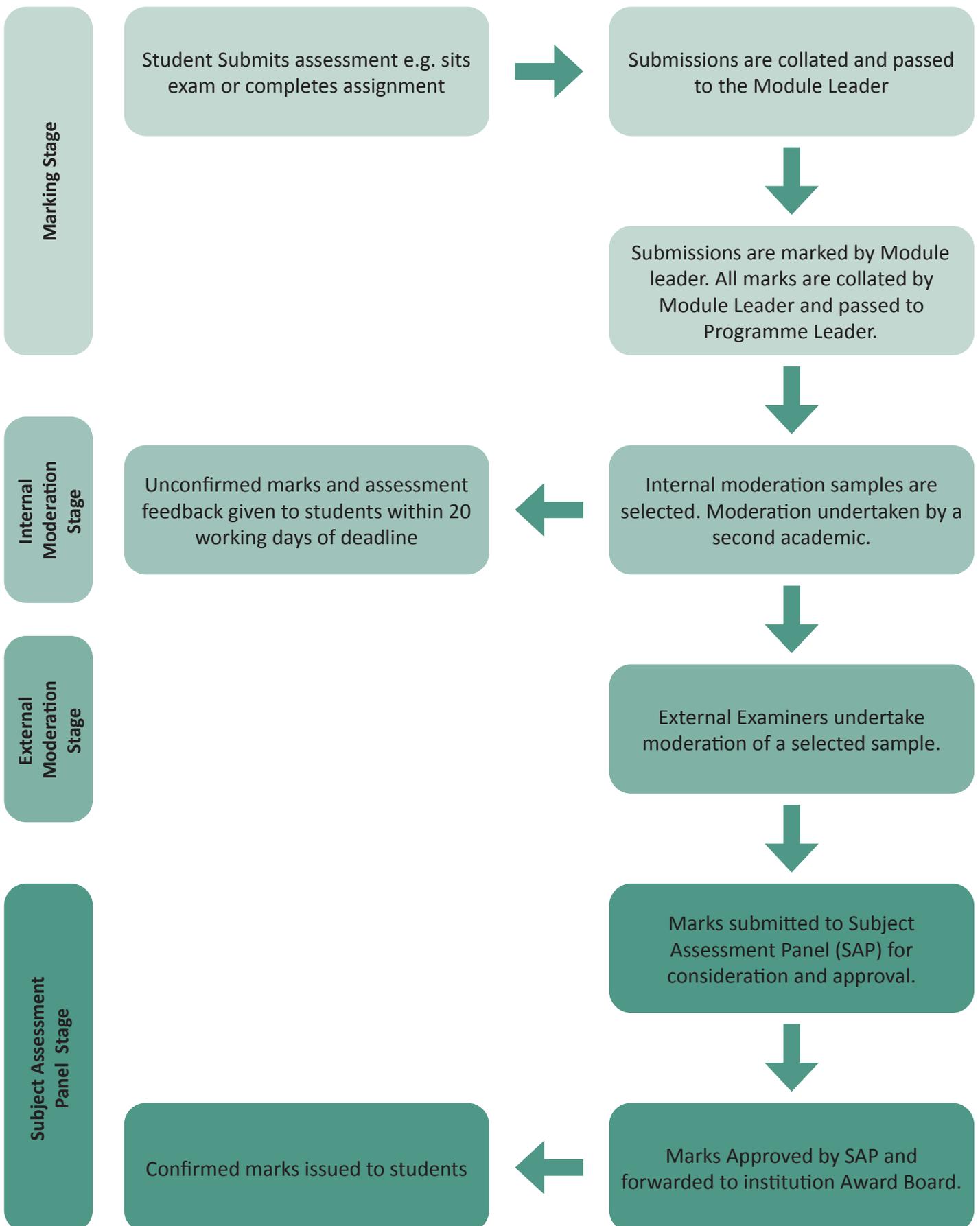
Therefore, assessment projects associated with the modules may include alternative creative formats alongside those normally used in the social sciences. These may include personal narrative and experimental material woven into the written account of the investigation, such as documentaries or arts works.

In all cases these are chosen and designed to assess your achievement of particular learning outcomes of the module. You will be given Assessment Criteria which are used to judge the extent of your achievement.

Please note that **ALL** assessment marks and results are provisional until confirmed by the Subject Assessment Panel and verified by the Award Assessment Board.

Please reference the Benchmarking Skills Map within the Programme Specification for further details on how the teaching, learning and assessments are achieved within each module. This can be found within your Programme Quality Handbook and in your Module Guides.

# Indicative Programme Assessment Schedule, Assessment Flowchart and Hand In Process



# Extenuating Circumstances

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The University of Plymouth Extenuating Circumstances Policy can be found here: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

## **Extenuating Circumstances are circumstances which:**

- affect your ability to attend or complete an assessment or a number of assessments
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question

Students who wish to claim Extenuating Circumstances should obtain a claim form from their **HE Office**. The form should be submitted to the **HE Office** accompanied by independent supporting evidence.

## **Assessed coursework / major project / dissertation or equivalent:**

Extenuating Circumstances claims should be submitted as soon as possible, and normally no later than 10 working days after the deadline for the submission of the work.

## **Formal Examinations:**

Extenuating Circumstances claims with respect to formal examinations should be submitted no later than the Monday after the end of the formal examination week.

## **Examples of circumstances which would NOT normally be considered valid:**

- You slept in or your alarm clock did not go off.
- Your car broke down, or your train or bus (or equivalent) was delayed or cancelled, unless you can show that you'd made reasonable allowance for such disruption.
- Child care problems, or problems with similar caring responsibilities which could have been anticipated.
- Unspecified short-term anxiety from all sources, mild depression or examination stress.
- Minor illness, such as a cough/cold/sore throat or minor viral infection, unless the illness is incapacitating and at its peak at the time of a time-specific assessment such as an exam or test.
- Accidents or illness affecting relatives or friends, unless serious, or you are a sole carer.
- Financial problems, including debt sanctions imposed by the University, but excluding cases of exceptional hardship or significant changes in financial circumstances since enrolment.
- Family celebrations, holidays, house moves, or similar events, in which you have input to, or control over, the date or may choose not to participate.
- Computing problems, such as corrupt data or media, poor internet connectivity, printer failure, or e-submission of an assessment file in an incorrect format, or lack of access to IT facilities because of debt sanctions imposed by the University.
- Problems with postal or other third party delivery of work.
- Misreading timetables of any kind, or time management problems, such as assessment deadlines close to each other.
- Appointments of any kind, including legal or medical appointments, which could be rearranged.

- Sporting, recreational or voluntary commitments, unless you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University's national or international reputation.
- For full-time students, normal pressures of employment, because, by enrolling as a student, you have made a commitment to make time available to study

**Examples of circumstances which MIGHT be considered valid:**

- Your own health problems, including major accident or injury, acute ailments, hospitalisation (including for operations), or those affecting a significant period of study.
- Personal or psychological problems for which you are receiving counselling, or have been referred to a counsellor or similarly qualified practitioner.
- Clinical depression or other significant mental health issue.
- Pregnancy-related conditions and childbirth (including a partner in labour).
- Bereavement causing significant impact.
- Separation or divorce of yourself or your parents.
- Recent burglary, theft or serious car accident.
- Jury service which cannot be deferred.
- Representing the University at national level, or your country at international level, or participation in an event that is of benefit to the University's national or international reputation.
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances.
- Late diagnosis of, for example, dyslexia, meaning you have not had the appropriate support for assessment, including provision in exams.
- Unavailability of the DLE where the module lead confirms that this would have a significant impact on your preparation for an assessment or exam.
- Disruption in an exam or assessment, such as a fire alarm going off, or excessive noise from building works.
- A significant change to your financial circumstances after enrolment, such as withdrawal of Student Finance England (SFE) funding or its equivalent mid-year.
- Interviews for placements, but only in cases where you have asked the employer or provider to reschedule, but this has not been possible.
- Significant positive life events, such as weddings of close family members, where you can show that no alternative arrangement, such as the date or your attendance, is possible.
- For research degree programme milestones (Project Approval and Confirmation of Route), methodological reasons why your research has not progressed at these stages as expected, submitted by your Director of Studies.

# Academic Offences

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Issues of plagiarism and any form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme.

The University has developed information on plagiarism which can be found here:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations/plagiarism>

Additional support is available from the library as part of their LibGuides:

<http://plymouth.libguides.com/c.php?g=48936&p=314461>

The University of Plymouth Library also has a LibGuide providing information regarding referencing:

<http://plymouth.libguides.com/referencing>

Further support on regulations including academic appeals is available from University of Plymouth at:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

# Academic Dishonesty

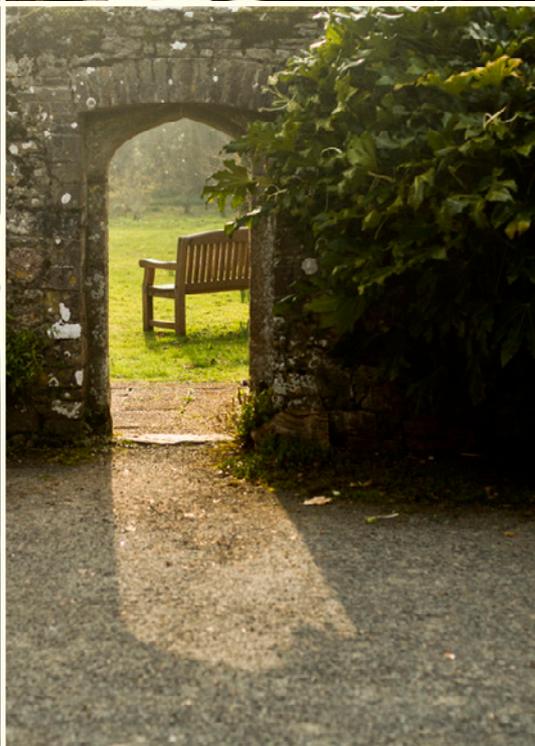
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## Types of Academic Dishonesty

- Buy an essay online
- Steal essays from another student
- Not doing your fair share of group work
- Copy bits of your housemate's essay
- Copy and paste large chunks of an essay from the internet
- Just copy 'a little bit'
- Work with a friend to produce an individual essay
- Taking bits from a coursework already submitted
- Making up results from a questionnaire

## Types of Academic Dishonesty: Exams

- Take a paper out of an exam when you shouldn't
- Bringing in a translator or dictionary or programmable calculator to the exam
- Bringing in crib sheets or notes
- Getting someone else to take an exam for you
- Using your mobile to get answers in an exam
- Copying the work of another student by looking over their shoulders
- Learning some exam answers off by heart from the internet
- Working with other students to prepare exam answers



## Why Cheat?

- I got desperate at the last moment: I could not keep up with the work
- My family expect me to succeed: I have to get good marks
- The lecturers don't care anyway
- Why not? I will probably get away with it
- All I need is that bit of paper at the end of the course
- But the teacher said, "Work together"!
- I am only showing respect for the original writer, who is far cleverer than I am
- If I write in my own words it will be full of mistakes

## Plagiarism

**Definition: using others' ideas, words or research without clearly acknowledging the source of that information.**

To plagiarise, you:

- never have references to your sources
- Reference some sources, but not all
- Reference bullet points or phrases without showing that they are direct quotations

Some students might feel that paraphrasing is disrespectful, produces nonsense, or poor English. However, a British university education is meant to teach you how to criticise the work of others. We expect original work: your own poor English is preferred to other people's good English - you will improve. In addition, good paraphrasing improves the meaning.

## Writing in your own words

Academic writing involves summarising, synthesising, analysing or evaluating other people's arguments. To "write in your own words" you understand, reflect on and digest your source material. Then you discuss or re-state this using your own vocabulary and an argument that is structured to the specific task you have been set. (Source: Open University)

## Advantages of good paraphrasing

- It clarifies your understanding of the material
- It improves your ability to remember it
- You will be able to use the material in new contexts
- Your argument will be tighter, with fewer words
- Your argument will be appropriate to the question or assignment
- If you can't handle the coursework you won't be able to answer the exam questions

## Contract Cheating

Issues of plagiarism, collusion and any other form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme. Some offences, such as contract cheating, where you deliberately pay someone else to write work for you, will be punished more severely than plagiarism, where you copy a paragraph from a published source without properly referencing the source. Support on referencing including online tutorials is available here

<http://plymouth.libguides.com/referencing>

# How to Reference using the Harvard Referencing System

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The University of Plymouth Library has produced an online support referencing guide which is available here:

<http://plymouth.libguides.com/referencing>



Another recommended referencing resource is [Cite Them Right Online](#); this is an online resource which provides you with specific guidance about how to reference lots of different types of materials. From books to TV shows, journals and podcasts it is expanded regularly to include new types of source material. Although based on the Harvard Referencing System it is useful for all students no matter which referencing system is preferred by their institution. There is a detailed guide at the end of this handbook.

## **Hand in Process and Submission of Assessed Work**

All assessment assignments must be submitted via an electronic 'drop box' on the University of Plymouth DLE to meet the date and time as published in your Module Guides. Where CDs, DVDs or other project materials are submitted as part of the project, these should, where possible, be submitted in triplicate, enabling both of the main markers and the External Examiner to receive copies. These must be presented by the specified date and time to the postgraduate administration office. In the event the Postgraduate administration team are unavailable a member of faculty will be nominated to accept submissions in advance of each deadline date.

## **Assessment of group assignments**

For the group project, a group of students are able to submit an academic essay or an artistic project or an applied project. For example, this might be a report, documentary or a training programme that fulfils the assessed learning outcomes and assessment criteria, outlined in the Assessment Guidelines for the elected module.

The group project is submitted instead of the individual project or applied project and will represent 70% of the mark. The grade for the group project will be applied to all students equally. It is the responsibility of the students in the group to ensure effective working and clear responsibilities.

In addition to the group project, students will submit an individual 1,000 word academic essay related to the group project, which represents 30% of the mark.

All group projects must be approved by at least one member of faculty. The same deadlines for submission of draft and final group projects apply.

## **Grading of assessment assignments**

The overall grade awarded at the end of the course will be in one of four categories:

- distinction (70 per cent and over)
- merit (60 to 69 per cent)
- pass (50 – 59 per cent)
- fail (less than 50 per cent)

While the criteria to be used for each specific assessment exercise was provided in 2.4 above, a more general word is required about grading.

**Distinction grade** will be awarded for pieces of work that provide excellent presentation of material and arguments that demonstrate strong elements of synthesis and original creative thinking and that are based on substantial well-referenced sources. A student will be awarded a distinction grade overall for their chosen programme provided that s/he has achieved a credit-weighted average mark of 70% or above across all modules (including the dissertation/major project for Masters) and, for Masters, the mark for the dissertation/major project module is not less than 70%.

**Merit grade** will be awarded for pieces of work that provide very good presentation of material and arguments that demonstrate strong elements of synthesis and original creative thinking and that are based on well-referenced sources. A student will be awarded a merit grade overall for their chosen programme provided that s/he has achieved a credit-weighted average mark of 60% or above across all modules (including the dissertation/major project for Masters) and, for Masters, the mark for the dissertation/major project module is not less than 60%.

**Pass grade** will be awarded for pieces of work characterised by good presentation, some evidence of synthesis and original creative thinking and based on incomplete references to other relevant research.

**Fail grade** will be awarded for work that is characterised by weak presentation, limited evidence of synthesis and original creative thinking and based on inadequate references to other relevant research

## Return of Assessment and Feedback

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### **Feedback on Module Assignments**

Faculty will aim to give feedback and provisional marks on module assignments within 20 working days of submission. Feedback will be returned using the marking rubric in your Module Guides. This rubric indicates how the marking tutor has used the assessment criteria to arrive at the overall mark. This is not necessarily numerical, but aims to communicate how and why the assessor is making their particular judgment and what they see as its strengths and weaknesses. We also aim to provide written feedback (summative and qualitative) for module assessments and dissertations.

### **Feedback on Final Dissertation**

Faculty will aim to give feedback and provisional marks on dissertation assignments within 40 working days of submission. Feedback will be provided by both markers.

Please note that all marks given on feedback forms are unconfirmed until moderated by the External Examiner and approved by the Subject Assessment Panel to be forwarded to the Award Board.

## Academic Matters - Procedures for Dealing with Late Submissions and Extenuating Circumstances

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For more detailed programme guidance please see your Programme Quality Handbook available on your Institution website. Your programme operates under University of Plymouth Academic Regulations; to view these regulations, go to:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

## Late Work

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Work submitted after the deadline will be marked as normal to give you an indication of the standard of your work, but a capped mark of 50% will be recorded if the work is submitted up to 24 hours after the deadline and a **zero** mark will be recorded after this time. Further information can be found at [https://www.plymouth.ac.uk/uploads/production/document/path/15/15710/Section\\_D\\_-\\_Assessment.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/15/15710/Section_D_-_Assessment.pdf) If you have a reason that your work was late i.e. illness etc. you can complete an Extenuating Circumstances Form.

## Failure of One or More Modules

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Where a student fails to achieve a pass in one or more taught modules, the Award Assessment Board (comprising representatives of The University of Plymouth, Schumacher College and the External Examiner) may at its discretion, based on a judgement of the student's overall performance and potential:

- Compensate for the failure (provided that the module mark(s) is/are within 5% of the pass mark and the module is not designated as non-compensatable). The maximum compensation permitted within each postgraduate award is:

• Postgraduate Certificate	none
• Postgraduate Diploma	20 credits
• Master's Degree	30 credits
- Permit the student to be reassessed in the module(s), in whole or in part of each element of assessment, at the next available opportunity (the Board will determine whether the assessment will take the same form as the original). A student may be referred in up to 80 credits in a postgraduate dissertation module; in up to 40 credits in taught modules for Postgraduate Diploma and Masters programmes; and in up to 20 credits for a Postgraduate Certificate. While there should be no compensation for an individual module taken as accredited CPD, a module taken as accredited PD may be compensated, dependent on the module status, when it contributes to a programme or an award;
- Permit the student to retake the module(s), with or without attendance, by a date to be determined by the Board;
- Require the student to withdraw from the programme;
- Require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme; or
- Require a student who has developed a health or other problem that prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme.

The maximum mark for any element of assessment that has been failed and is being reassessed/retaken will be 50%. Further details of the process to be followed in the event of a failure can be found within the University of Plymouth Regulatory Framework for postgraduate students here:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

Students are advised to read regulations fully and carefully.

# Turnitin

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Turnitin (<http://www.turnitinuk.com/>) is an Internet-based 'originality checking tool' which allows documents to be compared with content on the Internet, in journals and in an archive of previously submitted works. It can help to detect unintentional or deliberate plagiarism.



It is a formative tool that makes it easy for students to review their citations and referencing as an aid to learning good academic practice. Turnitin produces an 'originality report' which may be necessary to be attached to your coursework and your tutors will advise you on how to access and use Turnitin where required for your studies. To learn more about Turnitin go to:

<https://help.turnitin.com/Home.htm>

Your personal tutor can give further information on using Turnitin.

## Progression to Further Study & How Your Marks are Calculated

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Students who have successfully completed a Postgraduate Certificate may choose to progress to the Postgraduate Diploma or the full Master's degree in the following Academic Year. Due to visa restrictions, this opportunity is not available to International students who would require a Tier 4 visa to study in the UK.

You must discuss progression within your Master's Programme with your Programme Coordinator who will be able to offer further guidance. Please note there is a deadline for progression applications (circa mid-January with the actual date determined annually) and places may be subject to availability.

Following the Master's programme, students may wish to progress to deeper level enquiry offered by the PhD programmes currently under development. If you are interested in undertaking further research please speak with your programme faculty team.

Your Programme Manager is able to contact University staff in order to communicate your questions regarding progression to programmes at University of Plymouth.

Information on individual programme progression is available in your Programme Specification, in the Programme Quality Handbook here: <https://www.dartington.org/about/learning/resources-for-students/> and also on the University of Plymouth course web page

## External Examiner Arrangements

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Each Programme has an External Examiner who comes from a Higher Education Institution in the UK (not from the University of Plymouth). The Subject External Examiner is primarily concerned with the standards of assessment of the subject and therefore attends the subject assessment panel. They visit in the course of the year and will verify the process of assessment throughout your modules advise upon re-assessment. Your final result is decided by an Award Board which happens in December which is attended by the Award External alongside Programme managers and other key staff.

You can find your External Examiner reports online through the Digital Learning Environment or DLE (<https://dle.plymouth.ac.uk/>): click on "Tools/Resources" then "Your External Examiners".

# Complaint Procedure for University of Plymouth Students

We aim to provide high quality services to students. Unfortunately things occasionally go wrong. Whatever your complaint, you can expect it to be dealt with promptly and fairly and in line with the University's policies and procedures. You will not be disadvantaged or treated less favourably by making a complaint. Please see the following link that will direct you to our Complaints Policy, you need to ensure that you read the policy thoroughly and follow the guidance: [https://www.plymouth.ac.uk/uploads/production/document/path/15/15362/Student\\_Complaints\\_Procedure.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/15/15362/Student_Complaints_Procedure.pdf)

## Studying at Schumacher College

### Campus Information and Student Support

#### Travelling to Schumacher College

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If you are flying to the UK from most destinations abroad, you will arrive either at London Heathrow or London Gatwick airport. Some budget airlines now fly into Bristol airport, which is much closer.

From the airport, the quickest way to get to Schumacher College is to take the train to Totnes. Totnes station is two miles from the College. Journeys take about three hours from London Paddington, 3.5 hours from Birmingham and 30 minutes from Plymouth.

Alternatively, you may take a coach from any of these airports to Totnes, but the journey time is around one third longer. National Express runs a coach service direct to Totnes from London Victoria via Heathrow Airport, and also from Gatwick Airport. Journey time is about 5 hours.

For all enquiries: 08717 818181. From overseas: 0044 8717 818181. Lines are open 10am – 6pm UK time, 7 days a week. Calls cost 13p per minute plus your telephone company's access charge. Please note that all telephone bookings incur a £2.50 booking fee. Bookings can be made online: visit [www.nationalexpress.com](http://www.nationalexpress.com)

#### Getting from Totnes to Schumacher College

From Totnes, you should get a taxi to the College – it is just a couple of miles and costs between £6 and £9 cash, depending on the time and day.

The information below is for guidance only. You are advised to check all information – train/coach times, fares and availability - via the train and coach websites or helplines:

**Train:** Great Western Railway: <https://www.gwr.com/> or National Rail Enquiries: <http://www.nationalrail.co.uk/> Telephone National Rail Enquiries on 03457 484950. Calls from overseas to Great Western Railway should be made to + 44 (0) 345 7000 125 (6am – 11pm every day). This is an automated helpline; to access the correct extension, when requested, please press: Option 1.

**Coach:** [www.nationalexpress.com](http://www.nationalexpress.com) Telephone National Express on 08717 818181 (within the UK) or 00 44 8717 818181 from overseas. Lines are open 7 days a week, 10am until 6pm (please note: We advise you book online or in person at the coach station. Telephone bookings incur a £2.50 booking fee and calls to the number are charged at quite a high rate).

Bookings may be made from these websites using credit and debit cards.

**From Heathrow Airport,** there are two ways to connect with the train to Totnes:

You can take the bus (the Rail Air Link), which goes to Reading station from each terminal at Heathrow every half hour and takes about 45 minutes. From Reading, you should get a train to Totnes (final destination will be shown as Plymouth or Penzance). The journey time once on this train is about 2.5 hours: trains leave every one or two hours, depending on the time of day. Monday to Saturday the last train leaves at about 20:30, but leaves earlier on Sundays.

You can take the Heathrow Express train to London Paddington. This leaves the airport every 15 minutes and takes only 15 minutes, but is more expensive than the bus to Reading. From Paddington, you get the same Totnes train that you would pick up in Reading. Journey time from Paddington is about 3 hours. Monday to Saturday the last train leaves at about 20:00, but leaves earlier on Sundays.

**From Gatwick airport,** take the train to Reading, and then proceed as outlined above. Journey time from Gatwick to Reading is a little over one hour.

**From Bristol airport,** take the bus to Bristol Temple Meads train station (a 15-minute journey). Trains run regularly from there to Totnes, and take about 1.5 hours.

### **Travelling by car**

Dartington lies a few miles south of the A38 Devon Expressway, which is a continuation of the M5.

**From Exeter,** take the A38 for about 20 miles until the A384 turnoff, signposted Buckfastleigh, Totnes, Kingsbridge, Dartmouth. Follow signs to Totnes. After about 4 miles, you enter the village of Dartington and proceed downhill to Dartington Church. Turn left by the church (signposted Dartington Hall).

**From Plymouth,** take the A38 about 20 miles until the A385 turnoff, signposted Paignton and Dartington. After about 3 miles, you enter the village of Dartington and come to a roundabout, where you turn left, signposted Buckfastleigh and Ashburton. About ¼ mile later, turn right by Dartington Church (sign-posted Dartington Hall).

Schumacher College (the Old Postern) is the next building on the left after the church. For easiest unloading of luggage, take the second left turning off the side-road (signed Old Craft Education Centre), go up the narrow access lane and turn left again immediately after the speed bump into the tarmac area in front of the College reception. We ask people not to leave their cars here once they've unloaded, but to park in the overflow car park beside the Old Craft Education Centre.

### **Cycle Route from Totnes**

If you would like to bring your bicycle, there is a cycle path all the way from Totnes station to the College. Go through the South Devon Railway car park and follow signs to Riverside Walk. The path runs along the River Dart and then comes out on the main drive to Dartington Hall. Turn right on this road, and a few yards on you will see the cycle route going left off the road. Follow the cycle path signs through the Dartington Shops, and you will come out right in front of the College. Total distance is about 2 miles.

# Campus Information

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## Schumacher College Learning Community

Schumacher College is not just an academic institution, it is part of a vibrant learning community where people live, work, come to learn and be part of a greater field of change. Throughout the year there are members of staff, students, residential volunteers, visiting teachers, short-course participants and occasional visitors, all of whom work together to contribute to the life of the College.

Since 1925, Dartington has been known for fostering a uniquely transformative, immersive, and deeply participatory learning environment. This pedagogy of wholeness is made possible by the central role of the learning community in which we all live and learn together. By integrating a range of practices, through the work of our head, heart, and hands, we seek to find balance between the practical, conceptual, intuitive and experiential.

Community members are invited to direct and embrace their own learning journeys through a diverse range of experiences. These approaches provide time and space for us to integrate our learning throughout our daily practices and contemplate and build relationships with one another and with the more-than-human world that grounds and connects us.

Rhythms of daily practice include community engagement in:

- Food & Farming
- Embodiment
- Meditation
- Reflection
- Creative action

It takes a community to create the container to hold space for each student's learning journey. This includes everyone -- volunteers, staff, students, visitors, and other members of our extended community.

As members of our learning community, we hope to:

- Understand the essential role of compassionate care of self and community
- Embrace curiosity and wonder to approach learning with a beginner's mind
- Practice skills of place-making, food, farming, and land stewardship
- Actively exchange ideas through shared, cross-disciplinary and collaborative processes
- Develop and explore connections to communities beyond your own

Residential volunteers and staff hold space for students to learn, but we acknowledge that both volunteers and staff themselves are on learning journeys of their own. Residential volunteers are essential to the learning environment as they actively participate in community learning and model practices with authenticity to help create a path for others to engage full-heartedly.

**Call to Action!** Attend the next community meeting; participate in the live community learning sessions; look out for the next Community Work Day and sign up to working on a project.

For enquiries contact Sarah Gray, Learning Community Coordinator [sarah.gray@schumachercollege.org.uk](mailto:sarah.gray@schumachercollege.org.uk)

In addition, though not in residence in the College, the College Alumni, the many thousands of people who have passed through the College as postgraduate students, short course participants, course leaders and facilitators and scholars are part of the learning community. This is a powerful network of friends and allies around the world that constitutes one of the College's greatest assets. We keep in touch through social media and our monthly newsletter goes out to upwards of 16,000 readers.

## Staff

The Dartington learning community has more than 25 staff members, many of whom work part-time. Pictures and background information about our staff team can be found here

<https://www.schumachercollege.org.uk/about/staff>

## Daily Life at Schumacher College

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Daily life at the College is part of the curriculum. The daily activities invite participants to develop a practice of care, attention and connection in relationship with each other and the world. They are designed to keep a balance between intellectual learning, reflection and practical activity.

When students are in residence, we invite full participation in the rhythm of the day. Normally, students take part in community work. Collaborative community groups made up of staff, volunteers and students participate in about five hours each week to support the day to day work of Schumacher College— this can include cooking, cleaning and gardening. In addition, each person is expected to take personal responsibility for clearing up after themselves and through this develop vital skills and understanding for taking care of what we hold in common.

7.15 – 7.45	Meditation
7.45 – 8.30	Breakfast
8.30	Gathering to connect the different people and activities at the College each day.
8.45 – 9.30	Morning Community Groups
10.00	Classes start
1pm	Lunch followed by lunch clear for one group (1.30)
2.15	Afternoon activities or classes begin again
4.30	Afternoon Cooking for one group
6.30	Supper followed by supper clear for one group (7.10)
8.15	Community members often offer activities or presentations in the evenings. There can be open sessions during short courses and Fireside Chats with Satish Kumar.

The weekends often have a more relaxed quality. There may be opportunities to create a meal for the community on Sunday evenings. Everyone is expected to clear up after snacks and meals.

*Through these activities, we encourage all members of the learning community to see themselves as practitioners, where a practitioner is someone who takes action conscious of the values they are bringing into being.*

# Student Support

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**Student Support is provided by the College in the following ways:**

## **Pastoral care, counselling and other support**

The University of Plymouth provides a chaplaincy and counselling service, detailed on the University's website at <https://www.plymouth.ac.uk/student-life/services/learning-gateway/faith-and-spiritual-support> and <https://www.plymouth.ac.uk/student-life/services/learning-gateway/counselling> respectively.

Disability Services at the University of Plymouth may be accessed here:

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia>

If you would like help accessing any of the University of Plymouth support services please see the Postgraduate Administration team.

## **English language and international student support**

The English Language Centre (see <https://www.plymouth.ac.uk/student-life/services/international-students/english-language-centre>) supports the College's international students with English as a second language. Support is likely to include 2-3 group sessions addressing key points throughout the academic year; supported by on-site individual tutorials. Supplementary email support is offered where necessary.

A page giving further information for students with English as a foreign language can be found on the College Virtual Learning Environment (VLE) here: <https://open.schumachercollege.org.uk/course/view.php?id=91>. This page is maintained by the University of Plymouth's English Language Support team.

If you would like to access English Language Support whilst at the College please let the Postgraduate Administrative team know as soon as possible.

## **Support for disabled students**

Schumacher College operates an inclusive policy on diversity, including wherever possible the provision of disability access. The school operates in accordance with The University of Plymouth Equality and Diversity Policy, and policies and procedures relating to Students with disabilities. The college also operates in accordance with the Dartington Equality and Diversity Policy for HE Activities. A copy of this policy is available on request.

Specialist Study Skills Tutoring and Specialist Mentoring support is available to students with learning and/or mental health challenges and/or conditions. Dyslexia screening should be undertaken prior to application for support. Students are strongly encouraged to disclose any existing needs/conditions prior to arrival at college, so that suitable support may be put in place in a timely way. This support is provided by Oona Wagstaff (HCPC registered OT, ADG -FE/HE), who is based at Dartington every week for both regular appointments and for ad hoc appointments, throughout the year both online and in person.

Disabled Students Allowances (DSA), may be available to fund regular support for UK Students with a disclosed disability. Following an initial support meeting, a student support plan will be agreed with the student and kept on file for ongoing review according to student need. For students with physical disabilities, the College will make reasonable adjustments within our means. All applications for support and reasonable adjustments will be considered by a RARP (Reasonable Adjustments Review Panel).

Unfortunately, international students are not usually eligible for the same sources of funding as UK students and should explore possibilities of funding assistance within their home country for any specialized equipment or adjustments. Learning and mental health support is available as for UK students on a week by week basis from both University of Plymouth Support Services and by Oona Wagstaff on disclosure.

Schumacher College operates across the buildings of the Dartington estate. Classrooms are accessible however we are constantly monitoring the needs of our students to ensure teaching spaces are appropriate.

The College has a DDA compliant residential room with ensuite shower; however this is not a wet room and there is one small step.

Portable hearing loops are available and the College has a range of support provisions (subject to need and availability)

Where possible, provisions will be put in place across all properties and land for which the College is responsible to ensure disabled students have full access to all teaching sessions and materials and where necessary, additional tutorial support will be provided.

It is important for us to consider any individual requirements sufficiently far in advance to enable us to assess what reasonable adjustments the College can make to support you and to allow you time to consider your acceptance.

The College wishes to ensure that students with disabilities are able to play as full a part in the life of the College community as possible. Further assistance is available with the support of Disability Services at The University of Plymouth and all facilities open to Schumacher College students at The University of Plymouth (such as the library) have full disability access.

### **Tutorial support**

Students at Schumacher College have access to a high level of one-on-one and small group tutorials. Indeed, this highly personalised relationship with tutors within a community based learning environment lies at the heart of the College's distinctiveness. Students are offered a 45-minute one-on-one or small group tutorial with a member of faculty in the study week at the end of each of the three core modules. In addition, students will be allocated a personal tutor. Students are encouraged to engage in an ongoing, rolling exploration of themes and questions that are of importance to them with faculty members throughout the academic year. An important reason for asking students to submit drafts of assessment assignments several weeks before final submission dates of assessment assignments, is to encourage such a dialogue to flow.

**Please note:** It is not necessary for the draft to be a complete essay in order to obtain feedback; it can be an outline or work in progress.

# Self Help Inspiring E-Resources (SHINE)

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Self Help Inspiring E-Resources - an innovative new, stand alone, self-help website which was developed through the Student Counselling & Personal Development Service and students. You can watch, read, listen and find apps and useful links to the best online resources and information about mental health and well-being: <https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine>

## Big White Wall

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Plymouth has a “Big White Wall” offering a safe community to support your mental health 24/7; please follow the link: <https://www.plymouth.ac.uk/student-life/services/student-services/mental-health-support-is-this-service-for-me>

### Big White Wall

If you are going through a tough time you can now access free online support with Big White Wall. Whether you're struggling to sleep, feeling low, stressed or unable to cope, Big White Wall can help you get support, take control and feel better.

You will have access to a **24/7 online community and professional support from trained counsellors**. Big White Wall provides a safe space online to get things off your chest, explore your feelings, get creative and learn how to self-manage your mental health and wellbeing

Big White Wall is **totally anonymous**, so no one will know you've chosen to use it unless you tell them!

To join us, simply go to [Big White Wall](#) and sign up under 'organisation' with your university email address.

24/7 support for your mental health



# Support in Times of Emergency

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If there is an immediate emergency requiring ambulance, police or fire services, dial 999. Please inform a member of staff as soon as possible. Emergency response staff can be contacted on 07866 411244. It is a good idea to put emergency numbers into your mobile phone contacts list. If you are using a non-UK mobile you will need to use the country dialling code, e.g., 00 44 7866 411244

## Is it urgent?

If you're concerned about your own wellbeing or safety, or that of someone else, but it isn't an immediate emergency, you can contact the following:

- Between 9-5pm the Postgraduate Administration office or the Community Coordinator. If they are not on-site please speak to your Programme Coordinator.
- After 5pm please speak to the Dartington Security Staff

## Your GP / doctor

Contact your surgery and tell them clearly that you need to make an emergency appointment. If you phone after surgery hours there will usually be a recorded message giving out-of-hours information.

The mental health network has produced a useful guide about talking to your GP about mental health. (<https://www.mentalhealth.org.uk/publications/gp-visit-guide>)

**NHS 111** You can use **NHS 111** if you need urgent medical help or advice, but it is not a life-threatening situation. Dial 111 free from any phone.

**Samaritans** 08457 909090 (24 hour helpline) / [www.samaritans.org](http://www.samaritans.org) / [jo@samaritans.org](mailto:jo@samaritans.org)

If you are in Plymouth you can also drop in to the **Samaritans** at 20 Oxford Place, Western Approach. Check for opening hours.

**Accident and Emergency (24 hour)** If you are worried about your own safety or that of someone else, you can go to A&E and request a mental health assessment. Our local Accident and Emergency department is at Torbay Hospital:

South Devon Healthcare NHS Foundation Trust  
Torbay Hospital  
Lowes Bridge  
Torquay TQ2 7AA  
Tel: 0300 456 8000 (local rate) or 01803 614567

**Minor Injuries** – our local Minor Injuries Unit is Totnes Community Hospital:

Totnes Community Hospital  
Coronation Road  
Totnes  
Devon TQ9 5GH  
Telephone: 01803 862622

Please telephone the unit before you visit your local Minor Injuries Unit (MIU) to check that it is open and that it is the most appropriate place to be treated for your ailment or injury. If your injury is not serious but does need attention, it's usually better for you to visit a local MIU. MIUs provide treatment for less serious injuries, such as broken bones and sprains, cuts, grazes, burns and scalds. You do not need an appointment to get seen.

Many people go to Emergency Department (A&E) with minor injuries which could usually be treated more quickly at a Minor Injuries Unit. This would allow A&E staff to concentrate on more serious and life-threatening conditions.

MIUs are run by a team of highly qualified nurse practitioners who have experience and expertise in treating minor injuries.

**You can visit your local Minor Injuries Unit if you have the following type of injuries:**

- cut, graze or wound
- sprain, strain, muscle or joint injury
- broken bone (fracture)
- skin complaint – bite or sting (including human bites), minor burns, including severe sunburn and minor skin infection which needs treating
- emergency contraception
- minor head injury
- eye problem such as a minor eye infection, scratches or something that is stuck in your eye.

**Conditions that Minor Injuries Units cannot treat include:**

- chest pain
- respiratory problems
- abdominal pain
- gynaecological problems
- pregnancy problems
- drug overdose
- alcohol related problems
- mental health problems, and
- health conditions that would normally be treated by your GP or hospital.

**MIUs are also not normally equipped to treat children under two years of age.**

If you're not sure whether your injury can be treated in a Minor Injuries Unit, telephone the NHS 111 service. They will be able to advise you, and can also tell you where your nearest Minor Injuries Unit is.

**Domestic abuse helpline**

24hr domestic abuse helpline (national) - 0808 2000 247

Police non-emergency number - Call 101 from any phone.

**Medical and dental care**

**All students are strongly advised to register with a General Practitioner (GP) on arrival:** the local health centre is the Leatside Surgery in Totnes, telephone 01803 862671 <http://www.leatside.co.uk/index.aspx>

To find alternative NHS General Practitioners (GP's) please see:

<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

There is a charge for prescriptions for medicine, but you may be exempt from paying this, depending on your financial circumstances. Health and Wellbeing Services at The University of Plymouth <https://www.plymouth.ac.uk/student-life/services/learning-gateway/counselling> can provide help with this. Doctors will

make house calls in the event of you being too ill to attend an appointment at a surgery. In case of accident and emergency, you should report it to a member of staff immediately who will record the incident and will arrange transport for you to be taken to your GP surgery or the local hospital, or arrange an ambulance.

There are a number of dentists in Totnes including an NHS dentist, Dart Vale Dental Care (<http://www.dartvaledentalcare.co.uk/>) telephone 01803 840200. To find alternative NHS dentists please see: <http://www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx>

## Enhancement Activities

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The College has four taught postgraduate programmes. Our own postgraduate programmes address systemic areas that articulate human thought and action and are:

- Regenerative Economics MA
- Ecological Design Thinking MA
- Holistic Science MSc
- Engaged Ecology MA

In addition, Dartington Arts School, which is also part of the Dartington Trust, has two taught postgraduate programmes:

- Poetics of Imagination MA
- Arts and Place MA

Each taught postgraduate programme is validated by The University of Plymouth.

The maintenance and standards of awards our Masters programmes delivered to date have been assured by the Quality Assurance Agency. The College have consistently met UK Expectations. The Quality Assurance Agency for Higher Education (QAA) is an independent body entrusted with monitoring and advising on standards and quality in UK higher education. A report on our most recent monitoring visit in December 2018 and a copy of our action plan can be found on our website at:

<https://www.schumachercollege.org.uk/quality-assurance-agency-report>



FIND OUT MORE > <https://www.dartington.org/office-for-students-were-registered/>

## **Vocational Programmes**

### **Practical Residency in Sustainable Horticulture**

A six month residential programme for those keen to learn the practical skills needed to grow food and practice horticulture, whilst working with nature and biological cycles. If you are willing to try new approaches, then this six month residency is for you. You will explore how to protect and restore the soil, foster and sustain a healthy ecosystem, and limit the consumption of finite resources whilst growing an edible harvest.

For more information please see <https://www.schumachercollege.org.uk/courses/vocational-courses/schumacher-practical-residency-in-sustainable-horticulture-2019>

### **The Craft Revolution – Crafted at Dartington**

**At Schumacher College we believe that making is a vital part of being human.**

The Craft Revolution is a movement about making a learning space, an ideas lounge, an Action Station!

It is a story of doing over not doing.

The Craft Revolution marries the vision and aims of the modern day founders of Dartington, Dorothy and Leonard Elmhirst in 1925 with those of Schumacher College. The Elmhirsts believed in the idea of rural regeneration through craft and the arts. The Schumacher College learning experience is based upon sustainability and the environment, personal growth and community living.

On our courses we celebrate the spirit of the material, the environment the material comes from and our relationship with it. Craft is about seeing what can arise from the meeting between maker and material. Craft helps us to form a relationship with the natural world and makes us understand what we need to do to take care of it sensitively.

In 2015 we launched a brand new programme of affordable, accessible craft courses at Dartington. Courses that reflect the needs of the community and offer craft activities accessible to a diverse audience. From canoe making to building your own tiny home, brewing beer to woodworking for women, cheese making to kiln building to making your own wooden surfboard. In short, we offer a range of courses where you can see craft created from the heart that has purpose, uniqueness and love channeled into it.

Our classrooms are the outdoors, The Chicken Shed Studios, at Craft Education and a hand built cob barn (built on our Natural Build Course in 2012) as our outdoor classroom.

We also manage the Shippon Artists Studios on the Dartington Estate- seven studios with artists practice ranging from ceramics, printmakers, paper, bookbinding and textiles and regular events and workshops including The Ideas Lounge- open to everyone.

We are located on the edge of Northwoods at Schumacher College on the Dartington Estate. Come visit, make yourself a cup of tea, have a chat, play ball with 'The Bear' and make something amazing.

[https://www.dartington.org/whats-on/?listings%5BrefinementList%5D%5Bdisplay\\_category%5D%5B0%5D=Course](https://www.dartington.org/whats-on/?listings%5BrefinementList%5D%5Bdisplay_category%5D%5B0%5D=Course)

### **Short Courses**

From the outset, Schumacher College has run a full and diverse programme of short courses throughout the year, bringing to Dartington a generation of internationally renowned and respected intellectual pioneers, including James Lovelock, Fritjof Capra, Paul Hawken, Gunter Pauli, Rupert Sheldrake, Meg Wheatley, Arne Naess, Vandana Shiva and many others. In an important sense, Schumacher College can be said to have helped propel such figures to international recognition, being among the first educational centres to provide a platform for such innovative, 'out-of-the-box' thinking.

Courses, which are usually one to two weeks long, cover a wide variety of topics, reflecting the proud interdisciplinary heritage of Schumacher College. Participants on a course exploring Gaian science, for example, can find themselves sharing a dinner table with those on another course diving into re-imagining the design of our money systems or exploring how natural design principles could inform the evolution of technology or organisational forms. It is precisely in such fresh and unexpected meetings of minds, that much of the charm and transformative power of the Schumacher model resides.

If you would like to book on a short course during your Masters programme, please speak with your Programme Co-ordinator. It is not a good idea to miss teaching sessions related to your programme, or to fill your study weeks with other activities; study weeks are designed to be times of reflection and focus on writing your assignment between modules, and a lack of attendance on your main course could be detrimental to your final award. We realise that some students see benefit in some of the courses offered and it is your responsibility to make a decision, having taken the views of your Faculty co-ordinator/module leader's into consideration. Short courses are booked online or with the Short Course team for the full cost of the course as advertised, although when living on-site, the accommodation fee is not charged.

Details of upcoming short courses can be found here

<http://www.schumachercollege.org.uk/courses/short-courses>

### **Earth Talks**

On mid-week evenings, the College often opens its doors to the public for talks and presentations. Earth Talks are generally offered by guest presenters at the College who are teaching on short courses. In some cases, especially where speakers have a strong international profile, the talks are transferred from the College to the Great Hall at Dartington.

A film and audio archive of many of the Earth Talks can be found online at:

<http://www.schumachercollege.org.uk/resources>

<https://www.youtube.com/user/schumachercoll>

### **Sport and Leisure**

Within the Dartington complex there are facilities and cultural activities including the Barn Cinema, Space, The Roundhouse Café, and the White Hart Bar and Restaurant - adjacent to the magnificent medieval Great Hall, where many artistic performances take place throughout the year. Residential students can enjoy year-round access to squash courts located in the Higher Close complex and can enjoy the free use of an outdoor swimming pool during the summer months. Higher close is directly opposite Dartington Hall. To find out more about availability and organise access to the Squash courts please e-mail: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) with your name and that of any other student(s) who wishes to join you. This will be forwarded to the relevant Department within Dartington Trust so access may be arranged.

# Guest Policy

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There are many people who wish to visit Schumacher College. We try to ensure that there are never so many visitors that the programmes running are in any way disturbed. If you wish to invite anyone to the College, please note the following guidelines:

- **Visiting times.** Guests may visit residents at the weekends, but not usually during the week except in exceptional circumstances. If a guest does come during weekdays, it is important that they do not interfere in any way with College activities, so that the integrity and intimacy of the course experience is respected. Any guest visits, either at weekends or during the week, must be agreed beforehand with the College and is subject to availability.
- **Privacy.** Your guests should be entirely in your care, so that other residents are not imposed upon.
- **Course sessions and library.** Your guests may not have access to course sessions or to the library, but are welcome to Open Evenings and Earth Talks subject to the availability of spaces.
- **Meals.** Please check with Learning Community Coordinator [sarah.gray@schumachercollege.org.uk](mailto:sarah.gray@schumachercollege.org.uk) that there is space for your guest(s) before issuing an invitation for a meal. You then pay for any guests you have for lunch or supper.

## Overnight guests

All accommodation and meals must be paid to the Welcome team [guest.services@dartingtonhall.com](mailto:guest.services@dartingtonhall.com).

Prices are as follows:

Food and Accommodation	
Food	
<i>per person</i>	
Full Board (breakfast included with accom.)	£21.00 per day
Non residential Lunch and Dinner	£21.00 per day
Breakfast	£8.00 per day
Lunch	£8.00 per day
Dinner	£8.00 per day
Basic teas and coffees available for consumption in break rooms throughout the day included in price	
Accommodation	
<i>Based on one person, per night</i>	
Bed and Breakfast	£45.00

## Accommodation

All accommodation is charged at the above all inclusive rate.

## Parking at Dartington

All students should register their vehicle registration numbers with Guest Services at the Dartington Hall Welcome Centre during regular business hours. Car parks at Dartington are regularly patrolled, and if you do not register your vehicle, you will receive a fine.

## Post

Post is delivered to and collected from the reception office every week day except public holidays. You may use the College as your postal address whilst you are enrolled as a Dartington student, however all post must be re-directed after your course concludes. **PLEASE NOTE: Tier 4 students must hold a formal residential address in the UK for the duration of their studies in the UK.**

## Laundry

For those students who are residential, linen and towels are provided and can be changed from the clean stock at the College as needed. For personal laundry, washing, drying and ironing facilities are available.

## Smoking

There is no smoking in any of the College buildings.

## Student Rail Card

Rail cards can only be applied for once formal registration with the College is complete. Student rail cards entitle the holder to one-third off most off-peak rail travel within the UK. Application forms are available from all railway stations and a stock is also held in the Postgraduate Administration team. Once you have completed the form and have the required passport photo please see the Postgraduate Administration team who will provide the College stamp and authenticate the application and your photo.

## Climate

The climate in the South West of England is temperate and fairly mild. It rains a lot, particularly over the coastal locations, but temperatures are rarely extreme. For the winter you will need warm, waterproof clothing and footwear. The College has spare waterproofs and wellington boots for students to use, however it is best to bring your own if possible. As students are encouraged to spend time outside, some have found it worthwhile to buy a good pair of waterproof walking boots.

Weather forecast service: <https://www.metoffice.gov.uk/>. To use the above meteorological service you can enter our postcode (which gives information on our specific area). The College postcode is: **TQ9 6EA**

## Food and the Schumacher College Kitchen

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*“Eating – be it breakfast, lunch, tea or supper – is not just a matter of being grateful for whatever you are given and making sure you eat it all up. It is a dynamic act. Not only does what you eat become the very stuff of you; now, more than ever before, thousands of diverse economic, social and technological influences, feeding in from all over the world, affect how the food arrives on your plate, in what form, where from and at what ecological expense. As a consumer, you have the power to feed back into this stream of influence by actively making decisions about what you eat and where it comes from. Thus eating becomes not only a statement of philosophy but a politically charged act.”*

**Julia Ponsonby (Schumacher College chef), Gaia’s Kitchen: Vegetarian recipes for family & community**

We take food very seriously at the College. The nutritional balance of all meals is carefully attended to so that a healthy balance of protein, fat, starch and nutrients is delivered and maintained over the course of every day. In addition, how we grow and source ingredients, prepare meals and share the gift of good food together is considered important in the life and consciousness of the learning community. Indeed the learning that happens in the kitchen is seen to be complementary to the learning that happens in the kitchen and garden. The kitchen is a hub of creativity and fun where feasts are conceived and created. All meals are prepared by in-house chefs and members of the College community – including postgraduate students!

Ingredients are, where possible, organic and local, with more and more being grown and harvested from our own on-site horticultural initiatives. We bake our own organic bread daily, buy regional organic cheeses and make every effort to support local producers, as well as eat our home-grown fruit and veg. There is a growing tendency within the College to eat with the seasons, to reach out into nature's larder as it surrounds us. In the case of exotic food products, (such as coffee, chocolate and bananas), we buy fairly-traded goods where possible.

The diet at the College is entirely vegetarian and we ask students not to keep any meat or fish products in the college fridges or student accommodation blocks.

Learning community meals at Schumacher College are vegetarian. The reasons for this are practical, ethical, and ecological, and we encourage students to engage in the growing, harvesting, and preparation of food when appropriate.

### **Special Diets**

Where possible we attempt to cater for special diets that have been entered into consistently for health reasons or due to strong moral convictions. These fall into the following basic categories: Gluten Free; Dairy Free; Vegan; and Nut Free; We cannot guarantee that we can cater for more complex special diets, and may sometimes need to ask students to engage in an element of self-catering– but please do let the kitchen know if you have specific dietary requirements that need to be observed. It is helpful for us to know about these and we are happy to be consulted about them and to let you know to what extent we can help with more complex diets.

# Financial Information and Guidance on Funding

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All information on tuition, residential and non-residential fees is available on our website here:

<https://www.schumachercollege.org.uk/courses/postgraduate-courses-2020>

You can find our Postgraduate Taught Tuition Fee Policy here:

<https://www.schumachercollege.org.uk/courses/postgraduate-courses-2020>

If you are an international student, before you come to the UK, you should ensure you have a debit and/or credit card that work in ATMs in the UK. You may want to consider opening a bank account if you think you may have regular expenses in the UK such as, for example, for paying rent and utility bills.

Please note that some banks will only allow overseas transfers of money, if you have made arrangements with them in advance of travelling to the UK.

Regulations are strict and banks will do credit and address checks. You are advised to have a bank statement with you and your University and College offer letters which are addressed to your home country address to help you to open a UK account. To assist our students with opening a bank account, we are able, on request, to provide a letter confirming the student's enrolment on to their chosen programme and their residency at the College, or confirmation of their address if they are living off-site. Please allow at least 5 working days for this letter to be prepared by the Postgraduate Administration Team

You may find it useful to read the information given by UKCISA (UK Council for International Student Affairs) about opening a bank account in the UK, and the link below includes an informative leaflet produced by the British Bankers Association. Please visit: <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Opening-a-bank-account>

The nearest bank branch is Lloyds in Totnes. Please ask the Postgraduate Administration team if you require a letter confirming your enrolment.

## **Council tax**

Students registered on a full-time programme of study do not have to pay council tax. If you need a letter to confirm you are studying full-time, please ask the Postgraduate Administration team.

If you are a part-time student, we will write you a letter for the period of study in which you are currently registered; i.e.: full time for Term 1 (3 core modules) or full time for Term 2 (Elective modules/Studio modules).

# Schumacher College Policies

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All Schumacher College Policies will be available on the Student Open Area of the Virtual Learning Environment: <https://open.schumachercollege.org.uk/course/view.php?id=192>

# University of Plymouth Student Study File

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<https://www.plymouth.ac.uk/business-partners/partnerships/academic-partnerships/study-guide>

This contains key resources from induction and throughout your study including all University of Plymouth Rules and Regulations. It is essential that you look through this and download any key documents as needed such as the Plymouth Library Guide.

# Taking Your Learning Seriously

## Teaching and Learning Ethic at Schumacher College

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Schumacher College offers a holistic, transformative learning experience in which students take active responsibility for creating their learning journeys. We focus on whole-person - intellectual, emotional, ethical, and practical - immersive learning to address the ecological, economic and social challenges of the 21st Century.

The College has grown from principles of relatedness and interconnectedness. The entire living and learning community is a classroom. With a shared commitment to being in service to the Earth and each other, each of us takes part in the gardening, cooking, cleaning, alongside artistic and creative activities.

We employ multiple modes of learning that go beyond mainstream academic practices. These include valuing trans-disciplinary approaches; different types of knowledge (analytical, intuitive, sensory perception, and emotions) and the embodiment of new learning and practical action in students' own lives. Each course combines a range of methods and styles, including lectures and seminars, participatory and experiential sessions, reflective inquiry and project-based learning.

This model of holistic education stimulates tremendous creativity. Students tend to dive deeper, have greater recall of the new models and insights they gather along the way and experience learning that empowers, energises and helps them to liberate their potential.

The College's pioneering, international reputation attracts participants, teachers and practitioners from around the world. The culture they bring has always been an important element of the Schumacher experience that adds to its richness.

*"Schumacher College has created a unique learning environment where discussions take place in an atmosphere that is intellectually very intense and challenging, but is emotionally very safe. When I teach at the College, I feel almost like being among family, and this strong feeling of community emerges after being together for not more than a week or so. To most scholars such a situation is extremely attractive. For we who teach here this is a unique place to examine our work in depth and to try out new ideas in a safe environment". **Fritjof Capra***

## Key Features of University Level Study

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Outlined below are key features of University or Higher Education (HE) level education, including what differentiates this from other forms of education e.g. at school, institution or in the workplace.

“We need ecological design centres in every region of the world to midwife the transition and serve as repositories of know-how and know why . . . Schumacher, the Dartington Estate, and Totnes could fill the role of flagship in that movement.”

David Orr, former advisor to Al Gore



# Attendance

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You are expected to take responsibility for your learning and attendance in timetabled sessions. In some modules if you do not engage consistently you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available for every week of term time. Please ensure that holidays are only arranged outside of term and assessment commitments. Students who do not engage run a very high risk of failure.

University of Plymouth expects all students to engage with all scheduled classes, field trips and other events that are part of their programme of study. All teaching is developed to give you relevant and necessary experience. We know that students who do not attend perform less well.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you have caught up with the work.

Programme leaders work very hard to make sure that teaching and assignments are well designed, and that they support your learning. Where minimum attendance is required before an assessment can be undertaken this will be clarified in the Module guides.

If you are a Tier 4 Visa student please be aware that lack of attendance may lead to exclusion, or not obtaining the qualification that you are seeking. Lack of attendance can result in withdrawal of sponsorship of the Student and curtailment of their visa to remain in the UK.

## Key strategies to become a Successful Student

- **You must take proactive responsibility for your own studies.** We will give you as much help and support as we can but ultimately your success (or failure) is down to you.
- **Plan your time carefully.** Write a personal timetable as soon as you can.
- **Attend all lectures and tutorials and take notes.**
- **Do not miss deadlines.**
- **Read extensively around your subject.** Just being familiar with the set text books is unlikely to be enough to pass.
- **Seek help, if you need it, as soon as possible.** If you need specific help with your studies, speak to your lecturer or tutor or make a personal appointment to see them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone at the Institution know - ignoring problems will only make things worse later on.

## Your Approach to Studying

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Probably the most significant difference between university level study and other levels of education is the amount of personal responsibility you have. This has implications for how you approach your studies.

Staff will use a variety of educational approaches, depending on the learning outcomes of the module. These may include: lectures, group work, discussion, student led activities, simulation; technology supported activity, practical scenarios, and directed study. Your active participation will enhance your learning. It is **your responsibility** to acquire the required knowledge and skills.

At this level of study, **you will be treated as a responsible adult**, capable of acting on your own initiative.

You may be used to a learning or workplace environment with fixed hours and routine activities. However HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers/online in classes is only part of your module timetable. As an indication, the average amount of 'total student effort' expected for a 30 credit module will be around 300 hours.

**You must, therefore, learn to use your time constructively. Your most valuable learning will be done in your own time and in your own way.**

## Suggested Reading for New Students

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You will have received reading lists prior to the start of the programme, further recommendations are made in the Programme Quality Handbook and additional readings will be identified by your faculty during the course.

- Bedford, D. and Wilson, E. (2013) *Study Skills for Foundation Degrees*. Brighton: David Fulton Publishers
- Burns, T. and Sinfield, S. (2016) *Essential Study Skills: The Complete Guide to Success at University*. Sage Study Skills Series
- Cottrell, S. (2015) *Skills for Success: the Personal Development Planning and Employability Handbook*. Palgrave Macmillan.
- Greetham, B. (2018) *How to Write Better Essays*. Palgrave Macmillan.

## Reading for Your Study

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**You will not complete your programme successfully if you do not read regularly and in-depth.** You will be given reading lists for each module. You should purchase at least one recommended text for each module. Since books are expensive, however, it may be a good idea to pool resources by sharing with friends in a study group.

Please note that you may only be able to borrow basic texts from the library on a short-term basis. Demand for such texts may be very high at certain times in the year; so do not rely on them being available.

You are strongly recommended to follow current issues relevant to your programme in the quality press, for example, The Times, Independent, Guardian and Telegraph. You should also make use of subject-related journals held in the library.

Reading texts for Higher Education demands note-taking as well as reading skills; as with lectures keep careful notes from your reading.

## Private Study

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Your private study time is likely to be taken up by different tasks for each module or by preparing for tutorials or undertaking some reading of a programme text or library research. In addition, private study time provides students with the opportunity to ensure they have understood the subject, for reflecting on any feedback on assessed work and building up a good set of notes for revision.

## Study Groups

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In all our programmes, the institution encourages students to learn skills to enable them to work as groups and teams. These are not merely useful during your programme. In any employment context you will find such skills and experiences invaluable. Sometimes you will find you are assessed on a piece of written work or presentation completed as a group. Many students benefit significantly from working collaboratively in study groups, to check their understanding of difficult issues or concepts and to revise.

## Personal Development Planning

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It is important to bear in mind from the outset of your study that you are working toward a degree that will provide you with a foundation for a potential career. It is important to be aware of your own career direction from the early stages of the programme. Therefore, we place a great deal of importance in Personal Development Planning (PDP). This describes the **'means, by which students can monitor, build and reflect upon their personal development'**.

Therefore, PDP is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and / or achievement and to plan for their personal educational and career development. You are ultimately in charge of your own career direction but we are more than happy to help and advise you throughout your degree programme. You will be introduced to the use of **PebblePad** which will provide you with a flexible electronic resource which you can use to plot and reflect on your learning achievement. **PebblePad** allows you to plan and develop strategies for learning and also to reflect and evaluate your accomplishments



It is hoped that the PDP process available on this programme will enable you to:

- Become more effective, independent and confident self-directed learners;
- Understand how you are learning and relate your learning to a wider context;
- Improve your general skills for study and career management;
- Articulate your personal goals and evaluate progress towards your achievement; and
- Encourage a positive attitude to learning throughout life.

## Factors Affecting Your Learning

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In addition to teaching, academic support and private study there are often factors which influence your learning environment. If you are aware of these, you will be able to manage your studies more effectively.

# Effective Learning

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Learning refers not simply to the sum total of facts and information you can recall at a given moment. It also relates to how you use and apply information and how you find, store and retrieve it. One of your aims as a student should be to become a more effective learner.

The quality of your learning will depend on these starting points:

- Your attitudes, attendance, aims and goals
- Your dedication
- Your aptitude for the subject
- Your intelligence
- Your willingness and ability to learn
- Your use of resources - tutors, books, materials, the work experiences built into the programme, etc - and time - your timetabled lectures and tutorials as well as private study.

To assess how well you are learning, you should frequently check your progress by keeping in touch with your tutors and your fellow students and ensure you are up-to-date with deadlines.

# Time Management

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Good time management lies at the root of effective learning. You will need to plan the use of your time carefully. You will have the demands of your programme, learning in lectures and tutorials, working on assessments and completing your private study to consider.

A personal timetable can help you in assessing all your priorities: paid work, social and family commitments, as well as your studies.

You will have to think realistically about the number of hours that you need to study to be a successful student. If you are studying full-time, we would expect that your lectures, other timetabled sessions and private study taken together will only account for a proportion of the 300 hours of study required for each 30 credit module. However, the amount of study effort required varies from student to student.

# Coping with Stress

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Stress can be a serious problem, particularly in your first year when you may be adjusting to a new environment, arranging accommodation, managing your finances, living away from home and balancing your time between study and family / work commitments. There is, however, plenty of help available and you are encouraged to make use of support services, such as those offered by Oona Wagstaff.

University of Plymouth has also developed a set of e-resources to help support students wellbeing. Self Help Inspiring E-Resources (SHINE) are available here:

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/shine>

# Learning Skills

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Some students find the transition to university level study, particularly student-centred learning, more difficult than they expected. This can be because they have not yet developed the required learning skills. Although you will receive help throughout your programme to improve these skills, there is specific support, advice and resources available from Oona Wagstaff, concerning issues such as:

- Referencing
- Time Management and planning
- Reading and note-taking
- Structuring assessed written work

University of Plymouth has a suite of excellent support resources which are available at:

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/learning-development>

# Enrichment and Co-Curricular Activities

## Plymouth Compass

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While you're at Plymouth, you'll gain more than just your degree

The Plymouth Compass helps you to navigate your way through your whole university experience, in both your taught curriculum and your extra-curricular activities. What you learn at university prepares you for more than a career, so the Compass identifies key attributes in four broad areas of your life - academic, civic, professional, and personal.

During your time here, you'll have plenty of opportunities to practice and develop these attributes, helping you gain experiences, improve skills, and build networks for your life beyond graduation. The Compass also supports us, as a community, to coordinate our efforts to offer you as broad an education as possible. It clarifies what the University values and what it anticipates will help you, as a graduate, in a future that is hard to predict.



Find more information at:

<https://www.plymouth.ac.uk/your-university/teaching-and-learning/plymouth-university-compass>

# What Next?

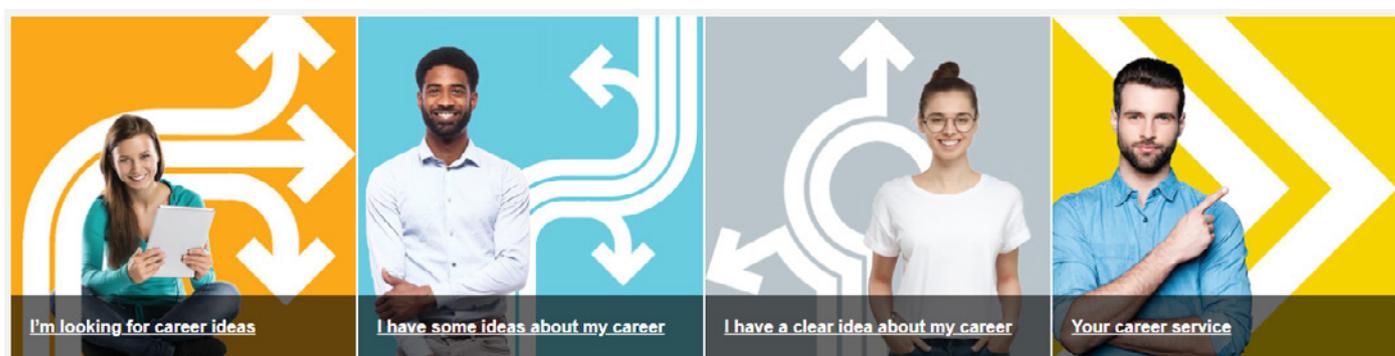
## Employment and Progression Opportunities

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As a student studying Higher Education your programme has been designed to help you to succeed in your career aspirations and has been designed with the involvement of employers. Many of these are prepared to come to your Institution to give talks to students about their working environment and the qualities that they expect in potential employees. Please make every effort to attend such events and to profit from such employer contacts.

Many of your teaching staff and personal tutor will also be able to give you helpful career advice.

Further advice is available from the [University of Plymouth Careers and Employability Service](#) . As a graduate you will have a wide choice of career opportunities throughout the private and public sectors, both in the United Kingdom and abroad.



## MyCareer

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MyCareer is the University of Plymouth's career management portal. This will be your central system to see all that the Careers and Employability Service have to offer.

MyCareer will give you access to:

- Individual careers appointments to support you in identifying opportunities to get involved in and help with career planning.
- Hundreds of vacancies, from part-time work to fit around your studies, to summer internships and graduate vacancies.
- A wide range of workshops and activities to help you develop your employability skills. These include mock interviews and a variety of skill sessions from job searching to enhancing your CV.
- Access to events such as [Career Fairs](#) and Networking Evenings to help develop your confidence, expand your professional network and explore your career options.

You can access myCareer at any point through your computer or mobile device. Please see the following link to access myCareer: <https://mycareer.plymouth.ac.uk/home.html>

# Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability

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WBL and WRL, in its various forms, is one of the major defining characteristics of your studies. It plays a central role in enabling you to apply academic study to workplace environments and problems. In turn, your programme of study should enable you to integrate knowledge and skills developed in WBL / WRL into your project work and study in taught modules.

An employable graduate is one who is able to meet the requirements of employers and fulfil their career aspirations at a graduate level. They will be able to apply the skills, knowledge and personal qualities developed during their programme to the workplace and other contexts. An employable graduate will need to be able to:

- Demonstrate and apply graduate attributes and skills;
- Demonstrate and apply career management skills: e.g. preparing effectively for the recruitment and selection process;
- Demonstrate and apply lifelong learning skills: e.g. reflecting critically on academic, personal and professional development, identifying and articulating achievements and planning for the future;
- Demonstrate business and organisational awareness: e.g. understand changing working practices, including self-employment, with particular reference to the professions and sectors relating to their programme of study;
- Demonstrate an international outlook: e.g. understanding the attributes and breadth of outlook appropriate for working in a global economy.

Your programme has been designed to put all this in perspective, and give you the opportunities to develop the requisite skills. Work-related skills are integral to the modules and many specifically offer you the opportunity to experience the world of work, even if you are studying full time. Your programme specification details the knowledge, skills and understanding you will be able to demonstrate when you gain your award which is available in your Programme Quality Handbook.

## Graduation and Results Guidance

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University of Plymouth has developed a guide to your statement of results, transcripts and award verification. The information has been gathered together to help answer any questions you may have regarding your results, how and when you can access them and links to further information on what happens if you fail any part of your course. Click [here](#) to access the guide:

A formal Graduation ceremony is organised by The University of Plymouth but this is held some time after your programme completion and may involve travel back to the area. Graduation transcripts and certificates are posted to Dartington students shortly after the Annual Award Board for your programme; therefore, students attending the Graduation Ceremony at University of Plymouth will receive a letter in place of the final certificate; as this will have been received beforehand.

# Alumni

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All Graduates from our courses are automatically eligible to be members of the University of Plymouth Alumni.

For more information about this vibrant international network please see:

<https://www.plymouth.ac.uk/alumni-friends/alumni>

# United Kingdom Visas and Immigration (UKVI)

**Please note:** The Dartington Hall Trust is a Private Higher Education provider (H.E) and University of Plymouth is a Higher Education Institution (H.E.I), so please check any advice you receive is applicable to The Dartington Hall Trust.

Please also note that due to COVID 19, immigration regulations are likely to be subject to variation. Please contact the Postgraduate Administration team for up to date information if required:

[postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk)

**If you are an EU, EEA or Swiss citizen**, you can still come to the UK (without requiring a visa) until the end of the Brexit transitional period (31 December 2020). However, if your course of study ends after 30 June 2021, you may need to apply for immigration permission to remain in the UK under a scheme designed by the UK government known as the **EU Settlement Scheme**

Those arriving from 1 January 2021 onwards will need to apply for immigration permission to come to the UK under a new category of the immigration Rules. The UK Government has yet to provide details of these new categories. Please contact your college international support team if you have any questions about immigration.

**If you are from outside of the EEA/EU**, your college will need to check that you hold the correct visa that permits study in the UK. If you require a Tier 4 visa, they will need to ensure you meet all Tier 4 requirements before issuing you with a CAS which is needed to apply for a Tier 4 visa. Copies of your visa and passport will need to be checked and stored by your college at enrolment and there may be other processes connected with immigration compliance that you will be expected to follow.

For further information please contact the Postgraduate Administration Office:

[postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) / +44 1803 847212

University of Plymouth publish regular updates specifically for new and current international students. Please find these here: **[Latest student immigration news](#)**

## **Students coming from outside the UK**

All students from outside of the UK are strongly recommended to read the guidance provided at UKCISA, the UK Council for International Student Affairs, <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>. This site provides very useful information and advice.

## **Immigration and visas**

Students needing visas who are in receipt of this Handbook will have already acquired their visa, or will likely be waiting to receive it. This section is therefore not intended to provide comprehensive information on Tier 4 policy and/or the application process for acquiring a Tier 4 visa. If you have any immigration queries after you arrive at the College please ask the Postgraduate Administrator in the first instance, who will seek out advice for you where possible. Otherwise you may be directed to UK Visas and Immigration (UKVI) (<https://www.gov.uk/tier-4-general-visa>) or to UKCISA ([www.ukcisa.org.uk](http://www.ukcisa.org.uk)).

## Student and College compliance with UK Visas and Immigration (UKVI).

Schumacher College is obliged to:

- Record daily student attendance and absences; notifying the UKVI of any ongoing absence, or withdrawal of sponsorship of a student.
- Keep up to date and accurate addresses, contact details and travel plans of each Tier 4 student.
- Provide a record demonstrating your ongoing progression.

Students have a responsibility to:

- Attend each teaching session. If unable to attend, a note must be made to the tutor who can mark the absence appropriately on your record.
- Keep the Postgraduate Administration office informed of any changes that may affect your Tier 4 visa compliance.
- Keep the Postgraduate Administration office informed of all changes of address.
- comply with any contact points requested by the College and monthly Dissertation Supervision reports
- Hold a Residential address(es) for the duration of studies in the UK. Please note: **Students leaving the UK for a period of greater than 30 days may have sponsorship withdrawn.** If you are considering a return home for a period greater than 30 days please see the Postgraduate Administration team who will advise you.
- Provide proof of re-entry to home country (scan of passport cover and page demonstrating return stamp).
- Comply with the rules concerning Police Registration (if applicable) including, but not limited to informing them of a change of address (within 10 days).

We understand that these regulations could feel restrictive, however it is important to support the College in meeting these requirements, so we can maintain our sponsorship license and continue to offer places to Tier 4 students in the future. Thank you.

### Working in the UK

**Students studying at Schumacher College who have entered the UK on a Tier 4 visa are not permitted to work - this includes both paid and voluntary work and there are no exceptions.** This is because The Dartington Hall Trust, who sponsor Schumacher College students' Tier 4 visas, is not a UK Higher Education Institution (HEI), as defined by UK Visas and Immigration. Please see clause 318 of the Tier 4 Policy Guidance for Students, available from. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/330612/T4\\_Guidance\\_07-14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/330612/T4_Guidance_07-14.pdf)

If you are issued with a Tier 4 visa which specifies that you have permission to work, you are strongly advised to alert the immigration authorities to the apparent error. Please note that this must be done within a specified number of days following receipt. In the UK you should contact the Immigration Enquiry Bureau:

### UK Visas and Immigration Contact Centre

Telephone: 0300 123 2241

Monday to Thursday, 9am to 4:45pm

Friday, 9am to 4:30pm

Website: <https://www.gov.uk/contact-ukvi/overview>

## Pre-departure checklist

Students travelling from overseas are strongly advised to read the advice UKCISA provide to overseas students arriving in the UK. ([www.ukcisa.org.uk](http://www.ukcisa.org.uk)).

Here are some important questions:

- Have you got a valid passport?
- Have you obtained a visa or other entry clearance, if applicable?
- If you are a visa student, have you got all the original documents, including academic certificates/transcripts, university and College offer letters, proof of your financial ability to pay your fees and support yourself, all of which you may be asked to show when you enter the UK?
- Have you got everything you need to pay your fees, or have you already arranged for payment of these fees?
- Do you have all the directions for travelling to Schumacher College?
- Have you checked whether your own government has restrictions on the amount of money you can take out of your country?
- Have you checked whether you need permission to transfer money to the UK?
- Have you ordered British currency for your immediate expenses on arrival in the UK?
- Have you bought travel tickets and travel insurance, and checked your baggage allowance? (Excess baggage is expensive).
- Have you taken out personal insurance (if required)?
- Have you an itinerary from your travel agent or airline?
- Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you?
- Have you checked with your local British Embassy or High Commission what must be declared to customs? UKCISA provide good information on procedures undertaken when you pass through UK customs.

**Please visit UKCISA website and read the information carefully.**

You may be asked to choose a post office at which to collect your Biometrics card; you will need to hold this card in order to complete your registration with The Dartington Trust. There is a strict deadline in which you need to undertake this task and your visa may be denied if it is not completed within this time.

We would like to suggest that if you are travelling to the Dartington estate as soon as you arrive in the UK and you are given a choice, you choose the Post Office at the following address:

**The Post Office**  
**73-75 New George St,**  
**Plymouth**  
**PL1 1RP**

## Registering with the Police

Some International Students from outside the UK may also need to register with the local police. If this is the case you will be advised within your visa or passport paperwork and will have to register within 7 days of arrival. Our local police station providing this service is in **South Street, Torquay, Devon, TQ2 5AH.**

We hold a copy of the registration paperwork in the Postgraduate Administration Office so that you can complete it prior to your visit. Further information can be found here:

<https://www.gov.uk/register-with-the-police>

It costs £34.00 to register with the Police and some money to travel to the local Police Station in Torquay (about 10 miles East of Totnes). A train journey to the Police Station will cost between £5.20 and £8.30.

The Police station will be open for registration between 0800 hours to 1900 hours 7 days per week. No more than 4 students should attend at any one time and the best time to go is between 1300 hours and 1700 hours. When you go to the police station, it will save you time if you fill in as much information as possible, in advance, on the Police Registration form and take it with you.

The Postgraduate Office will provide you with a copy of the form.

Please make sure that you have all of the following with you, otherwise you will not be able to register:

- 2 Recent passport-sized photographs
- Your passport
- Your visa 'vignette' (sticker in your passport)
- Your Biometrics Residence Permit
- Offer letter from the University

Please have the correct money available - the registration fee is £34 and must be paid in cash

The police station will record:

- your full name
- your gender
- if you're married or have a partner
- your date and country of birth
- your nationality
- any past nationalities and dates when your nationality changed
- your address in the UK
- the address of the last place you lived outside the UK
- the date and place you arrived in the UK, and how
- your passport or identity card details
- what you can and can't do with your visa, including how long you can stay
- your education provider's name and address if you're a student
- your employer's name and address if you're working
- your business details and address if you're self-employed

The police can ask you for more information.

You must report to the Police within 7 days of any of the following changes:

- change of address
- change of University
- change of marital status or birth of children
- extension of stay granted by the UKVI
- change of passport
- temporary absence of 4 weeks or more from registered address.

Sometimes the police official may ask to retain your passport but this will be returned to you usually within 10 days. It is likely that you will need to return in person to the Police Station to collect it.

If you need to update your Police Registration Certificate with any of the changes, you must visit Torquay Police Station to do so. Please follow the instructions above.

If you go to stay at another address for more than 4 weeks you will need to register at the nearest Police Station to your new address. You will need your Passport and Police Registration Certificate.

Registering with the police is an important procedure, and if you are in any doubt about what you need to do, you should ask the Postgraduate Administration team.

**When you finally leave the UK** you must return the Police Registration Certificate to Torquay Police Station, South Street, Torquay, Devon TQ2 5AH. You are advised to send this by registered post.

If you have been staying at another address, and registered with the local Police Station there and are finally leaving the UK from that address, then you will need to return your Police Registration Certificate to them.

### **Travel and Healthcare Insurance**

You may wish to consider taking out insurance against the following:

- Travel or cancellation insurance
- In case you have to cancel flights or parts of the programme due to illness or other unfortunate events.
- Personal private healthcare insurance.

Our current understanding is that unless something very specific is agreed in the final Brexit settlement the EHIC health cards are no longer valid after 31 Dec 2020.

We do therefore recommend you explore private health insurance to cover the duration of your UK studies. Useful information in preparation for study is provided here:

<https://www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Thinking-of-studying-in-the-UK>

Also the UK has [reciprocal health insurance deals](#) with a few non-EU countries, including Australia and New Zealand, under which students can receive urgent treatment at a reduced cost or for free.

International Passport Holders on a course of less than 6 months must consider organising Private Health Insurance for the duration of their time in the UK.

### **Insurance for Personal Possessions**

Damage or loss of personal possessions: **your possessions are not covered by the Schumacher College insurance policy. Please consider private insurance to cover loss or damage.**

### **Tier 4 students - Immigration Health Surcharge**

Since 6 April 2015, Tier 4 applicants who are applying for more than six months leave are subject to an additional charge as part of the application process, known as an 'Immigration Health Surcharge'. Paying this charge as part of your application, will mean that you are entitled to receive free health services from the National Health Services (NHS) while you are in the UK. Please make yourself familiar with the Immigration Health Surcharge information and that you are clear on what this does and does not cover. UKCISA has clear and useful information on the recent healthcare changes here:

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

# Harvard Referencing Guide

When the Harvard system is used, acknowledgement of the work of others appears within the text; it includes making direct quotes and paraphrasing. (NB Footnotes do not need to be used with this system; however, your tutor may allow you to use them to expand or qualify points in the text). You need to note the author's surname, followed by the year of publication and, for a direct quote, the page number.

- Where you are citing from **more than one work** published by an author in one year you add a lower case letter after the year eg (Bloggs 1994a).
- Where there are **two authors**, give the surnames of both authors.
- Where there are **three or more authors**, give the surname of the first followed by *et al*.

There are several ways in which these references can be made; there are some examples below. (The full details of sources are given in the list of references at the end; see the next section).

## How not to Plagiarise: Direct Quotations

Either:

- "Place in quotation marks", or
- single spaced with indented margins for large amounts of text, like this
- Give author's **surname, year** of publication and **page number** (write n.p. if there is no number e.g. for internet sources)
- Only use quotations when the **exact words** are important
- Give the full reference in a list at the end

## How not to Plagiarise: Figures and Tables

You can use maps, tables or diagrams from other people but you **MUST** show the source underneath. Then give the full reference in the list of references.

## How not to Plagiarise: Paraphrasing

Take information from a source, put it in your own words (paraphrase) and then add the author (or organisation) and year in brackets. In addition, give the full reference in a list at the end.

## Type of sources:

- Direct quotations
- Statistics
- Facts which are not common knowledge
- The results of another's research or study
- Other people's theories and ideas
- Other people's interpretations of events

## Quotation

If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you **must** put the borrowed material in single quotation marks (with double quotation marks for a quote within a quote). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quote then three dots should be used to show the omission. If you add words, these should be in square brackets.

**eg**

He lists twenty-four names of people who had 'felt hitherto strange and unfamiliar desire to have images formed by light spontaneously fix themselves' from as early as 1782 (Batchen 1990: 9).

**eg**

Whilst Williams (1989) suggested that 'schools in Devon are...'

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

**eg**

Terry Eagleton explicitly links Freud's psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.

When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtusenesses are at war with his native wit. If Freud had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed. (Eagleton 1990: 283)

### **Paraphrase**

If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into **your own words**, and you must, again, clearly indicate the source from which the information came.

**eg**

Biographies of Rossetti tend to differentiate the successive stages of his career by associating each of them with a particular woman in his life (Prettejohn 1997: 9).

**eg**

E. H. Carr has observed that is a construct consequent upon the questions asked by the historian (Carr 1964).

**eg**

In a further article (Johnson 1989a) it is argued that...

**eg**

In this article (Nicholls *et al.* 1990) the view is taken that...

**eg**

This finding has been confirmed by other researchers in the United States (Smart 1986; Billings and Brown 1990).

### **Secondary Citation**

Sometimes you need to cite the ideas of an author that were referred to in someone else's writing, though, where possible, you should try to read the original source. You must show that you used the secondary source.

**eg**

Learmouth (1978 cited in Short 1984) acknowledges that it is impossible to...

## List of Sources (Bibliography)

### Introduction

All written work should include a list of sources at the end detailing, in alphabetical order by author, all the sources you used to research the topic. (You may divide it into sections according to the format of the resources from which you have obtained information eg Books and Journals; Films; Websites etc.).

When there are two authors, cite them both. For three or more authors cite the first author followed by *et al.*

The following guide combines the conventions used in the Harvard System and the style recommended by the Faculty of Arts.

### Book

Surname and initials of author (if **editor/editors**, put ed./eds in brackets after the name)

Year of publication (in brackets)

Title of book (in italics)

Edition (omit if first edition)

Place of Publication

Publisher

Page or chapter numbers if needed

### eg

LaBelle, B. and Roden, S. (eds) (1999) *Site of Sound: of Architecture and the Ear*, Los Angeles: Errant Bodies Press

### Article in edited book

Surname and initials of author

Year of publication (in brackets)

Title of article (in quotation marks)

*In*, then surname and initials of editor/editors of book, followed by (ed.)/(eds)

Title of book (in italics)

Place of publication

Publisher

Page numbers.

### eg

Jameson, F. (1983) 'Postmodernism and consumer society' in Foster, H. (ed.), *Postmodern Culture*, London: Pluto Press, 111-126.

### Article in journal/newspaper

Surname and initials of author

Year of publication (in brackets)

Title of article (in quotation marks)

Title of journal (in italics)

Volume number (in bold)

Part number (in brackets)

Page number(s).

### eg

Hall, K. (2001) 'An analysis of primary literary policy in England using Barthes' notion of "readerly" and "writerly" texts'. *Journal of Early Childhood Literacy*, **1**(2, August), 153-165.

### ***Video and Film***

Title (in italics)

Year of release (in brackets)

Medium

Director

Other relevant detail re writers, performers etc.

Distributor

Other relevant detail re physical characteristics eg size, length of film

**eg**

*A Room with a View* (1985) Film. Dir. James Ivory. Cinecom Intl. Films.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

**eg**

Mifune, T. actor. *Rashomon* (1950) Dir. Akira Kurosawa. Daiei.

### ***Television / Radio Programme***

Title of programme (in italics) **or, when in series**, title of programme (in quotation marks) and title of series (in italics)

Broadcast date

Other relevant detail re producer etc.

Network

Other relevant detail re physical characteristics, length of programme etc.

eg 'The First Human Clone', *Panorama* (8 February 1999) British Broadcasting Corporation,. Video, 45 minutes.

If you are citing the relevance of a particular individual, begin with that person's name and contribution.

eg Hitler, A. '1933: Master Race', *People's Century* (1995) British Broadcasting Corporation. Video, 55 minutes.

### ***World Wide Web Document***

Author or editor (if known)

Title of document (in quotation marks) followed by Online (in square brackets)

Location of document (full web address)

Access date (in square brackets)

eg Brown, M. 'Impressionist painting' [Online] <http://www.fisk.edu/> [27th September 1999]

### **Article in Electronic Journal**

Author

Year of publication

Title of article (in quotation marks)

Title of journal (in italics)

Type of medium (in square brackets)

Volume, part of journal

Location of document (full web address)

Pages (if given) or other indicator of length

Available: Supplier/ Database name/ Identifier or number (if given)

Access date (in square brackets)

eg Anderson, B. (2002) 'September 11 has turned out to be a good thing for America and the world'. *The Independent* [Online], 9 September 2002. <http://www.infoweb.newsbank.com/> Approx. 4 printed pages. Available: NewsBank Newspapers UK [12 September, 2002].

### **Miscellaneous**

For information about citing letters, computer software, music recordings, performances, works of art, interviews, maps etc. please refer to the *MLA Handbook for Writers of Research Papers*. Please note that when using these examples the elements of the entry are suitable for Harvard, but that you need to put the date of publication in round brackets after the first element.

### **Use of Latin**

You will encounter a variety of Latin abbreviations in references, especially if the book or article is more than twenty years old. A list of the four most common abbreviations is given below. (It is not necessary to use these when using the Harvard referencing system).

1. *ibid.* [short for ibidem] meaning "in the same book, chapter etc." and used when a reference is given to the same source as the immediately preceding reference. For clarity you should add the page number.

eg

59. Herzog, D. *Poisoning the Minds of the Lower Orders*, Princeton: Princeton University Press, 1998, p. 83.

60. *Ibid.*, p. 84

2. *loc. cit.* [short for locato citato] meaning "in the passage already quoted"

3. *op. cit.* [short for opere citato] meaning "in the work already quoted"

Both *loc. cit.* and *op. cit.* are used when the full reference has already been given in an earlier footnote, but not in the immediately preceding one. For clarity, you should add the page number of the relevant passage and also the date if the author has more than one source listed in your footnotes.

eg 67. Herzog, *op. cit.* p. 80 [or 67. Herzog, *op. cit.* (1998) p. 80]

*passim* [from passus meaning scattered] and used when a point is made in many places, here and there or throughout a passage, a chapter or even a whole book.

eg a reference to 'pp. 60-80' might indicate a concentrated discussion of an idea, whereas 'pp.60-80 *passim*' shows that the idea makes numerous, but sporadic appearances.

# Anything Else?

## Frequently Asked Questions

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### **What if I want to withdraw from, or suspend, my course?**

If you are considering withdrawing from the University or interrupting your studies for any reason, please consult your programme leader and seek advice if you are experiencing difficulties. Just talking to someone may be enough to put you back on track. Students choose to interrupt study or withdraw for a variety of reasons and we may be able to help.

If you decide that you don't want to continue with your studies in this academic year, it is important that you correctly withdraw or interrupt study as there are academic and financial implications that you need to consider. For international students there will also be implications with regard to your visa.

You must complete the withdrawal or interrupt study form, which is available from the Postgraduate Administration Office. Please note, if you wish to email this form we'll only accept it if sent from your University of Plymouth student email account as proof of signature. Do not, under any circumstances withdraw or interrupt study without completing this form.

Depending on the date you withdraw or suspend study, you may be deemed to have had an attempt at the modules you are enrolled on. Further information on the cut-off dates by which you would be considered to have an attempt are detailed on our withdrawing from a module pages (<https://www.plymouth.ac.uk/student-life/your-studies/essentialinformation/regulations/withdrawing-from-a-module>).

If you have extenuating circumstances for withdrawing or interrupting study you should complete an extenuating circumstances claim form now. A valid claim for extenuating circumstances could mean you do not lose an attempt at some or all of your modules. This is important as there is a maximum number of attempts any student can have at a module and second and third attempt marks are capped. Please refer to our extenuating circumstances policy for more information on making a claim (<https://www.plymouth.ac.uk/student-life/your-studies/essentialinformation/exams/exam-rules-and-regulations/extenuating-circumstances>).

Please be aware that there may be financial implications for interruption / withdrawals. Please contact your Postgraduate Administration Office to discuss this.

We recommend that you discuss this with them before you make your decision as this may affect your ability to receive funding in the future.

Once your withdrawal/interruption has been formally processed, University of Plymouth will communicate this to the relevant funding body advising them of your last date of attendance as recorded on your withdraw/interrupt study form.

If you require any support with your student funding please contact UPSU:Advice.

### **What if I want to change my course?**

You'll need to get advice from your Programme Leader, Personal Tutor if you wish to change course. You will need to complete a form and get your current Programme Leader to sign it, along with the Programme Leader of the course you wish to join. The form is available from the Postgraduate Administration Office. It is important that you follow University procedures as you may find that your student loan is at risk if you do not. You will also be required to inform Student Finance England/Student Finance Wales/Student Finance Northern Ireland/Your Funding Body to a change in your circumstances.

### **Where do I get my Timetable?**

Your Faculty will provide you with your timetable in the first week of teaching and onwards.

### **You can access your timetable in the following ways:**

- Your specific programme and module section of the VLE
- Direct from your Module Leader

### **How do I submit my coursework?**

Please see the section on Assessment above.

### **How do I raise an issue?**

Please see the section above on Taking Your Learning Seriously.

### **How do I find out who my personal tutor is?**

Please see the section above on Personal Tutors.

### **Where can I find information about:**

#### **Counselling**

The University of Plymouth provides a chaplaincy and counselling service, detailed on the University's website at <https://www.plymouth.ac.uk/student-life/services/learning-gateway/faith-and-spiritual-support> and <https://www.plymouth.ac.uk/student-life/services/learning-gateway/counselling> respectively

Disability Services at the University of Plymouth may be accessed here:

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia>

If you would like help accessing any of the University of Plymouth support services please see the Postgraduate Administration team.

#### **The Student Union**

University of Plymouth Students' Union (UPSU) is an independent registered charity that seeks to represent all the students of University of Plymouth. We facilitate student representation at all levels, host the sports clubs and societies, manage campus sport facilities and provide volunteering opportunities, independent advice, entertainment, shop, accommodation, catering and bars. The website here <https://www.upsu.com/> provides more information.

#### **Disability Assist**

Specialist Study Skills Tutoring and Specialist Mentoring support is available to students with learning and/or mental health challenges and/or conditions. Dyslexia screening should be undertaken prior to application for support. Students are strongly encouraged to disclose any existing needs/conditions prior to arrival at college, so that suitable support may be put in place in a timely way. This support is provided by Oona Wagstaff (HCPC registered OT, ADG -FE/HE). Disabled Students Allowances (DSA), may be available to fund regular support for UK Students with a disclosed disability. Following an initial support meeting, a student support plan will be agreed with the student and kept on file for ongoing review according to student need. For students with physical disabilities, the Dartington Trust will make reasonable adjustments within our

means. All applications for support and reasonable adjustments will be considered by a RARP (Reasonable Adjustments Review Panel).

### **Help with writing essays and study support**

Oona Wagstaff, Specialist Study Skills Tutor and Specialist Mentor, is available to help students. Oona may be contacted via this page under Academic and Study support:

<https://www.dartington.org/about/learning/resources-for-students/>

### **What should I do if I can't make a deadline/sit an exam?**

Please see the section above regarding Extenuating Circumstances.

### **Who should I speak to regarding careers/employability?**

Please see the section on Employment and Progression Opportunities

### **When is graduation?**

The University of Plymouth normally holds two graduation sessions per year. The Postgraduate Office will send out further information on dates and how to book when this information becomes available from the University.