

PROGRAMME

HANDBOOK

2022- 2023

FOR STUDENTS

WELCOME

Welcome to Staffordshire University!

We are confident you will have a positive and enriching experience with us, and we are excited to have you as a proud member of our institution.

To help you succeed in your chosen path you will be supported by academic colleagues as well as a range of colleagues from our Professional Services teams: we want to help you to gain not only qualifications, but also the knowledge and skills to achieve a rewarding life and career. For wider information about the University and the services available to students please use [Beacon - your digital guide to student life](#).

We are here for you every step of the way, so if you are struggling with any aspect of University life, please approach your Academic Mentor, your Course Leader, or our Student Guidance Advisors. You can also find useful information about a range of issues, such as money matters, academic regulations, social media, emotional support, etc., [here](#).

Remember, we are always here to help!



COMMUNICATION

There are a variety of different channels that the University uses to help keep you updated with the latest news, events and happenings from across our campuses. From digital apps to social media through to our student newsletters and digital learning platforms such as Blackboard.

BEACON

Beacon is your digital guide to student life at Staffordshire University.

Access your student experience from timetables to support services, get answers to over 1,000 FAQs and keep up to date with important news, events and updates from across the University.

Download Beacon from the iOS App Store, the Google Play Store or by accessing it on your desktop through beacon.staffs.ac.uk.

STUDENT NEWS

Delivered directly to your student email account, the Student Newsletter is issued every Friday and contains all of the latest University information you need as a student.

EMAIL

Your course and module leads will keep in touch with you regularly with important messages and course level information via your student email account. You'll also be able to email them directly with any questions or queries you may have related to the course and modules that you are studying.

BLACKBOARD

Blackboard contains information on the modules that you are enrolled on and will form an important part of your learning experience. Our Digital Learning SharePoint site contains helpful guides and tips on how to use and get the most out of Blackboard. Find out more and access the guides: <https://staffsuniversity.sharepoint.com/sites/DigitalLearning/SitePages/Guides-For-Students.aspx>

STUDENTS' UNION

All students studying with us, including those at partner institutions, are automatically members of our Students' Union.

As a partner student you have access to the range of support offered via the Union as well as clubs, societies, events and more. The Students' Union sends out regular newsletters as well as updates across social media to help you get the most out of your student experience here at Staffs.

Find out more about the Students' Union: <https://www.staffsunion.com/partnerships/>

SOCIAL MEDIA

Follow us on social media for all the latest updates. See our list of official University social media accounts at: <https://www.staffs.ac.uk/socialmedia>



EQUALITY, DIVERSITY & INCLUSION

#ProudToBeStaffs

At Staffordshire University we are committed to promoting and enabling a positive culture where staff, students and visitors feel confident to be their authentic selves. We focus on inclusion as a way to ensure equality of opportunity for all our people and to demonstrate our commitment to Equality, Diversity and Human Rights. This commitment is reflected in our [Equality, Diversity and Inclusion Statement and Framework](#), which underpin our course development and delivery.

The [Student Inclusion Team](#) provides specialist study support and a counselling service to support students who may experience issues that affect their mental wellbeing. The service provides a range of information, advice and facilities such as offering study needs assessments, help to apply for the Disabled Students' Allowance (DSA) and providing study support services for students with dyslexia.

SUPPORT & GUIDANCE

We endeavour through our support systems to assist you in all relevant areas of your course – whether relating to professional, academic and/or personal development.

ACADEMIC SUPPORT

All students at the University are allocated an Academic Mentor. Academic Mentors support the development of:

- Students' self-organised learning skills: by monitoring overall academic progress, working with the student and directing them to other services where further support is required
- Students' social capital: by supporting them to engage with the Students' Union, placements and network opportunities
- Students' resilience: by encouraging personal development and wellbeing, and signposting to other services where further support is required

You will also have access to the [Academic Skills team](#), to help you develop essential skills such as academic writing, critical thinking and exam prep.

For further information on the academic support available to you, please click [here](#).

SUPPORT & WELLBEING

At Staffordshire University we are committed to supporting all our students through a wide range of available services. Further information can be found in the [on-line student guide](#), as well as the [Student Support page](#).

You can also use the [Report and Support pages](#) to both report incidents and to find different avenues of support, both internally and externally.

For further information and help on a variety of issues, such as accommodation, money matters, careers, course administration, wellbeing, help with studies, digital services and useful numbers, please contact The Student Connect Team. They are here to support you with any initial enquiries you might have whilst studying at the University, online and in person.

Webpage: Student Connect Team

Email: studentconnect@staffs.ac.uk

Telephone: (01782) 294 751

Staffordshire University is committed to enabling all students to achieve their full potential. If you have a disability or specific learning difficulty (SpLD) which might affect your progress, you are strongly advised to disclose this to your Academic Mentor, or one of the Course Leaders or module tutors at the earliest opportunity. Every effort will be made to implement any reasonable adjustments to the learning environment in order to support you through the module. For more information about Learning Support Statements and reasonable adjustments you can consult our [Disability Support page](#).

STUDENTS' UNION ADVICE

The Student Advice Centre run by the Students' Union provides independent, impartial and confidential advice to students free of charge. For more information, please visit the [Students' Union page](#).

LEARNING, TEACHING & ASSESSMENT

Please find all the relevant information relating to your modules, including introduction, contact details for all module teachers, class timetable, details and submission of assessment, details of the learning and teaching, reading lists and learning material, as well as feedback on your work, on BlackBoard.

FACILITIES & RESOURCES

In addition to our academic resources, we also have a wide range of facilities (e.g. catering outlets) that are open to students, staff and the general public, which can be found [here](#). You can also access the library [virtually](#).

To access information (such as your results) and complete tasks essential to your studies, as well as accessing your emails (from inside and outside the University), you can log onto [SITS e:Vision Portal](#).

Support for your digital needs and all of the information needed to get you up and running with IT at the University, can be found on the [Digital Services page](#).

THE STUDENT VOICE

Your feedback is key to ensuring that we get an accurate picture of what it is like to be a Staffordshire University student and enables us to enhance the learning experience for current and future students.

During your course you will have the opportunity to share your views and opinions on your modules, course and the University, so that we can continually improve our academic offer and services. You can do so by contributing to a variety of Student Surveys. Please find the full list [here](#).

COURSE REPRESENTATIVES

If you have anything you want to say about your course, you can turn to your Course Representatives. The role of the Course Reps is to listen to your views, represent them at course meetings involving your course and feed them back to the Students' Union to help achieve positive outcomes for you.

You can find out more about the role of a Course Rep [here](#) and see who your representative is from your course team, through Blackboard or from the "[Find My Rep](#)" function via our [Student Union website](#).

The Students' Union have also posted a useful video about the student voice on [YouTube](#).

STUDENT CODE OF CONDUCT

As a member of our University, we expect you to respect and be tolerant of others, including students, staff and the public. This means listening to others, celebrating the diversity of our community and following the University policies, regulations and the law.

Please read more about our Student Conduct Procedure [here](#).

EMPLOYABILITY

Employability commitment to Staffordshire University Students and Graduates

At Staffordshire University we are continually developing our courses to be relevant to the working world, leading to better jobs for you, our students. We ensure the best outcomes for you by offering a well-designed curriculum, with a strong focus on developing skills and knowledge which prepares you for your chosen career, alongside excellent support services. This is achieved through our Employability Framework that will be embedded into every course. The Framework will ensure that:

- You develop a career/life plan that you can revisit throughout your University journey
- You understand the importance of and are well prepared to secure work experience opportunities
- You develop the ability to recognise and articulate the skills that you have developed throughout your University journey in different settings

We offer lifetime access to our career support, and we also have our Graduate Success Programme for those who need a little extra help and guidance securing their dream job.

Visit our [careers webpage](#) for further advice and guidance.

We also give you access to unique [opportunities](#) to augment your experiences and grow your skills.



SU GLOBAL CONNECTIONS

During your course you will be encouraged to think globally and consider issues from a variety of perspectives, ensuring you have the knowledge and skills necessary to build your future career in an increasingly connected world.

We are committed to supporting students who wish to undertake study, work or volunteering placements abroad. If you would like to explore these opportunities, please find more information on our [webpage](#). You can also talk to your Course Leader or contact the University's dedicated SU Global Connections Team (SUGlobal@staffs.ac.uk) to make an enquiry and book a virtual appointment.

POLICIES & PROCEDURES

In the event of any issues arising during your course, please speak to your Course Leader or Academic Mentor as soon as possible. You can also talk to the [Student Connect Team](#).

Should you not be able to resolve the issue, please visit our '[Appeals, Complaints and Conduct](#)' webpage for information.

For full details of the University regulations, explaining what good academic conduct is and how we will deal with allegations of academic misconduct, please see the University's [Academic Conduct Procedure](#).

Please find our comprehensive set of policies and regulations [here](#).

SOURCES OF ADDITIONAL INFORMATION

You can access an extensive online resource of information links [here](#).

Find us on Twitter: look for the University Twitter account ([@StaffsUni](#)) and the Staffordshire University Students' Union ([@StaffsUnion](#)).

We are also on [LinkedIn](#) (search for 'Staffordshire University'), as a place for you to network with staff, students, and alumni.

**TOP
5**

**UK
UNIVERSITY**

StudentCrowd University
Awards 2022



**TOP
15**

**FOR STUDENT
SATISFACTION**

Complete University
Guide 2022

**TOP
10**

**FOR JOB
PROSPECTS**

StudentCrowd University
Awards 2022

6TH

**FOR SOCIAL
INCLUSION**

The Times and The Sunday Times
Good University Guide 2022

PROGRAMME HANDBOOK

**2022 - 2023
Academic Year**