

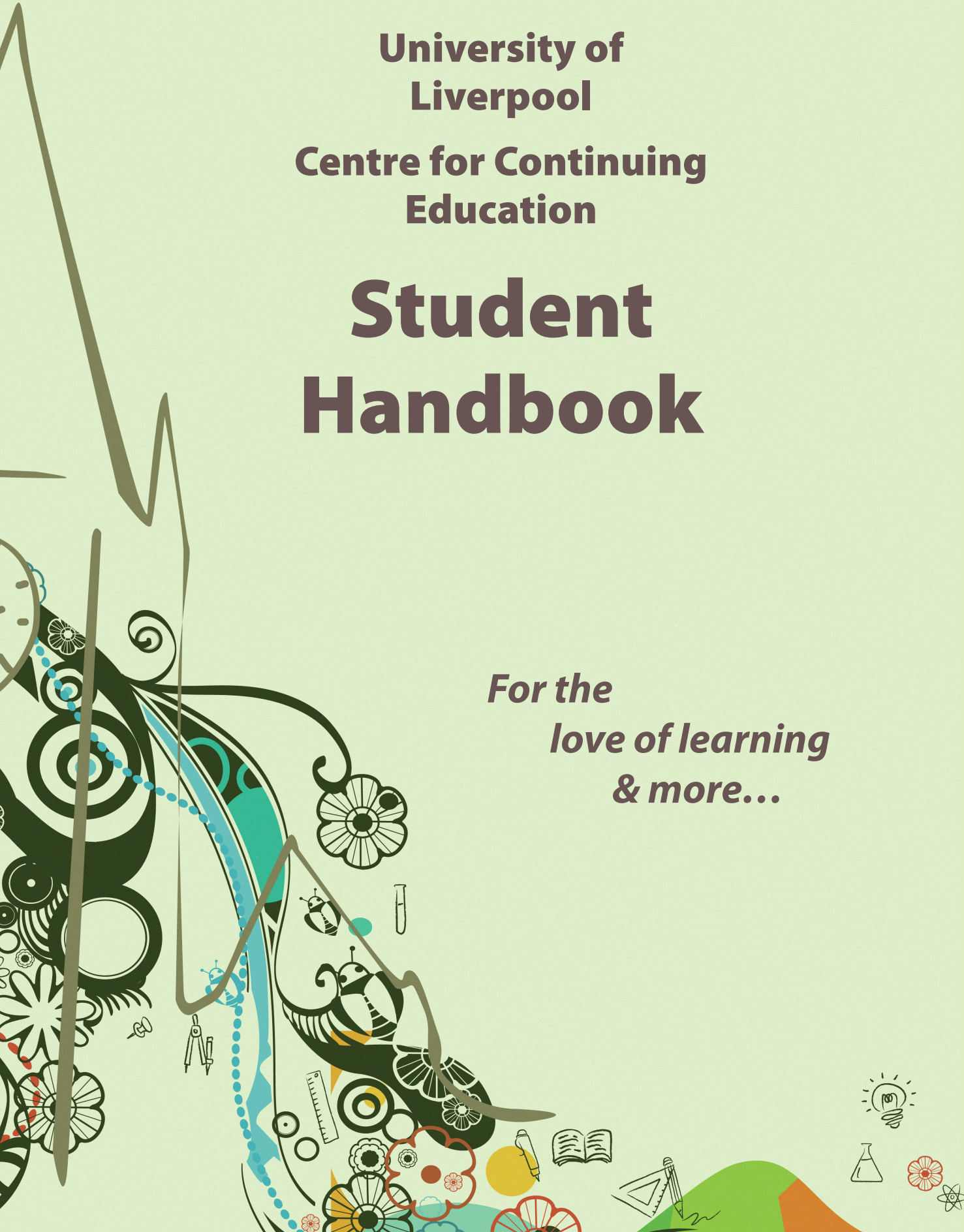


UNIVERSITY OF
LIVERPOOL

**University of
Liverpool
Centre for Continuing
Education**

Student Handbook

*For the
love of learning
& more...*



University of Liverpool

Centre for Continuing Education

Student Handbook

Welcome

Welcome to the Continuing Education Student Handbook.

We are delighted that you have chosen to study with the Centre for Continuing Education. This guide is designed to answer your questions and to help ensure that you have an enjoyable and very positive learning experience. An online version is available, with extra features, at **www.liv.ac.uk/conted**.

We hope you find this handbook useful. Your comments – compliments, criticisms and suggestions for inclusion – are very welcome and should be sent to us at conted@liv.ac.uk.

Very best wishes for success with your studies.

Centre for Continuing Education

University of Liverpool
126 Mount Pleasant
Liverpool L69 3GR

Email: **conted@liverpool.ac.uk**
Telephone: 0151-794 6900 (*Answerphone out of office hours*)
Enquiryline: 0151-794 6952 (*24 hour answerphone*)
Fax: 0151-794 2544
Office Hours: 9am - 5pm weekdays
Security: 0151 794 2222 (*Emergencies on campus ONLY*)
Website: **www.liv.ac.uk/conted**

Or drop into Continuing Education Reception at
126 Mount Pleasant (open weekdays 9am – 5pm)

Contacts

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Student Handbook Online

www.liverpool.ac.uk/conted

Term Dates 2011/12

26 September 2011 – 16 December 2011; 9 January 2012 – 23 March 2012 &
16 April 2012 – 1 June 2012

Stay in touch!

The *Continuing Education Prospectus* is sent out at the end of August. New courses, lectures and events are updated regularly on the Continuing Education web where you can also register for our monthly *Electronic Newsletter* and view the expanded *Student Handbook Online*:
www.liverpool.ac.uk/conted

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1. ENROLMENT, FEES & ADMINISTRATION

1. Who can join?

We welcome anyone aged 16 and over. Our students come from every walk of life and include sixth formers right through to people who have retired but whose minds are anything but. For most courses there are no entrance requirements and no examinations – all that is required is interest and a real love of learning.

2. How to enrol

Please enrol as soon as possible in advance as we operate a 'first come, first served' policy. Enrolment after the advertised closing date is always possible if places are still available, so always check. Some, but not all, lectures are free and most lectures require advanced booking due to limited space.

In person: Visit Reception at 126 Mount Pleasant between 9am-5pm weekdays.

By phone: Call 0151 794 6900.

By post: Complete and return the Student Enrolment and Registration Form (available in the prospectus, on request from Reception or to download from www.liverpool.ac.uk/conted).

Payment by Visa or Mastercard can be made in person or by phone; cheques are also accepted.

3. Fees & concessions

Fees vary according to the course; please see the print or online prospectus for details. Concessions are available (on proof of entitlement) for:

- Full-time students.
- University of Liverpool staff.
- Anyone over 60 in receipt of a state retirement pension.
- Anyone in receipt of benefits (or wholly dependent on someone who is).

Please see the prospectus or *Handbook Online* for further details, or contact Continuing Education Reception.

4. Withdrawal & refunds

Please notify us in writing if you wish to withdraw from a course. If you withdraw after enrolment has closed we will not be able to issue a refund unless we fill your place. All refunds are subject to a £5 administration charge. It is normally possible to transfer to an alternative course (subject to availability) as long as transfer is made within 3 weeks of course commencement.

5. Course cancellation

It is sometimes necessary to cancel courses which do not recruit enough students; if this occurs a full refund will be made.

6. Personal details

Please notify Continuing Education Reception if your address or personal details change. The University maintains strict standards of confidentiality and your personal details will never be used for any non-Continuing Education purpose or disclosed to a third party.

2. STUDYING, RESOURCES & SUPPORT

1. What to expect

Continuing Education classes are welcoming, informal and provide an encouraging environment in which to learn. Your lecturer will outline the course syllabus, aims and objectives and provide professional support materials (as appropriate) as the course progresses. We aim to enhance your study experience by promoting the friendly discussion and exchange of ideas, and to equip you to take an active role in your own learning.

Most courses provide opportunity to submit an assignment for credits which can be accumulated towards a University award (see Section 3).

2. What we expect from you

Enthusiasm for the subject and respect for lecturers, staff and fellow students are essential requirements. Homework and the submission of assignments are optional, although students who engage in this way often enjoy their studies more and get the most benefit from them.

3. If you encounter a problem

We hope your Continuing Education experience will be a wholly positive one, however in the rare instance that a problem arises we are here to help. In the first instance, talk to your lecturer. He/she will provide guidance relating to academic difficulties and advise you on other issues. If your query is a general enrolment or administrative matter, seek advice from Continuing Education Reception.

4. Health & safety

Ensuring the well-being of students, staff and visitors is a priority. Please take care for the safety of yourself and others while on University premises. Read fire procedure notices and locate fire exits, report accidents, near misses or dangerous conditions to a staff member and co-operate with health and safety instructions.

The University of Liverpool, like many public institutions, cannot control entrance to every building or take responsibility for the safety of student possessions. For this reason, please do not leave valuables unattended, even for short periods.

5. Emergency

In the case of a real emergency on-campus, contact the University Security Service by dialing 4-2222 on any internal telephone or 0151 794 2222 from your mobile.

6. Equality & diversity

Please help the University provide a positive learning environment for students irrespective of gender, race, disability, age, religion or sexual orientation. If you encounter difficulties with discriminatory behaviour, please make your course lecturer aware.

7. Disability & special needs

We ask if you have a disability or special need during enrolment so that we can do our best to make your studies successful and enjoyable.

If your class is being held on campus the venue will usually have wheelchair access and facilities. However venues off campus may not be so well-equipped, so it is vital to let us know when you enrol if you have mobility problems.

Your lecturer will be keen to support you in your learning so please ensure that he/she is aware of any special need you have. Large-print handouts may be available, for example, or special seating arrangements for anyone with a hearing problem. The University has procedures in place for assisting students with dyslexia and other learning difficulties and, if appropriate, a Student Support Service.

8. Student card

If you are registered on an accredited course you are eligible for a University Library Card allowing access to borrowing (up to 6 items) and extensive PC facilities. To obtain your card bring or send one passport-sized photo (with your name and course code printed on the reverse) to Continuing Education Reception. Cards are valid for the duration of your course and remain so until the assignment submission deadline.

The Library also allows visitor access to students not following an accredited course. If you will be using the Library regularly you will need to apply for a Visitor Card at the Reception desk in the Sydney Jones Library, or the Information Support Desk in the Harold Cohen Library. Proof of address and a passport-sized photograph is required. Visit <http://www.liv.ac.uk/library/using/visitors.html> for more details.

9. Training in electronic resources

If you hold a valid student card you can attend a free 2-hour introductory session on using the University Library's electronic resources. No previous computer knowledge is necessary. To book a place contact Computing Services on 0151 794 4567, drop in to the Computing Services Help Desk on Brownlow Hill or in the Sydney Jones or Harold Cohen Library, or visit www.liv.ac.uk/csd/registration/registerconted.htm

10. Absence

If you have to miss a class due to illness or other circumstance, please let Continuing Education Reception know in advance if possible. Students seeking credit are expected to attend at least 70% of sessions.

11. Social life

Continuing Education is not just about studying; many students also enjoy socialising and sharing opinions over coffee or a drink at one of the cafés or bars on campus. The basement at 126 Mount Pleasant has a meeting area with seats and vending machines, the Metropolitan Cathedral coffee bar is opposite 126 Mount Pleasant, and the Waterhouse Café, in the University's iconic red-brick Victoria Gallery and Museum, is just a 3-minute walk away.



3. ASSESSMENT, CREDITS & UNIVERSITY AWARDS

1. Active learning

Our courses will engage you, challenge you – and encourage you to take the lead in your own learning. Assessment for credit is optional, but students who take an active role in their learning, and who participate in class discussions and activities, are often the ones who get the most out of their course.

2. Assignments for credit

The majority of courses are level 1 (equivalent to year 1 of an undergraduate degree) and can be taken purely for enjoyment or as a means to earn credits towards a University award. The credit level of each course, usually 5, 10 or 20, can be found in the Continuing Education prospectus.

Credits are awarded for completion of an assignment to the required standard. Dependent on the subject, assignments may take the form of an essay or presentation, or a research or other project. Students seeking credit are expected to attend at least 70% of sessions.

3. Certificates & credit transfer

Where could Continuing Education take you?

Credits can be accumulated for a University of Liverpool certificate or used to progress onto a degree programme at Liverpool or elsewhere under the Credit Accumulation and Transfer Scheme (CATS). Note that credit transfer is always subject to the special conditions of each particular university or academic department.

60 credits = Certificate of Achievement in Continuing Education.

120 credits = Certificate in Higher Education (Cert. HE). Depending on the courses completed, an award can be general or in a named subject (e.g. Creative Writing, Historical Studies, Music).

You cannot receive credits from the same course more than once. To identify a course always check its unique course code in the prospectus (for example *hist2012* or *phil9011*).

If you are aiming for a University award, retain copies of all assignments completed for credit as they may (rarely) be required by University examiners. Once you have attained the correct number of credits, write to Continuing Education Accreditation Officer, Jane Burton, to request your certificate.

4. Submission guidelines & deadlines

Your lecturer will provide precise instructions about assignments undertaken for credit, including academic expectations and submission date. These vary according to subject.

If you have difficulty in meeting a deadline talk to your lecturer in confidence. We realise that Continuing Education students have many calls on their time and can (for the most part) consider sympathetically individuals with mitigating circumstances and requests for extensions.

5. Referencing, plagiarism & collusion

Plagiarism includes a failure to reference sources, close paraphrasing without acknowledgement and, in the most serious cases, copying or downloading another's work verbatim and presenting it as your own. Collusion occurs when there is unauthorised and unacknowledged collaboration. Penalties for plagiarism and collusion vary but could result in serious mark reduction or a mark of 0%.

To avoid plagiarism take good care to reference your work well and completely. Your lecturer will provide guidance, or read the University's *Guide to Referencing and developing a Bibliography* at www.liv.ac.uk/library/ohecampus/referencing/referencing.htm

6. Marking

Although the way your work is assessed will vary according to subject, the marking criteria applied will always be in accordance with University standards:

70 to 100: Work which provides evidence of good critical analysis and/or an original contribution with a command of data or literature which is either broad or intense.

60-69: Work which is thorough, clear and shows evidence of understanding of context and the efficient and competent use of data or literature.

50-59: Work in which the treatment of data or literature is basically sound but underdeveloped.

40-49: Work that shows some understanding but which offers a basic treatment using a limited range of data and methodologies and arguments which contain some flaws.

35-39: Work that fails by a small margin to achieve the standards required for a pass.

Under 35: Work that is unstructured, ill-presented, contains serious omissions/errors and which fails to demonstrate adequate knowledge, understanding or sustained argument.

Your lecturer will return your assignments to you with your mark and written feedback within 3 weeks of submission.

7. Appeals

If you have concerns about your assignment or marking procedure, in the first instance speak to your course lecturer. If the issue is not resolved at this stage, your lecturer will send your concern on to the academic organiser who will respond according to the relevant University procedure.



4. REVIEW, REFLECT - & WHAT NEXT?

1. Course evaluation

Your views on your studies and learning experience are vitally important to us. Your lecturer will provide you with an End of Course Evaluation Form towards the conclusion of your studies and may invite you to provide feedback at an earlier stage too. Course Evaluation and Feedback Forms are also available to download from the *Handbook Online* and should be returned to your lecturer or Continuing Education Reception.

2. Compliments & complaints

We are keen to hear your comments about any aspect of the programme, including compliments, complaints and information about the types of course you would like to see included in the Continuing Education programme. In the first instance please contact Sandra Sheridan, Course Processor, s.m.sheridan@liverpool.ac.uk.

3. Personal learning

Your lecturer will invite you to consider what you have achieved and where this may take you next. This is a chance for you to reflect on your experience and to consider options for the future. We have a range of opportunities to tempt you...

You may decide to follow another interest with the help of Continuing Education, or to enrol on a course with the intention of moving to an undergraduate degree or even a change of career. Your lecturer will be happy to advise; also check out the profiles at *Student Handbook Online* to read about other students' experiences.

4. Choosing your next course

Your prospectus will be sent to you at the end of August; you can also stay in touch with new courses, lecture series and events by registering for the Electronic Newsletter at www.liverpool.ac.uk/conted. We are always happy to see students at 126 Mount Pleasant so do drop in during office hours to collect information and leaflets from Reception, or to raise a query or seek advice.

Note that events are arranged all through the year and many of these are not in the annual print prospectus, so be sure to visit www.liv.ac.uk/conted for the latest news and postings, and keep an eye on the posters and advertising displayed at 126 Mount Pleasant.

5. New directions?

If Continuing Education has inspired you to learning, there are other opportunities offered by the University you may like to consider.

Go Higher is an intensive one-day a week, one-year course for adults who want to return to part-time education with a view to going on to a degree course either at the University of Liverpool or elsewhere. No formal qualifications are required. For information visit www.liverpool.ac.uk/gohigher or call Educational Opportunities on 0151 794 4411.

Undergraduate & Postgraduate degrees. Part-time and full-time programmes are available. For a copy of the undergraduate or postgraduate prospectus call 0151 794 5927 or visit www.liverpool.ac.uk

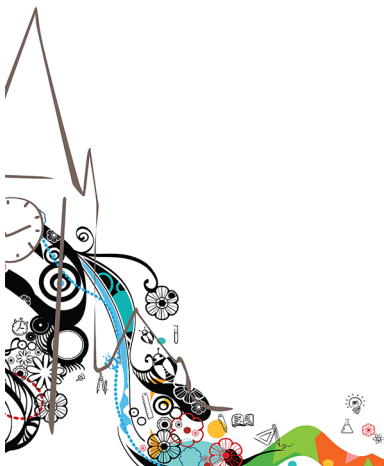
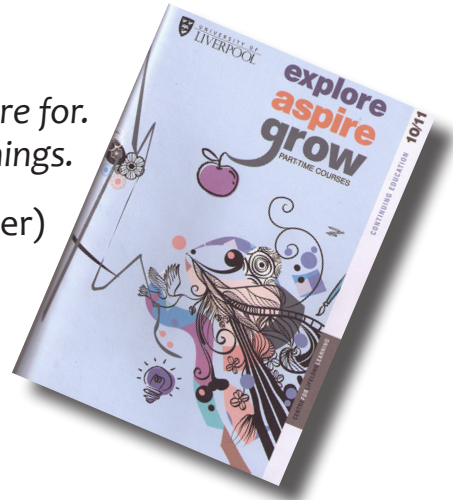
If you are a mature student, advice about access and degree options, and an Adult Learners' Guide, are available from Anne Davies, Adult Learners' Advisor (telephone 0151 794 4342 or email a.davies@liverpool.ac.uk). You can also find information at www.liverpool.ac.uk/adultlearners

6. Spread the word

We would be delighted if you spread the news about our courses and events to your friends and colleagues. You can pick up some extra prospectuses from Continuing Education Reception or ask us to send one on.

*A ship in port is safe, but that is not what ships are for.
Sail out to sea and do new things.*

Grace Hopper (1906-1992, computer pioneer)



Student Handbook Online

Visit www.liverpool.ac.uk/conted to view the Student Handbook Online with extra features and links including

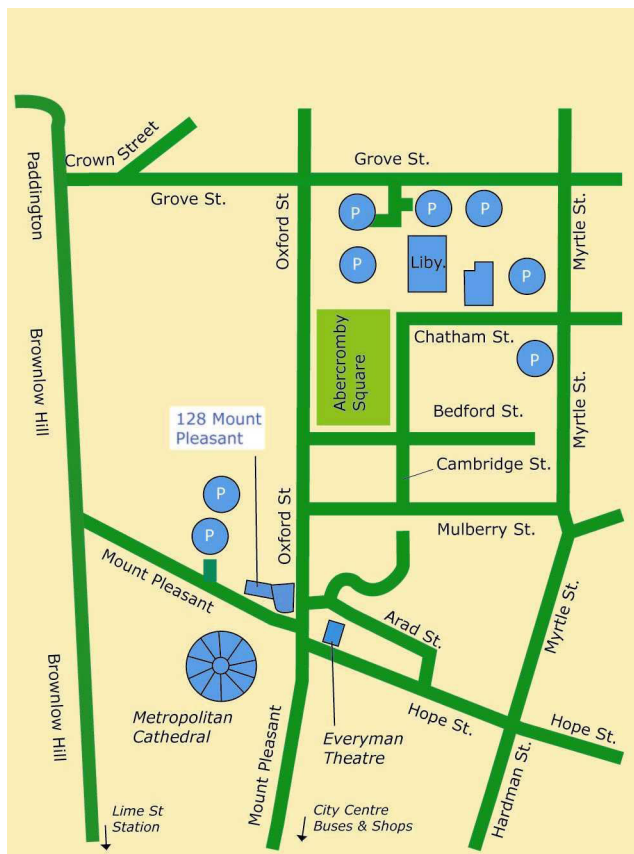
Latest News
Library Information
New Courses, Lectures & Events
Referencing Guide
Student Profiles
Study Aids
Links to Subject Pages



Directions & parking

The Centre for Continuing Education is based at 126 Mount Pleasant, across from the Metropolitan Cathedral. A University Visitors' Car Park is next door.

(Note that access to 126 Mount Pleasant and parking are subject to alteration. There is no longer car access to Mount Pleasant from Brownlow Hill/Ashton Street, and although access to the visitors' car park is currently from Mount Pleasant this may change. Please take care and watch for signs.)



From Lime Street & Liverpool Central Stations (c 15 mins walk):

Turn left out of Liverpool Lime Street main entrance, stay on the same side of the road until you reach the junction of Brownlow Hill and Mount Pleasant.

Turn left out of Liverpool Central main entrance, at top of road turn left, cross over the crossing to the junction of Brownlow Hill and Mount Pleasant.

Proceed up Mount Pleasant until you reach the Metropolitan Cathedral on the left. 126 Mount Pleasant is immediately adjacent.

From Liverpool One Bus Station:

(c 15 mins ride & 4 min walk):

80 & 86A to Philharmonia Pub/Hardman Street,
82 to Brownlow Hill/Renshaw Street or **207** to Mount Pleasant/Oxford Street.

Notes/Calendar

September

Mo	Tu	We	Th	Fr	Sa	Su
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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November

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December

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2012

January

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February

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March

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April

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May

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June

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July

Mo	Tu	We	Th	Fr	Sa	Su
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August

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