



UNIVERSITY OF
LIVERPOOL

CONTINUING
EDUCATION

ONLINE COURSES

STUDENT HANDBOOK

2016-17

LIFE CHANGING
World Shaping

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Welcome

Welcome to the Continuing Education Online Student Handbook. We are delighted that you have chosen to study with Continuing Education at the Centre of Lifelong Learning. This guide is designed to introduce you to both the University of Liverpool and Continuing Education's systems and procedures. There is also support and guidance material within the online content in your chosen course but we hope that this guide serves as a brief introduction.

Please take time to read this handbook as it contains important information and outlines how we aim to support you in your studies. We hope you find it useful. Your comments, compliments, criticisms and suggestions for inclusion are very welcome. Please feel free to [email](#) us with your suggestions.

Very best wishes for success with your studies,

CE Online Team

About us

By registering on one of our online courses you become a student at an illustrious institution with a noble history that has provided research and teaching of the highest quality to the city and to the world for over 100 years. Since the university was established, Continuing Education has provided hundreds of people from Liverpool and the city region with high quality university courses. Our CE community come from all over the region and from all walks of life to study history, literature, philosophy, languages, business, the arts, social sciences and much more. They come during the day time and in the evening, forming communities of learners who share in the enjoyment of learning together, often returning year after year to build up university credit, to enhance their Curriculum Vitae, or simply for pleasure.

Through the wonders of modern technology and the efforts of a dedicated team of academics, we are now able to offer our excellent courses to the wider world so that, wherever you are, you can get all the benefits of studying Continuing Education at Liverpool. Whether our courses are face-to-face or online they are taught by experienced academics who relish the opportunity to share their knowledge. University credit can be gained in all our on line courses and credit can be accumulated towards university awards (either a Certificate or Diploma in Higher Education). Over the years a number of students have gone on to study for their degree at Liverpool.

We hope that you will enjoy your course here at Liverpool.

Before You Start - Enrolment, Fees and Administration

Course team

Director of Academic Development and Lifelong Learning and Head
of the Centre for Lifelong Learning
Head of Continuing Education
Online Courses Manager
Learning Technology Developer

[Dr. Anne Qualter](#)

[Carol Stewart](#)

[Barbara Hornby](#)

[Phil Walker](#)

Academic Organisers

Academic Organiser for History
Academic Organiser for Psychology
Academic Organiser for Archaeology

[Dr Claire Jones](#)

Professor Peter Kinderman

[Dr Glenn Godenho](#)

[Personal Profile](#)

[Personal Profile](#)

[Personal Profile](#)

Choosing your course

All our online courses are listed in CE's online store. Here you will find a course description, fee information and, for more in depth detail, a Course Information Sheet. If you have any specific questions about course content just contact the Online Courses Manager [Barbara Hornby](#).

Who can join our online courses?

We welcome anyone over the age of 16. There are no entrance requirements for our courses and all we ask is that you have a genuine interest in studying the subject.

How to enrol

You can enrol and pay online for all our courses. Just follow the Book a Place Now link on our [website](#).

Data protection

The student enrolment form is used as the basis of our student records. Your date of birth acts as a unique personal identifier on our database and ensures that your details are correct. Information supplied on the form also supports equal opportunities monitoring.

All information supplied is covered by the Data Protection Act. Continuing Education will only use your name and address to provide you with future information about our courses or events. To keep our records up to date, please advise us of any changes to your contact details.

If you do not wish to receive any future mailings from us, please let us know.

Student fees

Fees vary according to the course; please see our website for details. There are no concessionary fees for online courses. However, all online course fees include final assessment and accreditation.

Withdrawal and refunds

If you find that you have to withdraw from a course, you need to e-mail the [Online Course Manager](#) a minimum of 7 days before the course start date. No refunds are issued after this date. All refunds are subject to an administrative charge of 10% of the relevant fee.

Course cancellation

In the unlikely event that a course is cancelled a full refund will be made.

Studying, Resources and Support

What to expect

CE will make every effort to:

- Provide an encouraging online environment in which to learn
- Enhance your study experience by promoting the friendly discussion and exchange of ideas
- Equip you to take an active role in your own learning.

A Course Information Sheet is available for all our online courses. This provides information about the syllabus, aims, objectives and assessment. These are available by clicking on the relevant link in each course description in our [online store](#).

All our online courses provide opportunity to submit an assignment for credits which can be accumulated towards a University award.

You can view the technical requirements for studying online with us [here](#).

What we expect from you

Enthusiasm for the subject and respect for lecturers, staff and fellow students are essential requirements.

You should be aware that the University operates an [Academic Integrity Policy](#) which is concerned with the ethical code applied to standards by which the academic community operates.

As you are studying at a distance, it is important that you alert us to any problems or queries that you might have as soon as possible. Don't feel that a question is not worth asking – whether it is an academic or administrative issue – it almost always is and it will certainly help us to refine our systems and guidance information.

Structure of the course

Courses are structured as weekly online meetings; interaction with the course tutor and other students takes place in a virtual learning environment called **Blackboard** (at times Blackboard is referred to as **VITAL** by Academic staff). The courses are designed to fit around your schedule; you access the course whenever it is convenient for you. Occasionally scheduled events are organised, for example a webinar with an invited expert. Most courses are 6 or 7 weeks in duration with the first week acting as an introduction to the theme and the learning environment and the final week being a summary week. New content will be released at the beginning of weeks 2-5.

Expected hours of study

For a 5 credit course you can expect to do around 10 hours of study per week - although much of this will take place offline and will include reading course books and assignment writing. You will also be expected to contribute to the online discussion forums.

The course assessment will be based on the contributions you make to course discussions and other online forums, plus some form of written work such as an assignment. For your written assignment you may be asked to submit a workbook of answers, an analysis of a case study, a report, or an essay.

Resources

Once you are a registered student of the University a whole world of resources and support opens up to you. Key to using many of these resources is your student ID number. You will find this in an automated email sent to you a few days after your initial payment and course place confirmation. Using this number, visit the '[Your Computing Account](#)' page to generate a username and password which allows you to access the University's computer network.

With your login details you can browse the [University Library's](#) online catalogue of print and e-resources. You can also access [iLearn](#) which is an online academic skills development resource that has been designed to help you develop the appropriate skills that you need to study successfully at university level.

As a University student you can request a Student Card. Click on this link for [Student Card Information](#). You can generate a card from the [Liverpool Life website](#) which also gives you the option to view and update your student details and to download a student transcript. Liverpool Life also keeps you updated with what's new in Continuing Education.

The first time you visit the Liverpool Life website you will be asked to input your student ID number. You will also be asked to choose your own personal password (also called PIN on the system). Whenever you visit the website in the future you will be required to input these details.

Equality and diversity

The University is committed to providing an environment which recognises and values people's differences, capitalises on the strengths that those differences bring to the institution and supports all staff and students in maximising their potential to succeed.

This commitment is made with specific reference to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religious belief & non-belief, sex and sexual orientation. The University is committed to fulfilling its obligations under the Equality Act 2010. Find out more by viewing our short film [The Importance of Diversity and Equality](#), featuring Professor Kelvin Everest and Carol Costello, Director of Human Resources.

Disability & Special Needs

If you require any extra support with your online studies then please contact our Disability and Dyslexia Co-ordinator (0151 794 2531; email carol@liverpool.ac.uk) in the first instance. The Universities Disability Policy can also be found using the link below.

<https://www.liv.ac.uk/studentsupport/disability/thestudentvoice/disability-sub-group/>

Assessment, Credits and University Awards

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 discussions and activities, are often the ones who get the most out of their course.

Certification and 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. Whilst this is not a formal award of the University, it is an important recognition of your achievement.

60 credits = Personal and Professional Certificate (PPDC is formally recognized by UOL. For more information, please e-mail [the Course Administrator](#)).

120 credits = Certificate in Higher Education (Cert. HE).

You cannot receive credits from the same course more than once. To identify a course always check its unique course code (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 accumulated the required number of credits you should contact the CE office, in writing, with your student number and a list of the relevant course titles, module codes and start dates. Your Certificate will be issued once we have verified that you have achieved the required credits.

You can view some FAQs about credit and assessment in CE [here](#).

Information on assessment

Most 5 credit modules will be assessed by a 1000-1,500 word assignment, although this may vary from module to module; 10 and 20 credit modules generally require more extensive assessment as they carry twice as many credits.

a) Submission guidelines & deadlines

Your lecturer will provide precise instructions about assignments undertaken for credit, including academic expectations and submission date.

If you have difficulty in meeting a deadline you can discuss this with 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.

b) 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 you can find out more [here](#).

c) 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.

d) 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 University guidelines.

Review and Reflect

Course evaluation

Your views on your studies and learning experience are vitally important to us. Once you have finished your course, you will be sent a short survey to complete. We would be grateful if you could submit your anonymous feedback as this would guide us in ensuring you and your fellow students continue to have a good learning experience through the Continuing Education Online Programme.

Compliments and 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 Online Programme. In the first instance please contact [Barbara Hornby](#), Online Courses Manager

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 guide you.

What next?

Choose your next course

Please visit our website and follow the link '[Online Courses](#)'. If you are within reach of the Liverpool area you might like to try one of our classroom based courses. These are organised both on and off-campus in the daytime, evenings and on Saturdays. You can also request a printed prospectus by emailing conted@liv.ac.uk

Please be aware that events are arranged throughout the year and many of these are not in the annual print prospectus, so be sure to make regular visits for the latest news and postings. You can also follow us on Twitter @livuniCLL.

New directions

If Continuing Education has inspired you to learning, there are other opportunities offered by the University that 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 0808 100 60 60

Undergraduate & Postgraduate degrees:

Part-time and full-time programmes are available. [Click here](#) for further information