

## **Digital Skills for Growth**

Support to inspire future digital skills,  
productivity, and growth

### **ESF Digital Skills for Growth**

### **Student Course Handbook**



**European Union**  
European  
Social Fund

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# **WELCOME TO THE DIGITAL SKILLS FOR GROWTH PROJECT**

## **Welcome from the Dean**

I would like to offer you a warm welcome from all staff in the School of Computing, Engineering and Digital Technologies. I am very pleased that you have chosen to study with us and I am confident that you will enjoy a positive learning experience, which will be both stimulating and rewarding.

The academic and support staff in the School are highly experienced and have a strong commitment to support our students. We aim to provide you with every opportunity to achieve your potential in a supportive and caring environment.

We look forward to working with you.

**Best wishes,  
Dr Chrisina Jayne  
Dean of the School of Computing, Engineering and  
Digital Technologies**

## WELCOME FROM THE ASSOCIATE DEAN

I am delighted that you are able to join us in this unique opportunity to digitally upskill working individuals in the Durham County. Our support has been developed in collaboration with industry and schools in County Durham and is designed to give you essential knowledge and digital skills to support your digital development journey.

We look forward to supporting you throughout your time with the project and helping you to upskill your digital knowledge for the future.

**Warm regards**

**Siobhan Fenton**

**Associate Dean (Enterprise and Business  
Engagement) in the School of Computing,  
Engineering and Digital Technologies**

## HELLO FROM THE DIGITAL SKILLS FOR GROWTH PROJECT TEAM

We are delighted to welcome you to the ESF Digital Skills for Growth project, delivered by Teesside University. We hope that you take full advantage of the training on offer, providing essential skills and knowledge to help you easily apply digital technology to your everyday life.

As a team, we will support you throughout your learning journey, signposting you to further support when needed and encouraging you to succeed from your learning.

If you have any queries about the project, would like to discuss a course, progression to higher level qualifications, or have any suggestions for future courses, please do not hesitate to contact us.

We wish you all the very best on your Digital Skills learner journey, and look forward to working with you.

## CONTACT US

Email: [digitalskillsforgrowth@tees.ac.uk](mailto:digitalskillsforgrowth@tees.ac.uk)

Phone: 01642 738701/ 01642 738211





## EUROPEAN SOCIAL FUND (ESF)

The Digital Skills for Growth project is funded by the European Social Fund (ESF).

ESF funded projects are designed to improve the employment and education opportunities of people throughout the European Union, with a strong focus on the individual and increased social inclusion. The funding is invested in the promotion of employment, education, skills development and continuous learning.

### Freedom of Information

The Freedom of Information Act 2000 provides a general right of access to information held by public bodies, including universities, subject to certain exemptions. The Environmental Information Regulations 2004 work on a similar principle on issues affecting the environment. The information here applies to both legislation.

### Making a request for information

You should make your request in writing and send it to: **Legal & Governance Services, Teesside University, Middlesbrough, TS1 3BX**, or email [foi@tees.ac.uk](mailto:foi@tees.ac.uk). You should include your name, a correspondence address and as much detail as possible about the information you require.

### Requests for personal data

The General Data Protection Regulation and the Data Protection Act 2018 provide individuals with the right to understand what personal data is held by the University, subject to certain exemptions. This is known as a Data Subject Access Request (DSAR) you can apply for access in writing to the **Data Protection Officer, Legal & Governance Services, Teesside University, Middlesbrough, TS1 3BX**, or email [dpo@tees.ac.uk](mailto:dpo@tees.ac.uk).



## COMMITMENT TO OUR LEARNERS

We are committed to promoting Equality & Diversity within the project and will safeguard those who may face inequality or harassment.

We will actively promote and enable beneficiaries of all; Ages, Disabilities; Genders; Gender Orientation, Gender reassignment; Race, Religion or Belief, Marriage or Civil Partnership and Pregnancy & Maternity encouraging them to participate.

We will strive to create a positive and supportive learning environment for our beneficiaries, encouraging all to adapt to our policy of promoting diversity and providing equal opportunities that respond to changing demographics and working patterns.

## WHAT TO EXPECT ON YOUR COURSE

Over the course of your studies you will experience a number of different approaches to learning and teaching. Some of these approaches are outlined below:

- Your skills will be developed through activities such as researching, critiquing and undertaking industry-related tasks.
- Outside of timetabled sessions you are required to continue the exploration of the subject knowledge and skills development.
- All modules have an online presence via Blackboard, allowing students to continue to engage with the learning resources and the opportunity to work collaboratively, both with peers and tutors through discussions and group areas outside of timetabled sessions.
- Personal, transferable, research, knowledge and cognitive skills are primarily assessed using coursework. Each module and its assignments have been written in conjunction with employers/ education.
- You will receive regular formative feedback during completion of your module (course).

## Communication

When you first register for a course, either a member of the team, course ambassador or academic will arrange a telephone or Skype meeting with you to develop your Individual Learning Plan (ILP) or this could be completed at the point of registration.

We provide a mix of delivery methods from blended learning to traditional face to face study, depending on the subject area.

We may also contact you through email, however we can only contact you via your University email account. Please remember to only email SCDT staff from your University email account or we cannot respond to your enquiry. From time to time, we may also contact you via text or send you a letter by post.

**It is important that you check your University email account regularly. All email communication from the School and University will be sent to this account.**

## Modules

The Module you will be studying is worth 20 credits, more information about the module and the associated assessment schedule can be found on the student intranet.

## Course Outcomes

Your course is designed around a set of course learning outcomes. These refer to the main knowledge, skills and attributes that you will have acquired by the end of your learning.



# HOW TO SUCCEED IN YOUR STUDIES

## Attend Regularly

As a student of the University you have a responsibility to engage actively with your studies. Your attendance is very important and we do monitor it very carefully as it tells us how well you are engaging with your course. We keep records of your attendance and these are made available to the University and external agencies where appropriate.

If you persistently fail to attend or to engage with your studies the University reserves the right to withdraw you.

## Self-Directed Study

Although the project will provide support, the onus to learn is placed firmly on you. Each course has approximately 200 hours of 'learning time'. Most of these hours will be spent in timetabled sessions with tutors. The remaining learning time is for you to use to work independently on your work and to deepen your understanding of the subject.



## Reporting Absence

If you are ill and unable to attend a session, you must contact the Digital Skills for Growth team before 10am by phoning (01642) 738701 or (01642) 738211. If your illness continues and you are concerned it is affecting your studies, we can help you by offering extensions and other forms of support.

## ASSESSMENT AND PROGRESSION

### Attempting your Assessments

It is essential that you attempt all assessments at the first opportunity. You should do this even if you do not think that you can fully complete them or achieve a pass mark.

**If you are experiencing any difficulties, you should contact your Course Ambassador or Course Leader for help and guidance.**

### Handing Your Work In

Details on how to submit each assignment will be detailed in the Module Guide and In-Course Assignment specification. These documents will be on the module's Blackboard site.

### Feedback on Your Work

Feedback is an essential part of the learning experience. There are a number of formal and informal ways in which you will receive feedback on your work. Formal feedback would indicate the strengths and weaknesses of the submission; and it will provide detailed guidance on how to improve your work.



## Assessment Regulations

The assessment regulations currently in force can be found on the University website. These regulations are quite complicated and you don't need to understand them during your first week here! However, you should try to make sense of them fairly soon, and seek clarification from your ambassador or Course Leader if you don't understand them.

## Assessment Boards

All assessment results are ratified by Assessment Boards whose membership includes External Examiners. Assessment Boards meet in June to consider student results (and again in September to consider resit results). Any feedback provided to students before Assessment Board is given for the purposes of advice and guidance, and to assist your learning. Any marks are entirely provisional and subject to confirmation. Only Assessment Boards are able to issue confirmed definitive marks.

## External Examiners

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called *External Examining* which is one of several ways that we confirm that standards are met. An *External Examiner* is generally an experienced lecturer from another University/Higher Education Institution, who offers an independent view as to whether the work of students on the course is of the correct standard. The *External Examiner* does this by looking at a sample of work (e.g. assignments, exam answers, and dissertations), discussing their work with your lectures and normally attending the assessment boards to endorse results. They then produce an annual report which highlights any good practice they have seen and allows them to report any concerns they may have. They also confirm in their Report that academic standards and achievement are comparable with the UK Higher Education sector. The External Examiners' reports are made available to students via the 'courses' tab in e-vision and are also considered annually at relevant Course Boards.

The name of the main External Examiner for your course is available from the School's Administration Office. Sometimes, your modules may have a different External Examiner and your Module Leader can provide details on request.

*Please note that students are not permitted to contact External Examiners directly and External Examiners will not respond to any communication from individual students. If you have any concerns about your course then please speak to your Course Leader.*

## **Deadline Dates**

All deadline dates for the submission of In-Course Assignments and Examination periods are detailed on the student [intranet](#).

## **Late Submissions**

Work submitted up to 7 days after the deadline without previous consultation with the School, an extension and/or the submission of appropriate evidence of mitigating circumstances will be marked at a maximum of 40%. This does not apply to resit work.

## Module Results

For an Undergraduate Degree module, which applies to all ESF Digital Skills for Growth modules, the overall module pass mark for each module is 40%.

## Who owns the rights to my work?

In common with other Higher Education Institutions, Undergraduate and taught Master's Degree students own the intellectual property rights to the work that they produce for their courses. However, there are limited exceptions to this, and these are set out, in full, in the Student IP Policy. The Policy can be found on the student pages of the [University website](#).

## Extenuating Circumstances

**Extenuating Circumstances are defined as unforeseen and unpreventable circumstances outside the control of the student, which have significantly affected performance and/or attendance in a summative assessment and could not have been remedied in the time available.**

It is the responsibility of all students to submit work for the assessment by the set date. However, there may be times when, for reasons outside your control, you have not performed as well as you could in your assessment. Or there may be circumstances that prevent you from submitting a summative assessment on time.

If unfortunately you find yourself in such a position, the Extenuating Circumstances Regulations enable you to request that your situation is taken into consideration. You are expected to have taken reasonable steps to ensure that you could not have prevented the circumstances from taking place. It is your responsibility to notify your School/College of any Extenuating Circumstances, which you feel will affect, or may have affected, your performance in any summative assessment.

It is important that you discuss your situation as soon as possible with an appropriate member of staff, such as

your Course Ambassador or Course Leader, who will be able to provide you with guidance on the most appropriate course of action from the following list:

- A Short Extension of up to 7 days, usually for one module only (not available for a reassessment attempt);
- Alternatively, if your problems are outside your control, you can apply for Mitigating Circumstances.

In all cases you will need to make a formal application. It will need to meet agreed criteria and be properly approved by your School. If you apply for mitigating Circumstances, your application, and the evidence you supply to support it, will have to be approved by a Mitigating Circumstances Board. If it does not meet the criteria then mitigation may not be granted.

The following points will help you when submitting an application for mitigating circumstances or applying for an extension:

## Do:

- Review the grounds for applying for extenuating circumstances (see Appendix 1 of the Extenuating Circumstances Regulations).
- Seek guidance from your Module/Course Leader if you are experiencing difficulties in completing your work on time.
- Meet with a tutor prior to the submission/examination date.
- Discuss with a tutor whether an extension would be appropriate and if so, what type.
- Request an extension where you are unable to meet the deadline.
- Submit an application that covers all module assessments you are taking during the period of difficulty.
- Submit the application prior to the submission/examination date and of claims of Mitigating Circumstances within 14 days from the submission or examination date.
- Complete all sections of the form.
- Include evidence to support your application.
- Make sure that you have received a receipt from your School/College when you submit your application.

## Don't:

- Apply for mitigating circumstances if you have been granted a long extension for the same set of circumstances.
- Apply for any formative assessment pieces of assessment that do not count to your overall module mark.
- Use evidence that is undated or solely from family members supporting your application. You have to provide independent evidence.

The Extenuating Circumstances Regulations (Taught Components and Courses) can be found on the [University website](#).



## STUDENT FUTURES

### University Careers & Employability Service

As a student of Teesside University you are eligible for support from the Careers & Employability service. The service provide up to 15 minute drop-in sessions at Teesside University's Middlesbrough Campus, or will be available at the Digital Skills for Growth roadshow events details of which can be found on our website.

For further information, details about Careers and Employability drop-in sessions and upcoming events, please visit the careers pages on the University [website](#).

## Degree Apprenticeships

The courses you study with the Digital Skills for Growth team could provide a platform to further education, such as a Degree Apprenticeship.

For Degree Apprenticeships, Teesside University and employers work in partnership to allow students to study for a higher education qualification part time whilst earning a salary and obtaining invaluable work experience.

Visit the Teesside University website to find out more information;

[Degree Apprenticeships](#)

## STUDENT SUPPORT

There are a number of support mechanisms available to you throughout your time at university as detailed on the following pages. Further information can be found on the School [intranet](#).

### Project Support

The Project Team can help you identify and access the support available to you. You can contact the Project Team by emailing [digitalskillsforgrowth@tees.ac.uk](mailto:digitalskillsforgrowth@tees.ac.uk) or ringing 01642 738701.

### Student Ambassadors

All courses will be assigned an Ambassador who will be an undergraduate or postgraduate student from the School. The name of your ambassador will be on the intranet within the first few weeks of your course. The timetable and locations of sessions in which your ambassador will be available, will also be published on the intranet at the beginning of your course.

## Disability Co-ordinator

If you have a disability or other condition that affects your studies, and therefore have additional support requirements for your teaching and/or assessment, you should contact the

School's Disability Co-ordinator. You can email the School's Disability Co-ordinator at [SCDDisability@tees.ac.uk](mailto:SCDDisability@tees.ac.uk). Drop-in sessions are 2pm to 3pm on Tuesdays during term time, but you can be seen outside of these times (where possible).



## Student and Library Services

As a registered student of Teesside University you have access to our excellent range of learning resources at our Middlesbrough and Darlington campuses, as detailed below. However, we understand that it might not be possible for you to travel to these locations, and have therefore designed each of our modules so that you can access your learning resources online or via Blackboard.

Student and Library Services (SLS) contributes to the University's outstanding student and learning experience by inspiring and empowering success for learning and life. SLS provides a holistic offer of support and advice including learning, research, welfare, health and wellbeing, whether you are on-campus or accessing online support.

The Library provides a high quality service based upon an extensive collection of digital and print resources, inspiring spaces for learning together with support from professional staff. The Learning Hub offers guidance to students on developing their skills as independent learners. Guidance is available on a wide variety of academic skills, for example literature searching, referencing and writing. For further information see <http://www.tees.ac.uk/depts/lis>

Within SLS we pride ourselves on the accessibility and sensitivity of our support services and adopt an approach that enables and empowers students. There are a range of self-help and informational resources as well as support facilities. These include welfare and financial advice and support, disability and mental health advice, faith and reflection service, professional counselling and international student support. For further information see our Student Support web pages: <http://www.tees.ac.uk/sections/studentsupport/>

SLS is committed to providing an inclusive and accessible sports offer to all students. There is a range of dedicated sporting spaces and initiatives, including a state of the art gym, floodlit 4G artificial pitch, climbing wall and a wide variety of sports clubs and societies. Further information can be found on the Sport and Wellbeing web pages: <http://www.tees.ac.uk/sections/sport/>

## Library Services SCONUL Access

Teesside University is a member of the Society of College, National and University Libraries (SCONUL) scheme. This means that as a student of Teesside University, you can apply for access to libraries that are perhaps closer to where you live than the Middlesbrough and Darlington Campuses.

To find out more about SCONUL access, please go to <https://www.sconul.ac.uk/>



## TEESSIDE UNIVERSITY STUDENT CARD (TUSC)

As part of the enrolment process you will be issued with a TUSC (this is also your Library card). You should carry your TUSC at all times when on University premises. You will need it:



- to gain access to any SCDT laboratory
- to access University buildings
- to access the Students' Union in the evenings
- to borrow items and print documents in the Library and in SCDT
- to access sports facilities and car parking (subject to an extra charge)
- as identification – for instance you must produce it for examinations

To unlock doors, pass the TUSC over the proximity reader at the side of the door. To leave room or building, press the green button at the side of the door.

If you lose your TUSC then you can purchase a replacement from the University's online shop.





## ONLINE RESOURCES

### Student Intranet

The School's intranet is an important and valuable information and communication tool for students.

It includes news items and announcements, as well as links to School protocols and University regulations. There are also quick links to your Email, Blackboard (E@T), Student Information and the Library.

Your timetable can be viewed by accessing your calendar within the student portal, MyTU.

You can access MyTU via the web: [mytu.tees.ac.uk](http://mytu.tees.ac.uk), or by installing the MyTU app:



Log in using your University account (-----@live.tees.ac.uk) along with the associated password.

## Blackboard (E-learning@Tees)

<https://eat.tees.ac.uk>

Blackboard is the University's virtual learning environment where learning materials are located for each of the modules that you are studying. Your tutors also post announcements and module information on Blackboard throughout the year.

## e-Vision

<https://e-vision.tees.ac.uk>

e-Vision is the University online student administration service. You will use it for registration, re-enrolment, viewing your assessment results, downloading your Council Tax Exemption Certificate (if applicable to you), you can also use e-Vision to print your proof of enrolment.

e-Vision allows you to manage and update your personal details online, although official name changes must be made through Finance & Commercial Development (Records team). It is important that we always have accurate contact details and that other information we hold about you is up to date.

## REGULATIONS, POLICIES AND GUIDES

Further information on the following can be found via the 'Student Information' tab on the School's [intranet](#).

### Assessment

- Academic Misconduct
- Assessment Boards
- Attempting Assessments
- Assessment Regulations
- Examination and Test Dates
- External Examiners
- Extenuating Circumstances
- Feedback
- Handing Your Work In
- ICA Submission Dates and Schedule
- Late Submissions
- Notification of Assessment Results

## General

- E-Learning@tees
- Car Parking at Teesside University
- Employability
  
- Health and Safety
- Microsoft Software
- Motion Capture, Soundstage and AV Bookings
- Student Code of Conduct University Community
- Student Regulations
- Teesside University Student Card (TUSC)
- IP Policy

## Course and Module

- Course Structure
- Module and Options
- Placements
- Student Module Evaluation

## Student Support

- Academic Support
- Best Person Guide
- Communication
- Disability Support
- Student Handbooks
- Student Representation
- Student University Support Services

## User Guides

- Render Farm
- University Support
- Motion Capture Suite

## Timetable and Classes

- Attendance and Reporting Absence
- Food and Drink in Labs Policy
- Freelance Use of Labs
- Lab Opening Times
- Timetable and Class Detail

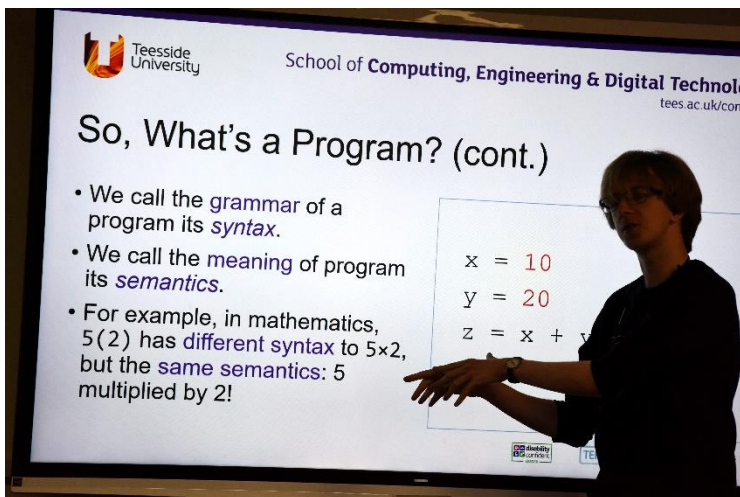
## STUDENT CODE OF CONDUCT

To promote the values and vision of the institution with a view to students adopting those values and acting as ambassadors during their academic career and beyond.

Please see this link:-

[Student Code of Conduct](#)

Further details about these core principles and other student regulations can be found on the [University website](#).



## Your Digital Reputation

As well as adhering to the principles listed above whilst on campus, students are expected to extend these to their interactions online (i.e. email, social networking and online discussions). Students should be aware that increasingly employers are investigating the “digital reputation” of potential employees by looking at the evidence that you leave behind every time you interact online.



## DON'T FORGET...

The Course Leaders, Student Ambassadors and Digital Skills for Growth project team are here to make sure you exploit your full potential and have the best possible experience – it is just as important to them as it is to you that you do well in your studies.

So have fun, ask questions and work hard – remember if you are unsure about anything please ask. If you are unsure about the best person to approach please contact the Digital Skills for Growth project team.



## DISCLAIMER

*The information contained in this handbook is, as far as possible, accurate and up to date at the time of publication. The express permission of Teesside University must be obtained to reproduce any, or all of this publication, other than for personal use of for those purposes permitted by law. You are required to complete a University enrolment form online through e-Vision and to abide by University regulations.*

*The main University Student Handbook can be found online: University Student Handbook. The information given here is for guidance only. The full University regulations can be found on the University website, and nothing in these pages can modify the University regulations.*

## CONTACT US

**T: 01642 738701**

**E: [digitalskillsforgrowth@tees.ac.uk](mailto:digitalskillsforgrowth@tees.ac.uk)**

**W: [www.tees.ac.uk/digitalskills](http://www.tees.ac.uk/digitalskills)**

