



# Student Handbook

UK COLLEGE  
ONLINE

# Welcome to UK College Online School

Congratulations on becoming a student.

We wanted to say thank you for choosing to study with UK College Online School.

We hope that you will find your course interesting, rewarding, and that you will achieve your goals.

The relationship that we have with our students is extremely important to us.

We are committed to meeting your educational needs in terms of your chosen career and providing progression pathways to maximise your learning potential.

We believe that we have developed a series of modules and a learning's way of working that will excite you and develop the skills and knowledge via online flexibility. Whether you are looking to enhance your skills, or pursue a professional education, we hope that you enjoy learning with us.

**Academic Director**

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**The main purpose of handbook is to guide you through your process with the course material.**





## Teaching Methodology

Teaching methods which is online course materials supported with the visual content and additional recommended readings depending on the course. The strategy on teaching designed to fit online independent study with digital learning materials.



## Webinars

Webinars will be held to additionally support students on various topics, and students will have the opportunity to communicate with academic staff and other students through these webinars.





## Student Workload

Each credit regarding the course states 10 hours of learning process according to the nationally accepted codes of practice in the UK. Modules in this programme, requires 50 hours of study including the online course materials, 30 of them is guided study and the other 20 are self-study which depends on the students.

Qualifi requirements about the assignment submission word count is around 5000-8000 words. However, if the relevancy of the topic is stated, the excession of the word count will not be penalized. Also, before submitting your assignments, you will need time to research on the submission topic, planning regarding your writing and evaluate your essays. So, students need to balance your time between those responsibilities.

## Academic Tutor Service

Students are able to schedule meetings with the academic tutors when they needed using the given information of academic staff in <https://www.ukcollegeonline.com/> on an online platform chosen. The meetings will support students with one-on-one communication about the assessments feedback and personal developmental needs.



# **Academic Honesty**

## **What is Plagiarism?**

Plagiarism is a term referring to presenting some other persons material, study or work as their own and cheating on exams. Academic honesty is an issue for all students to internalize. Submitting papers with plagiarism will result in penalties.

## **Actions That Considered as Plagiarism:**

Using and presenting information from other published materials and electronic sources without acknowledging and citing,

Presenting creative works as inventions and designs as your own,

Copying from other student assignments,

Hiring or asking other people to do the assignments and the works for you.

However, some minor mistakes as failing to reference properly will not be considered as plagiarism if cleared. The consequences of plagiarism may vary from failing the class or being penalized by the Academic Assessment Board depending on the type of plagiarism.

# **The Rules of Citing**

## **Why Should We Cite?**

In order to show the information used belongs to other people's material, ideas and giving

-credit to the authors, prevent plagiarism,

-prevent failing from the course,

-guide the reader to find and locate the references,

-proving the deeply made research on the literature about the topic given.





## Feedbacks and Complaints

The aim of the UK College Online is to ensure that students get the maximum amount of academic, social and cultural benefit from the courses and the lectures. In the case of the feeling that your expectations have not met in the courses, please reach us from [info@ukcollegeonline.com](mailto:info@ukcollegeonline.com) and the student affairs with the appropriate forms.

## Study Guidelines

It is strongly recommended that you carefully manage your time. You will be a lot successful with clarifying your goals, identifying your strengths and weaknesses, thinking about the context in which you will be working, and devising a broad strategy for successfully covering the material and completing this course. You must provide an overview of the requirements of any module and unit;

Consider your situation,

Course workload, and home responsibilities during the relevant study period.

Then develop specific and realistic plans for an beneficial study. You should keep in mind the general goals we set for each module, but you may also find it helpful to set more personal and specific goals for yourself. These will help you focus your study, evaluate academic material and apply new ideas.