



Student Handbook

Welcome to your NMITE Student Handbook.

NMITE was established to do things differently: to shake up engineering and technology education, and create a new generation of engineers, who are work-ready from day one, with the skills needed to succeed in the workplace. We're delighted that you have chosen to join us in this revolution and look forward to seeing what you achieve during your course, and as a professional engineer once you graduate.

This handbook is designed to help you navigate your time at NMITE, and to be a quick reference point if you have questions along the way. It contains links to other useful information and will signpost you to NMITE services and colleagues who can help you. I hope you will find it useful and wish you all the best during your studies with us.

Professor Gary Wood

Interim Chief Academic Officer



Contents

Welcome to NMITE.....	4
Your Programme Information	4
Key Staff Contacts.....	4
Sources of Information – Quick Guide	4
NMITE’s Founding Declaration	5
Student Support at NMITE	5
Student Services	5
Location & Contact details	5
Your Personal Tutor	6
Student Life at NMITE.....	6
Accommodation	6
Induction Arrangements.....	6
Equipment You Must Provide.....	7
Our Expectations of You	7
Safeguarding and Prevent	8
Equality, Diversity, and Inclusion (EDI).....	8
Visitors on Campus	8
Welfare and Support	8
Support for Students with Disabilities and Long-term Conditions.....	8
Pregnancy and Maternity, Paternity, Parental and Adoption Leave	9
Religious Observance	9
Financial Advice and Support	9
Health and Wellbeing	9
Counselling	9
Health Services	9
Confidentiality	10
Work, Life Balance	10
Student Societies	10
Studying at NMITE	11
The NMITE Campus	11
Key Dates	11
Timetables	11
Hours of Study	11



Attendance	12
Learning Spaces	12
Safe Working	13
Computing Facilities	13
Academic Skills and Knowhow Centre (ASK)	13
Library/e-learning Resources	14
Conflict of Interest	14
Employability and Careers	14
Working in Teams	14
Extenuating Circumstances	15
Leave of Absence	15
Assessment at NMITE	15
How you are Assessed	15
Preparing Assessments	15
Reuse of Material/Self-Plagiarism	16
Assessment Feedback	16
Discussing Assessments with Other Students	16
Word Counts	17
Rules for Referencing	17
Assessment Confidentiality	17
Keeping Assessments	17
Late Submission of Assessments	17
Appealing Assessment Marks	18
Substitution of Alternative Assessments	18
Re-sit of Team Assessments	18
Assessment Board	18
External Examiners	18
Student Engagement	18
Student, Academic and Professional Organisations	19
Complaints Procedure	19
Student Disciplinary Policy	19
Records and Data	20



Welcome to NMITE

This handbook provides you with important information of relevance to your NMITE studies and student life, about our codes, regulations, policies, and procedures.

Included in this handbook is information about:

- NMITE contacts and resources available to you.
- Your learning environment and what we expect from you as a student.
- What to do if you run into difficulties affecting your academic life.
- What to do if you encounter difficulties in your personal life.

The handbook sets out your responsibilities, and it is therefore essential that you read the Handbook as soon as possible and keep it for reference.

1. Your Programme Information

Descriptions, policies, and specifications for your programme can be found in your Programme Specification and Programme Regulations.

1.1 Key Staff Contacts

Key academic contacts at NMITE are as follows:

Academic Director is Professor Gary Wood

MEng/BEng (Hons) Integrated Engineering Programme Lead, Assistant Professor Patricia Xavier

Foundation Year Programme Lead, Dr Sarah Peers

For each module of study during your programme, you will find the contact details for the Module Lead and other academics working with you on the front page of the module information in Canvas.

Key Student Services contacts are as follows:

Mary Kenyon-James – Director of Student Lifecycle

Nat Hanson – Student Support Advisor

2. Sources of Information – Quick Guide

There are a number of important sources of information at NMITE, and we encourage you to familiarise yourself with these as soon as possible:

- **NMITE Email Account:** Important information will be communicated to you via email, so please ensure you check your NMITE email address at least once per working day.
- **Virtual Learning Environment (VLE):** Our VLE system, Canvas, is where you will find the learning materials required for your programme. You can set notification preferences in Canvas for your email and phone.



- **NMITE Policies:** NMITE's policies, many of which are referred to in this handbook, can be found on our website at www.nmite.ac.uk/about/governance/freedom-information/publication-scheme.
- **MyNMITE:** upon registration, students will have access to MyNMITE, a portal of information and resources. You can access MyNMITE using a web browser or download the MyNMITE app on your Android or iOS device.

3. NMITE's Founding Declaration

The Founding Declaration sets out our shared principles, values, and behaviours, which NMITE and its students, employees and participating partners commit to observe and expect of each other. The Declaration ensures, through our governance, that these stakeholders have a voice in NMITE's design, operation, and future development. A copy of the Founding Declaration can be found [here](#).

4. Student Support at NMITE

4.1 Student Services

The Student Support Services team are there to enable you to have the best possible student experience whilst studying at NMITE. Please drop in or contact us with feedback about any aspect of your NMITE experience.

Student Services provides you with one central point of contact for information, advice, and support with a wide range of practical matters. This includes (but is not limited to) the following:

- Regulations, enrolment, and policies
- Personal details and documents
- Student Living and Accommodation
- Welfare and Support
- Health and Wellbeing
- Disability & Reasonable Adjustments
- Financial matters
- Student Voice

4.2 Location & Contact details

Email: studentsupport@nmite.ac.uk

Telephone: 01432 804545

In Person: Room A11, Modular Building, Blackfriars Campus
Drop in: 9.00am-4.30pm Monday-Friday
Appointments: 7.30am-7.30pm on Mondays and Wednesdays. Please drop-in or contact us for an appointment, or book using MyNMITE.

Out of hours: Call 01432 381380
Please call this number in case of any difficulties or problems that cannot wait until the next working day.



We recommend that you add this number to your contacts list/favourites in your phone so you always have it to hand should you ever need to use it.

Please note: this number is not intended to replace the Emergency Services in situations where there is an immediate need to call for an Ambulance, the Police, or the Fire Service. In the event that any of these services is required, please do not hesitate to call 999.

4.3 Your Personal Tutor

If you are studying on one of NMITE's credit-bearing programmes you will be assigned a Personal Tutor (PT). Your PT is a member of academic staff and is your first point of contact for academic advice.

Throughout your time at NMITE your PT will undertake a variety of roles. These include providing advice and guidance, discussing your progress based on your assessment results, and serving as a point of contact should you run into difficulties. It is also important to share your successes with your personal tutor because you are likely to ask them to write references for you when you apply for jobs as you approach graduation.

Your PT will usually remain the same throughout your programme. You will meet with them regularly in timetabled meetings. Outside these times, you can book additional meetings via MyNMITE, or contact your tutor by email. Your tutor will record when meetings take place and a summary of matters discussed using our secure student records system.

5. Student Life at NMITE

5.1 Accommodation

NMITE works with external companies to provide student accommodation. Terms and Conditions relating to NMITE student accommodation will be provided by the relevant provider. To discuss your personal requirements and for further information contact Student Services.

5.2 Induction Arrangements

When you begin your studies at NMITE we will provide a structured programme of activities that induct you to your programme and NMITE's learning environment, and to build confidence with your peers and educators from the beginning of your NMITE journey. The length, format and content of this induction will be specific to your programme and mode of study.

Typically, induction events include introductions to staff, facilities, and Student Services as well as opportunities to get to know the beautiful city of Hereford. It will also cover various health and safety demonstrations and preparation sessions for your programme so you will not be able to start your studies without completing the induction programme. Induction event(s) will make clear our commitment to you and what you can expect from us and will also make clear our expectations of you as a member of the NMITE community.



We aim for induction to be a fun and social experience that involve, where appropriate, our events and venue partners all within easy walking distance of the accommodation and campus.

If you are not able to attend your Induction event(s) due to extenuating circumstances, please contact Student Services to let us know before the you start.

5.3 Equipment You Must Provide

At NMITE you will be required to provide the following:

- Safety boots which fully enclose your foot, and which satisfy the requirements of BS/EN/ISO20345:2011.
- A full scientific calculator with statistical functions, but no programmable features. For example, the [Casio fx-991EX](#), (available from multiple retailers including eBay and Amazon, from under £30).
- Basic stationary – a notepad, pens, etc.

For any further equipment requirements, please see your Programme Handbook.

Lockers are available for the storage of your personal possessions and safety equipment and will be allocated during your Welcome Week

If you are experiencing any financial difficulties in providing required equipment, please contact Student Services.

5.4 Our Expectations of You

As members of the NMITE community, we expect all students to adhere to the following:

- Read this Handbook, other related Handbooks, and student-related policies.
- Read and familiarise yourself with our shared principles, values and behaviours detailed within the Student Code of Conduct.
- Conduct yourself at all times in a manner that does not bring NMITE into disrepute.
- Conduct yourself in a courteous and professional manner when communicating with NMITE staff, visitors, and industry partners.
- Read your NMITE emails daily and use your NMITE account to communicate with us. We will not respond to queries about results or assessments from non-NMITE email accounts.
- Make sure that your Canvas notifications are set so that you routinely receive announcements and updates.
- Set aside at least 40 hours a week for academic work (9-5, Monday to Friday) if you are on a full-time programme, and pro-rata for part-time study.
- Attend all timetabled activities and be prepared to engage in discussion and contribute ideas.
- Meet all assessment deadlines and meet them.
- Attend scheduled meetings with your Personal Tutor.
- Keep your key contact details up to date via Student Services.
- Talk to us if you have a problem.



5.5 Safeguarding and Prevent

The health, safety, and wellbeing of our NMITE community is of paramount importance and is everyone's responsibility. Our Safeguarding Policy sets out our commitment for keeping all members of our community safe and our procedures clearly state how safeguarding concerns should be reported. Please contact Student Services for further information about Safeguarding.

NMITE recognises its responsibility and duties within the Government's Prevent Strategy to be aware of and where appropriate act to ensure the safety of all students from radicalisation and extremism. You can find out more by reading the NMITE Prevent Strategy.

5.6 Equality, Diversity, and Inclusion (EDI)

NMITE is committed to taking active steps to create, foster and promote a positive, inclusive culture that promotes a mutual respect for each other and the values, beliefs, and individual differences we all hold.

NMITE values all individuals, irrespective of their protected characteristics including age, disability, gender or sexual orientation, race (including colour, nationality, ethnic or national origins), religion or belief, marital status, or employment status. These characteristics are what makes us individual and collectively are what creates diversity and strength within NMITE.

Further information can be found in the Student Equality, Diversity and Dignity Policy.

NMITE does not tolerate discrimination or unacceptable behaviour in any part of our community. We have a tolerant and social culture that benefits everyone's participation. Further information can be found in the Student Bullying and Harassment Policy.

5.7 Visitors on Campus

Only authorised visitors will be allowed on NMITE premises. Authorised visitors must wear a visitor badge at all times while on NMITE premises. All guests must be signed in and out by a member of NMITE staff.

If you need to bring a guest onto NMITE premises, please discuss this in advance with a member of staff.

If you believe that there is an unauthorised visitor on the premises or trying to enter the premises, you should immediately report this to a member of NMITE staff.

6. Welfare and Support

6.1 Support for Students with Disabilities and Long-term Conditions

NMITE will make reasonable adjustments to learning and assessment to ensure that students with a disability are not put at a disadvantage. Reasonable adjustments are also available for students who might not consider themselves to have a disability but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition.



It is your responsibility to notify NMITE if you believe you require reasonable adjustment, and you are encouraged to make a request as early as possible by contacting Student Services.

6.2 Pregnancy and Maternity, Paternity, Parental and Adoption Leave

NMITE makes reasonable adjustments for students who are pregnant or who need to go on maternity, paternity, parental or adoption leave. Students should contact Student Services for more information.

6.3 Religious Observance

A reflection room is located on Blackfriars Campus. This room is open to all students and staff for private prayer or just quiet reflection. You may need reasonable adjustment to be made for you to observe your faith, particularly where activities or assessments might fall on important religious dates. Further information regarding religious observance is available through Student Services.

6.4 Financial Advice and Support

MyNMITE provides a range of information on financial matters, including 'how to spend safely', 'top tips for spending less' as well as what to do if you have money worries. If you would like further financial advice or support, please contact Student Services or your Personal Tutor who can assist you in accessing appropriate resources and contacts.

6.5 Health and Wellbeing

MyNMITE provides a range of information, and links to support services for all aspects of wellbeing. This includes information on healthy eating, being active, sexual health, relationships, substance misuse, personal safety, bullying and equality.

If you have any wellbeing concerns relating to yourself or one of your peers, please contact Student Services or your Personal Tutor who can support you to access appropriate resources and contacts.

In addition to a wealth of information you can find on MyNMITE, Herefordshire Council provides a wide range of information of local services and events.

6.6 Counselling

The Student Services Team will provide a triage service to enable you to access the NMITE Counselling service.

If you wish to get in touch with the NMITE counselling service, please contact Student Services or your Personal Tutor who can support you.

The model of counselling entitlement is detailed with the Student Mental health and Wellbeing Policy.

6.7 Health Services

You can also access information and advice on local health services on MyNMITE. If you have any health concerns you wish to discuss, please contact Student Services or your Personal Tutor, who can provide you with the appropriate contact.



You are strongly encouraged to register with a medical centre as soon as possible after you arrive in Hereford so that you can access healthcare quickly if you become ill or injured. UK students under the age of 25 are also advised to be vaccinated against Meningitis (ACWY).

During Induction week you will have the opportunity to register with the Hereford Medical Group which is our partner GP Service and based along Station Approach. Alternatively if you wish to register with another practice you can find further information here: [NHS GP Surgeries in Hereford](#).

6.10 Confidentiality

Student Services staff and Personal Tutors are committed to protecting and respecting students' confidentiality and privacy. Staff will not pass on personal information about students, except in the following circumstances:

- Where the member of staff has the consent of the student to disclose the information.
- Where it is necessary to share this information with colleagues within NMITE on a need-to-know basis, to help them provide robust and appropriate support to the student or third parties.
- Where the member of staff believes the student, or a third party is in danger/at risk of harm, and it is in their vital interest to extend confidentiality.
- Where there is a legal requirement to disclose information; and/or
- Where the information is required by the police for the prevention or detection of crime, or the apprehension or prosecution of an offender, and not providing the information would prejudice the investigation.

Staff will always encourage students to disclose information themselves to relevant third parties or aim to seek the consent of students to share the information. However, if the risk of harm is sufficiently acute, we may pass on the information directly to relevant staff or appropriate external parties, such as medical professionals or the police.

6.9 Work, Life Balance

Maintaining a healthy work-life balance is essential in ensuring your mental and physical wellbeing. Achieving the balance helps you to maintain your mental health, promotes your physical health and wellbeing, increases your ability to engage positively and productively with your studies, and helps you to become a rounded individual, with resilience and confidence to face challenges that may arise throughout your life.

To support you to achieve a healthy balance, MyNMITE contains an 'Our Herefordshire' section, where you can find information and resources so you can choose and engage in a wide range of social, leisure, sporting, and cultural activities. It also contains information about volunteering opportunities.

Herefordshire is a welcoming community and the more you put in, the more you will get out of your time both as part of NMITE and the wider community.

6.10 Student Societies

NMITE has a growing number of Student Societies; they currently include:



- NMITE Student Union
- NOAS – NMITE Outdoor Adventure Society
- NWES – NMITE Women in Stem

You will be meeting society members and have the opportunity to sign up to societies during your induction week.

If you are interested in starting a society at NMITE, please contact the director of Student Lifecycle.

7. Studying at NMITE

7.1 The NMITE Campus

NMITE has two campuses – at Blackfriars Street (HR4 9HS) in central Hereford and at Skylon Park in Hereford's Enterprise zone (HR2 6SR).

The MEng/BEng Integrated Engineering and Foundation programme are based at the Blackfriars campus and the BSc Sustainable Built Environment is based at Skylon Park.

7.2 Key Dates

Key Dates will be available via Canvas and MyNMITE. We encourage you to link Canvas to your Microsoft Outlook calendar. This will allow you to add your own appointments and so have a single calendar as a reference point.

7.3 Timetables

Timetables are produced centrally and are available via MyNMITE. If you are experiencing any issues with viewing your timetable through Canvas, please request assistance from the IT Service Desk via MyNMITE

Please note that some dates will be specific to your cohort and/or you, as such they may therefore differ from other cohorts and students; Christmas and Easter vacations are common across all modes of study, but the length of the summer vacation differs according to whether you are studying on an accelerated/fast track basis or standard mode. Furthermore, the order of modules undertaken by students may vary and as such you must refer to your individual timetable provided on CANVAS.

7.4 Hours of Study

NMITE students will study a variety of modules and as such there isn't a single, 'typical' timetable. NMITE's learning model is based on students working on their programme 9-5 each weekday, which includes time for workshops, seminars, group work and guided independent working time. It is important however to note that a 30-credit module, which normally runs over 8 weeks, requires a notional 300 hours of study, including all learning activities, your personal study time, and the completion of assessments.

Attending seminars and tutorials is only a part of what you need to do, the majority of your time being focused on directed learning activities/supervised practical tasks. Students are expected to spend 40 hours in total per week studying (which includes time spent in seminars, tutorials, co-curricular learning, assessments (including preparation) and



developing academic skills). You are a full-time student, and you should be working full-time on your programme.

7.5 Attendance

As your programme is campus-based, you will normally be expected to reside in Hereford, or within easy commuting distance of the city, during your programme.

All students are required to attend the activities specified in the module timetable and listed on Canvas, and fully engage with them.

You are expected to aim for 100% attendance and absences will be monitored. Failure to meet attendance levels of at least 80% of the scheduled learning and assessment activities during each FHEQ Level may impact upon your registration status as a student.

From time to time, NMITE will look at your engagement with the Virtual Learning Environment for the purposes of attendance monitoring and to ensure compliance with the requirements of the Student Loan Company and/or UK Visas and Immigration.

You should contact your Personal Tutor to discuss your situation if you are struggling to fulfil the attendance or any other requirements of your programme. Alternatively, you can talk to a member of the Student Services team.

7.6 Learning Spaces

Studios

Whilst on site, your educational experience at NMITE is facilitated within carefully designed learning spaces which include studios as well as other breakout, technical (workshop), and quiet spaces. For each module you study, you will be allocated to a particular Studio, where you will learn alongside other students through a combination of seminars, tutorials, challenges, practical tasks, and mentoring, depending on your particular degree programme. Studios are designed to be used throughout the working day and are thus flexible and versatile, and able to be quickly adapted for different learning activities.

The Studio environment allows you to occupy one consistent space for your module, where you can establish a pattern of work with your team. Educators can easily and naturally engage with each individual and team to provide assistance and advice where needed. A Studio is therefore an environment where you are encouraged to try, fail, and learn from your mistakes, as an enjoyable and expected part of the learning process.

Whilst the Studio space encourages collaboration and healthy competition between teams, the breakout areas enable quieter work and intense focus. These retreats mitigate against feeling too enclosed in one room, as well as allowing for private consultation with educators. Collectively, our learning spaces are designed to be similar to those found in work environments, easing the transition from the academic to professional world when you graduate.

The Factory

The Factory, on Blackfriars Campus, houses machines and hand tools which you will use during your studies to make prototypes and manufacture products, as well as learning the



skills to do so. You can also use The Factory for personal projects once you have completed the relevant training.

7.7 Safe Working

You will receive information during induction, and throughout your programme, on first aid, points of contact, guides, and information on working in studios, workshops and off-site.

When you are carrying out practical tasks in a workshop or other designated project work areas in NMITE, you must observe the health and safety regulations as described in the Health and Safety Policy.

When at one of our external partner organisations you must also fully comply with their health and safety regulations.

7.8 Computing Facilities

NMITE provides access to a range of software appropriate to your studies and, for our degree programmes a laptop which is pre-loaded with relevant applications. Full details will be provided at the start of the modules to which it is relevant.

If you need general **technical support**, you can contact the IT Service Desk via MyNMITE. For questions regarding the use of technical software, educators will provide you with relevant guidance.

NMITE also provides access to printing, scanning, and copying facilities for all students, free of charge.

7.9 Academic Skills and Knowhow Centre (ASK)

The Academic Skills and Knowhow Centre can support you to develop mathematics, communication, IT, and study skills, and professional capabilities, throughout your studies.

ASK provides this support through some in-module delivery of workshops, self-diagnostic and support tools on its Canvas, opt-in workshops and one-to-one support.

In ASK we can support you with:

- Mathematics and statistics related queries, problems and understanding
- Communications: writing reports, presentations, posters
- IT and digital: links to computing tools and resources
- Professional competencies, such as management skills and career development
- Study support, such as making sense of assignment feedback and understanding academic processes
- And lots of other resources to help make your learning more relevant.

It is important that you engage with this support and use the diagnostic tools to establish your own skills learning needs, and to take advantage of the opportunities provided to help you develop them.

ASK will initially enable you to fully engage with your programme irrespective of former learning and experience. While you are at NMITE, ASK will provide you with signposting to



other skills and resources, including other experts at NMITE, to help with your challenges, particularly for the final sprints. So, whether you wish to consolidate, improve, further or share your learning, ASK is happy to help.

The ASK Centre is open during normal business hours, with times outside those core hours available by appointment.

You can also find a wealth of resources from ASK on its Canvas.

7.10 Library/e-learning Resources

The Library & Resources Room is located within the ASK Centre at Blackfriars Campus, it contains artefacts and a small library of books. These books are catalogued by Hereford Library, and we encourage you to also make use of its collections.

Most print titles listed for use within your Programme will be held in the Library with a few selected titles being kept within the Studio areas of NMITE. NMITE operates an e-first policy where possible and where the cost of doing so is not unduly prohibitive. Print resources in the ASK are for reference only and so cannot be borrowed, but a photocopier is located outside ASK where you can make copies of material you wish to take away.

7.11 Conflict of Interest

During your studies you may sometimes work with external organisations (project or challenge partners). Please inform the respective Module Leader if you believe that your involvement with a project could create a conflict of interest. Conflict of interest can be defined as but is not limited to the following:

- You are being assigned to a challenge where the partner is an external organisation where a member of your family, your friends or close acquaintances are working and/or are decision-makers, and which could mean that you receive preferential treatment.
- The partner is your past or present employer.

For further information please read the Conflict of Interest Policy.

7.12 Employability and Careers

A range of employability skills are embedded within the delivery of your programme, this is supplemented by workshops delivered by the ASK team. For example, you will be offered sessions on CV writing, job search, professional social media profiles, interview techniques as well as attending mock interviews and benefiting from the experience of external guest speakers.

If you wish to discuss career pathways, your Personal Tutor is a helpful first point of contact.

7.13 Working in Teams

You will be required to work in teams within your studies and to complete certain team assessments. We will support you with developing the skills to do this, either directly in your module and through the Academic Skills and Knowhow Centre. Please refer to the Student Team assessment Guide. If you have any difficulties whilst working in a team, please speak



to the relevant module leader who will help you. Do not wait until the end of the module as we will then not be able to support your team to collaborate effectively.

7.14 Extenuating Circumstances

Sometimes during your studies, you may be affected by sudden or unforeseen circumstances that you could not reasonably have been expected to avoid.

You should always contact your Personal Tutor or Student Services for advice and support for short-term circumstances affecting your ability to study or complete assessments, or if you have received a diagnosis of a disability or long-term medical condition, so that we can help to put appropriate arrangements in place to help you.

Further information can also be found in the Extenuating Circumstances Policy.

7.15 Leave of Absence

A leave of absence (time out) from your programme may be requested for a variety of reasons including medical, financial, and personal. You should discuss making a request with your Personal Tutor or a member of the Student Services Team. Further information can be found in the Leave of Absence Policy.

8. Assessment at NMITE

This section of the handbook should be read in conjunction with NMITE's Assessment Policy, the General Regulations for First Degrees, and the appropriate Programme Regulations.

8.1 How you are Assessed

All information regarding specific module assessments (including deadlines and methods) will be provided to you at the start of each module on your programme. You are encouraged to engage in dialogue with your module educators and your Personal Tutor to promote a shared understanding of the assessments and the basis on which academic judgements are made. Assessments are designed to provide all students with an equal opportunity to demonstrate learning (with, where appropriate, reasonable individual adjustments). Learning environments and activities are therefore designed to enable all students to achieve the desired learning outcomes, measured through clearly aligned assessment activities which are both objective and repeatable over time.

8.2 Preparing Assessments

Your assessments serve two main purposes. They help you to learn and put into practise what you have learned, and they enable NMITE to judge the standard you have achieved. The preparatory work you do for an assessment and the process of developing it should help you to concentrate on particular aspects of the module and to consolidate what you have learned so far.

The nature of assessments will vary from module to module. Within each module you will be given support, guidance, and / or examples of assessments so that you understand what is expected of you. You are encouraged to consult with your module educator, Personal Tutor, and the Academic Skills and Knowhow Centre for help and advice as you complete your assessments.



8.3 Reuse of Material/Self-Plagiarism

This section should be read in conjunction with the Academic Misconduct Policy.

As well as ensuring all your assessment submissions are your own, you must also avoid self-plagiarism. This means you cannot submit the same piece of work (either with or without stylistic variation) in order to gain credit more than once. The same criteria apply to self-plagiarism as to other forms of plagiarism and will so incur a penalty. This could be a mark of zero or a reduction in the overall mark.

The onus is on you to avoid duplication. This is to ensure that the same work is not double counted for different modules. If you are unsure about revisiting a topic, contact your Personal Tutor or the Academic Skills and Knowhow Centre for support and guidance.

8.4 Assessment Feedback

NMITE recognises that effective feedback is an essential part of both formative and summative assessment and that effective feedback is best given as a dialogue between students and educators. All modules will therefore have extensive opportunity for students to discuss their work, and its level, with staff in a formative manner. Feedback will also be provided on summative assessments in a form that reflects the nature of the assessment.

Feedback will compare the process, activity level, timing, effort, engagement, etc. with expected levels; and will provide guidance to students on areas that could be improved. Feedback will target the process followed rather than the result gained.

For further information, please refer to the guidance notes provided in the NMITE Assessment Policy.

A copy of your assessment record with annotated feedback shall be provided via a pro forma on Canvas. You can also access marks and feedback on the module's Grades page in Canvas. The principle of providing feedback as quickly as possible may mean that unratified coursework marks are given to students prior to confirmation by the Assessment Board.

You should be aware that until marks are ratified, they are subject to change following moderation or scrutiny by the External Examiner.

If you fail any assessment within a module, you will be alerted to this situation in a timely manner so that, for the purpose of resits, optimal use (as appropriate) can be made of the consolidation and reflection time in week 8 of each 30 credit module.

8.5 Discussing Assessments with Other Students

Although you may be most comfortable working on your own, you can learn a great deal from discussing aspects of your module with others. The studio and team environment of NMITE is designed to facilitate an atmosphere where you can discuss your assessments and your questions about them before and during your work. There is nothing wrong with discussing assessments with others, as opinions and insights formed while discussing a question with other people are equally as valuable as those you form while reading or listening on your own. However, when completing individual assessments, you are expected to work alone and not to use the work of others (in its entirety or in part) as if it is your own.



8.6 Word Counts

Assessment briefs provided on Canvas within each module will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures, and reference lists. You are expected to adhere to the requirements for each assessment. If you exceed these parameters, you may receive a reduction in marks. Please note there is no automatic penalty for under-length work providing there is sufficient suitable content.

8.7 Rules for Referencing

You are expected to demonstrate proper referencing practices in all your assessed work. Acquiring good referencing skills develops confidence in academic writing and helps prevent unintentional plagiarism. NMITE recognises the challenges which you face in this respect and is committed to making the necessary resources and support available in order for you to engage honestly and actively in the assessment process.

NMITE's preferred referencing style is Harvard. For support and guidance please contact the Academic Skills and Knowhow Centre.

8.8 Assessment Confidentiality

All information you give in assessments and other assessment tasks is regarded as confidential to you and will only be divulged to markers and moderators. Some modules have additional confidentiality guidelines (such as when working with children) and data protection rules which you will be told about in the module-specific information.

Assessments for some modules includes work done using collaborative online tools or software. These are accessible to anyone with the relevant permissions to the website on which they are hosted. As such, NMITE cannot guarantee that the work produced in these media will remain confidential.

In your assessments and elsewhere in your module you may be working with an external partner. You may be required to sign a Non-Disclosure Agreement (NDA) in some cases. For further information about Intellectual Property rights please contact the Academic Registrar – registrar@nmite.ac.uk

8.9 Keeping Assessments

Always check carefully that you are submitting the correct assessment and, where possible, always keep a copy of each assessment you submit. For artefacts, take and retain a photo in case the artefact is lost or damaged. For ephemeral assessments such as presentations and Q&A, keep any preparatory notes or slides. When you submit an assessment via Canvas you must ensure you get an on-screen notification that it has been successfully submitted. You may want to take a screenshot as proof of your successful submission.

We strongly advise you to keep your marked assessments, along with proof of submission, until you complete the degree programme. We are not able to provide you with copies of your assessments.

8.10 Late Submission of Assessments

Planning, time-management, and the meeting of deadlines are all part of the personal and professional skills expected of NMITE graduates. For this reason, NMITE expects students to



submit all assessments by the published deadline date and time. Details of late submission penalties can be found in your programme regulations.

8.11 Appealing Assessment Marks

While you may not appeal against academic judgment, you do have the right to appeal against the decision of the Assessment Board. Details of the Appeals Procedure can be found within the Academic Appeals Policy.

8.12 Substitution of Alternative Assessments

In cases of resits or other adjustments, you may be asked to complete a substituted alternative assessment designed to measure the necessary learning outcomes. This substitution will have been approved and moderated using the standard assessment protocols.

8.13 Re-sit of Team Assessments

Students may be permitted to re-sit teamwork assessments where they have in previous attempts received a fail result. For full details of Team re-sit assessment please refer to the Teamworking Guidance.

8.14 Assessment Board

Each programme at NMITE has an Assessment Board, membership of which will be in accordance with the approved Terms of Reference and will include NMITE staff (such as the Chief Academic Officer (Chair), academic staff and the Academic Registrar) and programme appointed External Examiners.

8.15 External Examiners

External Examiners are an essential part of NMITE's quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of External Examiners are invaluable in certifying that NMITE's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

It is inappropriate for any student to submit complaints and/or representations directly to an external examiner or to seek to influence the external examiners. Inappropriate communication towards an examiner may render you liable for disciplinary action.

Further information on the role of external examiners can be found in section 7 of NMITE's Assessment Policy.

9. Student Engagement

NMITE is committed to an ongoing dialogue with students to continuously improve its educational offer. This involves staff and students working in partnership to enhance aspects of learning provision, and we include students at all levels of NMITE's decision-making processes. We do this to ensure that the breadth and diversity of student perspectives are represented and involved whenever academic provision is reviewed and evaluated.



We value your input in informing future improvements and developments and are mindful of the need to ensure that you are not overly tasked with requests to do too many surveys, but also that we value other, more engaged forms of student partnership in learning design, where you can show us your ideas and help directly shape new learning experiences with us. If you feel you are being asked to do more than is manageable, please raise this issue with your Personal Tutor and/or Student Services.

Students are responsible for ensuring that they provide feedback and raise issues with NMITE staff. You are encouraged and expected to raise any issues - pastoral or academic - with staff at the earliest opportunity in person or by electronic means.

NMITE staff are responsible for ensuring that they listen to your feedback and take necessary actions to resolve any issues raised where appropriate and/or possible or reporting issues that merit wider/further discussion within the management and committee structure at NMITE.

NMITE engages with its students through a variety of different means – including, student representation on committees, collating student feedback via student surveys, input from students via student working groups and focus groups. We are committed to ensuring that you can always see the results of their work and, as time goes on, the impact of that contribution – we call this ‘closing the loop’.

Further information can be found in the Student Engagement Strategy, or if you are interested in becoming a student representative on a committee, please speak to the Director of Student Lifecycle.

9.1 Student, Academic and Professional Organisations

Your Personal Tutor and/or Student Services can provide details regarding student, academic and professional organisations.

9.2 Complaints Procedure

Although NMITE strives to provide an outstanding student experience there may be times when the quality and standard of the educational experience or wider experience at NMITE does not meet your reasonable expectations. You are encouraged to make known your concerns as part of NMITE’s commitment to continuous improvement, and to make a complaint when appropriate.

Please read the Student Complaints Resolution Procedure, if you are unsure of the grounds for your complaint or the procedures you are required to follow, you can seek advice from Student Services.

9.3 Student Disciplinary Policy

NMITE is part of the local community in addition to having our own institutional community, and, as with members of staff, all students are expected to conduct themselves with due regard for the wellbeing of each other, residents, and NMITE’s reputation. Please read the Student Disciplinary Policy.



10. Records and Data

The Director of Student Lifecycle is responsible for the administration and maintenance of student records at NMITE. This information is used to fulfil reporting duties to the Student Loans Company, as well as other external bodies.

Processing of student results and awards as well as the production and distribution of academic transcripts and certificates of award is the responsibility of the Quality Office. During and following your time at NMITE the Director of Student Lifecycle may contact you with a variety of document requests, including statements of attendance and confirmation of degree letters.

For further information please read the Data Protection Policy, the Data Management Policy, and the IT Acceptable Usage Policy.

Author of Policy	Mary Kenyon-James, Head of Student Experience
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Date for next review	Update for new programme approval
Related Policies, Procedures, Guidance, Forms or Templates	Assessment Handbook Leave of Absence Policy Extenuating Circumstances Policy Academic Misconduct Policy Conflict of Interest Policy Health and Safety Policy Safeguarding Policy



	Student Equality, Diversity, and Inclusion Policy Student Anti-Bullying and Harassment Policy Data Protection Policy Data Management Policy IT Acceptable Usage Policy Data Protection Policy Student Complaints Resolution Procedure Student Disciplinary Policy
Policies superseded by this Policy	MEng Student and MEng Programme Handbook
Summary of changes made to this version	General update plus addition of generic information about assessment Reordering of sections