MLA College Student Handbook 2019 - 20

DipHE Hydrography for Professionals
PGDip and MSc Advanced Hydrography for Professionals
BSc and BSc (Hons) Sustainable Maritime Operations
PGCert, PGDip and MSc Sustainable Maritime Operations
MSc Advanced Meteorology for Professionals
MSc Advanced Oceanography for Professionals
MSc Advanced Navigation for Professionals
MSc Engineering for Marine Professionals

Updated 21/10/2019

If you require any part of this Student Handbook in larger print, or an alternative format, please contact: Lucille Pearce – Partnerships and Admissions Manager
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E-mail: lucille.pearce@mla-uk.com
Please note:

All the information in this Handbook is correct at the time of printing.

MLA College is proud of its teaching and research and it undertakes all reasonable steps to provide educational services in the manner set out in this Handbook and in any documents referred to within it. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of MLA College interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.
Dear Student

Important: please note

If you have a disability
MLA College is very supportive of students with disabilities, and year-on-year we are making adjustments to assist these students. It may be that we have already put in place changes which will assist you – but unless we know what your needs might be, we cannot guarantee that this will be the case. If we can identify your needs sufficiently well in advance of your start at MLA College, we are better able to put in place appropriate arrangements. If there is a health and safety issue or an issue about the expectations of students on the course, appropriate notice will allow us to advise you on alternative options.

If you have not told us about your disability
Please contact your MLA College personal tutor or the University’s Disability Assist Services to discuss your needs:

- University of Plymouth Disability ASSIST (01752) 587676 or email das@plymouth.ac.uk for more information or see the website https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-and-dyslexia

While we are making reasonable adjustments to our provision, we may not ultimately be able to meet your individual needs if we do not have the opportunity to assess them in advance and that could impact negatively on your experience on the course or even your ability to take up your place.

If you have told us about your disability
You may be asked for additional information or invited to attend an interview with the College’s Disability Advisor / University’s Disability ASSIST. This is in order that we can properly assess your individual needs and ensure that we have the best possible chance of meeting them. Please provide any information requested and come in to see staff if asked to do so; otherwise we could find ourselves in a position in which it is difficult or even unsafe for you to take up your place.

So, please tell us about any disability – even if you do not think it will affect you while you are at the University – and respond positively to any requests for further details or for an information interview.
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Welcome and Introduction

Welcome to MLA College.

This handbook should be read in conjunction with the Plymouth University Student Handbook https://www.plymouth.ac.uk/your-university/governance/student-handbook and Guide to Services https://www.plymouth.ac.uk/student-life/services. The contents of this handbook will provide both programme-related and supplementary information for those undertaking a programme of study. The Plymouth University Student Handbook and Guide to Services will provide all the general and important information, which will help you to find out what you need to know about the University life, policies, and procedures you need to adhere to and the services available to you.

This Handbook contains important information including:

- MLA College Procedures
- Student Support including careers education, information and guidance
- Money Matters
- Learning Resources
- Study Skills Support including Academic Regulations

University of Plymouth - Students as Partners

In the UK, Plymouth has a strong record of excellence, enterprise and innovation across its teaching, learning and research activities. Plymouth is ranked within the top 50 research universities in the UK and one of the top 10 modern UK universities as detailed in the Times Higher Top 100 Under 50 world rankings. It is within the top 5 global green universities and 2nd greenest university in the UK demonstrating its commitment to embedding sustainability into the curriculum.

MLA College is part of Academic Partnerships within the University of Plymouth, which houses over 15,000 students studying across the region and beyond. Academic Partnerships works closely to support MLA College in development and review of programmes to ensure the highest quality of teaching and learning is offered.

Students and staff at the University of Plymouth have jointly developed an agreement that sets out key principles that underpin this partnership - “Students as Partners” which can be found: https://www.plymouth.ac.uk/student-life/students-as-partners.

Registration, Term Dates including Exam weeks

As MLA College runs modules on a flexible basis throughout the academic year, students must note that University of Plymouth term dates and exam weeks do not strictly apply to our timetable. However, the University of Plymouth Christmas vacation dates are applicable to MLA College students and tutor support is not provided during this time.

- Christmas vacation dates for academic year 2019-20 will be around the 20th December 2019 to 4th January 2020.
Distance e-Learning modules

For MLA College, Distance e-Learning modules, coursework submission dates are either 8 weeks or 16 weeks from the date of commencement on the module. Some modules have a deadline at week 6 or week 7. Students must always refer to their module TLP (Total Learning Package) for explicit information on modules deadlines.

Residential course

For MLA College residential modules (dates not fixed) students are required to complete a 6 week pre-learning module prior to the start of the 2 week practical residential course. After the practical element, student then complete a final 8 week e-Learning period to complete the module.

Student Support

Student Support is provided by MLA College in the following ways:

Staff / Student Communication

Personal Development Planning (PDP):

From the start of your studies it is important to bear in mind that you are working towards a qualification that will provide you with a foundation for a career. Your profession is likely to be broad and varied however there is growing investment from both government and employers in ensuring professionalism and professional skills throughout the workplace. It is important to be aware of your own career direction from the early stages of the programme. Therefore, we place a great deal of importance in Personal Development Planning (PDP). This describes the ‘means by which students can monitor, build and reflect upon their personal development’ (Dearing recommendation 20).

Therefore, PDP is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal educational and career development. You are ultimately in charge of your own career direction but we are more than happy to help and advice throughout your degree programme.

It is hoped that the PDP process available on this programme will enable you to:

- become more effective, independent and confident self-directed learners;
- understand how you are learning and relate your learning to a wider context;
- improve your general skills for study and career management;
- articulate your personal goals and evaluate progress towards your achievement; and
- encourage a positive attitude to learning throughout life.

MLA College and programme staff will communicate with students in the following ways:

- Email / text messaging / Skype
- College/Institution intranet / virtual learning environment.
- University of Plymouth Student Portal (see section below).
- Programme Notice-Board.
You should make a habit of regularly accessing your University email account (at least once a day is recommended) – the Student Portal makes it very easy for staff to contact a whole programme or module with important information, e.g., postponements, deadline reminders/extensions, assignment tips and these communication may go to your University email address. You don't want to be the only one to miss out on that vital piece of information.

Where possible, avoid using non-University email accounts to contact staff. Messages from external address can often get filtered as SPAM or JUNK if you use them.

Programme Management Team
Please see “Contact Us” in the TLP, and the Team section on our website.

Useful Contacts
Main MLA College Switchboard: (01752) 764889 or 764886

If you have questions that are not answered in this handbook or within the FAQ on the TLP, please email info@mla-uk.com including your name and detail of your query.

Please note that the MLA College office is staffed between normal office hours:
Monday to Friday 09:00 - 17:00 (UTC)
Saturday and Sunday - Closed

Induction

As a University of Plymouth Student the Student Study File contains key resources from induction and throughout your study including all University Rules and Regulations. It is essential that you look through this and download any key documents as needed such as the Plymouth Library Guide.

Your Library - Learning Resources

MLA College provides resources that you need to successfully complete your studies. You will be introduced to these resources during your induction into the college/Institution library. You will also be inducted in how to borrow books, access online materials, use systems and obtain the necessary resources to assist you with your studies.

Learning Support and Wellbeing – offers support and guidance relating to study issues and your university work. Please refer to the University Student Handbook for details of the support available to all students.

Library – The University of Plymouth Charles Seale-Hayne Library holds books, journals and AV material covering all subject areas taught at the University which can be searched through the online library, Primo. Books and journals are selected by Information Specialists in consultation with the academic staff to meet the needs of your individual programme. The Library also buys eBooks and subscribes to many electronic journals and e-resources e.g. digital maps, British standards, e-newspapers, all of which are available through Primo; the majority of these are accessible off-campus too. You will be given an introduction to the library system by your Information Specialist and may receive further teaching on developing your research and information skills enabling you to make the most of all of the resources.
Information on Library services such as online room bookings, services to students with disabilities and printing and photocopying as well as Media and IT services can be found on the library, Media & IT (TIS) page via the Student Portal. Subject specific library information can be found at http://plymouth.libguides.com.

Also see the ‘Electronic Library’

Other Services provided by the University
The University provides a wide range of central facilities such as Counselling, Disability Access Services http://www.plymouth.ac.uk/disability Careers Service, Chaplaincy, Healthcare Services, Students’ Union Support and Advice Centre, Recreation and Student Gateway. Refer to the University Student Handbook for further information.

Tutorial Support and Guidance – Your respective Personal Tutor is concerned with providing general support and guidance to you. Module Leaders and tutors will be responsible for providing module related academic support on an individual basis as required.

Professional Accreditation
We are working closely with all the key industry professional bodies, including the IHO/IBSC (International Hydrographic Organisation/International Board on Standards of Competence, for CAT A and CAT B recognition), IMarEST (Institute of Marine Engineering, Science and Technology) and ICES (Chartered Institution of Civil Engineering Surveyors).

Research and Scholarly Activity
The research support base for the programmes are supported by research groups, which are part of the prestigious Marine Institute. The relevant research groups include:

- Marine Physics Research Group (MPRG)
- Coastal Processes Research Group (CPRG)
- Geomatics Research Group

Students benefit from research ongoing in these areas through various means, including specific expert knowledge of tutors, physical facility availability, opportunities for project work and opportunities for technical consultation with subject experts.

The results of the Research Excellence Framework 2014(REF2014), carried out by the Higher Education Funding Council for England (HEFCE) is a nationwide review of research standards across the higher education sector and it reports that nearly two-thirds of the University of Plymouth’s research has been graded as world-leading or internationally excellent.

Overall Plymouth had more than 63 per cent of its research graded at 3 and 4-stars – nearly double its score from 2008, when the previous assessment exercise was conducted. The results will be used by national funding bodies to allocate block-grant research funding to universities from 2015-16.

The broad nature of the Hydrography programmes means that reference to various components of the REF may be considered in quantifying the University’s overall research capability in the various themes. The following subjects involve teaching in various categories that have a research profile that is deemed “internationally recognised” (i.e. 2* or above):

- Earth Systems and Environmental Science
- Biological Sciences
- Mechanical and Aeronautical Engineering
Although not all of these staff contribute directly to the teaching, their knowledge and contribution to faculty development in the University is important, and leads to opportunities for student engagement and development. There is a particularly strong research background to support the surveying, oceanographic and meteorological themes in MLA College programmes.

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Manager and student representative so that the issue can be addressed at the next Programme Committee Meeting.

**MLA College Virtual Learning Environment**

Please also see the ‘Study Help & Tutorials’ on the TLP (Total Learning Package)

**Programme Overview**

The Hydrography and Sustainable Maritime Operations programmes operate largely within the University of Plymouth’s standard regulations for undergraduate and postgraduate programmes (both available electronically on the Student Portal). Both programmes are managed by University of Plymouth Academic Partnerships (Science & Technology group).

*Also see the University student handbook.*

You will find the learning environment relaxed and informal, but the work will still be challenging. The staff are friendly and will always try to help with any difficulties you are experiencing; however, they are not telepathic – if you have a problem, talk to someone about it! If you need any further information, please contact your Personal Tutor, the Programme Manager, or the Faculty Administration Office.

**Programme Structure**

Please also see the definitive module record in the “Assessment” area of the TLP

**VLE/intranet/email/passwords**

After you have enrolled you will receive your University credentials and e-mail account. We will send you the following details in order to access emails and log-in to the online library.

- PU Student Number
- PU username
- Password (case sensitive)
- PU e-mail account

You can access your PU mail box via the PU website [http://www.plymouth.ac.uk](http://www.plymouth.ac.uk) and select MyEdesk > Email.

**Primo Online Library**

To access the on-line library partner students must get to Primo via a route that requires them to login to the University of Plymouth using their computing username and password. The usual route is via the DLE
https://dle.plymouth.ac.uk getting to Primo via the Library menu. If students follow the DLE route, then they will have access to available resources.

MLA Discussion Forum
Please note that the MLA College discussion forum is hosted at the MLA College website and not at the PU website, and your tutor will email you with instructions on how to access it.

Student Voice, Enhancement, Liaison, Evaluation, Representation and Feedback

Feedback
Your opinions and needs, often known as ‘Student Voice’ are an important aspect of being an HE student. The Quality Assurance Agency (QAA) for Higher Education suggests that ‘Student engagement is all about involving and empowering students in the process of shaping the student learning experience’. Thus the Student Voice is really important and as such we actively encourage all students to get involved at a range of levels in their learning and in quality assurance, enhancement and management of their course.

Student Voice
The University values the Student Voice and is actively promoting the work supported through the student community. More can be found at: https://www.plymouth.ac.uk/student-life/student-voice

Electronic Student Perception Questionnaire (e-SPQ) and National Student Survey (NSS)
The University will invite you to complete an annual online questionnaire (e-SPQ) specifically focused on your experiences as a Higher Education student. You will also be asked to participate in the National Student Survey (NSS) at the end of your programme. Both of these provide valuable information to enable us to improve your programme and learning experience. You will receive feedback from tutors on changes that have been made due to your feedback so it is key to engage with these surveys to have your voice heard.

The Plymouth Award
Students are encouraged to sign up for the Plymouth Award (which is free of charge) and is designed to recognise and celebrate student achievements outside the curriculum. Many students already make significant contributions to the life of MLA College and the communities in which they live and work. The Plymouth Award is one way of recognising the value that we place on these contributions and on the learning and personal growth that students gain from these activities.

University of Plymouth Student Union
All students registered at the University are automatically a member of UPSU. You can register on the website www.upsu.com to get all the latest information about offers, activities, gigs, campaigns and contact information. The website is where we run SU elections so partner students can get involved too. You can vote online to make your choice and help make changes to your Union.

To get in touch with the Vice President Outreach please contact: vpoutreach@upsu.com The Outreach Coordinator is responsible for providing a link between MLA College students and UPSU, and promoting opportunities for involvement. If you would like to get in touch, please contact:
partnershipstudents@upsu.com or www.upsu.com/offcampus

More information on UPSU is available at: http://www.upsu.com/societies. There are many clubs and societies you may wish to join, please follow the URL to find out more.

Student Support
Please refer to the University Student Handbook for details of the support available to all students.

Money Matters - Student Fees and Finance

Please refer to the MLA College website here for terms and conditions around fees and finance:

https://www.mla-uk.com/marine-learning-alliance/legal-bindings/terms-conditions

External Examiner Arrangements

Each programme has an External Examiner who comes from a Higher Education Institution in the UK (not University of Plymouth). The Subject External Examiner is primarily concerned with the standards of assessment of the subject and therefore attends the subject assessment panel. They will verify the process of assessment throughout your modules, advise upon re-assessment (in your teaching learning and assessment handbook). Your final result is decided by an Examination Board.

You can find your External Examiner reports online through the Plymouth student portal under the tabs ‘Your Learning, Your External Examiner’. For further programme external examiner details please see your teaching, learning and assessment handbook.

Tutoring Policy

Your respective Personal Tutor is concerned with providing general support and guidance to you. Module Leaders and tutors will be responsible for providing module related academic support on an individual basis as required.

Tutors are designated as a sustained and first point of reference for individual students on personal, domestic or academic matters. Detailed information will be available in your teaching, learning and assessment handbooks. The university personal tutoring policy is available at https://www.plymouth.ac.uk/your-university/teaching-and-learning/guidance-and-resources/personal-tutoring

College Policies

Please refer to the Terms and Conditions section of the MLA College’s website for information on the following:

- MLA College HE Charter
- Student Code of Conduct
- Health & Safety
Key Features of University / Higher Education Study

Outlined below are key features of University or Higher Education (HE) level education, including what differentiates this from other forms of education e.g. at school, college/Institution or in the workplace.

Attendance

You are expected to take responsibility for your learning. In residential modules if you do not attend consistently you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. Students on Hydrography programmes will be expected to be available for every week of their MLA residential course. Students who do not attend run a very high risk of failure.

The University of Plymouth expects all students to attend all scheduled classes, boat work and other events that are part of their programme of study. All teaching is developed to give you relevant and necessary experience. We know that students who do not attend perform less well.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you catch up with the work.

Programme leaders work very hard to make sure that teaching and assignments are well designed, and that they support your learning. Where minimum attendance is required before an assessment can be undertaken this will be clarified in the Teaching, Learning and Assessment Handbook.

If you are an International student or on a programme that leads to professional body qualifications please be aware that lack of attendance may lead to exclusion, or not obtaining the qualification that you are seeking.

Your Approach to Studying

Probably the most significant difference between university level study and other levels of education is the amount of personal responsibility you have. This has implications for how you approach your studies.

Staff will use a variety of educational approaches, depending on the learning outcomes of the module. These may include: lectures, group work, discussion, student led activities, simulation, technology supported activity, practical scenarios, and directed study. Your active participation will enhance your learning. It is your responsibility to acquire the required knowledge and skills.
At this level of study, you will be treated as a responsible adult, capable of acting on your own initiative.

You may be used to a learning or workplace environment with fixed hours and routine activities. However HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers is only part of your module timetable. As an indication, the average amount of ‘total student effort’ expected for a 20 credit module will be around 200 hours. You must, therefore, use your time constructively.

Your most valuable learning will be done in your own time and in your own way.

**Key strategies to become a Successful Student**

**You must take proactive responsibility for your own studies.** We will give you as much help and support as we can but ultimately your success (or failure) is down to you.

**Plan your time carefully.** Write a personal timetable as soon as you can.

**Attend all lectures and tutorials and take notes.**

**Do not miss deadlines.**

**Read extensively around your subject.** Just being familiar with the set text books is unlikely to be enough to pass.

**Seek help, if you need it, as soon as possible.** If you need specific help with your studies, speak to your lecturer or tutor or make a personal appointment to see them. Even if your problem has nothing to do with your programme, it may have an effect on your ability to study. Let someone at the College/Institution know - ignoring problems will only make things worse later on.

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You may be used to a learning or workplace environment with fixed hours and routine activities. However HE study requires you to develop new study, time-management and prioritisation skills to make effective use of your study time and to meet programme deadlines. Your weekly timetable consists of planned learning activities, such as lectures, and time for you to undertake additional reading, assignment preparation and private study. The contact time that you have with lecturers is only part of your module timetable. As an indication, the average amount of ‘total student effort’ expected for a 20 credit module will be around 200 hours. You must, therefore, use your time constructively.

**Your most valuable learning will be done in your own time and in your own way.**

**Suggested Reading for New Students**


**Reading for your study**

**You will not complete your programme successfully if you do not read regularly and in-depth.** You will be given reading lists for each module. You should purchase at least one recommended text for each module. Since books are expensive, however, it may be a good idea to pool resources by sharing with friends in a study group.

Please note that you may only be able to borrow basic texts from the library on a short-term basis. Demand for such texts may be very high at certain times in the year; so do not rely on them being available.
You are strongly recommended to follow current issues relevant to your programme in the quality press, for example, The Times, Independent, Guardian and Telegraph. You should also make use of subject-related journals held in the library.

Reading texts for Higher Education demands note-taking as well as reading skills; as with lectures keep careful notes from your reading.

Private Study

Your private study time is likely to be taken up by different tasks for each module or by preparing for tutorials or undertaking some reading of a programme text or library research. In addition, private study time provides students with the opportunity to ensure they have understood the subject, for reflecting on any feedback on assessed work and building up a good set of notes for revision.

Study Groups

In our programmes, MLA College encourages students to learn skills to enable them to work as groups and teams. These are not merely useful during your programme. In any employment context you will find such skills and experiences invaluable. Sometimes you will find you are assessed on a piece of written work or presentation completed as a group. Many students benefit significantly from working collaboratively in study groups, to check their understanding of difficult issues or concepts and to revise.

Personal Development Planning

It is important to bear in mind from the outset of your study that you are working toward a degree that will provide you with a foundation for a potential career. It is important to be aware of your own career direction from the early stages of the programme.

Work-Based Learning (WBL) / Work Related Learning (WRL) and Employability

WBL and WRL, in its various forms, is one of the major defining characteristics of your course. It plays a central role in enabling you to apply academic study to workplace environments and problems. In turn, your programme of study should enable you to integrate knowledge and skills developed in WBL / WRL into your project work and study in taught modules.

An employable graduate is one who is able to meet the requirements of employers and fulfil their career aspirations at a graduate level. They will be able to apply the skills, knowledge and personal qualities developed during their programme to the workplace and other contexts. An employable graduate will need to be able to:

- demonstrate and apply graduate attributes and skills;
- demonstrate and apply career management skills: e.g. preparing effectively for the recruitment and selection process;
- demonstrate and apply lifelong learning skills: e.g. reflecting critically on academic, personal and professional development, identifying and articulating achievements and planning for the future;
- demonstrate business and organisational awareness: e.g. understand changing working practices, including self-employment, with particular reference to the professions and sectors relating to their programme of study;
- demonstrate an international outlook: e.g. understanding the attributes and breadth of outlook appropriate for working in a global economy.

Your programme has been designed to put all this in perspective, and give you the opportunities to develop the requisite skills. Work-related skills are integral to the modules and many specifically offer you the
opportunity to experience the world of work, even if you are studying full time. Your programme specification details the knowledge, skills and understanding you will be able to demonstrate when you gain your award which is available in your Programme Quality Handbook.

The University of Plymouth Portal

As a University student you are able to access the University’s e-resources through the Plymouth portal (the University’s internal staff and student website).

There is access to over £2 million of e-resources and e-journals in a variety of different subject ranges which can be used to support your studies. An excellent library guide has been developed to help you access these resources off campus and this also links you to subject specific resources. This link takes you to our library page and if you then click on ‘partner institutions’ it will lead you to our Plymouth online induction which is essential to familiarise yourself with Plymouth services and e-resources.

In addition the University has created a Student Study File available at www.studywithplymouth.ac.uk which signposts you to a wealth of resources including UPSU (University of Plymouth Student Union), Study Skills Guides and using the portal.

The University subscribes to lynda.com - a comprehensive library of video-based training resources available to all staff and students. Lynda provides a wide range of tutorials dedicated to increasing knowledge across a varied range of subject area and is available at http://lynda.plymouth.ac.uk/. To access the Plymouth portal:

- Type in http://student.plymouth.ac.uk into your browser
  OR if you want to go in via the extranet, key in www.plymouth.ac.uk and then click on Internal Students.

- Enter the username and password given to you by your Programme Manager or Learning Resource Staff member.

You will automatically have a University e-mail account accessed through ‘myEdesk’ which includes E-mail, calendar, contacts, (OWA) structured as follows: Firstname.Surname@students.plymouth.ac.uk. Your password will always be given in this format Dob.dd/mm/yyyy e.g Dob.10/07/1984. You can change your password once into the portal however please make sure it is something memorable as you will need it throughout your studies.

There are instructions located within the student study file on how to forward your University emails to your preferred email address, ensuring you receive the necessary University communications throughout your studies.

The Student Community on the Portal signposts you to many resources including:

- E-resources, journals, databases - click on the myEdesk, Library, Media & IT (TIS)
- University student services and learning resources
- Link into UPSU, the University’s Student Union
- Academic information and regulations including the University student handbook
- How to work safely on the web
How to Change or Reset your Password

- To change your password at any time - click on the ‘Change Password’ on the top right hand side of the homepage.

- If you have forgotten your password please go to http://www.plymouth.ac.uk/password and you can reset it easily.

University Computing Helpdesk

If you have any problems when you are creating your computer account or logging into the student portal or if you can’t access the information you need, please contact the University’s computing helpdesk by email: support@plymouth.ac.uk or by phone on: (01752) 588588. You could also enquire within your College’s HE Office as they have access to the University password changer tool.

Academic Matters - Procedures for dealing with late submissions and extenuating circumstances

Extenuating Circumstances are circumstances which:

- Affect your ability to attend or complete an assessment or a number of assessments;
- Are exceptional;
- Are outside the student’s control;
- Can be corroborated by independent evidence;
- Occurred during or shortly before the assessment in question;

Students who wish to claim Extenuating Circumstances should obtain a claim form from the learning pack, https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances or tutor. The form should be submitted to your tutor accompanied by independent corroborating evidence. Extenuating Circumstances claims should be submitted as soon as feasible.

In the case of assessed coursework / major project / dissertation or equivalent, Extenuating Circumstances claims should be submitted as soon as possible, and normally no later than ten working days after the deadline for the submission of the work.

Extenuating Circumstances claims with respect to formal examinations should be submitted no later than the Monday after the end of the formal examination week.

Examples of circumstances which would not normally be considered valid:

- Alarm clock did not go off
- Car broke down, train / bus delayed or cancelled, other public transport problems (unless the student can demonstrate that he or she had allowed adequate time to compensate for such problems as might reasonably have been anticipated)
- Child care problems which could have been anticipated
- Accidents or illness affecting relatives or friends (unless serious, or the student is a sole carer)
- Unspecified anxiety, mild depression or examination stress
Cough, cold, upper respiratory tract infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-of-module test or in-class test and the corroborating evidence refers to the impact on the student’s performance
Financial problems (other than cases of exceptional hardship)
Holidays, house moves, family celebrations or other events where the student either has control over the date or may choose not to participate
Computer problems, corrupt data, disk or printer failure or similar
Problems with postal delivery of work (unless recorded delivery or registered mail)
Time management problems (e.g. competing deadlines)
Appointments (legal, medical etc.) which could be rearranged
Territorial Army commitments or similar (unless unavoidable)
Sporting or recreational commitments (unless the student is representing the University in a national competition or representing his/her country in an international competition)
De-registration

Examples of circumstances which might be considered valid:
- Hospitalisation, including operations
- Health problems
- Personal or psychological problems for which the student is undergoing counselling or has been referred to a counsellor or other qualified practitioner
- Childbirth (including a partner in labour)
- Bereavement causing significant impact/effect
- Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long-lasting to impact on a significant part of a term
- Clinical depression or other mental health problem
- Recent burglary/theft/serious car accident
- Jury Service which cannot be deferred
- Representing the University at national level or his/her country at international level in a sporting event
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances
- Late diagnosis of, for example, dyslexia, resulting in no support or examination provision
- Separation or divorce - student or parental (provided the facts and the effects are independently corroborated)
- Unavailability of the student portal prior to the deadline for an assignment or examination where it has been confirmed by the module leader that this would have had a material effect on the preparation for an assessment.

For more support please contact your HE office on info@mla-uk.com or UPSU Advice on advice@su.plymouth.ac.uk

Call 0800 953 0155 or 01752 588373 - more information available at http://www.upsu.com/advice

Plymouth has an ‘Anytime advice line’ offering around the clock, free, confidential assistance please follow the link: https://www.plymouth.ac.uk/student-life/services/learning-gateway/anytime-advice-line
Academic Offences

Issues of plagiarism and any form of academic dishonesty are treated very seriously. They could result in you failing a module or even having to leave your programme. Support on referencing including online tutorials is available at the end of this document.

The University has developed information on plagiarism to give a greater awareness of plagiarism and associated issues and additional support on plagiarism is available from the library. Further support on regulations including academic appeals is available from the University at: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

Guidelines on Assessment and Avoiding Academic Dishonesty

As you should know from the Academic Regulations, academic dishonesty is considered to be unacceptable by the University. Every year, a number of students have their marks reduced and/or fail the modules concerned, and their activity recorded in their files. You should note that University policy states that a second offence will result in a more severe penalty.

The definitions of academic dishonesty given below and in the student handbook are fairly general, and some clarification may be helpful, especially in a subject area where during the formative part of the course, students may be encouraged to work together, and to help each other with problems that arise in their work on the various examples set week by week during the module. There are also group projects in which you take part, and in which we deliberately require you to work together as a team. In these we assess you, and/or allow you to assess each other, for your ability to collaborate and to share your ideas with other people, as you would expect to do in the real world of work for which you are being prepared.

The problems arise when it comes to the summative coursework assessments, i.e. those which count towards the marks you are awarded at the end of a module, where we need to get some measure of your individual ability to handle the ideas and skills that you have learned during the module. For this there can be no substitute for anything other than your own efforts for the work submitted.

We can consider a range of activities that run from commissioning (paying someone else to do the work!) through copying, collusion and collaboration including:

Not Acceptable

- Direct copying without acknowledging the source (from someone else’s work, from your course notes, from a source on the Internet, from a text book, etc. - see referencing guidelines below)
- Paraphrasing or rewording other people’s work without acknowledging the source (you must always give the reference from which your summary or paraphrase is taken)
- Additions to other work (copied plus a few minor code changes, extra functions, comments, etc.)
- Copying another student’s work with or without their knowledge or agreement or allowing your work to be copied
- Submitting work as an individual submission when the work was done in collaboration with another person(s)

Acceptable

- Some initial discussion of the problem (before going away to do the real work yourself)
- Help with minor difficulties (a little help when you are totally stuck, basically the same as we would give you if you came to a surgery)
• Solo (your very own unaided effort, of which you are protectively proud!)

Only the last three of these are acceptable. Any evidence that collaboration or collusion with a friend has occurred, will be taken very seriously, and could lead in the first instance to you being awarded no marks for the work and hence failing the module, and in subsequent cases to being prevented from proceeding with/completing your programme of study. If you are stuck or need help you should approach the Module Leader.

You should ensure that any written work (reports, essays, etc) is free from plagiarism and is adequately referenced using the Harvard System (see http://staff.plymouth.ac.uk/refman/ for the University guidelines).

Further information on the regulations regarding assessment offences can be found: https://staff.plymouth.ac.uk/acregsc/acadregs/intranet.htm

Information on examination assessment offences can be found: https://www1.plymouth.ac.uk/essentialinfo/exams/Pages/Examination-and-assessment-offences.aspx

The Open University provide a couple of online quizzes that you might find useful, although you will need to register (for free) with the OU website to access: http://www.open.edu/openlearn/education/educational-technology-and-practice/educational-practice/developing-good-academic-practices/content-section-0

For essential help and information about exams follow this link: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/help-and-support-for-exams

Academic Interruptions Policy

Please see diagram below
Academic Interruption Policy

Students are permitted to interrupt at any stage of their module or programme, however the following rules apply:

- If less than 50% of the time on a module has elapsed* at the point which the student interrupts, he/she is not deemed to have had an attempt at the module. Upon resumption of studies, the student will enrol on the module as the same attempt. MLA will charge an admin fee of £500 for this to be processed, or £100 if the student has interrupted within the first 4 week period. Please note, all periods of interruption count towards the maximum period of registration permitted.

- If more than 50% of the time on a module has elapsed* at the point which the student interrupts, he/she is deemed to have had an attempt at the module. Upon resumption of studies, the student will enrol on the module as the next attempt. MLA will charge an admin fee of £500 for this to be processed.

In addition to the above, MLA College employs an instant interruption policy, whereby if students do not initiate any of the above processes or engage at all with the College over their progress, this will be flagged by their tutor at 8 weeks (for 16 week modules) and students will subsequently be compulsorily interrupted or withdrawn from the programme.

*cut off for 50% is 23:59 GMT on the last day of the 8th or 4th week (for 16 or 8 week modules respectively).
Complaint Procedure for University of Plymouth Students

Stage 1
As a student you should raise any issues or problems with your Tutor or alternative member of staff at the partner Institution where you study. The Institution will work with you to resolve the issue. If you are not happy with the outcome of this stage, you can raise a formal complaint in writing (Stage 2) with the University using the complaints@plymouth.ac.uk email address.

Stage 2
If you wish to raise a formal complaint you need to contact the University's Complaints Office (CO). The CO will contact Academic Partnerships (AP) with details of your complaint and AP will liaise with the Partner in order that they can consider the issues raised. The CO will advise the Partner as to possible solutions that could be offered to address your complaint. The Partner will then write to you to address the formal complaint and to offer a resolution.
If you are not happy with the outcome of Stage 2, you can escalate the complaint to Stage 3 with the University at complaints@plymouth.ac.uk where a Stage Three Complaint Review Panel will take place.

Stage 3
If you are not happy with the outcome of Stage 2, you should contact the CO. A Stage Three Complaint Review Panel will be set up to review your complaint. After the Panel has made a decision they will write to you with the outcome. If, following this, you are still not happy with the outcome, your next step would be to take your complaint to the OIA (Office of Independent Adjudicator).

Stage 1 – Notes
This is an informal step in the complaints process. It is envisaged that either the Tutor, or an alternative partner Institution representative will be able to resolve the issue raised by you and will meet with you to discuss the outcome.

Stage 2 – Notes
The University's CO will contact AP on receipt of your formal complaint who will liaise with the Partner in order that they can consider your issue. The CO will also give advice to the Partner as to ways to resolve your complaint.

Stage 3 – Notes
The Stage Three Complaint Review Panel is formed by Academics, Registrars, and the Student Union. The CO will contact AP on receipt of your complaint who will ask the Partner to provide them with a copy of the information you have submitted. The Partner will then be required to prepare a written submission in response to your complaint and submit this to the Stage Three Complaint Review Panel. The Panel will consider all the facts and make a decision regarding the complaint. The CO will write to both you and AP with the outcome of the panel’s decision and AP will notify the Partner of the Panel’s decision.
Progression & Marks Calculations

Your Programme Manager has access to University staff and is able to liaise in relation to your questions regarding progression to programmes at the University. Progression routes are correct at the time of publication but they may be subsequently amended. More information on individual programme progression is available in your Programme Quality Handbook.

Award Requirements

The complete and definitive set of regulations concerned with both passing an individual module and progressing is published electronically as part of the University Student Handbook on the Student Portal.

DipHE Hydrography for Professionals
On successfully achieving (passing) all 120 credits in Stage 1, you will be allowed to progress to Stage 2. If you decide to withdraw from the programme after successfully completing Stage 1, then you will be eligible for the award of a Certificate of Higher Education (CertHE).

On successfully achieving (passing) all 120 credits in Stage 1 and all 120 credits in Stage 2, you will be eligible for the award of a Diploma of Higher Education in Hydrography for Professionals.

PGDip Advanced Hydrography for Professionals
On successfully achieving (passing) all 120 credits of the PGDip programme, you will be eligible for the award of a PGDip Advanced Hydrography for Professionals.

If you decide to withdraw from the programme after successfully completing 60 level7 credits, then you will be eligible for the award of a Postgraduate Certificate (PGCert). Please refer to the academic regulations for further information www.plymouth.ac.uk/studenthandbook or discuss any concerns with your personal tutor.

MSc Advanced Hydrography for Professionals
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Hydrography for Professionals.

BSc Sustainable Maritime Operations
On successfully achieving (passing) all 80 credits of the BSc top-up programme you will be eligible for the award of a BSc Sustainable Maritime Operations.

BSc (Hons) Sustainable Maritime Operations
On successfully achieving (passing) all 60 credits of the BSc (Hons) top-up programme you will be eligible for the award of a BSc (Hons) Sustainable Maritime Operations.

PGCert Sustainable Maritime Operations
On successfully achieving (passing) all 60 credits of the PGCert programme you will be eligible for the award of PGCert Sustainable Maritime Operations.
**PGDip Sustainable Maritime Operations**
On successfully achieving (passing) all 120 credits of the PGDip programme you will be eligible for the award of PGDip Sustainable Maritime Operations.

**MSc Sustainable Maritime Operations**
On successfully achieving (passing) all 180 credits of the MSc programme you will be eligible for the award of MSc Sustainable Maritime Operations.

If you decide to withdraw from the programme after successfully completing 60 level7 credits, then you will be eligible for the award of a Postgraduate Certificate (PGCert). If you decide to withdraw from the programme after successfully completing 120 level7 credits, then you will be eligible for the award of a Postgraduate Diploma (PGDip). Please refer to the academic regulations for further information [www.plymouth.ac.uk/studenthandbook](http://www.plymouth.ac.uk/studenthandbook) or discuss any concerns with your personal tutor.

**MSc Advanced Meteorology for Professionals**
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Meteorology for Professionals.

**MSc Advanced Oceanography for Professionals**
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Oceanography for Professionals.

**MSc Advanced Navigation for Professionals**
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Advanced Navigation for Professionals.

**MSc Engineering for Marine Professionals**
On successfully achieving (passing) the 60 credits of the MSc top-up module you will be eligible for the award of MSc Engineering for Marine Professionals.

There may be wider progression opportunities available to you however you must discuss your individual requirements with programme staff that will be able to offer further guidance.

Please note there is a deadline for progression applications and places maybe subject to availability.

If you progress to a University of Plymouth honours degree programme, the University will calculate your final Honours Degree classification to include marks from each of your levels of study.

- 10% from Level 4 – calculated from the highest achieved 80 credits. Where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage.
- 30% from Level 5
- 60% from Level 6

If you progress onto Level 5 of a programme at the University, then 10% (of the highest achieved 80 credits or where modules are arranged in such a way that the 80 credits of ‘highest module marks’ cannot be identified unequivocally, the average for the best 70 credits and 90 credits will be calculated and the student given the best advantage) will come from your level 4 marks studied previously, 30% of your level 5
aggregate mark will be drawn from the level 5 modules studied at the University and then 60% from your level 6 aggregate mark at the University.

**Careers Education, Information and Guidance**

As a student studying Higher Education your programme has been designed to help you to succeed in your career aspirations and has been designed with the involvement of employers. Many of these are prepared to come to your college/institution to give talks to students about their working environment and the qualities that they expect in potential employees. Please make every effort to attend such events and to profit from such employer contacts.

Many of your teaching staff will also be able to give you helpful career advice. The College/institution Careers Service offers information, advice and guidance to students at all stages of their course.

Further advice is available from the [University of Plymouth Careers and Employability Service](https://www.plymouth.ac.uk/business-partners/alumni). As a graduate you will have a wide choice of career opportunities throughout the private and public sectors, both in the United Kingdom and abroad.

**Alumni**

As Plymouth Students you are part of the Plymouth Alumni. More information can be found at [https://www.plymouth.ac.uk/business-partners/alumni](https://www.plymouth.ac.uk/business-partners/alumni)

**Factors Affecting Your Learning**

In addition to teaching, academic support and private study there are often factors which influence your learning environment. If you are aware of these, you will be able to manage your studies more effectively.

**Effective Learning**

Learning refers not simply to the sum total of facts and information you can recall at a given moment. It also relates to how you use and apply information and how you find, store and retrieve it. One of your aims as a student should be to become a more effective learner.

The quality of your learning will depend on these starting points:

- Your attitudes, attendance, aims and goals
- Your dedication
- Your aptitude for the subject
- Your intelligence
- Your willingness and ability to learn
- Your use of resources - tutors, books, materials, the work experiences built into the programme, etc - and time - your timetabled lectures and tutorials as well as private study.

To assess how well you are learning, you should frequently check your progress by keeping in touch with your tutors and your fellow students and ensure you are up-to-date with deadlines.
Time Management

Good time management lies at the root of effective learning. You will need to plan the use of your time carefully. You will have the demands of your programme, learning in lectures and tutorials, working on assessments and completing your private study to consider.

A personal timetable can help you in assessing all your priorities: paid work, social and family commitments, as well as your studies.

You will have to think realistically about the number of hours that you need to study to be a successful student. If you are studying full-time, we would expect that your lectures, other timetabled sessions and private study taken together will only account for a proportion of the 200 hours of study required for each 20 credit module. However, the amount of study effort required varies from student to student.

Coping with Stress

Stress can be a serious problem, particularly in your first year when you may be adjusting to a new environment, arranging accommodation, managing your finances, living away from home and balancing your time between study and family / work commitments. There is, however, plenty of help available and you are encouraged to make use of support services, such as the College/Institution Counselling Service.

Learning Skills

Some students find the transition to university level study, particularly student-centred learning, more difficult than they expected. This can be because they have not yet developed the required learning skills. Although you will receive help throughout your programme to improve these skills, there is specific support, advice and resources available through the College’s Learning Skills Service concerning issues such as:

- Presentations
- Essay Writing
- Referencing
- Time Management
- Reading and Note-taking
- Revision and Examinations

The University of Plymouth has a suite of excellent support resources which are available at: https://www.plymouth.ac.uk/student-life/services/learning-gateway/learning-development

United Kingdom Visas and Immigration (UKVI)

Please consult your college/ institution’s immigration / compliance team (or relevant staff members) for guidance on how to deal with applications, enrolments and monitoring of Tier 4 and all International Students, and related sponsorship duties.

For further information on current immigration updates please see: https://www.plymouth.ac.uk/international/compliance/updates and the International Students Advisory Service - https://www.plymouth.ac.uk/student-life/services/international-students/international-student-advisory-service

https://www.plymouth.ac.uk/international/compliance/updates
Harvard Referencing System

Online support available through the University Referencing Library Guide which includes the online version of ‘Cite them rite’
http://plymouth.libguides.com/referencing

When the Harvard system is used, acknowledgement of the work of others appears within the text; it includes making direct quotes and paraphrasing. (NB Footnotes do not need to be used with this system; however, your tutor may allow you to use them to expand or qualify points in the text). You need to note the author’s surname, followed by the year of publication and, for a direct quote, the page number.

Where you are citing from more than one work published by an author in one year you add a lower case letter after the year eg (Bloggs 1994a).

Where there are two authors, give the surnames of both authors.
Where there are three or more authors, give the surname of the first followed by et al.

There are several ways in which these references can be made; there are some examples below. (The full details of sources are given in the list of references at the end; see the next section).

Quotation
If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you must put the borrowed material in single quotation marks (with double quotation marks for a quote within a quote). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quote then three dots should be used to show the omission. If you add words, these should be in square brackets.

eg
He lists twenty-four names of people who had ‘felt hitherto strange and unfamiliar desire to have images formed by light spontaneously fix themselves’ from as early as 1782 (Batchen 1990: 9).

eg
Whilst Williams (1989) suggested that ‘schools in Devon are...’

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

eg
Terry Eagleton explicitly links Freud’s psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.

When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtusenesses are at war with his native wit. If Freud
had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed. (Eagleton 1990: 283)

Paraphrase
If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into your own words, and you must, again, clearly indicate the source from which the information came.

eg
Biographies of Rossetti tend to differentiate the successive stages of his career by associating each of them with a particular woman in his life (Prettejohn 1997: 9).

eg
E. H. Carr has observed that is a construct consequent upon the questions asked by the historian (Carr 1964).

eg
In a further article (Johnson 1989a) it is argued that...

eg
In this article (Nicholls et al. 1990) the view is taken that...

eg
This finding has been confirmed by other researchers in the United States (Smart 1986; Billings and Brown 1990).

Secondary Citation
Sometimes you need to cite the ideas of an author that were referred to in someone else’s writing, though, where possible, you should try to read the original source. You must show that you used the secondary source.

eg
Learmouth (1978 cited in Short 1984) acknowledges that it is impossible to...

List of Sources (Bibliography)

Introduction
All written work should include a list of sources at the end detailing, in alphabetical order by author, all the sources you used to research the topic. (You may divide it into sections according to the format of the resources from which you have obtained information eg Books and Journals; Films; Websites etc.).

When there are two authors, cite them both. For three or more authors cite the first author followed by et al.

The following guide combines the conventions used in the Harvard System and the style recommended by the Faculty of Arts.

Book
1. Surname and initials of author (if editor/editors, put ed./eds in brackets after the name)
2. Year of publication (in brackets)
3. Title of book (in italics)
4. Edition (omit if first edition)
5. Place of Publication
6. Publisher
7. Page or chapter numbers if needed

eg

**Article in edited book**
1. Surname and initials of author
2. Year of publication (in brackets)
3. Title of article (in quotation marks)
4. *In*, then surname and initials of editor/editors of book, followed by (ed.)/(eds)
5. Title of book (in italics)
6. Place of publication
7. Publisher

eg

**Article in journal/newspaper**
1. Surname and initials of author
2. Year of publication (in brackets)
3. Title of article (in quotation marks)
4. Title of journal (in italics)
5. Volume number (in bold)
6. Part number (in brackets)
7. Page number(s).

eg

**Video and Film**
1. Title (in italics)
2. Year of release (in brackets)
3. Medium
4. Director
5. Other relevant detail re writers, performers etc.
6. Distributor
7. Other relevant detail re physical characteristics eg size, length of film

eg
If you are citing the relevance of a particular individual, begin with that person’s name and contribution.

eg

**Television / Radio Programme**
1. Title of programme (in italics) or, **when in series**, title of programme (in quotation marks) and title of series (in italics)
2. Broadcast date
3. Other relevant detail re producer etc.
4. Network
5. Other relevant detail re physical characteristics, length of programme etc.

eg 'The First Human Clone', *Panorama* (8 February 1999) British Broadcasting Corporation,. Video, 45 minutes.

If you are citing the relevance of a particular individual, begin with that person’s name and contribution.


**World Wide Web Document**
1. Author or editor (if known)
2. Title of document (in quotation marks) followed by Online (in square brackets)
3. Location of document (full web address)
4. Access date (in square brackets)

eg Brown, M. ‘Impressionist painting’ [Online] [http://www.fisk.edu/.html] [27th September 1999]

**Article in Electronic Journal**
1. Author
2. Year of publication
3. Title of article (in quotation marks)
4. Title of journal (in italics)
5. Type of medium (in square brackets)
6. Volume, part of journal
7. Location of document (full web address)
8. Pages (if given) or other indicator of length
9. Available: Supplier/ Database name/ Identifier or number (if given)
10. Access date (in square brackets)


**Miscellaneous**
For information about citing letters, computer software, music recordings, performances, works of art, interviews, maps etc. please refer to the *MLA College Handbook for Writers of Research Papers*. Please note
that when using these examples the elements of the entry are suitable for Harvard, but that you need to put the date of publication in round brackets after the first element.

**Use of Latin**
You will encounter a variety of Latin abbreviations in references, especially if the book or article is more than twenty years old. A list of the four most common abbreviations is given below. (It is not necessary to use these when using the Harvard referencing system).

1. *ibid.* [short for ibidem] meaning “in the same book, chapter etc.” and used when a reference is given to the same source as the immediately preceding reference. For clarity you should add the page number.
   
   eg
   
   
   60. *Ibid.*, p. 84


3. *op. cit.* [short for opere citato] meaning “in the work already quoted”
   
   Both *loc. cit.* and *op. cit.* are used when the full reference has already been given in an earlier footnote, but not in the immediately preceding one. For clarity, you should add the page number of the relevant passage and also the date if the author has more than one source listed in your footnotes.
   

4. *passim* [from passus meaning scattered] and used when a point is made in many places, here and there or throughout a passage, a chapter or even a whole book.
   
   eg a reference to ‘pp. 60-80’ might indicate a concentrated discussion of an idea, whereas ‘pp.60-80 passim’ shows that the idea makes numerous, but sporadic appearances.

**Further Help**
If you need further help with referencing and bibliographies, please ask your tutor or the librarian or visit [http://plymouth.libguides.com/referencing](http://plymouth.libguides.com/referencing)

There are a number of study skills books available for loan from the library.