



NCG

**College Handbook
2024/2025**

www.olceurope.com

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Welcome to OLC College

On behalf of the staff at the college, I hope you enjoy your studies at OLC. We are delighted to be working in partnership with NCG and other higher education programmes at OLC. I hope the information contained in this Handbook will help you settle into the college quickly and will be a useful guide during your stay.

Our mission is to ensure that all who join the College experience a quality learning programme that ensures success but is also fun. We aim to provide a friendly and supportive environment in which to study and work, and a wide range of courses and support services to meet the individual needs of students and staff.

OLC is proud of its educational provision and its links to the local community. We have a strong commitment to providing access to and encouraging participation in higher education. We strongly believe that investment in education provides real benefits for you, the community, and the wider economy.

We have a strong commitment to engaging with and listening to you as our students. We have designed our courses and qualifications to give you the opportunity to build your skills and confidence.

OLC is also committed to supporting you throughout your studies. Our website, Moodle, and student handbook sets out the services and resources available to help you with your studies. If you do experience a problem or just need help, please do let us know. Our Student Support Team will be happy to provide useful information and let you know where to go for more detailed help and advice.

Once again, welcome to OLC, and best wishes with your studies.

Sally Dixon

Principal



Welcome from the Director of Student Experience and Enhancements

First of all, I would like to offer my congratulations on having been offered, and accepting, a place to study here at OLC.

Our students are extremely important to us and are at the heart of all that we do at OLC. To support and help you have the best possible experience at OLC College, our Student Services team aims to provide a friendly, welcoming service for students and any of your ideas or enquiries.

We work closely with the academic and curriculum team to provide: Information and advice on courses, careers, and options after college; financial advice; and additional learning support.

We also work closely with our student representatives to provide student's voice; enrichment and enhancement activities; socialising and charity events with Raise and Give Group (RAG); Student Welfare; Student Social Activities Committee; and Pastoral Support.

The Student Services Team and Pastoral Team are always happy to meet and help in any way they can.

Julie Semmens
Director of Student Experience and Enhancements



Introduction

The OLC (Europe) College Handbook is intended to give students guidance on what is expected from them during their time at the College, what they can expect from the College in return, and an introduction to the forms and procedures they will need to fill out and follow in the course of their studies.

Dedicated to providing students with the best learning experience possible, OLC (Europe) adheres to the teaching practice of “Learning by Doing” to ensure that each and every student has the optimal chance of achieving their potential.

If anything in this handbook is unclear, please see a member of OLC Staff for clarification. The College is open every weekday, except Bank Holidays, and staff will be available for guidance on college, academic, or personal issues from 9am to 5pm.

The Government emphasise that colleges are required to ensure that key ‘British Values’ are taught in all UK colleges.

The Five British Values are:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect
- Tolerance of those of different faiths and beliefs

OLC will ensure to promote these values inside and outside of the classroom. We follow equal opportunities guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar. OLC is dedicated to preparing students for their adult life beyond the formal examined curriculum and ensuring that it promotes and reinforces British values to all its students.

All students will attend induction and registration prior to the commencement of learning where students will be introduced to the principles surrounding British Values and the government’s prevent programme during induction onto the course. This allows students to receive all the key information you need to begin your studies. It is also a great opportunity to meet your course team, meet new friends, and prepare you for your studies.

Included during induction is a tour of your campus and information on the additional services that we have to offer.

Here at OLC we understand that students may be returning to education after some time and encourage students to understand and develop their learning styles. Also included during induction are workshops and taught sessions that enhance your learning, prepare you for your studies and aim to equip you to be successful while on your academic journey.

Assessment Guidance

Assessment is an important part of your studies. It helps provide a picture of your progress and achievement and identifies the next steps of your learning. At the Organisational Learning Centre you will be given a variety of different assessment types in order to give you the very best chance of meeting the learning outcomes for your programmes.

An assessment has two purposes: formative assessment provides regular feedback about how your work is progressing. Summative assessment measures and records your achievement of modules towards the qualification.

There are different pass grades attainable on each assessment. If you receive a referral for an assessment, then you have not met the requirements to pass and you will need to resist/resubmit.

Remember that you must pass all your assessments in order to pass the module, and you must pass all of your modules to complete your programme. However, in some circumstances where you have not fully met the pass criteria, one module maybe compensated in order to complete your programme.

Each of the different assessment types has different requirements that you should be familiar with. Some of the different types you might be given are:

Assignment: These are tasks given for you to complete outside of scheduled lesson time, within a given timescale (usually around 4 weeks). They can take the form of either a written report or an essay. The individual requirements for these will vary from assignment to assignment, but there are several which are universal.

Tasks should always be word-processed and be written in a student's own words; plagiarising the work of others will result in failure of the assignment and possible further action being taken against you. Any references to outside knowledge and theories should be completed in the Harvard style. Any previously marked drafts of your assignment must be included when you hand in your assignment.

Once completed, assignments should be handed in via Turnitin, which can be accessed through the Virtual Learning Environment (VLE) Moodle.

Assignment briefs for completion will be made available in the module guides and e-copies will be available on the college VLE Moodle. As deadlines approach you will also be able to ask for spare assignment briefs at the front office of your campus, if required.

Exam-Style Time Constrained Assessment: Questions and tasks are given to be completed under examination conditions. These time-constrained assignments are usually 1-3 hours long. Answers are to be written within the provided answer booklet unless instructions on the

question paper state otherwise. Always ensure that you have filled in the front of these answer booklets with all your relevant information.

One or more invigilators will be present while the time-constrained assessment is underway. If you need anything during the assessment, then raise your hand and the invigilator will see you. Invigilators will help you understand the questions on the paper but will not help you with the answers. The assessment will be held in silence and all mobile phones should be turned off. Breaches of the examination conditions may lead invigilators expelling you from the assessment with your paper ungraded. Serious breaches may lead to further action being taken against you.

Presentations: Individual or group presentations to be given in front of an audience. You will be given a question or task and will have to prepare a presentation in order to answer/complete it. These presentations will have strict time limits, usually around 5-20 minutes, and must contain a certain amount of presentation slides. Within these presentations, it is not just your answers that are being assessed but also your presentation and communication skills. A paper copy of your presentation slides is to be submitted at the time of delivering your presentation, and your tutor may also set a written report to support it.

Projects: Projects follow the same basic rules as assignments but are longer and more detailed. As such, you will have a longer amount of time in order to prepare them. Projects usually are based on answering research questions or solving and implementing solutions to program-specific problems. Once complete, the project is submitted in the same way as an assignment.

Portfolios: Portfolios of work are made up of several smaller pieces of work that come together to form a collection showing that you have met the learning outcomes of your module. These pieces of work may be worked upon in class or in your own time. Once the portfolio is complete it should be submitted in the same manner as assignments.

Academic Poster: Academic Posters are a representation of your work, communicated through visual imagery, infographics, text, tables, and graphs to summarise your project and its conclusions. The information is displayed in sections, using headings and subheadings to draw the interest and eye line of the viewer, with the use of colour. Once completed the academic poster is submitted in the same way as an assignment.

NCG HE Assessment Policy - [NEWCASTLE COLLEGE \(ncgrp.co.uk\)](http://ncgrp.co.uk)

A Note on Plagiarism and Examination Offences: Plagiarism is the act of reproducing someone else's work and presenting it as your own. This can be as minor as simply forgetting to reference an idea, to as serious as handing in work that has been directly copied from a book, website, another student, or any other source. Plagiarism is bad academic practice and if you are found to have deliberately committed plagiarism then action will be taken against you. Also, if your similarity score is above 30%, (NCG Academic Misconduct Policy) you will be invited to attend a plagiarism meeting to clarify the authenticity of your work.

No action will usually be taken where the plagiarism is just due to accidental referencing errors, other than the assignment being referred.

For major incidences of plagiarism, your work will be referred to the programme manager, who will decide what action to take.

Examination offenses include talking or cheating during time-constrained assessments, bringing in unauthorised materials or devices, disruptive behaviour, and any other behaviour or action that might threaten the reliability of the assessment results. If you are believed to have committed an examination offense, the invigilator will seize your work and remove you from the assessment room; you will then be referred to the programme manager who will take further action.

Almost all plagiarism and examination offenses will result in you receiving a formal written warning. The ultimate penalty for plagiarism and examination offenses is expulsion from the college.

If you feel that any decision on plagiarism or examination offences has been made against you unfairly, or in error, you have the right to appeal. In the case where a decision has been made to expel you from the college, an appeal hearing will be arranged automatically. Refer to the appeals section of the College Handbook for further information on the appeals process.

Further information regarding plagiarism is available in the NCG Academic Regulations:

[Higher Education | NCG \(ncgrp.co.uk\)](https://ncgrp.co.uk)

External Examiner

At OLC we have a quality improvement system to assess that internal marking has been appropriately and consistently applied. In order to ensure the continuing standards and quality is implemented the external examiner will provide an independent view as to whether the work of students on the programme is of correct standard. The external examiner will look at a sample of work (assignments) discuss the work with the module leads and attend the assessment boards. The external examiner will produce an annual report which identifies concerns and recommendations which then informs good practice.

Further information regarding the role of the examiner is available from QAA UK Quality Code.

[UK Quality Code for Higher Education 2024 \(qaa.ac.uk\)](https://qaa.ac.uk)

The Role of the Personal Tutor

Your Module tutor is also your personal tutor during your time at OLC Europe College. The tutor's role includes:

- To meet with you for a minimum of 4 times each academic year
- Being the first line of the complaints/support procedure
- To track attendance and punctuality
- To initiate the intervention process for poor attendance and punctuality
- To initiate the intervention process for non-submissions
- To discover any issues/barriers for non-submissions
- To direct you to the correct place for information
- To set goals
- To send you mitigating circumstances/request for leave forms

It is important to attend any requested meetings and to keep your module tutor/programme lead or student services informed of any changes in your circumstances.

NCG HE Tutorial Policy - [ncg-he-tutorial-policy.pdf \(ncgrp.co.uk\)](https://www.ncgrp.co.uk/media/ozmbkqvj/ncg-he-tutorial-policy.pdf)

NCG HE Recognition of Prior Learning

NCG recognises learning wherever it may take place and that knowledge and skills can be acquired from a whole range of learning experiences, both formal and informal. We, therefore, encourage credit transfer and Recognition of Prior Learning (RPL) as a means of entry to, or credit within, all our programmes. Such recognition will take place within the context of the institution's policy and procedures and within the specific requirements of the awarding body. If you require information about how to apply for recognition of the skills you have acquired through employment or formal learning, your programme leader will be able to discuss the process with you.

NCG HE Fitness to Practise

It is the institution's responsibility to ensure that students admitted, registering for, and undertaking programmes of study leading to professional qualifications are professionally suitable to do so. NCG has a duty to protect the public by ensuring that each student is fit to practice at the level at which a student is studying. Assessment of a student's fitness to practice, and the student's compliance with professional codes of conduct is an integral part of a professional programme. NCG has a duty to protect the public by ensuring that students are fit for practice placements and fit to practice at the point of registration on completion of their programme. The NCG Fitness to Practise Policy and Procedure supports students throughout their period of study at NCG from admissions to graduation.

<https://www.ncgrp.co.uk/media/ozmbkqvj/ncg-higher-education-fitness-to-practise-policy-andprocedure.pdf>

NCG HE Fitness to Study

NCG has a responsibility to ensure that students admitted to their higher education programmes are fit to study. Fitness to study relates to a student's capacity to participate fully and satisfactorily as a student, in relation to academic studies and life generally at NCG. NCG is committed to

supporting student well-being and recognises that a positive approach to the management of physical and mental health is crucial to student learning, academic achievement and progression, and the wider student experience. The NCG Fitness to Study Policy and Procedure supports students throughout their period of study at NCG from admission to graduation.

[nCG-he-fitness-to-study-policy-and-procedure.pdf \(ncgrp.co.uk\)](#)

NCG HE Academic Appeals

The purpose of this procedure is to enable a student to request that NCG reconsider a decision about their academic progress that could have the effect of hindering progression, terminating studies, or affecting the level of award achieved.

[he-academic-appeal-procedure.pdf \(ncgrp.co.uk\)](#)

Complaints

NCG and OLC are committed to providing high-quality services for all our College Community offering a high-quality education service in a safe environment where everyone is treated with dignity and respect. Taking account of users' views enables NCG and OLC to promote and develop capacity for sustainable improvement.

In the first instance if a student is unhappy with any aspect of their experience, please follow OLC's Appeals and Complaints Policy which is available on the OLC website. If the issues have not been resolved satisfactorily, students can pursue their complaint further via NCG complaints and appeals procedures.

NCG has a staged complaints procedure through which we aim to resolve concerns as quickly as possible; [nCG-complaints-and-compliments-policy.pdf](#)

If you are dissatisfied with the response to your complaint, you have the right to appeal in writing, explaining the reason for your dissatisfaction. You will also have to explain what you have done to try to remedy the complaint informally and what you would like us to do next. The process is explained in the Complaints Procedure on the NCG website.

Once the students have exhausted appeal/complaint channels, students also have the opportunity to pursue their appeal or complaint via the following body:

- OIA (Office of the Independent Adjudicator)

The OIA offers an independent scheme for the review of student complaints and appeals and will review complaints / appeals made by students or former students that have been through the College's internal procedure and have not been satisfactorily resolved, as well as the College's procedures and still remain dissatisfied.

The College notifies students when it is satisfied that all internal procedures for an appeal, complaint or disciplinary matter have been completed. The OIA considers applications only after this point has been reached, and all applications must satisfy the OIA's eligibility criteria. Further

information about the OIA and how to make an application is available from the OIA website

If you are unsure and need further help or advice at any stage or require a copy of this guide/form in an alternative format/ language, please contact your college student/learner services department.

Suspension of Studies

Suspension of Studies Form: Important information for students

If you are going through a difficult period with your studies, there are ways that we can help you, and suspension of studies, which is usually for one academic year, could be an option for you. Suspending your studies may sometimes seem like a quick and easy solution to your problems, but it may not be the best option for you, and it is important that you seek advice before deciding to suspend your studies.

If you are thinking of suspending your studies the first thing you need to do is contact your Programme Leader for academic advice.

Please ensure that you have spoken to your College Administration Department/Student Services and the Student Loans Company (SLC)/Student Finance England (SFE) to understand any funding issues.

If you are an international student on a Tier 4 visa, please contact the international office before suspending your studies.

More information relating to suspending your studies can be accessed via this link within the Useful Links section

[Higher Education | NCG \(ncgrp.co.uk\)](https://www.ncgrp.co.uk)

Results and Certification

Examination Committees and Board of Examiners meetings are where decisions are agreed regarding your achievement. The Board of Examiners meeting is where your results are approved, and your degrees awarded. Prior to your results being confirmed by the Board of Examiners all results are provisional.

Notification of Results

After confirmation of your results by the Board of Examiners, you will be given a transcript showing your modules, marks, and associated credit.

Where re-assessment or mitigating circumstances are involved confirmation of results will take place at the next scheduled meeting of the Board of Examiners, normally September.

When can you expect to hear about your results?

Once student results have been moderated, they are submitted to an Examination Committee where module results are formally recorded. A committee is held within each curriculum area to ratify module marks. These marks are taken to the Board of Examiners where a decision is reached on your results based on your achievement. The Board will confirm and make awards and classifications.

External Examiners will also be appointed to contribute to the decision process on individual progression and awards. The role of the External Examiner at the Board is to guarantee fairness and equity and ensure that comparability of standards is maintained between students and across different years of a programme.

Until confirmed by the Board of Examiners (normally at the end of the academic year), all marks are provisional. Module tutors and Programme Leaders will mark your assessments and provide you with feedback about how your work is progressing. You should not assume that these will be the final marks until they are confirmed by the Board of Examiners/Progression and Award Board.

Nor should you make any assumptions about your eligibility to progress from year to year or to be awarded your Degree until your results have been confirmed by the board.

You will receive confirmation of your results within 5 working days of the date when the Board of Examiners are held.

Replacement Certificates

We do not keep copies of replacement certificates, but we can have them produced. Please note that only one hard copy of your certificate can be in existence at any one time and a replacement will only be issued in the event that the original has been lost, stolen, or destroyed.

The fee for a replacement certificate is £50

To order a replacement please contact 0191 2004014 or CertificateQueries@ncgrp.co.uk

We aim to have the replacement certificate produced and posted within 21 working days.

Reasonable Adjustment

Assessment and examination policies, practices, and procedures will provide students who have a special educational need and/or disability with the equivalent opportunity to their peers to demonstrate the achievement of learning outcomes. If you require specific arrangements to

be put in place to support your studies please contact the relevant college support team and/or refer to the information in this handbook

As part of the application and admissions process, all students receive information regarding the support available to them whilst studying HE at NCG. At the point of application, students are encouraged to disclose their special educational needs and/or disability. However, disclosure can happen at any point whilst on programme.

The process for accessing support for HE students differs from that of FE students. A HE student wishing to receive support whilst studying is required to contact the relevant college support team and provide evidence of their learning disability/specific learning difference and/or specific learning need. Once a student has disclosed their support needs, they will be contacted by a member of the relevant support team who will carry out an initial assessment.

Students who disclose a learning disability/ specific learning difference are eligible to apply for Disabled Students' Allowance (DSA) and will be supported in their application. The following link provides information on the process 'Disabled Students' Allowance Roadmap' [Help if you're a student with a learning difficulty, health problem or disability: Disabled Students' Allowance - GOV.UK \(www.gov.uk\)](#) .

The student pastoral team at OLC can provide advice regarding disability support and can be contacted

Students will receive a student agreement from NCG, which may include the following:

1.Student Agreement

Contents

1. Introduction
2. Conduct
3. Teaching, Learning, Assessment and Feedback
4. Diversity and Equality
5. Appeals
6. Concerns and Complaints
7. Mitigating Circumstances
8. Fees/Payments

1. Introduction

This document lays out the Student/College agreement between the student named in this document and OLC (Europe) Ltd. Within the document is the framework of the responsibilities placed upon both college and student in working together towards a joint goal of excellence in all aspects of education.

Students are encouraged to refer to this document when in doubt of either what is expected of them across the duration of their studies, or of what they can expect of the College across the same period.

Other documents also make up part of the Student/College agreement, specifically:

- The Student's Conditional Offer Letter
- The Student's Unconditional Offer Letter
- The Student Handbook
- Health and Safety Policy
- Assignment Record Sheet

This agreement is valid from the date it is signed by both a representative of the College and the Student and carries through until the time the student leaves the College.

The Student:

(Print Name)

2. The College: OLC (Europe) Ltd (a.k.a) The Organisational Learning Centre

2.1 The College agrees to:

- 2.1.1 Be committed to providing education and opportunities for learning of the highest quality, at every opportunity.
- 2.1.2 Notify the Student at the first possible opportunity of any changes to schedules, courses or any other factors that might influence the provision of the course.
- 2.1.3 Treat the Student courteously and with respect at all times.
- 2.1.4 Provide a safe environment to the student, which is conducive to learning.

2.2 The Student agrees to:

- 2.2.1 Be polite and courteous to all staff of the College, as well as all other students of the College, at all times.
- 2.2.2 Take care and do not purposefully misuse or damage any and all facilities, furniture, and rooms provided by the College.
- 2.2.3 Notify the staff of the College of any accident or damage which may potentially cause harm to students, visitors, or staff or cause damage to the facilities. Specifically, the student agrees to abide by the college's rules on health and safety in the learning environment including refraining from taking hot drinks up any flight of stairs and from consuming food in the lecture rooms at any time.
- 2.2.4 Behave in a manner conducive to learning at all times on College premises, understanding that disruptive or violent behaviour could result in removal from the premises, expulsion from the course, or other action including the possibility of police involvement.
- 2.2.5 The student will read the college travel plan and where possible adapt Individual behaviour to promote environmentally friendly travel.
- 2.2.6 The student gives their explicit consent to the college using their personal data in any manner the college deems necessary during the length of their course. This will include the publication of any photographs or other written material that is taken during the completion of the study program

NCG Students: [ncg-equality-diversity-inclusion-and-belonging-policy.pdf](#)
([ncgrp.co.uk](#))

3. Teaching, Learning, Assessment and Feedback

3.1 The College agrees to:

- 3.1.1 Strive towards constantly improving teaching and learning methods used by all staff of the College.
- 3.1.2 Advocate the use of the College's learning strategy "Learning by Doing," throughout all modules, learning, and courses.
- 3.1.3 Provide education of the highest quality, and work with the student to achieve their potential and obtain the highest result possible.
- 3.1.4 Make clear to the student the criteria of all assessments, which they have to meet, before the time of assessment.
- 3.1.5 Provide the Student with opportunities to show that they can meet the criteria of assessment across all modules, units, or courses that the student undertakes.
- 3.1.6 Mark and moderate promptly every assessment (those which the College is responsible for) of the student and make the results available to the student at the earliest opportunity.
- 3.1.7 Provide any feedback on assessments performed or taken by the College as soon as they become available.
- 3.1.8 Provide clear guidance, to the students, staff, and visitors on acceptable and unacceptable behaviour within the College.

3.2 The Student agrees to:

- 3.2.1 Promptly attend scheduled lessons, lectures, tutorials, and assessments provided for the Student by the College, unless they are missed due to genuine medical reasons, authorised absences or for exceptional mitigating circumstances. Please refer to the Student attendance policy on the OLC website
- 3.2.2 Make the College aware of when the student cannot attend a scheduled lesson, lecture, tutorial, or assessment, at the earliest opportunity. It is the responsibility of students to ensure that adequate childcare arrangements have been made to ensure mandatory teaching and learning sessions are attended. This includes but is limited to, childcare arrangements, work commitments, and any other non-essential absence.
- 3.2.3 Work towards meeting all criteria of assessment for all modules, units, and/or courses that the student undertakes.

- 3.2.4 Complete and hand in all assignments set by the College on or before their scheduled deadline and understand that assignments handed in after the scheduled deadlines will probably be graded capped at a pass.
- 3.2.5 Adhere to all rules for time-constrained assessments (including, but not limited to: Time-constrained Assessments, Formal Presentations, etc...) undertaken at the College, and understand that failure to abide by these rules could mean dismissal from the assessment, without grading.
- 3.2.6 Not knowingly or purposefully plagiarise any intellectual property during the creation of assignments, or within any other assessments. The student understands that doing so could result in their assessment being referred, also holding the possibility of further action being taken against them, up to and including expulsion from the College.
- 3.2.7 Adhere to the rules of acceptable behaviour within the College.

4. Diversity, Equality and Ethics

4.1 The College agrees to:

- 4.1.1 Treat the Student equally in all respects to all other students, regardless of:
- age
 - disability
 - gender
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sexual orientation
- This is in line with the Equality Act (2010).*
- 4.1.2 To stay informed on UK equality law, and update policies to coincide with any revisions to the law.
- 4.1.3 Encourage all students to embrace diversity within the student body.
- 4.1.4 Act swiftly to resolve any issues regarding diversity and equality and investigate any acts of intolerance regarding the characteristics stated in 4.1.1, and any other such incidents which the College deems unacceptable.
- 4.1.5 Provide accurate, high-quality information to students.
- 4.1.6 Ensure the safety, security and welfare of the Student within the College environment, and on any outside activity organised by the College.

4.2 The Student agrees to:

- 4.2.1 Treat all other students, College staff and visitors courteously and with respect, regardless of the characteristics stated in 4.1.1. The Student understands that intolerance of any form is not accepted by the College and could result in suspension or dismissal from the College, and in the most serious cases could result in Police involvement.
- 4.2.2 Report to College staff any act of intolerance witnessed, whether it involves the characteristics stated in 4.1.1 or any others.
- 4.2.3 Ensure that the Student's contact details are available to the College, and to notify the College of any changes in these details at the first opportunity.

NCG Students, see [NCG ncg-equality-diversity-inclusion-and-belonging-policy.pdf \(ncgrp.co.uk\)](#)

5. Appeals

5.1 The College agrees to:

- 5.1.1 Allow the Student the right to appeal any decision or mark/grade by the College which they feel has been made unfairly, or that does not take into account all the facts of a situation – including any mitigating circumstances (See Section 7).
- 5.1.2 Handle appeals formally and objectively.
- 5.1.3 Handle appeals promptly and with a worthy amount of diligence.
- 5.1.4 Make the Student aware of any information or documentation needed for the investigation within good time of the appeal, such that the student has plenty of time to submit them.
- 5.1.5 Make available, within reason, the College directors to consider appeals. Where students have exhausted internal channels, students have the option to take appeals to the relevant awarding body – NCG, BAC, Pearson and the OIA. For these procedures see the following links.
[Higher Education | NCG \(ncgrp.co.uk\)](#)
[BAC Complaints Procedure - \(the-bac.org\)](#)
[How to complain to us - OIAHE](#)
- 5.1.6 Communicate to the Student the result or finding of any appeal at the earliest possible opportunity.

5.2 The Student agrees to:

- 5.2.1 Bring any appeals to the College's attention within 14 days of the relevant decision. The student understands that delaying appeals for extended periods of time may have an adverse effect on the result.
- 5.2.2 Make appeals honestly, and provide all information required from the student truthfully and as soon as possible.
- 5.2.3 Bring appeals to the attention of the College through the formal channels put in place, i.e. make them in writing to the relevant college Director. An appeals/complaints form is available to students.

6. Mitigating Circumstances

Mitigation and Extenuating Circumstances

NCG recognises that through unforeseeable and unpreventable circumstances students might be unable to complete or submit an assignment; might have missed an examination or presentation; or have not performed to the best of their ability in one or more assessments. This is called mitigation and extenuating circumstances.

This section of the Student Handbook provides you with information about what you would need to do to request an extension, and what you should do if you have missed a scheduled assessment.

6.1 The College agrees to:

- 6.1.1 Allow the Student the right and chance to put forward for consideration mitigating circumstances which may have affected grades received. NCG students can submit their application through the Director of Student Services using the form at the back of this handbook.
- 6.1.2 Allow the Student the right to put forward for consideration mitigating circumstances for any decision that may be made against the student, e.g., in such cases as plagiarism, dismissal from assessments, or lack of attendance to scheduled lessons.
- 6.1.3 Allow the Student reasonable time to provide supporting documentation (original copies) or information for their claims of mitigating circumstances in time for consideration of their appeal.
- 6.1.4 Consider any and all mitigating circumstances submitted by the student in a fair and objective manner.

- 6.1.5 Report, if appropriate, to the student any results from the consideration of mitigating circumstances.

6.2 The Student agrees to:

- 6.2.1 Submit honest and valid mitigating circumstances, through the NCG portal.
- 6.2.2 Submit any mitigating circumstances at the earliest opportunity, ideally before or as soon as the situation occurs.
- 6.2.3 Include any relevant documents (original copies) or evidence supporting claims of mitigating circumstances as soon as possible. The student understands that unreasonable delays in providing supporting documents or evidence may reduce their effect at appeal.

It is important to know which route is appropriate to your particular circumstances and to take the right kind of action. There are two routes for considering extenuating circumstances and mitigation:

1. Up to 5 working days extension (at the point of assessment)

This addresses issues related to: Difficulties in completing assessment by the assessment hand-in date and is normally linked to unforeseen, single-instance/single reason, inability to attend for a presentation; a practical; or other scheduled assessment.

An extension of up to 5 working days is submitted to your programme leader using the 5 day Extension Process. This must be submitted before the assessment submission point.

2. Mitigation requiring longer than 5 working days

This process supports students where longer than 5 working days is required to complete an assessment. A Mitigation Panel will consider information which supports extenuating circumstance. The process may often include more than one module.

The application is submitted through an online portal. To apply for mitigation (longer than a 5 working day extension) you must complete your application and submit your evidence using the NCG HE Mitigation Portal. Click the link to access the portal

<https://mitigation.ncgrp.co.uk/dashboard>

<https://www.ncgrp.co.uk/media/lq3nspkj/he-mitigation-policy-and-process.pdf>

If you experience a problem accessing the portal please send an email to NCGHEmitigation@ncgrp.co.uk which outlines the issue and provide a screenshot of the error message if possible. A member of HE Registry will contact you to help resolve your problem.

Please note:

If you are logging into the mitigation portal from a personal device you must log in with username: NCG\s12345 (student ID)

The table below provides you with dates when the mitigation panel is held during the academic year. The dates in the first column identify the deadline for you to complete your

online application. The second column is the date when the panel will consider your application.

If you have any further questions about the process please contact your programme leader.

Mitigation Date Panels	<i>Dates (may be subject to change)</i>
	09/10/2024
	22/10/2024
	28/11/2024
	11/12/2024
	22/01/2025
	19/02/2025
	12/03/2025
	14/05/2025
	18/06/2025
	27/08/2025

7. Concerns and Complaints

7.1 The College agrees to:

7.1.1 Listen to and investigate all concerns and complaints of the Student.

7.1.2 Handle formal complaints in a fair and unbiased manner.

7.1.3 Strive to resolve valid concerns and complaints in a manner mutually beneficial to the College and the Student, as well as any other party to the concern or complaint.

7.1.4 Make available, within reason, the Student Welfare officer to take informal concerns.

7.1.5 Make available, within reason, the College directors to make formal complaints. Where students have exhausted internal channels, students have the option to take appeals to the relevant awarding body, NCG, BAC, Pearson, and the OIA. For these procedures see the following links.

[Higher Education | NCG \(ncgrp.co.uk\)](https://www.ncgrp.co.uk)

[BAC Complaints Procedure - \(the-bac.org\)](https://www.the-bac.org)

[How to complain to us - OIAHE](#)

7.1.6 Report, if appropriate, to the student any results of a complaint or concern.

7.2 The Student agrees to:

- 7.2.1 Bring honest and valid concerns or complaints to the attention of the College. The student understands that malicious or purposely untruthful complaints could lead to action being taken against the Student.
- 7.2.2 Bring any informal concerns to the attention of the College through the Student Welfare Officer.
- 7.2.3 Bring formal concerns to the attention of the College through the formal channels put in place, i.e. make them in writing to the relevant college Director. An appeals/complaints form is available to students.

8. Fees and Payments

8.1a The College agrees to:

- 8.1a.1 Provide clear and concise information about the fee structure of the course taken by the student, along with details about how to make payment or arrange finance where applicable. The fees for the Level 6 Top up degree are £9,250

8.1a.2 Fees and Compensation Policy

Our Student Protection Plan sets out what students can expect to happen should a course, campus, or institution close. The purpose of the plan is to ensure that our students can continue and complete their studies, or can be compensated, if this is not possible.

All Higher Education providers registered with the OfS must have a Student Protection Plan in place.

[NCG Student Protection Plan](#)

8.1b Where the Student is financed through the Student Loans Company, the College agrees to:

- 8.1b.1 Enrol the Student and provide tuition and course support in advance of the Student Loans Company's initial payment to the College.
- 8.1b.2 Provide the Student Loans Company with relevant information, including details of the Student's attendance, in support of the Student's continued access to finance.

8.2a Where the Student is self-financed, the Student agrees to:

- 8.2a.1 Make prompt payment of any course fees to the College.

8.2b Where the student is financed through the Student Loans Company, the Student agrees to:

8.2b.1 Complete arrangements for finance through the Student Loans Company as soon as can be reasonably expected.

8.2b.2 Notify the College as soon as possible of any delays or problems arising in the application for finance through the Student Loans Company.

8.2b.3 The College invoices the Student Loans Company each term for student tuition fees.

8.2b.4 Commit to payment through the Student Loans Company of 50% of tuition fees once the student has completed formal enrolment at the College campus and attended during the first term.

8.2b.5 Commit to payment of the full year's tuition fees through the Student Loans Company upon the Student's commencement of the second term.

Signed:

College Representative:

The Student:

Date:

Student Number:

This version of the Student/College Agreement was approved on July 2024

OLC Appeals and Complaints Policy

Policy Contents

1. Introduction
2. Appeals
3. Complaints
4. Further Points of Appeal/Complaint
5. The Office of the Independent Adjudicator for Higher Education (OIA)
6. Policy Monitoring and Review

2. Introduction

It is the aim of this policy to ensure that all students and applicants of the College have the right to appeal any decision made or grade given by the College which they consider is unfair, biased or not taking into account all facts relevant to the situation. In all cases, the College encourages students to seek resolution informally by bringing issues to the attention of relevant administrators, personal tutors, subject tutors or programme managers.

This policy also aims to ensure that all students or applicants can make complaints about actions made, or otherwise, by the College, or relating to any dealing the complainant had with the College.

The College is committed to handling appeals and complaints in a fair and unbiased manner. This policy is intended to be read in line with the Equal Opportunities Policy.

This policy aligns with the expectations and core principles of the QAA Quality Code for Higher Education.

3. Appeals

The College considers appeals to be formal requests from students or applicants to reconsider decisions. Requests constituting formal appeals might include, but are not necessarily limited to, the following:

- requests to amend an award grade;
- appeals against disciplinary action, up to and including expulsion from the College;
- requests to reconsider admission decisions.

In order to facilitate students and applicants making a formal appeal, the College provides relevant documentation. Specialised appeals and mitigating circumstances forms have been created for this purpose. Documents relating to making appeals are made available to students and applicants through the following channels:

- on the College website;
- from the reception/front office of the relevant campus;
- from Student Welfare Officers or Personal Tutors upon request;
- in the College Handbook;

- via community champions, if applicable;
- upon formal request, i.e. via letter or telephone conversation.

Appeals should be made using the aforementioned documents to the Director of Director of Student Experience and Enhancements.

Appeals will be considered by an Appeals Panel, under the governance of the Director of Student Experience and Enhancements. Appeals will be handled in a formal and objective manner, promptly and with a due amount of diligence.

The Appeals Panel will inform the appellant of any further documentation needed to consider their application and allow suitable time for submission of these documents. Where an appeals hearing is required, the Appeals Panel will arrange a time and date and inform the appellant in good time of any requirements. Appellants will always be allowed the company of an advocate during any appeal hearing.

Results/findings of appeals will be communicated to the appellant at the earliest suitable opportunity. Results of appeals will be fed into Quality and Standards meetings for monitoring and review.

The decision of the Appeals Panel is final.

Advice and guidance on all stages of the appeals process will be made available to appellants through Student Welfare Officers and Personal Tutors.

4. Complaints

Individuals with concerns can have an informal discussion with their course tutors, personal tutors, Programme Manager or staff at College campuses in order to resolve the issue.

Complaints will be treated seriously, and complainants will not suffer any disadvantage or recrimination as a result of making a complaint in good faith. Guidance for student complainants is given within the College Handbook. In all cases, it is desirable that complaints are resolved informally and quickly between the relevant parties, and that the formal process is only started if that fails.

Formal complaints will be dealt with in a fair and unbiased manner, in line with the College's Equal Opportunities Policy. Complaints must be submitted on the relevant complaints form to be considered a formal complaint. Complaints should be in writing to the Director of Student Experience and Enhancements.

There may be times when a student submits a complaint, the subject of which is actually an appeal, or vice versa. In these cases, the College may decide to reclassify the complaint or appeal, at whatever stage of the procedure that has been reached, and the College will inform the student of this.

The complaint will be investigated by the appropriate people and a panel set up (usually headed by the Director of Student Experience and Enhancements) to consider the complaint at which the complainant may make an oral presentation to supplement the written complaint.

Notification of the outcome will be given in writing. A complaint report will be presented to the College's Board of Directors, where the College's actions will be evaluated for effectiveness. Only after exhausting the College's arrangements for handling complaints, may a complainant be able to complain to any external authority, such as BAC, Pearson or OIA.

If complainants are in any doubt about where to direct their complaint, they should seek advice from a Student Welfare Officer or Personal Tutor who will then make the necessary arrangements or advise the complainant about what steps to take. If complainants do not have access, or do not wish to have access, to a Student Welfare Officer or Personal Tutor, e.g. in cases where complainants are not registered students at the College, or where complainants wish to complain about the actions of their Student Welfare Officer or Personal Tutor, they should write to the Director of Student Experience and Enhancements for further advice.

Complaints about the actions of individual tutors/lecturers should, in the first instance, be taken up with the Director of Student Experience and Enhancements. Complaints about the actions of the Director of Student Experience and Enhancements should be taken up with the Board of Directors, via the Principal.

If the issues have not been resolved satisfactorily, students can pursue their complaint further via our partner college complaints and appeals procedures. More information is available from:

NCG Students Complaints and Compliments Policy:

<https://www.ncl-coll.ac.uk/media/nwblu2q/2021-06-complaints-and-compliments-policy.pdf>

NCG Students Appeals Guidance and Policy:

<https://www.ncgrp.co.uk/guide-to-information/higher-education-at-ncg/>

5. Further Points of Appeal/Complaint

Once the students have exhausted appeal/complaint channels, students also have the opportunity to pursue their appeal or complaint via the following bodies:

- BAC (British Accreditation Council)
- Pearson
- OIA (Office of the Independent Adjudicator)

6. The Office of the Independent Adjudicator for Higher Education (OIA)

The OIA offers an independent scheme for the review of student complaints and appeals and will review complaints / appeals made by students or former students that have been through the College's internal procedure and have not been satisfactorily resolved, as well as the College's procedures and still remain dissatisfied.

The College notifies students when it is satisfied that all internal procedures for an appeal, complaint or disciplinary matter have been completed. The OIA considers applications only after this point has been reached, and all applications must satisfy the OIA's eligibility criteria. Further information about the OIA and how to make an application is available from the [OIA](#) website.

7. Policy Monitoring and Review

This policy is monitored in order to ensure that it remains relevant and supports appeals and complaints practice. Full review of the policy occurs annually.

The Organisational Learning Centre

Mitigating Circumstances Guidance Form

Notes for the Student – please read carefully

The Mitigating Circumstances Report Form (included below) must be completed if the Mitigating Circumstances Committee appointed by the Board of Examiners is to take account of any extenuating circumstances when considering your academic performance.

NCG student can apply for mitigating circumstances via the Director of Student Services using the form below. Your application will be considered at the next scheduled Mitigation Panel.

You should complete all sections and upload your evidence to support your claim.

Any information you provide will be treated confidentially and will only be seen by the Mitigating Circumstances Panel. If it proves necessary to disclose this information to another party, this will not be done unless you give your explicit written permission.

Wherever possible you must supply written evidence. This should be a statement from a person competent to assess your situation professionally. Examples: Sick note, Doctor's letter, Death Certificate, Hospital letter, a letter from Programme Lead, Tutor or Student Welfare Officer, etc.

Students using the form attached must also include written evidence. The documents must be submitted to the Student Support Office or Programme Leads prior before the deadline dates.

The Mitigating Circumstances Committee sits every month to make recommendations to the External Examinations Board. A note of the Board's decision regarding your application will be forwarded to your student email advising you of the Mitigation Panel.

Grounds for Mitigation

1. Grounds for mitigation are unforeseeable or unpreventable circumstances that could have a significant adverse effect on the academic performance of a student. Possible mitigating circumstances include:-

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependent;
- family crises or major financial problems leading to acute stress; • absence for jury service or maternity, paternity or adoption leave.

2. Circumstances that will not normally be regarded as grounds for mitigation include

- holidays and events that were planned or could reasonably have been expected;
- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments; • inadequate planning and time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time: (students should back up work regularly and not leave completion so late that they cannot find another computer or printer);

- consequences of paid employment;
- exam stress or panic attacks not diagnosed as illness.

3. For the avoidance of doubt, pregnancy is not an illness but an altered state of normality, so that unless the woman has an illness, she decides how near to the birth she will work. Events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on an individual basis. Note that U.K. legislation does not allow a woman to work in the first six weeks following the birth.

4. Absence from the College during the semester for any period of no more than five working days will not normally be regarded as grounds for mitigation unless the absence occurred for good cause within a two-week period immediately preceding a formal college examination or the deadline for submitting a piece of assessed course work or delivering an assessed presentation.

Learner Support - POLICY STATEMENT

The Learner Support Policy has been created to ensure all learners are provided with every opportunity to achieve and progress throughout their studies at OLC Europe Ltd.

The College has developed a comprehensive support programme, both weekly and termly, to provide multiple access and referral points to designated individuals.

OLC Europe Ltd is committed to ensuring that:

1. The delivery methods of College courses are clearly disclosed so that students that need a particular delivery style are clear about what the College is offering;
2. All students are offered all practical and reasonable support to complete their qualification;
3. Students receive regular follow up and assistance from Learner Support Staff via the weekly support programme;
4. Additional support is provided by means of tutorials, assignment workshops and tutor meetings to manage and support assignment completion and progression throughout the study programme;
5. External experts that can support students with specific needs are accessed as needed and their contact details published so that students can access these services without firstly having to contact the College.

Key Policy Points:

1. Where it is identified that a student is not making satisfactory progress the College Support Staff and Tutors will review if a special need exists and work with the student to progress their studies. This will be extended to inviting students to assignment workshops during holiday periods.
2. The College will publish on its website a list of external student support services and contact details. In addition, the College will provide all students with a copy of the Learner Support document to inform the Colleges intent and referral points.
3. The College will record student meetings via Tutor files / ILP's, student personal files and via, the VLE system (Synopsis). Such records can be used to inform the Colleges decision on Student Progression.

The range of support services that can be offered from College resources include:

1. Assistance with developing better writing skills to achieve higher academic standards and preparation for academic progression;
2. Assistance to develop transferable skills that can enable students to gain employment beyond the full-time study programme;
3. Availability of materials in different formats to address a disability or remote location (upon request and diagnosis);
4. Agreed follow up and support contact via Support Staff and Tutors.

For further details refer to the attached appendix (Learner Support, Achieving Together).

Learner Support, Achieving Together

During your time at OLC Europe Ltd we want it to be both successful and enjoyable. To help with this, we provide a range of learner support services to give advice, support and encouragement.

We realise that there are times when personal issues, financial problems or other circumstances can affect a student's experience within the College despite the quality of the courses that they are studying and the progress being made.

Our aim is to ensure that you are provided with a wide range of opportunities to develop your writing skills, understanding the importance of research and evidencing research, note taking in class and developing skills that are transferable into the workplace.

We have developed a series of programmes to support all learners throughout their time with OLC Europe Ltd:

Weekly:

1. Assignment support workshops (see your allocated time table)
2. Critical writing
3. Appointments with support staff
4. Appointments with module Tutors (by appointment)
5. Drop in sessions with staff to complete UCAS applications and supporting documentation (available every morning 09:00 – 10:00 and every afternoon 14:00 – 16:30)

Termly:

1. Small Business advice and support
2. Career guidance (by appointment)
3. Assignment completion workshops (end of term)

OLC Europe Ltd has developed their existing Career Development Programme to meet the QAA, 2015 Theme – Student Employability. This programme is designed to provide regular access to support to enable learners achieve their potential and progress throughout their studies.

Student Wellbeing

Our Learner Support team will provide you with one to one support regarding all aspects of your study and wellbeing through the tutorial system.

Every student has an entitlement to a minimum of 4 personal tutorials across the academic year. At the beginning of your programme you will be assigned a personal tutor whose role it will be to provide supportive guidance as to how you can manage your learning and personal and professional development; keep an overview of your progress; advice on progression

opportunities. You are advised to keep your personal tutor informed of your progress including your achievement and any difficulties you may be experiencing.

In the tutorials you and the personal tutor will set realistic personal and academic targets, which the personal tutor will support you to achieve. We actively encourage our learners to take advantage of the tutorial meetings as they offer a unique and individualised learning experience. You will be contacted directly by your allocated personal tutor to arrange a meeting.

Learning Support

We are a team of Specialist Assessor/Tutors and Learning Support Staff

We are here to support you throughout your studies. We work with a diverse range of students, in a variety of ways, to help them to achieve their potential. We work with learners to develop strategies which promote independent learning.

If you need support you need to make an appointment to meet one of the team. In this meeting you will discuss your requirements and the Learning Support staff or/and Tutors will produce an individual support plan detailing support.

Student Voice

OLC uses all student feedback to improve the student journey and to enhance the teaching and learning practice.

Student representation is important throughout all aspects of the HE learning experience and valued for its benefits for the individual and the organisation. Every student has a part to play in contributing to the future direction and quality of higher education, regardless of their level or mode of study. We recognise the potential of students as active collaborators in shaping the future of our HE provision.

Students are at the heart of the higher education system, by involving you in quality assurance and enhancement, the college enables the students to become active partners in shaping their own education. Students are able to access various levels of engagement throughout their studies at the college. These include the following: Student representatives meetings, student staff forums, student social activities committee meetings, health and safety meetings, student ambassadors, internal and external student surveys.

Student Employability Programmes

Your time at college is valuable. How you spend it will determine what direction you take following your time with us. As part of the learner support provided, the Student Employability Programme team are here to help you make the right decisions – so make use of us while you can!

We can help you in a number of ways:

1. Whilst you are at the College, we can help you decide what you want to do when you finish your course by considering your interests and your abilities.
2. We can support you in finding out information on your options following your course – whether this be into more education, training or into work.

3. Each term a new calendar of events will be published to support small business development, progression to university and developing your CV/personal statement portfolio.
-

Useful Careers Information Websites

Prospects

Website: www.prospects.ac.uk

National Careers Service

Website: <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Advice Line

Extensive information on careers and courses. Useful sections on CV writing, interviews, job seeking and assessing your skills and interests.

Free: 0800 100 900

Email: enquiries@olceurope.com

Tel: 01204 525511 (Bolton Campus) 0161 228 3077 (Manchester Campus) 020 8800 6616 (London Campus)

Job Applications

Website: www.jobapplications.co.uk/

Contact Details

For further information about childcare provision and funding contact the Student Finance Team.

Email: kellyh@olceurope.com

Tel: 01204 525511 or 0161 228 3077

Counselling and Student Wellbeing

We offer a confidential counselling service for students. Sometimes personal problems can make it difficult to concentrate on studying.

Learners are welcome to talk to us about issues such as relationship difficulties, bereavement or anything else that is on their mind.

Contact your Programme Lead, Tutor or Student Welfare Officer – Julie Semmens, Sadif Mohammed, and Amanda Williams (Bolton and Manchester Campus) Florence Adjapong (London Campus).

For more information about mental health issues, contact:

Website: www.mind.org.uk/

Useful contacts

Congratulations on receiving your offer of a place at OLC Europe. Selecting where to study is an important decision, so thank you for choosing OLC. As you have chosen us, we would like to offer our guarantee to support you through your student journey, from applying to graduating with your Qualification.

All the staff at OLC believe engagement is the key to success, so we work together in a positive and approachable way, creating a culture where everyone feels comfortable and included.

If you are worried about returning to education, or would like to speak to any of our friendly staff, please contact us on the relevant number below:

Student Enrolment Team
525 511 (208)
studentservices@olceurope.com

Other Course Enquiries 01204
01204 525511 (206)
enquiries@olceurope.com

SLC Queries
01204 525 511 (208)
jkear@olceurope.com

IT Support
01204 525 511 (210) kellyh@olceurope.com

Learning Support Team
01204 525 511 (208)
studentservices@olceurope.com

International Student Advice Centre
01204 525 511
gpaton@olceurope.com

DBS Enquires
01204 525 511 (211)
studentservices@olceurope.com

Library and Academic Resources
01204 525 511
studentservices@olceurope.com

Office of Quality and Compliance
01204 525 511
ymotara@olceurope.com

Graduation Ceremonies
01204 525 511 (206)
studentservices@olceurope.com

Pastoral Care
525 511 (211)
jsemmens@olceurope.com

Health and Social Care 01204
01204 525 511
etsapayi@olceurope.com

Business Management
01204 525 511 (212)
nkenny@olceurope.com

Teaching and Learning
01204 525 511
klhaslam@olceurope.com

Bolton Campus Reception
01204 525 511
studentservices@olceurope.com

Manchester Campus Reception
0161 228 3077
studentservices@olceurope.com

Oldham Campus Reception
0161 243 6336
studentservices@olceurope.com

London 7 Sisters Campus Reception
020 8800 6621
studentservices@olceurope.com

REQUEST FOR LEAVE OF ABSENCE

To: Head of School

I (Name).....Student number (.....) request leave of absence

From.....To.....(dates).

Please give reason for Absence during term

.....
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.....
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.....
.....
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Documentary Evidence Attached

.....
.....
.....
.....

Signature of Student..... DATE.....

Signature of Support Officer.....DATE.....

PLEASE NOTE

1. Failure to request leave or refusal to grant leave will mean that the absence is **unauthorised**.
2. When considering granting leave for absence in term time, OLC Europe Ltd consider
*duration of the proposed absence *whether the trip/event is rare
*impact on the pupil's education *student's attendance record *family circumstances
3. Please return this form to The Front Office **at least 3 days before the absence**

NCG Higher Education Mitigation Form

Policy is available at [he-mitigation-policy-and-process.pdf \(ncgrp.co.uk\)](https://ncgrp.co.uk/he-mitigation-policy-and-process.pdf)

For students studying at an NCG College applications for mitigation must be submitted online via the Mitigation Portal <https://mitigation.ncgrp.co.uk/dashboard>.

Complaints and Appeals Form

I wish to lodge a formal:

Complaint:

Appeal about grade received:

Appeal about decision:

Details

Continue on a separate sheet/s if required. A separate mitigating circumstances form is available and should be included if applicable.



Include: relevant dates, locations, course details, descriptions of events, etc...

--

Student Name (Print)		Student No.	
Signature		Date	

Receipt of Appeals/Complaints Form

Complaint <input type="checkbox"/>	Student Name	
Appeal Grade <input type="checkbox"/>	Student No.	
Appeal Decision <input type="checkbox"/>	Date	
Staff Signature		