

Hello <student>

I would like to take this opportunity to welcome you back to study after the Easter break. I hope that you and your families have stayed safe and that you are looking after each other. The University Centre Grimsby and Scarborough TEC remain closed for students following government advice.

Following advice from the Office for Students and the Quality Assurance Agency for Higher Education, I would like to confirm that **all students** must submit all assessments and must meet the pass criteria in order to progress on their course or achieve their award.

Changes to your Regulations

Grimsby Institute Validated Foundation Degrees

We are currently working on changes to our Academic Regulations to ensure the COVID-19 situation has no harm on your degree outcome. These will be changed but under the principle that students must meet the pass criteria on all modules that you have entered.

For Level 5 Students

When we calculate your degree classification (whether you achieve an FD - 40-59%, an FD with Merit - 60-69% or an FD with Distinction 70%+) we will do so using several methods (which we will let you know about as soon as these are confirmed) to ensure the award given is one that you could have reasonably been expected to achieve if this had not happened.

University of Hull Degrees

For students on University of Hull programmes we will be applying the University of Hull academic regulations, and will update you further when the University of Hull provide further details.

The University of Hull have published their principles in this area.

“If your marks for this year contribute to your final degree classification (for example, all finalists and second year undergraduates), the ‘No Detriment’ approach means that we will calculate your degree classification with and without the marks from modules affected by Covid-19, and we will award the higher classification.

Importantly, you will still need to pass the year/level, which means you must complete any remaining assessments for your Semester 2 (or Trimester 3 for Top Up degree) modules and achieve an overall pass mark. Successfully completing your current assessments is necessary for you to progress and graduate. The ‘No Detriment’ approach means that individual marks achieved during the Covid-19 impacted period can only help raise your overall grade average, they will not lower it.”

Academic Support

I would like to remind you of the support available to yourselves through this time.

Your Programme Leader or Module Tutor can also be contacted to discuss any issues you have with the programme or any support you need.

You are still able to seek support with your academic studies through contacting Ella Malton – maltone@grimsby.ac.uk

Pastoral Support

All forms of support are still running albeit through new methods of communication. Please contact a Success Coach (See Below) who will signpost you to the support.

Daniel Huntley: Education, Social Sciences, Access to HE and PGCE

01472311222 ext 2054 Daniel Huntley: huntleyd@grimsby.ac.uk

James Hannah: Commercial Enterprise, Engineering, Construction, Animal Management, Sport, Counselling

01472 311222 ext 2052 James Hannah: hannahj@grimsby.ac.uk

Theresa Cole: Health Care Industries

01472 311222 ext 2055 Theresa Cole: colet@grimsby.ac.uk

Shelina Ahmed: Digital and Creative Industries

01472 311222 ext 1610 Shelina Ahmed: ahmeds@grimsby.ac.uk

Karen Thornton: Scarborough TEC

Karen Thornton email : thorntonk@scarboroughtec.ac.uk

Mitigating Circumstances and Short Extensions

Should you, through good reason, not be able to achieve the deadlines which have been set for you we have a system which may allow you to move your deadlines.

During Normal Times

Your Programme Handbook states “The Grimsby Institute of Further and Higher Education refer to this as "mitigating" (sometimes known as "extenuating") circumstances, and has established a Code of Practice to enable you to inform departments of such circumstances. Applications for short extensions must be submitted 24 hours before the assessment deadline and mitigating circumstances must be submitted no later than 14 working days after the examination or assessment deadline. Both short extension and mitigating circumstances applications must be submitted electronically using the pre-populated forms, which can be downloaded from ProPortal, to HExtensions@grimsby.ac.uk. No paper copy applications will be accepted. All applications must include a personal statement identifying the reason for the application and must identify the progress made on each piece of assessment included in the application. Independent evidence will be required for all applications.”

Changes for this period

For extensions up to 14 DAYS – If at least 24 hours before the deadline - Apply for a Short Extension – If on the day of the deadline or after – Apply for Mitigating Circumstances.

The information above still applies with the exception that during this extraordinary period you do not need to provide evidence for extensions of up to 14 days. In your personal statement please give some detail about your circumstances e.g. I have limited internet access / I have children so it is slowing my progress etc. and state that you would like a 14-day extension.

For extensions over 14 DAYS – Apply for Mitigating Circumstances

Evidence will still be required but we understand the difficulty in providing some forms of evidence during this period so please discuss this with your success coach or programme leader.

Extra Communication

As an organisation we are here to help but we want to assure ourselves that your requests are going to the right people. As we go forward if you have not got a satisfactory response from someone, or people are not responding in a reasonable and timely manner, we would like to give you another portal to which you can raise this or ask questions. In these circumstances please email HEAdmin@grimsby.ac.uk. This will be checked daily by members of my team, who will respond to you and forward your query to the relevant manager or department to deal with.

Thank you for taking the time to read this letter.

Kind Regards

Nathan Michael

Group Academic Registrar

TEC Partnership

University Centre Grimsby / Scarborough TEC