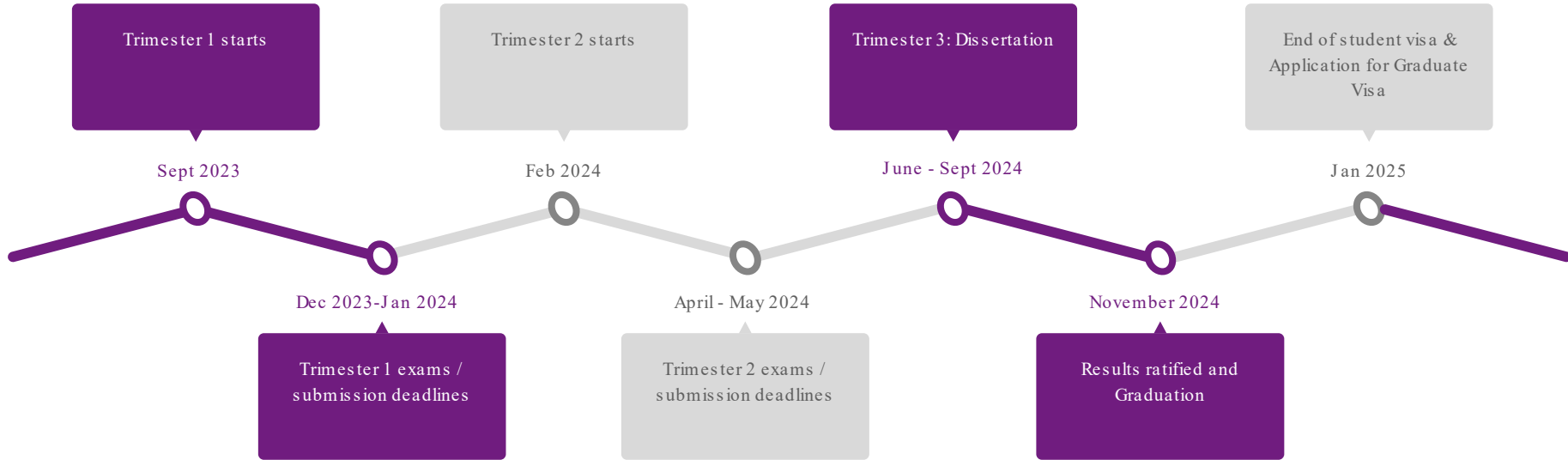


Get it right first time

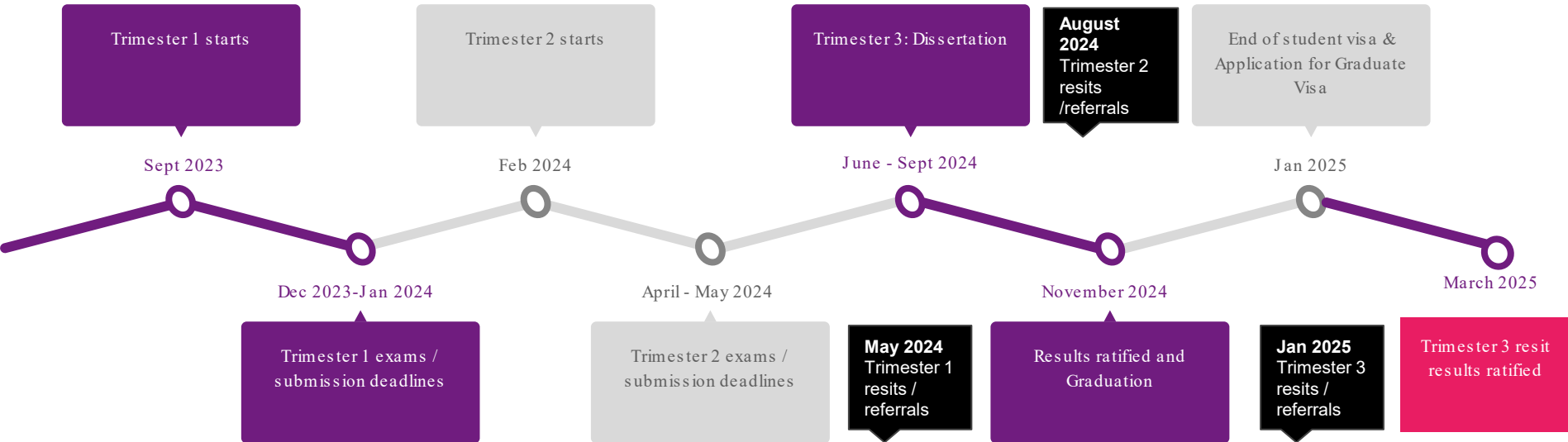
Krassimira Teneva

Head of International Experience

# The ideal journey



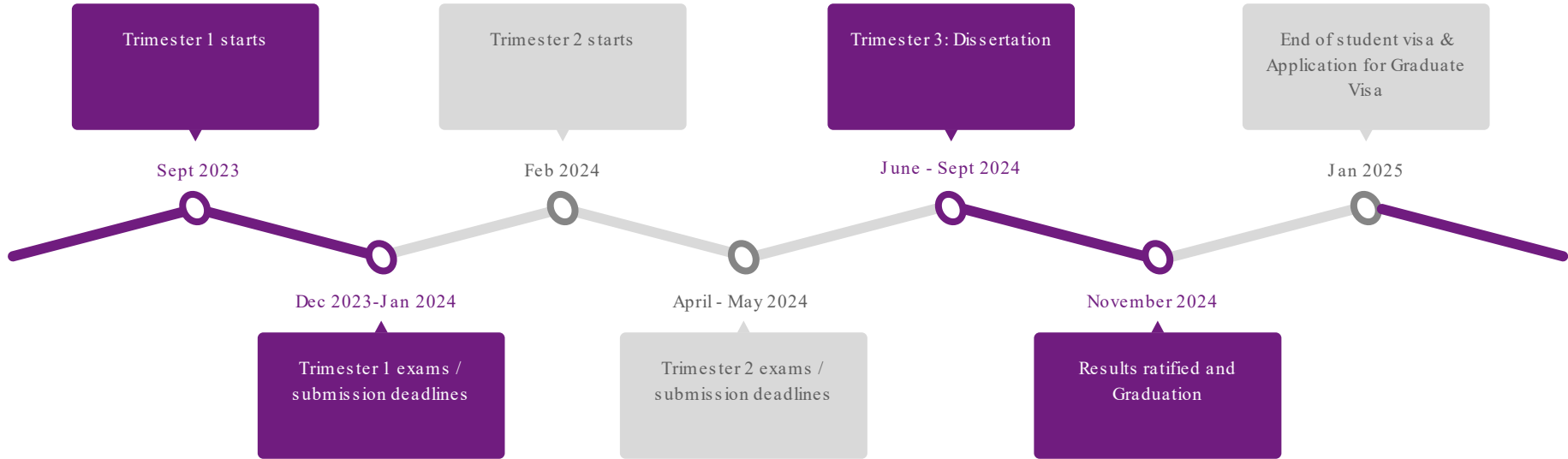
# When things go wrong!



# If you fail an assessment twice...

- You have to do the module again! We call this a 'retake'
- You have to pay the module fee again
- In some cases you may have to apply for a visa extension
- In some cases the retake exam/assessment deadline may fall outside your current visa duration which may make you ineligible for the Graduate Route

# How do you get to have an ideal Hallam journey?



# Attendance, engagement and preparation

- Attend all your lectures and seminars. Log your attendance in Study Goal
- Prepare - do all tasks you are asked to do to prepare for seminars
- Participate actively in discussions during seminars and lectures
- Engage - ask questions if you are not sure of what is expected of you

# Develop your academic skills

- Know your academic strengths and weaknesses
- Enhance your academic skills by attending Study Skills sessions
- Use your *Academic Adviser* and your lecturers well
- Submit work for feedback when asked by your lecturer
- Use the feedback to improve

# Exams and assignments

- ❑ Make sure you understand the assessment brief and criteria well. If you don't, ask your lecturer to explain them again
- ❑ Engage with all your exams and assignments. If you miss them or fail, you will have to submit at the referral deadline and your mark will be capped @ 50%
- ❑ Always submit assignments by the deadline. In some cases, if you have a marginal fail, you may be allowed to amend your work in the current assessment period for a capped mark
- ❑ Do not engage in academic dishonesty - this will delay your results and may make you ineligible for the Graduate visa



# Do not commit academic dishonesty!

- ❑ Plagiarism, collusion, contract cheating, using AI are not permitted under the University's Academic Conduct regulation
- ❑ All are easily spotted! You will be referred to an Academic Conduct Panel, get a 0% mark and will have to submit in the next assessment period. Sanctions can be more severe for repeat 'offenders'
- ❑ Your marks will be delayed and you may miss out on applying for the Graduate visa if you engage in academic misconduct
- ❑ The best way to avoid academic dishonesty is to develop your academic skills, and to do all your academic work yourself. Do not copy, paste or submit other people's work as your own

# If things don't go to plan

If you become ill or experience other extenuating circumstances, which may affect your performance at an assessment, you can:

- Request a 5-day extension to the submission deadline for assignments by emailing [hallamhelp@shu.ac.uk](mailto:hallamhelp@shu.ac.uk)
- \*Submit an extenuating circumstances request within 5 days of the submission deadline or the exam date (evidence is required)
- \*If you are ill on the day of an exam, you can submit a self-certification medical form within 3 days of the exam
- **The \* options will push your submission deadlines to the next assessment period and may make you ineligible for the Graduate visa**

# If things don't go to plan

Seek support:

- Speak to your Academic adviser
- Contact your Student Support Adviser
- Use the specialist services available to you. You will find the information on My Hallam

# Engaging with the University services

**Have you provided your current UK mobile phone number in My Student Record? You need to update it if you change your number.**

**Do not ignore emails from the University. Make sure you check your Hallam email address at least once a day**

If you don't understand the message, please contact Hallam Help or the sender of the email to explain

If you are concerned about course related issues, you can see your student support adviser or your academic adviser for guidance. Seek help in a timely manner

# International students with disabilities

If you have a disability, you should disclose it to the University at the point of enrolment. This information will be kept strictly confidential.

In some cases, if you are able to provide supporting evidence, you may be given a Learning contract which gives you more time for assignments and exams.

You can contact [hallamhelp@shu.ac.uk](mailto:hallamhelp@shu.ac.uk) for more information

# Useful links

[My Hallam](#)

[My student record](#)

[Student Support Advisers](#)

[Raise an enquiry](#)

[Academic Advisers](#)

[International Experience](#)

[Skills Centre](#)