



Senate Handbook

Undergraduate Students' Handbook

This Handbook supplements Regulations governed by Senate.

It includes policies, procedures, advice and/or guidance that students are expected to follow in the proper conduct of University business.

Please note that this Handbook contains important information for all undergraduate students who are registered on or after 1 August 2025. It also incorporates the previously published Apprenticeship Students' Handbook.

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1 Introduction

This Handbook is published by Cranfield University's Education Services and provides important information and guidance for all registered students, including apprentices, studying towards an undergraduate award. In addition, Appendix A of this Handbook provides further guidance specifically for apprentice students. The Handbook is only valid for the academic year for which it is issued. If you are studying for more than one year, you should make sure that you are referring to the current edition at the start of each academic year, which can be downloaded from the [University's website](#).

Students studying for an undergraduate award as part of an apprenticeship with MK:U are registered as students of Cranfield University, are subject to the rules and regulations of Cranfield University, and are expected to abide by these at all times. Throughout this Handbook, the term University refers to Cranfield University. Unless explicitly stated, undergraduate students, as registered students of Cranfield are expected to follow the regulations set out for taught students as stated in relevant Senate Handbooks and other policies. These include (but are not limited to) Cranfield's policies and procedures concerning:

- Academic misconduct (as set out in the Senate Handbook on [Academic Misconduct](#))
- Changes to registration (as set out in the Senate Handbook on [Changes to Registration](#))
- Academic appeals (as set out in the Senate Handbook on [Academic Appeals](#))
- Disciplinary procedures (as set out in the Senate Handbook on [Disciplinary Procedures](#))
- Complaints (as set out in the Senate Handbook on [Student Complaints](#))
- Dignity at Study, Fitness to Study, Disability/SPLD, Confidentiality, Safeguarding, Diversity and Mental Health (available on the University intranet.)

Further details of some of these handbooks are given later in this Handbook.

In addition, separate Senate Handbooks exist for undergraduate students, including this Undergraduate Students' Handbook and the Undergraduate Awards Handbook, which contains policies on:

- Admissions
- Assessment rules
- Attendance
- Award classification

The information in these handbooks is supplemented by guidance published on the MyMKU student portal, the MK:U student app, documents produced by MK:U, information contained in individual VLE sites for specific courses, and other information and handbooks produced by other areas of the University, including Education Services, Student Wellbeing and Disability Support, the Apprenticeships Office, Campus Services and IT.

Every effort has been made to ensure that the information given in this handbook is correct at the time of publication, but it may be subject to change and amendment. In cases of doubt, please contact the relevant SAS team.

During your studies you may be assisted in all matters by Cranfield University staff on behalf of MK:U.

This Handbook assigns responsibilities for various processes and decisions to particular postholders in the University. Where required for the operation of the University, specific responsibilities may be given to other members of the University by agreement between the relevant University Officers,

such arrangements to be recorded by the Secretary to Senate until such time as the Handbook is updated.

Throughout this Handbook timescales are referred to as measured in working days. Working days do not include any weekend days or days where the University is closed (public bank holidays or published University closure days).

2 Communication channels

2.1 From the University to students

The University is made up of a number of units, some of which deliver academic courses (MK:U for undergraduates) and central service departments (e.g. the Apprenticeships Office, Education Services, Facilities, IT). All of these will have useful information and instructions to share with you and will do so through our main communication channels:

- The **MK:U Student App**
- Your virtual learning environment (VLE) **Canvas**
- Email – messages will be sent to your **@cranfield.ac.uk** account
- **EVE student portal** – through the portal you will be asked to complete tasks and activities

It is therefore important that you frequently access these channels. Please ensure you regularly access the MK:U app and your @cranfield.ac.uk email account (or ensure mail is forwarded on to you by setting up an auto-forwarding service).

Your **course team** will outline additional communication routes for all matters relating directly to your course of study. This may include Outlook groups, Teams groups, specific email addresses for the course (academic and administrative staff) and portals and other information in a **virtual learning environment** (VLE).

2.2 Email communication

The University's primary mode of contact with you during your studies will be through your @cranfield.ac.uk email address. You may choose to auto-forward emails to a personal/non-Cranfield email address.

Education Services will, through your Course team and SAS team, communicate by email with you on a number of subjects relevant and important to your studies, which you may not opt out of. The topics Education Services will contact you about will include, but are not limited to:

- Academic progression / achievement
- Attendance
- Course activity
- Extra-curricular activity
- Course changes
- Classroom / lab availability

Throughout your time at Cranfield, you will also receive email communications from other areas of the University, including the Careers Service, Campus Services, Student Wellbeing and Disability Support Cranfield Students' Association, IT Services, Library Services, Student Experience, the Apprenticeship Office and the Alumni Office.

2.3 The MK:U App

In addition to your VLE, the MK:U app is a key information resource for all undergraduate students, with news and events occurring around the University publicised. You are advised to visit it on a regular basis to ensure you know what is happening around you.

The app will also link you to a wealth of information about how the University can support you in your studies and online advice and support covering all aspects of being an undergraduate student at Cranfield University. You are strongly encouraged to familiarise yourself with the guidance available to you.

2.4 Cranfield University website

You can access all of the Senate Handbooks on Cranfield's website via <https://www.cranfield.ac.uk/governance-and-policies/quality-assurance>.

2.5 Emergency contact details

All students must provide the University with an emergency contact when they register. Those nominated will only be contacted if there has been an emergency (accident/illness), or when there is a significant concern about a student's physical or mental health and wellbeing, or safety. The University will always seek to gain informed consent from students at the appropriate time, but there may be exceptional occasions where it is in a student's best interests for the University to use the emergency contact, in situations which are not necessarily life-threatening, but where there is significant concern about a student's physical or mental health, wellbeing or safety.

You should provide your emergency contacts:

Mobile / landline phone number
Email address

We advise, wherever possible, that the emergency contact is someone near your location of study (usually in the UK) and someone who can speak and understand English.

This data will be stored in accordance with the University's Data Retention Schedule.

3 Academic Organisation of the University

MK:U forms part of the wider Cranfield University. Cranfield is headed by the Chief Executive and Vice-Chancellor, Professor Dame Karen Holford CBE. On academic matters, she is supported by the following Officers of the University:

Deputy Vice-Chancellor (Faculty of Engineering and Applied Sciences)	Professor Dame Helen Atkinson CBE
Deputy Vice-Chancellor (Faculty of Business and Management)	Professor Lynnette Ryals OBE
Pro-Vice-Chancellor (Education)	Professor Sean Tyrrel
Pro-Vice-Chancellor (Research and Innovation)	Professor Leon Terry
Pro-Vice-Chancellor (Shrivenham)	Professor Mark Richardson
Director of MK:U	Neil Withey

Your undergraduate education is overseen by both the Pro-Vice-Chancellor of Education and the Director of MK:U.

Supporting the Director of MK:U are a Director of Education for Undergraduates and a Course Lead for each undergraduate Course. They are:

Director of Education – Undergraduates	Professor Ruth Massie
Course Lead for Chartered Manager Degree Apprenticeship (BSc in Business and Management)	Kristian Mackie
Course Lead for Technical Professional Apprenticeship (BSc in Cyber Security)	Dr Nikki Williams
Course Lead for Data Scientist Apprenticeship (BSc Data Scientist)	Dr Ali Alderete Peralta
Course Lead for Digital and Technology Solutions Apprenticeship (BSc in Digital and Technology Solutions)	Dr Nikki Williams
Course Lead for Robotics Engineering Apprenticeship (BEng Robotics Engineering)	Dr Rebecca Raper
Course Lead for Data Analyst (L4) Apprenticeship	Dr Ali Alderete Peralta
Course Lead for Supply Chain Leadership Professional Degree Apprenticeship (BSc Logistics and Supply Chain Management)	Dr Mark Baker
Professional Skills Lead	Harshani Samaradiwakara

They are responsible for the quality of the education you receive, and for ensuring that resources are available for you to receive a high-quality student experience in all aspects of your study and/or research.

During your time at the University you will be supported by a number of Professional Service Units, some of whom are referred to later in this Handbook, including Education Services, Student Experience, Library Services, IT Services and Facilities. Cranfield staff in these Professional Service Units may undertake a number of functions on behalf of MK:U students.

4 Student Representation and Unions

4.1 Membership of the Cranfield Students' Association

As registered students of Cranfield, all undergraduate students are automatically members of the Cranfield Students' Association (CSA). This is a constitutional body of the University set up under the terms of the Royal Charter. It has the power to make representations to the Senate and other bodies of the University to voice student opinion and raise issues of concern. The CSA represents Cranfield students wherever they are located. The President of the CSA for 2025-2026 is Summer Fen Yan. As a member of the CSA, you are also a member of the National Union of Students (NUS). The NUS provides representation to government and promotes the interests of students nationally.

Any student wishing to opt out of membership of the Cranfield Students' Association or of any other "students' union", may do so by giving written notification to the Academic Registrar. The University will endeavour to ensure that any student who has opted out of membership of the CSA is not unfairly disadvantaged.

4.2 Student representation on Senate and Council

Council is the University's governing body and includes a number of external advisers (governors) and staff representatives. The CSA President represents the student body on Council.

Senate is the University's primary committee for managing the academic provision of the University, and is chaired by the Chief Executive and Vice-Chancellor of Cranfield University. It includes all professorial members of academic staff and a number of elected staff members. The CSA President, Vice-Presidents and Faculty Representatives are members of Senate. In addition, most members of the CSA Executive are members of one of the standing committees of Senate, Education Committee and Research Committee, and members of the Student Experience Committee.

4.3 Student representation within MK:U

Through the CSA, undergraduate students will elect a CSA Vice-President who will sit on appropriate undergraduate committees as well as standing committees of Senate as appropriate.

In addition, Cranfield has a system for representation amongst its students. More information on this is available through the relevant SAS team.

4.4 Student Voice

You have the opportunity to shape the Cranfield undergraduate experience for yourself and future students. We aim to provide as many opportunities as possible for you to ask questions, provide feedback and have your voice heard. You can feed back in several ways which are explained in more detail on Canvas and the Student Voice page on the intranet. In response to your feedback, we will invest in what matters to you.

Throughout your time with us we will keep you informed of the impact your feedback is having by providing you with specific information on enhancements or initiatives launched throughout the year.

All students have the opportunity to contribute feedback through a number of means, such as directly by email, through student forums, through their student reps, module feedback forms and regular student surveys.

4.5 Representation within the UK

While you are studying at university, you may be eligible to vote in regional and national elections: **If you are not already, you are strongly encouraged to exercise your right to vote in these elections by registering at: www.gov.uk/register-to-vote.** This online registration takes only a few minutes and you will be led through the necessary questions. Please note that any information provided on this website is not shared with the University, and we do not provide the UK Government with your details for this purpose: if you wish to register to vote you are required by law to register for these rights yourself.

5 General Conduct and Behaviour

5.1 The Cranfield University Student Charter and Cranfield Values

The charter details the partnership between Cranfield, all of our registered students and the Cranfield Students' Association. It sets out how we work together to enable you to get the most out of your Cranfield experience and to be an active member of our diverse and global community of staff, students, alumni and business partners. The Charter is available on the University website: <https://www.cranfield.ac.uk/studentcharter>.

If you have any comments/questions about the charter, please contact our Director of Student Experience or the CSA General Manager. All students, including those studying with MK:U, are expected to abide by the Charter.

In addition to the Student Charter, Cranfield has four core values which help to define who we are, guide the way we behave and shape our decisions. Our shared, stated values are for all members of the University, and feed into the standards and behaviours that we expect of our students and that you can expect from us.



Each Value is explained and expanded on further on the dedicated Values page on the [University Website](#).

5.2 Expectations of students

The University expects all students to agree to and abide by various policies and guidance to support the day-to-day embodiment of these values, to allow you to succeed in your studies and to promote a safe and welcoming environment for all members of the University.

Cranfield does not tolerate any form of harassment or abusive, aggressive or offensive behaviour towards any members of the University, including staff, fellow students and visitors. Any such incidents will be dealt with through the Student Disciplinary Procedure. The following code of conduct sets out the main responsibilities and expectations of you as a student at Cranfield (but is not exhaustive).

As a student you are expected to:

Behavioural matters

- treat all members of the University fairly with dignity and respect, regardless of any differences. You must not engage in any form of discrimination, harassment, sexual misconduct, bullying or victimisation as set out in our [Dignity at Work and Study policy](#).
- meet the behavioural standards of the University, and not engage in any behaviour which is deemed inappropriate. This includes behaviour covered in the Dignity at Cranfield policy, and any other behaviour considered to be; offensive, malicious, dishonest, disorderly, dangerous, which causes damage, endangers the health and safety of yourself or others or which brings the University into disrepute. The [Senate Handbook on Student Disciplinary Procedures](#) sets this out further, with non-exhaustive examples of behaviour considered inappropriate.

Academic Matters

- ensure that you uphold academic integrity in all of your studies and assessed work, including maintaining research integrity (for all students), ensure that you understand what constitutes academic misconduct and ensure that all submitted work is your own, as set out in the [Senate Handbook on Academic Misconduct](#).
- ensure that you complete the mandatory eRAPs training on Academic Misconduct.
- ensure that you attend/engage with all scheduled learning opportunities, as set out in the [Student Engagement Policy](#).
- proactively manage any circumstances which prevent you from completing any assessment (either at all or to the best of your abilities) as set out in the Exceptional Circumstances policy in the relevant Senate Handbooks for [Undergraduate](#), [Postgraduate Taught](#) and [Research](#) students.
- ensure that you submit all assessments or review paperwork on time.
- engage appropriately with relevant course staff and your supervisor(s) to ensure that you meet the requirements of your course and of your research project.
- ensure you follow the correct procedures for ethical approval of any research undertaken as set out in the relevant Senate Handbooks for [Undergraduate](#), students.

Personal matters

- proactively seek support and advice from the Student Wellbeing and Disability Support Service if required, as set out in this Handbook;
- proactively manage any change in circumstances that you may have, including the need to suspend your studies or change to part-time or full-time study (as set out in the [Senate Handbook on Changes to Registration](#));
- ensure that you adhere to all health and safety advice and guidance, that you respect the campus security arrangements and staff (including carrying and showing when requested your student ID) and ensure that you do not trespass in areas which are permanently or temporarily restricted (including the airport and any military ranges and landing sites), as set out in this Handbook;
- if you are studying on a UK visa, abide by the terms and restrictions of that visa so that your right to remain in the UK is not compromised.

Other matters

- adhere to the University's and the Office for Students' policies and guidance on Freedom of Speech as set out in this Handbook;
- if you are living in Cranfield accommodation, treat your accommodation with respect and consideration, as set out in this Handbook;
- ensure that you pay all monies owing (tuition fees, accommodation fees) etc. by the specified date, and be proactive in dealing with or alerting the relevant teams to any issue that may prevent this.

- For apprentices, be aware that you are representing both yourself and your employer whilst you are a student at Cranfield.

Cranfield aims for all students to have an excellent student experience and to achieve the results that their ability and hard work merit. Sometimes, however, there may be issues which cause you to feel that your studies or general activities as a member of the University are not proceeding satisfactorily or something has occurred which you feel is unfair. The University has two separate processes for managing issues arising during your studies, a [Student Complaints policy](#), for students who are unhappy with an aspect of their time at the University, and an [Academic Appeals policy](#), for students who wish to make an appeal against a grade received (either for an assessment or their overall award). You are expected to follow the correct processes set out in the above Handbooks, including to whom complaints and appeals should be submitted.

5.3 Student conduct

Further to the above, all staff and students are expected to conduct themselves in a manner which will not discredit or harm the University or its members (including themselves or any other staff and/or students) or, for apprentices, their employer. Failure to maintain this standard, whether due to behaviour that is dishonest, deceitful or fraudulent, or that in any other way constitutes misconduct, is considered a breach of the University Laws. This applies regardless of whether or not the behaviour was deliberate and/or would constitute a criminal offence under English law. Examples of misconduct are:

- a) any action or activity which is in breach of a rule or regulation issued by or on behalf of the University (in the form of formal regulations or supplementary handbooks or policies, such as this one)
- b) behaviour which is disorderly or otherwise disruptive to the proper functioning of the University or any of its activities
- c) behaviour which might reasonably be expected to be harmful, threatening or offensive, or which causes harm or distress to any member of the University or to any other person connected with the University
- d) behaviour which endangers your own health and safety or that of others
- e) behaviour which causes harm or damage to University property, including University halls of residence
- f) cheating in examinations, or in the preparation and submission of any assessed work (whether coursework, group work, project or End-point Assessment), including the submission of academic work of another person or AI generate work as if it were your own and without acknowledgement (i.e. plagiarism)
- g) Facilitating and enabling poor conduct of other students e.g. registering attendance for those missing sessions, sharing attendance codes with those missing sessions

All allegations of misconduct are dealt with in the first instance by an investigator who may summon the student concerned to appear before them to hear the details of the allegation, and to answer any questions relating to it. Full details of the management of such misconduct are outlined in Senate Handbooks: you will be provided with these in the event of an allegation, but they are available online.

The Senate Handbooks that relate specifically to disciplinary matters are:

- [Senate Handbook on Disciplinary Procedures](#)
- [Senate Handbook on Academic Misconduct](#)

- [Fitness to Study Policy \(located within the Senate Handbook on Student Welfare\)](#)

Further advice and support is available from staff in Education Services (via the SAS team), Student Wellbeing and Disability Support (studentsupport@cranfield.ac.uk) or from the CSA (csa.cranfield@cranfield.ac.uk).

The University does not tolerate abusive, intimidating or threatening behaviour towards staff, and any such instances will be considered under the University's Student Disciplinary Procedures.

Students are required to ensure that they return any equipment that has been loaned to them by the University prior to the end of the time with the University. Failure to do so may result in disciplinary action being taken.

5.3 Behavioural misconduct

All students are expected to behave with respect to all members of the University (staff and fellow students), and to expect such respect in return. The University is committed to ensuring that everyone can study and work with confidence and that any harassment or bullying or sexual misconduct will be dealt with swiftly and completely. Further details of the rules around student discipline can be found at section 22 of this Handbook.

Our academic staff and other staff of the University are expected to observe a Code of Professional Conduct. This covers situations where there is a family relationship, sexual/romantic relationship or other association with a student that goes beyond the normal professional association between staff and students. A copy of the code may be obtained from the People and Culture team.

The University is committed to protecting students from harassment and sexual misconduct. We provide training sessions for both staff and students, offer support to students through the Student Wellbeing and Disability Support service (SWaDs) and have robust procedures in place to investigate any instances of harassment or sexual misconduct. Full details of how we protect students can be found online in our [single-source document](#) on the topic.

All students and staff have access to Report and Support, an online tool to report confidentially and disclose behaviour that they've witnessed or personally experienced that is inappropriate, either at the University or on University business/activity elsewhere and to report any safeguarding concerns. This can be done anonymously or by providing contact details so that an Advisor can get in touch to offer support. (<https://reportandsupport.cranfield.ac.uk/>)

5.4 Misrepresentation of Cranfield University or MK:U

You should not represent yourself, or any clubs or societies to which you belong, in any way that could suggest that you have authority to act on behalf of the University or to commit the University to any particular course of action or expenditure.

If you act in this way, the University may take steps to discipline you, which may result in a fine or exclusion from the University (see Section 5.2).

5.5 Freedom of speech

In accordance with its obligations under the 1986 Education Act and the The Higher Education (Freedom of Speech) Act 2023, the University recognises that freedom of speech is a fundamental right of students and their equal treatment. No premises of the University are denied to any individual or group of people on the grounds of their beliefs or views or expressions of such, except

where there are clear risks to either health or safety, or where there is a clear intent to express such beliefs or views in such a way as to incite an audience to violence or to a breach of the peace (as per the University's responsibilities under the Counter-Terrorism and Security Act 2015).

5.6 Comments and complaints by students

If you feel that your studies or general activities as a member of the University are not proceeding satisfactorily, you should discuss the matter, in the first instance, with the members of staff directly concerned. The University is committed to resolving concerns at the earliest opportunity, and at the local level wherever possible. Student Wellbeing and Disability Support (studentsupport@cranfield.ac.uk) can offer advice and, where appropriate, mediation services to help facilitate a resolution at an early stage.

In particular, problems relating to academic progress must be raised at the time they occur, so they can be investigated and appropriate action taken. A Board of Examiners will not normally be in a position to take account of problems that were not notified by you at the time that they occurred.

Where concerns are not resolved locally, the University has established mechanisms for complaints to be managed more formally. Further details of the University's student complaints procedure can be found at section 21 of this Handbook.

5.7 Children on site

Should the need arise to bring children onto any University site, you are advised that they must be accompanied at all times. Children should not be provided access to any University-owned equipment or systems, unless specific permission has been provided for a specific purpose (i.e. an event or open day).

For reasons of safety, please be aware that children under the age of 12 are not allowed in the Kings Norton Library on the Cranfield campus.

The University has a policy on students who are under the age of 18 at the time of their registration which can be found on the University website.

5.8 Animals on site

You are not permitted to bring domestic pets or other animals into the MK:U building (Bouverie House) or onto any Cranfield sites, to ensure the health and safety and wellbeing of all members of the University. Students who are supported by recognised assistance animals will however be permitted to bring such animals onto the University sites as required.

5.9 Employment during your studies

We expect you to devote sufficient time to your studies in order to be able to successfully complete your course. If you are a full-time student, this should be at least 40 hours per week for the duration of your course. If you are a full-time student, you are advised not to work for more than a combined total of 18 hours per week for any employers in order that you can fully concentrate on your studies. For Apprentices, please see the Apprenticeship Handbook for details of 'Off-the-Job' hours.

The University is aware that part-time students are likely to be employed alongside their studies, or studying as part of their employment as an apprenticeship student. Where this is the case, students

are expected to devote sufficient time to their studies in order to allow them to complete their course, and meet the requirements of the University's Attendance and Engagement policy (See section 6 of this Handbook). If you are an apprenticeship student, your employer should ensure that you have sufficient time to complete your course alongside the requirements of your employment.

Please note, your Cranfield University email address should not be used in connection with any paid employment, it is intended only for use in connection with your studies.

Apprentice students

By nature, apprenticeship programmes involve working alongside your studies. It is a requirement of an apprenticeship that an employer contractually agrees to facilitate at least 6 hours per week Off-The-Job training – this is the minimum amount of time that should be spent on your studies during an apprenticeship. Some apprenticeships may have an off-the-job training requirement of more than 6 hours, which will be agreed in the Training Plan with the employer. Further details for apprentices can be found in Appendix A of this Handbook.

International students

If you are in the UK on a UKVI visa (either as a student or in any other category), you will have specific restrictions placed on any paid work you are allowed to undertake while studying/in the UK. This may range from a certain amount of hours per week, to not being able to undertake any paid employment. You must ensure that you do not breach the paid work restrictions of your visa.

5.10 Report + Support

The University has an online tool called ['Report + Support'](#) which enables you to make the University aware of any inappropriate behaviours, such as bullying, harassment and discrimination, that you may experience or witness, and to report any safeguarding concerns. It complements support already in place and the various ways in which you can raise concerns. This can be done anonymously or by providing contact details so you can get support from a trained advisor at the University.

As well as the reporting element, there are a series of support articles and advice on topics such as bullying and harassment, sexual misconduct, assault and hate crime.

5.11 Students' rights regarding meetings

As part of your studies and time at Cranfield you are likely to meet with many members of staff, both academics and professional services staff. Whilst we expect all interactions you have to be positive and professional, we recognise that you may, for whatever reason, find some meetings challenging. When you request to or are asked to meet with any member of staff you have the right to:

- Request a reasonable delay of any meeting to a convenient time;
- Request that a 'friend' or another member of staff joins you in the meeting;
- Request that the meeting is held with a different member of staff;
- Take notes, and have these confirmed by the staff member(s) at the meeting;
- Request that any meeting in progress is postponed to allow for any of the above measures to be put into place.

The above measures may be requested at any point, either prior to the meeting taking place or during the meeting itself.

You may ask to record any meeting that you have with a member of staff, however they are under no obligation to permit that they are recorded. Where a member of staff does not wish to be recorded you may request an alternative measure as outlined above. Consent of all parties must be gained prior to making any recordings; recordings made without consent may be considered a disciplinary offence.

6 Attendance and engagement

The University has a formal attendance and engagement policy for undergraduate students, which sets out the processes and expectations for monitoring, recording and reporting on student attendance.

The University expects students to engage with their studies and to attend the various learning opportunities provided by their course. The University believes this is key to successful course completion. Any student may have their registration suspended or terminated because of concerns about academic progress, lack of attendance or lack of contact with the course team. In addition, the University has particular licence obligations with respect to students who hold a visa for monitoring, recording and reporting attendance.

6.1 Attendance and engagement

Students are expected to attend the University and engage with their studies as required to progress and complete their course.

Students are expected to attend all of their timetabled sessions (whether onsite or remote) and engage with all of their online learning. Students are expected to engage fully with, and be on time and fully prepared for, any learning opportunities. Although many lectures and teaching sessions are recorded, these are intended as learning aids and not substitutes for attendance.

The University monitors students' attendance and engagement with their studies for the following purposes:

- to help identify any welfare issues or students who may need additional support;
- to allow early intervention where low attendance or engagement is having a detrimental impact on a student's academic progression;
- to provide records of attendance or engagement for any appeal, complaint or exceptional circumstances request;
- to fulfil the University's statutory reporting responsibilities, with regard to UKVI, apprenticeships and others; and
- to fulfil reporting requirements to employers for apprenticeship students.

Attendance and engagement is measured through defined contact points. Contact points may include:

- attendance at a lesson, lecture, tutorial, laboratory session, workshop or seminar whether onsite or remote;
- participation in a groupwork session or an assessment (either in person or remotely); or engagement with online learning resources;
- an interaction with an academic or coach (this can be for academic or pastoral advice related to progressing with studies or, for apprentices, tripartite reviews);
- contact with an academic or coach during any period of work placement, field trip or project-related study;
- engagement with other University IT systems.

Due to the varied nature of the University's undergraduate courses, individual contact points will vary from course to course, and may include any of the examples listed above. Further details of contact points will be stated in course specifications and the course handbook. However, typically, for a full-time course it would be expected that there would be 3-4 contact points per week, depending on the nature of the programme or module being studied. Part-time and apprenticeship

courses would typically have 3-4 contact points per month when the student is studying. Where a student is completing a project-based module or undertaking an internship placement, they would be expected to meet at least 1 contact point per week. These contact points should be proportionate to the course of study and be appropriate to demonstrate sufficient engagement to enable students to achieve satisfactory progress on their course.

Evidence of students meeting contact points should be collated by the SAS team.

6.2 Identifying Poor Attendance and Engagement

The SAS team will collate evidence of contact points, and will report to Course Leads where:

- A student's attendance, engagement or progression is of concern (students are required to attend a minimum of 50% of all sessions).
- A student is failing to meet their conditions and responsibilities of a learning agreement (e.g. either related to a particular type of course or where a student is repeating a year).

A student's attendance or engagement may be considered to be of concern where either:

- For a full-time student, they have missed 3 contact points in any 2-week period without good reason.
- For part-time and apprenticeship students, they have missed 3 contact points within a 4-week period during which they are studying without good reason.
- They have missed 5 of the last 10 consecutive contact points without good reason.
- They regularly attend only parts of sessions e.g. registering attendance and then departing the session.

In addition a Course Lead, Module Lead or Coach may raise concerns about a student's engagement where they feel a student is regularly not attending, contributing in or engaging with classes, group work, lab sessions, workshops or tutorials. Where the student attends less than 50% of the taught sessions, it will be at the Course Lead's discretion, in consultation with the Module Lead, if the student is eligible to undertake the assessment(s).

The sharing of session attendance codes to non-attendees is prohibited, and disciplinary action will be taken against both those who share the code and those who falsely register their attendance without being present.

Attending in-person sessions online

MK:U does not offer hybrid teaching. However, the majority of in-person sessions (usually delivered at MK:U's site) are recorded. On occasions, students may be granted permission to access these recordings via an MS Teams link as 'live online sessions' rather than waiting for them to be uploaded to Canvas. This permission is usually granted via a Student Support Plan (SSP).

When joining online, there will be no interaction with the session presenter/academic and it will be a one-way transmission. Any questions must be emailed to the academic who will endeavour to reply within three working days after the completion of the session. Students online will not be put into groups during any group work sessions and will be expected to engage with the activities on their own, in line with catching up from recordings. No recordings of group work activities will be made.

For students without an SSP who need to join online due to a valid, specific, temporary circumstances may be granted permission. Students must email SAS in advance and request access. They must provide evidence that their employer approves their request, though this is no guarantee the request will be approved. Where multiple requests are received from an individual student, this will be discussed with their employer and the apprenticeship office and may in some cases lead to a break in learning being applied.

6.3 Handling Concerns

The University has a three-stage process for the management of attendance and engagement concerns.

Stage 1

Students are contacted by their SAS Lead to notify them that there is a concern and remind them of attendance and engagement requirements. Students are advised that support is available to them through the University's welfare provision if required.

Where no response is received to two attempted contacts the SAS Lead or Coach will refer the matter to the University's welfare team and, for students on apprenticeship courses, the Apprenticeships Office.

In addition, for students studying on a visa, the matter will be escalated to the Student Immigration team. Once Student Immigration have been informed of the non-engagement of a student, the student will be contacted by Student Immigration asking them to provide a satisfactory explanation for their non-engagement. The response should be received within an agreed time frame. If the student does not contact the Student Immigration team withdrawal of the University's visa sponsorship of that student would commence. During this process the Course Lead/Coach will be kept informed of actions and any outcomes.

Stage 2

Where a student does not improve their attendance and engagement following Stage 1, they will be invited to a meeting with their Course Lead or Coach to agree targets for the student and regular further meetings to review their engagement and progress.

Where no response is received to two attempted contacts the SAS Lead or Coach will refer the matter to the University's welfare team and, for students on apprenticeship courses, the Apprenticeship Office.

In addition, for students studying on a visa, the matter will be escalated to the Student Immigration team. Once Student Immigration have been informed of the non-engagement of a student, the student will be contacted by Student Immigration asking them to provide a satisfactory explanation for their non-engagement. The response should be received within an agreed time frame. If the student does not contact the Student Immigration team withdrawal of the University's visa sponsorship of that student would commence. During this process the Course Lead/Coach will be kept informed of actions and any outcomes.

Stage 3

If no action is taken or improvement seen on the part of the student after Stage 1 and/or Stage 2, the matter will be referred to the Academic Registrar who may seek to either instigate the University's Fitness to Study procedure or to suspend or terminate that student's registration, in consultation with the University's welfare team, Student Immigration and, for students on apprenticeship courses, the Apprenticeship Office.

7 Data Protection and Privacy

7.1 University policy

The University is committed to ensuring that the personal data of its applicants, students and alumni is handled in accordance with UK data protection legislation.

Cranfield University's Privacy Policy can be found here:

<https://www.cranfield.ac.uk/governance-and-policies/policies-and-regulations/privacy-policy>.

In addition, Cranfield publishes a [Student Privacy Notice](#) which is available online.

You should be aware that, as per the Student Privacy Notice, the University will share information about your progress and achievement with financial sponsors who have paid some or all of the tuition fee (e.g. an employer or a scholarship provider or your employer through the UK Apprenticeship Levy). This will include (but not be limited to) cases of lack of academic progression, failure to attend courses and cases of academic or other forms of misconduct.

7.2 Government requirements

The University is required by the UK Government (through the Office for Students) to provide certain data to a central statistical agency, the Higher Education Statistics Agency (HESA), which is managed by Jisc. A Statement from HESA/Jisc explaining how this data is used can be found [here](#).

7.3 Recording of lectures, other classes and assessments

The University records most of its lectures and classes for use by students for private study: it is common practice for this to be announced prior to the session, however, should this not be the case you should by default assume that any session you are participating in is being recorded. If you have any concerns about being recorded, or with your participation being broadcast, you should raise your concerns with the lecturer or with your Course Lead as soon as possible. Access to recorded lectures and classes will normally be through your course's virtual learning environment: you should discuss access to these with your Course Lead or Module Leader.

Personal recording (video, audio or still image) of lectures, classes, fellow students, guest speakers, group work with others and examinations (including oral examinations) is only permitted where explicit consent of all of those present has been gained. Secret or unauthorised recordings may lead to a disciplinary investigation of your behaviour. If you have special support needs, you may be granted permission to record lectures without gaining the consent of all present. In this instance, recordings are for study purposes only and you will be required to delete these recordings once no longer required.

The dissemination or posting of any lecture recordings, other recordings or teaching materials on any online forum (including but not limited to social media platforms and study aid websites) is strictly prohibited, and is considered a disciplinary offence.

You may only use any lecture recordings for the purpose of your own personal study. The sharing of lecture recordings is prohibited, and disciplinary action will be taken if this occurs. You must destroy any recordings you have once it is no longer required for your own personal study - this will be on completion of the final assessment to which the lecture relates to or when you leave the University, whichever is sooner.

The University may also record assessments, such as live presentations or oral examinations for marking and moderation purposes. In these circumstances students do not have the right to opt out where a recording is an explicit requirement of a University award (such as recording of assessed presentations).

Further details are given in the University's Data Protection Audio and Video Recording Guidelines.

7.4 Fraud and Scams

The University is aware that students may be targeted as potential victims of fraud or scams.

Such scams can include:

- **Phone scams (vishing):** when someone calls claiming to be from your bank or another trusted organisation. They may know some of your basic bank and personal information. A genuine bank will never ask for personal financial details including your PIN, full banking password (even by tapping it in on your phone) or ask you transfer money directly to them.
- **Text message scams (smishing):** the fraudster will pretend a message is from your bank or another organisation you trust. They will usually tell you there has been fraud on your account and will ask you to deal with it by calling a number they provide or by visiting a fake website to update your personal details. This is the fraud, any data you enter will be captured by them.
- **Email scams (phishing):** this type of email will usually say you need to verify or update some details or reactivate an account. Always be suspicious of emails that are supposedly from your bank or another trusted organisation because the address can be easily faked. Never automatically click on any links before stopping to check if they seem genuine first.
- **Online fraud:** covers everything from online shopping to online banking, one thing can help prevent both: install security software and updates most banks offer. These can help protect you whether the fraudsters are trying to dupe you with fake pop-ups in your online banking window, sending you 'scam alert' messages that hide malware, or faking retailer websites to make you input your bank details.

Further details, as well as tips for keeping yourself safe can be found on the intranet:

[Fraud and scams - Keep yourself safe \(cranfield.ac.uk\)](#)

If you think there has been fraud on your card or bank account or if you suspect someone has attempted to access your financial details report it immediately to your bank or other financial services provider. You should then contact Action Fraud on 0300 123 2040 or at actionfraud.police.uk

If you think you have been targeted by someone claiming to be from UKVI, or UK government about your visa, please contact the Student Immigration team:

- T: 01234 752970; 754179; 758181
- E: studentimmigration@cranfield.ac.uk

Further guidance for international students is also available here: [UKCISA - international student advice and guidance - Frauds and scams.](#)

8 University IT facilities

8.1 Cranfield facilities and policies

You may use IT facilities for private and personal use, providing that they comply with the University's IT Users Policy and other associated policies, which you agree to by registering as a student.

You should be aware that email facilities and electronic file stores are retained by the University. The University reserves the right to access information held on University IT facilities, including email accounts and electronic file stores for the purposes of investigating misuse, cases of disciplinary investigations, and/or to remove any material found to be in contravention of copyright and other applicable laws.

A dedicated IT support desk is available as your first point of contact to resolve any technical problems you might experience, including support for connecting personal devices to University services.

You are provided with access to facilities such as email, file storage, virtual learning environments, high performance computing facilities, collaboration and learning tools, and access to leading specialist software. These services are accessible from any computer in any location, provided that you are connected to the internet. You will need your Cranfield network username and password in order to login. Please note, Cranfield requires the use of Multi-Factor Authentication (MFA) to access its IT systems.

Use of IT facilities is subject to the University's Acceptable Use Policy which you will be required to sign as part of the pre-registration process. Further details and a copy of the policy are available on the University website.

Information may also be accessed where you are absent from the University for a long period unexpectedly: students should make arrangements to ensure that appropriate file sharing with other staff and students is set up in advance of any planned absences.

9 Health, Safety, Security and the Environment

9.1 Health and safety

The University recognises and accepts its responsibility to ensure the health and safety of its students while at the University, as well as its obligations to employees, contractors and visitors. The University's Health and Safety Policy Statement, along with procedures, guidance and forms, are available on [the Health and Safety pages](#) of the MyMKU App.

9.2 General security

You will be issued with an identity card which includes your photograph (replacements for lost or damaged cards may be subject to a small charge). Please carry your card with you at all times as you may be asked to produce it on request to establish your identity and status. CCTV is in operation at Bouverie House and on Cranfield campus.

9.3 Environmental management

The University aims to provide a sustainable environment in which to live, work and study. We therefore expect everyone who works, or studies on campus to support our vision by taking small initiatives to reduce energy use, recycling waste correctly and avoiding causing pollution and promptly reporting any incidents which may occur. The University's Environmental Management Policy Statement, Environmental Objectives, along with supporting procedures, guidance and forms, are available on the [Sustainability page](#) of the MyMKU App.

During your time at the University, please help us to keep the buildings clean and green by making sure you put all rubbish into the correct bins – this includes designated bins for cigarette butts – please make sure these are not alight before placing them in the bin. Recycling bins are provided within communal areas throughout the buildings.

10 Transport and Travelling

10.1 Travelling to Bouverie House

Undergraduate courses are predominantly delivered at Bouverie House, in central Milton Keynes. You will be advised separately if this is not the case for your course/module/session.

As part of the University's sustainability responsibilities all students are encouraged to use public transport to get to Bouverie House. Bouverie House is located on Silbury Boulevard, which is 10 minutes' walk from Milton Keynes Central rail station and 5 minutes' walk from bus stop W3.

There is no car parking available for students at Bouverie House, however several public car parks are available within a few minutes' walk. You are responsible for any car parking charges payable.

10.2 Insurance for University business trips

The University provides travel and medical insurance cover if you are travelling outside the UK on University business only. This insurance does not cover incidental holiday travel, nor for apprentices, any travel related to your employment.

If you are travelling abroad in this capacity, you should request your Course Lead to complete an online Travel Notification Form on your behalf prior to the start date of the journey. This form can be found on the intranet. This form will only be considered if it is completed by a member of staff: forms submitted by students will not be considered. If you require a visa to travel you should also request a *Letter of Indemnity* in your application for insurance.

You should download the [guide to the insurance cover](#) and take it with you on your journey which can be found on the intranet: <https://intranet.cranfield.ac.uk/insurance/Pages/default.aspx>.

You are not insured by the University for private travel. You are not insured by the University in connection with sports or social activities, and the University accepts no liability in this respect. The CSA provides very limited, largely third party, insurance for sports activities, where a student is officially representing the University. You are advised, however, to obtain your own insurance cover to protect yourself against personal injury and loss of work or study time.

You should also note that the University's insurance arrangements do not cover your personal possessions; you are strongly advised to take out your own insurance cover in this respect.

11 Equality and Diversity

Cranfield University is committed to equality and diversity and promoting a good and harmonious environment where everyone is treated with dignity and respect. This is highlighted in our Charter:

The University will provide a collaborative and supportive working and learning environment, which embeds equality of opportunity and the rights of individuals in all its operations and treats everyone with dignity and respect.

The University aims to promote an inclusive learning, teaching and working environment in which students and staff are not disadvantaged or treated unfavourably on the basis of their gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, age or for any other reason.

Teaching, learning and working environments and practices are reviewed on a regular basis to ensure that students do not experience barriers to full participation in the life of the University and to ensure that the skills and potential of all students are developed fully.

The University is receptive to, and actively seeks, feedback from students on diversity issues and it values their help in putting the University's Equality and Diversity policy into practice. Furthermore, there are a number of policies and procedures in place to support students from all backgrounds, as well as specific support mechanisms in place for students with disabilities, specific learning differences and mental and physical health conditions including Learning Support Officers and Student Advisors based in Student Wellbeing and Disability Support (SWaDS), who are available for students who would like to talk to somebody about any inappropriate behaviours that they may have experienced. Details of these can be found on the MyMKU App.

The Senate Handbooks that relate specifically to equality and diversity are:

- [Senate Handbook on Student Welfare](#)
- [Student Handbook on Student Complaints](#)
- [Student Handbook on Disciplinary Procedures](#)

12 Student responsibilities

12.1 Definition of being a registered student

When you commence your studies, you become “registered” with the University, and remain so until either you have been conferred with a final award, or leave the University either through your own choice or through an enforced termination of registration put into place by the University. There are differences in the requirements for apprentice students; see Appendix A for more details.

Within this period of registration, there is a formal “period of study”: this is the period of time outlined on your registration form at the start of the studies, and for which you pay tuition fees. Your period of study will include any taught modules, assessments, group projects, research and research projects you undertake. For Apprenticeship students this is for the time frame outlined in your Commitment Statement/Training Plan, for which your employer pays the fees through the Apprenticeship levy.

By registering as a student, you agree that you:

- accept the terms of the offer of admission and will comply with the Laws of the University and other rules properly issued by or on behalf of the University that may be in force from time to time.
- will pursue your studies with due application and diligence.
- will, for apprenticeship students, comply with all requirements of your apprenticeship, including the End-point Assessment.
- will agree to any medical examinations relevant to the undertaking of your course, if and when required by the University, and will agree to the results of any examination being made known to the University.
- will pay all tuition fees (including all fees for registration, tuition and initial assessment during the specified registration period) and other charges as notified and when due. Changes to registration, extensions and additional tuition and assessment may require additional fees.

For apprenticeship students, registering as a student indicates a student’s commitment to ensuring their continuing eligibility for the apprenticeship programme.

It is your responsibility to ensure that Registry are kept apprised of all changes to your name and contact details subsequent to initial registration and at least until you leave the University at the end of your studies or at graduation. You should update your details through the EVE portal.

Any proposed changes to your eligibility for an apprenticeship course must be discussed at the earliest opportunity with both the Apprenticeship Office and your SAS Lead.

12.2 Cranfield’s responsibilities towards registered students

Acceptance of registration by the University signifies that, subject to the University Laws and to any particular conditions specified, the University will do its best:

- to provide appropriate learning and facilities for the period of registration.
- to arrange in due course the assessment of the student with a view to the award of the academic distinction specified.
- to, for apprentices, prepare the apprentice for the End-point Assessment.

Our programme of courses is subject to continuing development and changed circumstances may necessitate cancellation or alteration to the programme of courses. We reserve the right to make variations if such action is considered necessary, and in such circumstances will take all reasonable steps to minimise any resultant disruption.

Student Protection Plan

Like all universities in England, Cranfield is required by the Office for Students (OfS) to publish and maintain a Student Protection Plan, which sets out what measures we have in place to protect students should a risk to the continuation of your studies arise, and details how we would mitigate any risk. The full [Student Protection Plan](#) can be found on the University website.

12.3 Academic expectations of students and apprentices

The University's Undergraduate assessment rules and guidelines are provided in the Senate Handbook on Undergraduate Awards. The Handbook outlines the expectations placed on you as a student in relation to assessment rules and includes:

- your responsibilities
- pass criteria
- retake opportunities
- assessment procedures
- exceptional circumstances procedure
- progression criteria
- final award criteria.

It is important that you familiarise yourself with the Senate Handbook on Undergraduate Awards and ensure that you are aware of your responsibilities in relation to assessment. For apprentices, the Senate Handbook on Undergraduate Awards governs the academic aspect of your apprenticeship.

You should pay particular attention to the sections on:

- Student responsibilities (which outlines your responsibility to submit assessments or to request consideration of exceptional circumstances, and outlines the penalties for failure to submit or late submissions)
- Pass criteria (for awards, progression and individual assessments)
- Exceptional circumstances (which outlines the requirement to submit requests in advance of the deadline or assessment date in accordance with the university wide process).

Below is a short summary of the above sections, which is included for reference only; you should ensure that you read the Senate Handbook on Undergraduate Awards in full.

1) When agreeing to a module or course, you are accepting that you are able to meet the necessary commitments for:

- attending classes and other scheduled events;
- managing any private study commitments; and
- meeting the stated dates of assessment (either examination dates or deadlines for the submission of work for assessment).

The University encourages you to take full responsibility for your learning: while it permits you to take control of your studies and assessment in advance, it has strict rules relating to the consequences without prior approval, of:

- failure to attend formal examinations or in-person assessments; or
 - late submission of work for assessment; or
 - failure to submit work for assessment.
- 2) **There are serious consequences if you fail to complete scheduled assessments and do not arrange in advance a modification to your pattern of studies and/or assessment – full details are available in the Senate Handbook on Undergraduate Awards.**
- 3) If you fail to follow the instructions for a piece of work submitted for assessment, the Board of Examiners may at its discretion award a mark of zero, or apply any penalty outlined by the course team in advance.
- 4) In order to receive the credits for an assessment, you will be required to demonstrate that you have made an attempt to follow the assignment specification. The Board of Examiners may at its discretion award a mark of zero or apply any penalty outlined by the course team in advance. Failure to follow assessment instructions is not eligible grounds for an academic appeal.
- 5) **It is your responsibility to ensure that the correct work is submitted on time.** You should ensure that you leave sufficient time to submit your work, and allow time for any technological issues or delays that may occur. If you are unable to submit an assessment you must follow the exceptional circumstances procedure detailed in the Senate Handbook on Undergraduate Awards. Please note: all stated submission times are based on the UK time zone and are usually 12:00 midday.

Exceptional circumstances are defined as those which are:

- **Relevant:** the circumstances directly affect the learning and or preparation for the assessment (i.e. occur within the timeframe of the assessment); **and**
- **Unexpected:** the circumstances were unforeseen prior to the request (i.e. the circumstances should be submitted as soon as they are known); **and**
- **External:** the circumstances were outside of your control and that you could not have reasonably been expected to take action to mitigate the impact of the circumstances.

Examples of circumstances which would not be considered exceptional include (but are not limited to):

- Aspects of the learning environment which you have reasonable control over (e.g. availability of learning resources, deadline conflicts, misreading or misunderstanding assessment requirements/dates or University regulations; not checking your Cranfield email account or VLE, personal computer/printer problems including loss of computer data, submitting the wrong work (or version of the work));
- Aspects of your personal life which are not short-term or unexpected (e.g. change of address or employment, personal holidays or travel plans, self-inflicted illnesses (e.g. from substance abuse or sleep deprivation), weddings or similar family events);
- Financial issues;
- Poor time management;
- Foreseeable or minor travel disruption (e.g. short train delays, travel strikes, road-works etc.);
- Routine full- or part-time employment activities and foreseeable workload changes;
- Personal conditions that were not disclosed in time for special examination arrangements to be made, but could have been;

- Circumstances where it is more appropriate to consider a suspension from studies (e.g. long-term illness, maternity/ paternity leave, major changes in personal or financial circumstances);
- Any circumstance already supported through a Student Support Plan;
- Any circumstance already addressed through an approved extension or deferral;
- Any circumstance arising from a misconduct or disciplinary proceeding (such as restriction of access to University facilities), unless the restriction is rescinded retrospectively following any investigation or review.

Late submission, failure to submit or failure to attend an in-person assessment may result in your mark being capped or even failure of the award, it is therefore extremely important that you familiarise yourself with the Senate Handbook on Undergraduate Awards.

You are required to submit your work electronically (unless otherwise stated) by the deadline given in your course handbooks. It is your responsibility to ensure that your work is submitted on time. Your submission deadline may be at a time when IT support is unavailable from the University; therefore it is advisable to submit during normal working hours. Should you be unable to submit your work **due to technical difficulties only** immediately before a deadline outside of working hours you should email the work, an explanation of the issue and screenshots showing the problem faced to the SAS team **prior to the assessment deadline**.

If a candidate has specific learning needs and/or disabilities which warrants alternative assessment arrangements (special examination facilities, extra time, etc.) it is that candidate's responsibility to make this known well in advance by contacting the Learning Support Officers based in Student Wellbeing and Disability Support, who will co-ordinate all reasonable course adjustments. No allowance can be made if there is inadequate or no notice of the circumstances.

You are expected to take responsibility for your own learning and assessment, and you should only submit work for assessment or attend an examination where you believe you that you are capable and competent to undertake the assessment and do not consider when sitting or submitting the assessment that there are any relevant exceptional circumstances which will adversely impact on your ability to undertake that assessment.

If you do not feel able to attend an examination or complete an assessment for whatever reason, you should raise this in advance through the exceptional circumstances procedure as set out in the Undergraduate Awards Senate Handbook.

If a candidate is prevented by exceptional circumstances from completing all or part of their assessments, it is the candidate's responsibility to report the matter to their SAS team in writing as soon as practicable, who will advise them accordingly.

All candidates for a degree or other academic distinction of the University must have examiners formally appointed for them. A "Board of Examiners" will include both internal examiners (i.e. members of academic staff) and one or more external examiners who are independent of the University. One of the main responsibilities of external examiners is to ensure that the assessment system is fair and is fairly operated.

On no account may any candidate make direct representation to any examiner in relation to appeals or complaints about their assessments. Any such communication must be made to the Academic Registrar.

A candidate found to have cheated or plagiarised may be disqualified from receiving any award.

12.4 Feedback

You will receive details of how your course will be assessed, and the feedback that you will receive on your assessments during your induction phase. This should include an overview of how you can expect to be assessed and explain the course's Intended Learning Outcomes (ILOs). For Apprenticeships the Knowledge, Skills and Behaviours (KSBs) will also be explained.

In addition, at the beginning of each taught module you should be provided with details of the assessment methods used in each module, and how you will receive feedback - both summative feedback on your assessed work and formative feedback given to support your learning throughout the module. You should usually expect to receive the marks for your taught assessed work within 20 working days of the submission date.

13 Intellectual Property Rights and Copyright

The University has a formal policy on Intellectual Property (IP), including copyright, which can be found on the University website.

General principles

Where Cranfield students generate IP in the course of their study or research, they will own that IP in their own right unless there is a signed agreement to vary this, which typically happens when one of the following applies:

- a) They are enrolled to complete a research based programme (PhD or MSc by research) that is wholly or part funded by an external sponsor, or by a grant obtained by Cranfield or sponsored by Cranfield. In these circumstances, students will be required to assign IP to the University or to a sponsors.
- b) They generate IP jointly with University Employees or Visitors.
- c) They are, or have the status of, University Employee (in which case they are treated by the University and the law as employees).

In the above listed circumstances, students will be required to assign IP to the University by means of an agreement and, in respect of revenue generated by that IP, the student will be treated on the same basis as University Employees.

Expectations of all students

Where your work is the result of publicly-funded research, it is an expectation that the reports, publications or other outputs will be placed in the public domain.

You should also note that if and when you undertake work sponsored by a commercial partner or similar organisation, you will be required to observe all conditions of Cranfield's contract with the Sponsor, including confidentiality.

You may not use "Cranfield University" or its logos for private businesses or enterprises (including student societies) without written permission.

14 Undergraduate Awards and graduation

14.1 Undergraduate awards

In order to receive an undergraduate award, you must satisfy a Board of Examiners that you have successfully completed the defined number of learning credits associated with an award. Awards are only confirmed and conferred by a Board of Examiners, and no notification of the results for a degree or other academic distinction may be taken as official unless the communication is made by the Academic Registrar or a person clearly acting on their behalf.

The minimum credits required for each undergraduate award are:

	Level 4	Level 5	Level 6	Total
Honours degree	120	120	120	360
Non-honours degree	120	120	60	300
Diploma of Higher Education	120	120		240
Certificate of Higher Education	120			120

Full details of the requirements for an undergraduate award, the requirements you must meet in order to progress through different levels of study and details of how awards are classified are provided in the Senate Handbook on Undergraduate Awards. Please note, for Apprenticeships there may be additional steps relating to the End-point Assessment, this will vary by apprenticeship scheme, prior to the awarding of the degree element.

14.2 Certificates and Transcripts

A certificate certifying that a degree or other academic distinction has been awarded will be issued at Graduation, following conferral of the award by a Board of Examiners, or following completion of the entire apprenticeship programme for apprentices.

A transcript (or an electronic record of student achievement) will be provided at the time that you are notified of your results by Registry. These records will give details of the results for individual modules, using the marking scale specified in each course handbook. In addition, it will record the overall result and award classification (where relevant).

Only one copy of each certificate of conferment will be issued, and this should be carefully safeguarded. If a certificate is subsequently damaged, a replacement may be issued provided that the original is returned and due payment made. A change of name subsequent to the conferment of a degree does not normally (without presentation of exceptional circumstances) constitute grounds for the issue of a new certificate.

If you have an outstanding fee debt with the University, you will not receive notification of your award or supporting documentation until your fee debt has been cleared with the University.

14.3 Graduation

The achievement of an academic distinction is celebrated at the formal Graduation ceremony presided over by the Chancellor of Cranfield University and honorary guests, with graduating students invited to formally receive their awards.

Students will normally be invited to the first available degree ceremony after the conferral of their award. Students studying as part of an apprenticeship are required to complete their End-point Assessment (EPA) before they are invited to take part in a Graduation ceremony.

15 Membership of Cranfield Alumni

As a registered student of Cranfield University you are already part of a diverse, dynamic and unique Cranfield community. You also join a vibrant, wide-ranging and distinctive community of over 75,000 alumni, across 166 countries, working in diverse industries from food safety and motorsport, to forensics and management consultancy.

The Cranfield University alumni portal (alumni.cranfield.ac.uk) is your gateway to the alumni community and our world-class programme of lifelong services, including:

- an online alumni directory enabling you to research and make contact with fellow alumni
- our varied programme of social and learning events
- access to our range of social networks, providing opportunities to interact and engage with alumni
- Access to a number of specialist and industry specific research databases.

You will receive your login details for the portal near the end of your course. The Alumni Relations and Development Office can be contacted at: alumni@cranfield.ac.uk.

As well as being an alumnus of Cranfield, you will also be a member of the MK:U alumni which will grow as a network of professionals engaged in the digital economy.

16 Learning support

16.1 Education Services

Education Services provides a wide range of services to all students. The SAS (Student and Academic Support) team for MK:U is part of Education Services and should be your first point of call for all queries.

Any matters relating to changes to your registration and studies are normally managed directly with your SAS team and Coach (see section 16.2). Students on an apprenticeship course should also discuss any changes to registration with the Apprenticeship Office. Education Services is usually involved in communicating to you the formal outcomes and decisions of the University, this includes changes to your registration, and confirmation of your final award and graduation details.

Self-service letters are available from EVE confirming your student status. Where the self-service letter contains insufficient information for its intended purpose Education Services can provide to you on request official confirmation of your studies and other official documentation you or your sponsors may need; requests should be via your SAS team. This includes:

- confirmation statements of your status with the University
- letters for banks, to assist in creating a new bank account
- other letters for specific purposes on request.

Staff in Education Services also:

- provide you with confirmation for on-site security services, to renew or replace your ID card
- manage formal student complaints and academic appeals
- communicate with you about your final award, and provide you with the official academic record (transcript)
- communicate with you about graduation, and provide you with the official award certificate
- provide confirmation of your studies directly to your current or future employers.

16.2 Coach

The Coach forms an important part of the learning experience for undergraduate students.

You will be allocated an Coach to facilitate and support your journey through your studies. The Coach will work with you to help you transition into the role of a student/apprentice. They will provide you with support as you progress through your academic and apprenticeship path, through your studies and onwards into your graduate career.

The Coaches will have a broad understanding of the degree/apprenticeship processes and the educational options available to you as you progress through your course. The Coaches will liaise with you when/if you are on placements and will maintain the link for you back into the University. For apprenticeship students, the Coach will work with both you and your employer to ensure that you meet the aims of your apprenticeship.

16.3 Student Wellbeing and Disability Support

During your time at the University you will have access to a wide range of support services. The University's Student Wellbeing and Disability Support (SWaDS) service is a central point of contact offering professional and confidential advice on a wide range of academic, welfare and personal issues including; specific support needs (e.g. mental health, learning and disability related adjustments), referral to counselling services, complaints and appeals, networking with other students and general advice on managing your wellbeing. Dedicated Learning Support Officers in the team assist students with specific learning needs and/or disabilities and coordinate course related reasonable adjustments.

For further information on how to access support from Student Wellbeing and Disability Support please see the [MyMKU App](#).

16.4 Learning Support Officers

The University has Learning Support Officers (LSOs) to act as the initial point of contact to provide support should you have a disability, specific learning difficulties and/or mental and physical health condition. The LSOs are part of the Student Wellbeing and Disability Support (SWaDS) service and can offer information, advice and guidance on all aspects of disability, mental health concerns, other health conditions and learning support.

If you have shared a learning or disability support needs on your application form, you will be contacted by an LSO before registration to arrange a meeting to discuss the support available and any assistance required. **If you believe you should have been contacted by an LSO but have not been, please make contact with them as soon as possible** by email:

studentsupport@cranfield.ac.uk.

Students who require support but have omitted to share a disability or condition on their application form, or students who become disabled or are diagnosed with a condition during their studies, should contact an LSO as soon as possible to discuss their needs.

LSO's offer students one-to-one consultations, either in person, by phone or online via Microsoft Teams, where you can discuss:

- How your condition is affecting your studies;
- What adjustments can be made to enable you to get the most out of your studies;
- Special examination arrangements, where applicable;
- Liaising with academic, accommodation and support staff, to ensure support is put in place;
- Guidance on further diagnostic assessments options;
- Advice on Neurodivergence conditions including dyslexia and other Specific Learning Differences (SpLDs);
- Advice on Disabled Student's Allowances (DSA) and other available funding;
- Neurodivergence screening process;
- Cranfield's [Dyslexia Policy and Student Disability Policy](#);
- Guidance on getting a diagnosis through the NHS.

Do I need evidence of a condition or learning support need?

Students do not need to provide evidence of a condition to access support from the Student Wellbeing and Disability Support Team.

Students are encouraged to contact the team with any information and/or evidence relating to a learning support need or a condition which meets the criteria under the Equality Act 2010. The

information provided enables the Learning Support Officers to arrange support or implement reasonable adjustments through a Student Support Plan to assist and support you in your studies.

We would recommend reviewing the useful document Evidence & Information Guide for Student Support Plans which outlines examples of information and evidence.

Evidence and information provided must clearly display your personal information, i.e. name, date of birth, address etc.

Evidence and information provided must be signed and dated by the professional and be in English. Where evidence or information is not in English it must be accompanied by a translation certified by a public notary, accredited translator (member of the Association of Translation Companies) or a member of Cranfield University staff (as approved by the Student Casework Team or the Head of Registry Services).

Upon receipt of your evidence or supporting documentation the Learning Support Officer will create a Student Support Plan which will document any reasonable adjustments required for you to support your studies. This will then be sent to the relevant staff for the adjustments to be put into place. Academic and support staff will only be sent details of the reasonable adjustments required; details of your condition will not be shared.

Appointments are available in person, by phone or online via Microsoft Teams. For further information please see the 'your wellbeing' section of the [MyMKU App](#).

16.5 Library Provision

Library Services aims to provide extensive online content including a range of subject databases and full-text eJournals. There is also a core collection of printed stock (both for loan and for reference). You will have access to a reading list management system listing all required and recommended reading for your particular course or module. Where an item is already on loan, you may make a reservation for that particular book and will be notified when it is available. If we are unable to provide access to an item you require either online or in print we will try to borrow it from another library on your behalf via our interlibrary loans service.

We offer an online enquiry service at Bouverie House and both a face-to-face and online enquiry service at Kings Norton Library. You will have a Teaching and Learning Librarian as your main point of contact within the Library. They understand your course and will have close links with academic staff involved in course and module delivery. They will offer group and one-to-one training tailored to your particular needs to help you get the most out of the Library services and resources that are available. The libraries also provide current awareness services to help keep you up-to-date in your academic discipline.

A number of training resources are available online 24/7. These sessions will equip you with skills that are not only vital for maximising success on your course but are also valued by employers, so developing these skills will benefit future career progression.

The Library Service at Bouverie House is a branch of Cranfield University Library Services which also includes the Kings Norton Library on the Cranfield campus, and the Barrington Library at Shrivenham.

All students are expected to comply with the [rules and regulations for Library Services](#) and the [conditions of use for the Library Services' online resources](#).

16.6 Funding support

The University expects that you will be sufficiently funded in order to complete your course when you register as a student. Occasionally, however, we know that some students find themselves unforeseeably struggling financially. The University may be able to offer support in this situation, further details about the University's hardship fund is available on the [MyMKU App](#) or by emailing studentfunding@cranfield.ac.uk.

16.7 International students

If you are an international student, any advice and guidance, particularly if you are on a student visa, is provided by the Student Immigration team, based in Education Services at the Cranfield campus.

You must adhere to the immigration rules for your particular visa. You should take responsibility to ensure that you have the correct immigration status which enables you to study in the UK for the full duration of your course.

Under the terms of its sponsorship licence, Cranfield University is required to report changes in circumstance of students it sponsors to the UK Government.

If you are registered with the University on a student visa, you must comply with all of the conditions of entry into the UK. The University will maintain regular oversight of your studies to review whether you are complying with those conditions. If you were to withdraw or suspend your registration, you are usually required by the UK Government to leave the UK as soon as possible. Further information can be found on the intranet or by contacting: studentimmigration@cranfield.ac.uk.

Please note that the immigration rules change regularly and you should always seek advice from the Student Immigration team in Education Services if you have concerns about your current or future immigration status.

17 Safeguarding

The University takes its responsibilities concerning safeguarding students very seriously, and has a range of policies and guidance in place to support students and ensure their safety.

17.1 Safeguarding of children and adults ‘at risk’

The University has a specific policy on safeguarding children and adults at risk, which can be found in the Senate Handbook on Student Welfare and on the University website. For the purposes of this policy, a child is defined as a person (including students) under the age of 18. This policy considers an adult at risk to be someone aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Staff in Student Wellbeing and Disability Support can offer support and guidance on general safeguarding matters. For general inquiries or to report a safeguarding incident, disclosure or concern about a student, please email studentsupport@cranfield.ac.uk.

For general inquiries or to report a safeguarding incident, disclosure or concern about a member of staff, please email hr@cranfield.ac.uk.

For immediate advice and support out of hours, students can contact the main Security office at Cranfield on 01234 752999, noting that if any child or adult is perceived to be at serious risk of immediate harm, the relevant emergency service should be contacted.

17.2 Prevent

Part of the University’s care towards its students includes a statutory duty to have due regard to the need to prevent individuals from being drawn into terrorism, under the Counter Terrorism and Security Act 2015. This is known as the Prevent Duty.

The threat of terrorism and extremism in the UK can involve the exploitation of others to involve them in terrorism or activity in support of terrorism, and the promotion of extremist views or ideology.

The Government provides the following definitions:

Terrorism: The use or threat of action (serious violence against a person, serious damage to property, endangering a person’s life, serious risk to the health and safety of the public, serious interference with / disruption of an electronic system), designed to influence the government or to intimidate the public or a section of the public, or made for the purpose of advancing a political, religious, racial or ideological cause.

Extremism: The promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. negate or destroy the fundamental rights and freedoms of others; or
2. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
3. intentionally create a permissive environment for others to achieve the results in (1) or (2).

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism.

The government's Prevent strategy aims to prevent vulnerable people being radicalised and subsequently being drawn into extremism and terrorism. The University therefore manages concerns about the radicalisation of students as part of its overall approach to student welfare. Welfare provision is co-ordinated and supported by Student Wellbeing and Disability Support. Information on how to raise concerns about any aspect of student welfare is provided at section 17.3.

The University's Prevent Duty is not intended as a licence to 'snoop' on students. It does not override the University's commitment to academic freedom, nor its policies on equality and diversity, confidentiality or data protection. Further information on the University's commitment is contained in the Council Statement on Freedom of Speech, Meetings and Events.

As part of our Duty Cranfield will:

- Ensure that staff are aware of the University's Duty, through briefings and training;
- Maintain a risk assessment and action plan relating to our obligations under the Duty;
- Maintain and apply a good understanding of the relevant guidance in relation to the Government's Prevent agenda;
- Develop and maintain good relationships with other partners including law enforcement and Government agencies;
- Ensure that students are able to register any concerns they have with an appropriate member of staff;
- Ensure that University premises or facilities are not used for activities which compromise the University in relation to its Duty;
- Ensure that any significant risk or concerns are handled in liaison with the correct external agencies;
- Ensure that appropriate support is in place to support all individuals, including those about whom concerns are raised;
- Comply with the requirements and meet the expectations of the regulator for Higher Education, the Office for Students and of the regulators for apprenticeship provision, Ofsted, in regard to its Duty.

Further details of the University's approach to its statutory duties in relation to Prevent are given in the Senate Handbook on Student Welfare, including:

- What to do if you have concerns about another student in relation to Prevent
- What to do if you have concerns about an external speaker
- What to do if you have concerns about a poster or publication

Students are advised to read the section 11 of the Senate Handbook on Student Welfare on the Prevent Duty in full.

17.3 What to do if you are worried about a student

The University cares for the welfare of its students and has statutory obligations in regard to the government's Prevent agenda.

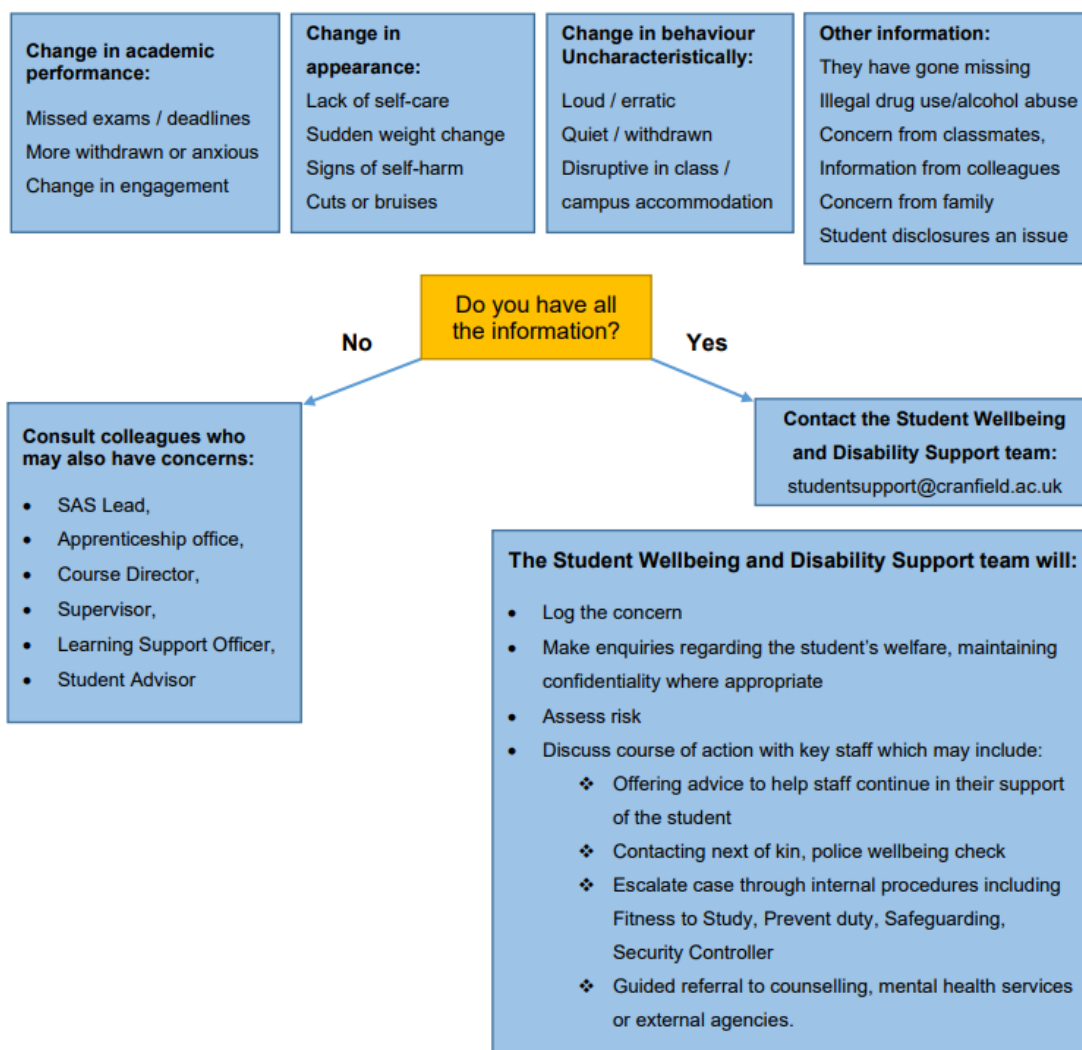
Where you have concerns about the behaviour of another student that you feel the University should be aware of (in general and/or connected to the issues covered by Prevent) you should contact either a member of your course team (who will contact Student Wellbeing and Disability Support) or Student Wellbeing and Disability Support directly, who will log the concern, make enquiries regarding that student's welfare and take the appropriate next steps. You can, at any time contact Student Wellbeing and Disability Support yourself for help if you are concerned about yourself.

All cases will be managed with sensitivity and confidentiality maintained where appropriate.

The chart on the next page gives indications of the concerns that you may have about another student, and the steps the University may take.



Worried about a student?



17.4 Risk Assessments

Risk Assessments may be undertaken for a number of reasons to ensure the safety of both staff and students.

17.4.1 General Health and Safety

Risk assessments are carried out by trained staff on any hazard or potential hazard or activity that could cause harm to people or the environment. A visual inspection of the work area will be undertaken, followed by consideration of the activities/tasks being carried out and noting significant hazards, to determine whether any further controls are required to reduce the levels of risk present.

Risk assessments do not remove risk from any area of work but should ensure that risks have been assessed and appropriate control measures have been put in place to minimise any risk present.

17.4.2 Industrial placements

Risk Assessments should be undertaken as part of the preparation for any industrial placement, regardless of the type of activity undertaken. Your Course Lead will be able to provide further details of how these should be undertaken.

17.4.3 Workplace risk assessments

Where a student is employed and working alongside their studies, the employer is responsible for all risk assessments required as part of that student's employment. This includes where a student is studying as an apprentice and undertaking the on-the-job aspect of their apprenticeship with their employer and where a student is undertaking an industrial placement with their own employer.

17.4.4 Project risk assessments

During your course you will likely undertake one or more projects, which may involve a practical element. All such projects will require a risk assessment to be conducted prior to the project commencing; further details on this will be provided during the relevant module induction.

17.4.5 Other risk assessments

There may be times when the University carries out other risk assessments, including as part of a return to study plan, where a student is returning following an enforced or voluntary absence from the University, or for specialised learning arrangements.

17.5 Safeguarding in the Workplace

For students studying as part of an apprenticeship, safeguarding within your own workplace is the responsibility of your employer. Their safeguarding responsibilities towards you should include safety within your workplace and may include a statutory duty with regards to Prevent.

For students who undertake an industrial placement as part of their course, the placement provider will, as part of the agreement and your induction, ensure that you are aware of any safeguarding matters required as part of your role, and that suitable safeguarding measures are in place to ensure your safety during your time as with them. Where a student is already an employee of an industrial

placement provider, that employer will ensure that student's safety as part of their formal contract of employment.

17.6 British Values

The University has a responsibility to promote British values as part of its educational offering to all apprentice students, to ensure that students leave the University prepared for life in modern Britain and become valuable and responsible members of society who treat others with respect and tolerance, regardless of their background.

The four definitions of British values are:

Democracy

A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities.

The rule of law

The need for rules to make a happy, safe and secure environment to live and work.

Individual liberty

Protection of your rights and the rights of others around you.

Mutual respect & tolerance of different faiths and beliefs

Understanding that we all don't share the same beliefs and values. Respecting those values, ideas and beliefs of others whilst not imposing our own onto them.

By actively promoting these values the University aims to:

- enable students to become or continue to be valuable and rounded members of society who treat others with respect and tolerance, regardless of background;
- ensure students understand the importance of respect and leave the University fully prepared for life in modern Britain;
- celebrate differences and diversity;
- encourage an understanding of the difficulties other cultures face where such values are not respected;
- provide students with an understanding of how British citizens can influence decision-making through democratic processes; and
- give students an appreciation that living under the rule of law protects individual citizens and is essential for wellbeing and safety.

In order to achieve this, the University will:

- embed the principles of British values into the curriculum;
- encourage students to become responsible learners, critical thinkers and to actively participate in their own learning and development;
- provide opportunities for students to contribute and feedback to us through the Student Voice;
- provide opportunities for students to engage in the democratic structures of the University through Course representatives, the CSA and representation on University committees.

17.7 Protecting students from harassment and sexual misconduct

The University is committed to protecting students from harassment and sexual misconduct. We provide training sessions for both staff and students, offer support to students through the Student Wellbeing and Disability Support service (SWaDs) and have robust procedures in place to investigate any instances of harassment or sexual misconduct. Full details of how we protect students can be found online in our [single-source document](#) on the topic.

18 Careers and Employability Service

Our students are sought after by top employers from around the world, in industry and commerce, government organisations and academia.

You are encouraged to proactively engage with the University's Careers team throughout your studies and take advantage of the support available. This support is available to all students, including apprentices.

It is the priority of the Careers and Employability Service to help you secure the type of role that you aspire to fulfil after completing your studies, whether this means starting your own business or joining a multinational corporation. While you are a student, we will work with you in developing the type of skills and strengths necessary for enhancing your career. We will also help you to identify suitable opportunities and support you throughout the job application process.

You will benefit from:

- a comprehensive and up to date careers website with a full range of information and resources on employability skills development such as CV advice, assessment centres, networking and more than 100 job vacancies at any one time.
- individual information, advice and guidance as well as career development workshops, tutorials and online resources to enhance employability skills, in areas such as career decision-making, self-assessment, personal branding and interviews.
- opportunities to meet recruiters and alumni relevant to your field at specialist events such as career fairs and company presentations.
- advice and guidance on securing promotions.

In addition, the support and industry links that Course Leads and guest lecturers have will open doors and may help you get a job or further your research opportunities.

Further information can be found on our website at: <https://www.cranfield.ac.uk/study/careers-service>.

19 Academic Misconduct

The University prides itself on, and works hard to ensure the academic integrity of all of its awards. You are expected to take pride in your studies and uphold a high level of academic integrity throughout. All assessed work must be your own work, except where exceptions are allowed and stated explicitly. Plagiarism is a form of academic misconduct and is not acceptable, and will normally result in failure of the work by the examiners and disciplinary action. **Plagiarism is defined as the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of others as one's own in any work submitted for assessment or presented for publication.**

As part of your online registration task, you are asked to confirm, via the University's student portal (EVE), that you have received advice on plagiarism and understand what constitutes an academic offence. Students are also required to undertake the online module on referencing & plagiarism (eRAP). This is a mandatory requirement for all students.

In addition, any assessment (other than group assessments) must be undertaken solely by yourself - partners, family members, friends or other third parties are not permitted to contribute to assessments or attend any in-person assessment on your behalf.

The university has standard processes for the detection and investigation of Academic Misconduct. These processes are set out in the Senate Handbook on Academic Misconduct. This Handbook applies to undergraduate students in full, including the penalties applied following an upheld allegation of academic misconduct as set out in Appendix A of that Handbook.

The Handbook sets out details of the university's approach to the detection of academic misconduct and guidance for students on how to avoid academic misconduct. It also sets out the three-stage process for the formal investigation of allegations of academic misconduct and the penalties that may be applied for certain types of academic misconduct.

All students are advised to familiarise themselves with this Handbook and and take advantage of the courses and tools offered by the University to help you understand the definitions of academic misconduct and how to avoid it. For undergraduate students, the role and responsibilities given in the Handbook as being of a Course Director will be carried out by the MK:U Course Lead.

Further advice and support within the University is available from:

- your Course Lead;
- your Coach;
- your SAS team;
- staff in the Library;
- the Cranfield intranet/MK:U App.

Artificial Intelligence text generation

Cranfield University awards academic qualifications to individuals on the basis of their own academic achievements. Assessments are designed to assess an individual's knowledge, skills and abilities at a level appropriate to their award. Fundamentally, it is your responsibility to ensure that work submitted for assessment is your own.

The submission of the work of others without attribution is an attempt to deceive the examiner, and will be investigated as a form of academic misconduct. In this context, the Senate Handbook on

Academic Misconduct refers to unattributed material sourced from the internet and that generated by software used to “disguise the use of other’s work as your own”.

The attributed use of AI generated or modified material is permissible in principle. This means that you must acknowledge all use of AI tools, state what you have used them for, and acknowledge any AI-generated text. This should include an acknowledgement if you have made use of non-standard grammar-checking tools. If in doubt you should ask your supervisor for advice. The Library provides [guidance on how to correctly acknowledge the use of AI generative materials](#).

AI tools include those that perform spelling and grammar checks and changes, which may change what you have written so much that it is no longer clear that you are the author. Students should also acknowledge where they have made use of translation and standard grammar-checking tools.

It is each student’s responsibility to make themselves aware of the significant risks associated with the excessive and indiscriminate use of AI-generated content. Such content can contain errors, and there are significant risks associated with the use of material generated by AI tools which may not have correctly drawn on, referenced, or attributed material that has been used. It is essential that students take responsibility for the full and proper checking and referencing of all original source data.

Further guidance on the use of AI generative tools can be found on the [dedicated pages on the Hub](#) and [the MyMKU Portal](#).

It is essential that you take responsibility for the full and proper checking and referencing of original source data. In this context, the Senate Handbook on Academic Misconduct refers to improper or incomplete referencing as plagiarism.

Further guidance on the use of AI generative tools can be found on the [dedicated pages on the MyMKU App](#).

20 Changes to Registration

The University has standard processes for the management of changes to a student's registration, whether voluntarily or enforced by the University. These processes are set out in the Senate Handbook on Changes to Registration.

The Handbook sets out the processes to be followed if circumstances arise that require changes to your pattern of studies. This is most often due to changes in your personal circumstances (e.g. employment status, financial, domestic, health of yourself or others), but also may include changes initiated by the University.

Should you wish that any of the details of your studies, and therefore your period of study and registration, be changed at any stage you should discuss the matter, in the first instance, with your Student and Academic Support (SAS) team and, for students on apprenticeship courses, the Apprenticeships Office. Any changes to registration may impact on an apprentice's eligibility to participate in their apprenticeship course, and therefore any decision on a change to studies should not be made without first discussing it with the Apprenticeship Office.

Changes to registration will only be granted for good reasons and applications must be submitted with evidence as soon as it is apparent that a change to registration is needed.

Agreement to any change in registration must not be assumed to have been given unless it has been formally notified to the student by the Academic Registrar or a person clearly acting on their behalf.

The Changes to Registration Handbook also outlines circumstances where the University may act to terminate your registration early, with or without your permission. The Handbook is written primarily for postgraduate students, however the processes apply to all students of the university. Changes or adaptations to the processes listed in the Changes to Registration Senate Handbook for undergraduate students are given below.

General points:

- The role of Course Director will be carried out by the MK:U Course Lead
- All students on apprenticeship courses must discuss any changes to their registration with the Apprenticeship Office, as changes may affect their apprenticeship eligibility
- Students can also obtain advice and guidance from their Coach.

Suspensions of Study:

- The restriction on suspensions of study being approved only in exceptional circumstances for part-time students on a 5-year registration applies only to postgraduate taught students.
- Undergraduate students may be required to return from suspension the following year and join the next cohort at the point at which they suspended, or, depending on the amount of time the suspension is required for, may be able to continue to the next level of study 'at risk' and undertake any missed learning credits upon their return, alongside their other modules. For more information see the Senate Handbook on Undergraduate Awards.
- Suspensions are not considered authorised until all related paperwork is completed, for apprentices this includes the relevant break in learning paperwork.

Extensions:

- Extensions to undergraduate assignments, group projects and projects are covered in the Senate Handbook on Undergraduate Awards.

21 Student Complaints and Appeals

21.1 Overview

The University aims for all students to have an excellent student experience and to achieve the results that their ability and hard work merit.

Sometimes, however, there may be issues which cause you to feel that your studies or general activities as a member of the University are not proceeding satisfactorily or something has occurred which you feel is unfair. The University has two separate processes for managing issues arising during your studies:

- a Student Complaints policy – see section 21.2, and
- an Academic Appeals policy, for students who wish to make an appeal against a result received (either for an assessment or their overall award) - see section 21.3.

21.2 Complaints

If you feel that your studies or general activities as a member of the University are not proceeding satisfactorily, you should discuss the matter, in the first instance, with the members of staff directly concerned. The University is committed to resolving concerns at the earliest opportunity, and at the local level wherever possible. Student Wellbeing and Disability Support can offer advice and, where appropriate, mediation services to help facilitate a resolution at an early stage.

In particular, problems relating to academic progress must be raised at the time they occur, so they can be investigated and appropriate action taken. University examiners will not normally be in a position to take account of problems that were not notified by you at the time that they occurred.

Where concerns are not resolved locally, the University has established mechanisms for complaints to be managed more formally, which are contained in the Senate Handbook on Student Complaints.

The Senate Handbook on Student Complaints applies in full to undergraduate students, noting that:

- the 'Course Director's' responsibilities given in the Handbook are undertaken by the Course Lead.
- the 'Head of Faculty's' responsibilities given in the Handbook are undertaken by the Director of MK:U.

Further guidance on submitting formal complaints can also be obtained from studentcomplaints@cranfield.ac.uk, staff in Education Services, Student Wellbeing and Disability Support and the CSA.

21.3 Academic Appeals

There are appeals procedures that you may use against decisions made by examiners where the effect is that the University degree or other distinction sought cannot be awarded, and no opportunity is given for re-examination. An intention to appeal must be submitted in writing to the Academic Registrar within 20 working days of the notification giving rise to the appeal. Notification of intent to appeal can be submitted in letter format or by email to: appeals@cranfield.ac.uk. Full

details of the processes for the management of Academic Appeals can be found in the Senate Handbook on Academic Appeals.

Procedures for complaint and redress during the study period (which should normally be dealt with as and when they arise) exist (see section 21.2), alleged inadequacy of tuition, supervision or other arrangements during the period of study will not constitute grounds for an academic appeal.

The Senate Handbook on Academic Appeals applies in full to undergraduate students, noting that:

- the 'Course Director's' responsibilities given in the Handbook are undertaken by the Course Lead.

The formal Academic Appeals procedure follows a three-stage process. Undergraduate students are advised that the following apply at each stage:

Stage 1 – Informal Investigation

Undergraduate students follow the Taught Students process as set out in section 5.1 of the Senate Handbook on Academic Appeals

Stage 2 – Formal Investigation

Undergraduate students follow the process for Taught students set out in section 6 of the Senate Handbook on Academic Appeals, noting that:

- Undergraduate students may make a formal appeal against the mark of a single piece of assessment following a Board of Examiners decision on their final award (as is the process for postgraduate taught students) or following a progress board's decision on whether they may progress to the next stage/level of their studies.

Stage 3 – Review

Undergraduate students follow the process as set out in section 7 of the Senate Handbook on Academic Appeals

22 Student Disciplinary Procedures

General expectations for student conduct are set out throughout this Handbook, and specifically in section 5. Where it is alleged that a student's behaviour falls below the expected standards the University's Student Disciplinary Procedures will be followed. These procedures apply to all students, and are set out in the Senate Handbook on Student Disciplinary Procedures.

The Senate Handbook provides details of the basis for and procedures followed during any investigation, the three-stage process followed during any investigation and examples of the range of penalties that may be applied where an allegation of misconduct is upheld.

Students who are undergoing a disciplinary investigation, or who wish to make a complaint about the conduct of another student should familiarise themselves with the Senate Handbook on Student Disciplinary Procedures. They may also seek advice from:

- their Course Lead;
- their Coach;
- their SAS Lead
- staff in the Library;
- the Cranfield intranet/MK:U App.

The following section (section 23) provides details of the University's Fitness to Study policy, which may be initiated in place of the Student Disciplinary Procedure where the alleged behaviour may be as a result of an underlying issue.

23 Fitness to Study Policy

The University has a Fitness to Study policy, located in the Senate Handbook on Student Welfare, which describes the University's approved procedures for the management of concerns raised regarding a student's capacity to participate fully and safely as a registered student at Cranfield university.

Under the Fitness to Study policy, issues which may otherwise be considered as a disciplinary matter may be investigated through a Fitness to Study process if they are considered to be the result of an underlying physical and/or mental health difficulty and/or other issues that impact a student's ability to study.

The Fitness to Study procedure may be applied to any student, at any stage of their study. Students should read the full policy for further information.

The procedure may be applied where as a result of an underlying physical or mental health difficulty:

- A student poses a risk to their own health, safety and/or wellbeing and/or that of others.
- A student's behaviour is (or is at risk of) adversely affecting the teaching, learning and/or experience of fellow students and staff and/or the spirit of studying, working and living co-operatively and in close proximity with others.
- The student's behaviour, appearance or conduct presents a serious concern or risk to themselves or others and/or the University's reputation.
- The student has behaved in any other way that would otherwise be dealt with as a disciplinary matter, but evidence (from an internal or external source) has been provided to show that the student's behaviour may be the result of an underlying physical (e.g. serious long term health issue) or mental health condition linked to their Fitness to Study.

or where;

- a student's support needs fall outside the scope of the support and other services which the University can reasonably be expected to provide either directly or indirectly.
- there is progressive or sudden deterioration in a student's attendance, engagement, quality of work, conduct, or behaviour.
- the student has themselves raised a concern with a member of the University that indicates that there is a need to address the student's Fitness to Study.
- the student's engagement in their course or their agreed research activities is not enabling them to make progress with their studies or research and there is reason to believe that this is linked to their Fitness to Study.

At any stage during a disciplinary investigation an investigator may (on the recommendation of a medical professional or member of staff, or request of the student) recommend to the Academic Registrar that any offence be considered under the Fitness to Study policy instead of this disciplinary procedure. The Academic Registrar will liaise with the Head of Student Support and Wellbeing to determine the most appropriate course of action. Students are expected, however, to raise any reasons why they feel the matter should be investigated under the Fitness to Study Policy as soon as possible during a Stage 1 or Stage 2 investigation.

Each case will be considered on an individual basis, and the presence of an underlying physical or mental health condition will not necessarily mean that any investigation will follow the Fitness to Study process instead of these disciplinary procedures.

24 Welfare Matters

This Handbook is supplemented by a [Senate Handbook on Student Welfare](#), which applies to all students.

The Senate Handbook on Student Welfare provides details of the welfare provision available to students, including Student Wellbeing and Disability Support, disability support, academic support, counselling, the Cranfield Students' Association and religious facilities, as well as details of health and safety matters, medical services and the University's Prevent Duty.

Welfare support is also available through the CSA, who are able to assist you with all non-academic problems. Issues affecting a large group of students or Individual or small group issues may be addressed through CSA staff or Presidents as appropriate.

Appendix A – Apprenticeship Students

A1 Introduction

This part of the Handbook provides information for students studying as part of an apprenticeship programme, an undergraduate (Level 6) award with MK:U and Cranfield University. Cranfield University is the Apprenticeship Training Provider, registered with the Department for Education (DfE) for both Level 6 and Level 7 awards. This part is also applicable to apprentices studying on a non-award-bearing apprenticeship¹.

At Cranfield we offer a number of different types of apprenticeships. Although these apprenticeships have different characteristics, they are all usually referred to under the umbrella term 'apprenticeships', with the academic element following the University's assessment rules (the exception being Non-award Apprenticeships, where there is no academic award element, and which may be referred to separately). These apprenticeships may be offered at either Level 6 or Level 7. All apprentices on these apprenticeships are considered students of the University.

The types of apprenticeships we offer are:

Integrated Apprenticeships, where apprentices will work towards completion of their apprenticeship and an academic award. Completion of the apprenticeship and completion of the academic award are linked, and completion of either is dependent on completion of both elements.

Non-integrated Apprenticeships, where apprentices will work towards completion of their apprenticeship and towards an academic award. The academic award and apprenticeship are not co-dependent, with apprentices assessed for the final outcome of both elements independently.

Credit-accumulation Apprenticeships, where apprentices will work towards completion of their apprenticeship, and earn academic credit as part of their apprenticeship training. This credit may then be transferred towards an academic award (which may or may not require further study).

Non-award Apprenticeships, where apprentices will work towards completion of their apprenticeship only, with no credit accumulation or academic award linked to the apprenticeship.

Students studying for an undergraduate award as part of an apprenticeship programme with MK:U are registered students at Cranfield University. Students studying for a Level 6 apprenticeship with MK:U are bound by Cranfield's rules and regulations, as set out in this and other Senate Handbooks. Any functions or duties or processes referred to in this Handbook (or other relevant Handbooks) may be undertaken by Cranfield staff on behalf of MK:U.

This Students' Handbook should be your primary source of information and guidance on being a student at Cranfield. In addition, the Undergraduate Awards Handbook provides information on the University's assessment rules and the expectations placed on you as a student (for those studying towards an academic award).

There are, however, additional requirements for students registered on apprenticeship programmes.

An apprenticeship is a job with training. Through your apprenticeship you will gain the technical knowledge, practical experience and wider Knowledge, Skills and Behaviours you need for your immediate job and future career. As an apprentice you will gain this through formal Off-the-Job training and the opportunity to practice these new skills in a real work environment. Your

¹ This Handbook also applies to those studying under the Employer Provider model. Sections relating to academic awards do not apply to apprentices on non-award-bearing courses. Non-award-bearing courses are those which do not result in a Cranfield award. IfATE define some apprenticeship standards as 'non-degree qualification apprenticeship standards' (e.g., Senior Leader) which may lead to a Cranfield award.

programme at Cranfield/MK:U has been developed to meet the requirements of an Apprenticeship Standard. Apprenticeships have different and additional regulatory requirements to meet the needs of the Department for Education (DfE and Skills England).

Each Standard sets out the Knowledge, Skills and Behaviours required for your occupation, and is accompanied by an Assessment Plan, which describes how you will be assessed against the Standard. Full details of all Apprenticeship Standards and their Assessment Plans can be accessed via the Skills England website.

All Standards define:

Knowledge & Understanding: The Standard will define the knowledge and understanding that you will need to acquire and apply in order to carry out your role effectively and become occupationally competent. Cranfield University, as the Training Provider, will provide you with the taught academic elements of your apprenticeship qualification.

Skills & Competencies: The Standard will define the range of skills and competencies that the apprentice needs to practise and acquire in order to do the job to a specified standard. These skills are largely acquired and practised in the workplace. Your employer will sign off these skills prior to your End-point Assessment.

Behaviours: The Standard will define the behaviours that you will need to demonstrate in order to become occupationally competent. This may include behaviours such as leadership techniques, emotional intelligence, reflection and valuing diversity, etc.

It is a requirement of your apprenticeship that your employer contractually agrees to facilitate at least 6 hours per week Off-The-Job training – this is the minimum amount of time that should be spent on occupational Off-The-Job training during your apprenticeship. This can include lectures, online-learning, simulation exercises, shadowing, mentoring, industry visits, learning support and writing assignments. It does not include: progress reviews; training outside of your paid working hours; exams; or study required in connection with achieving separate Level 2 English and Maths qualifications. Some apprenticeships may have an Off-The-Job training requirement of more than 6 hours, which will be agreed in the Training Plan with the employer.

The Apprenticeships Office is the team responsible for the regulatory and compliance aspects of all apprenticeship programmes (the things that differentiate an apprenticeship from a standard undergraduate or postgraduate qualification), and are the primary source of advice, information and guidance regarding all apprenticeships (both undergraduate and postgraduate). They will be able to advise you on apprenticeship eligibility, funding, changes in circumstances, Gateway and End-point Assessment.

Specialist student support services and academic guidance are provided by the various teams across the University in line with core academic programmes and as described in the and Undergraduate Students' Handbook.

A2 Eligibility

Due to the method of funding for an apprenticeship, there are restrictions on eligibility that all training providers have to comply with.

To use funds in the employer's apprenticeship service account or government-employer co-investment, the individual must:

- Be able to complete the full apprenticeship programme within the time they have available in their contract of employment or visa (if applicable). If the student is unable to complete the apprenticeship in the time available, it cannot be funded.

- Not be asked to contribute financially to the cost of training, on-programme or end-point assessment. This includes both where the individual has completed the programme successfully and where they have left the programme early. Costs include any co-investment or additional training and assessment costs, above the funding band, that the employer has paid directly to the main provider where this is part of the agreed apprenticeship. This does not include travel, subsistence or accommodation costs which can be paid by the apprentice.
- Not use a student loan to pay for their apprenticeship. Where an individual transfers on to an apprenticeship from a full-time further education or higher education course, and that course has been funded by a student loan, the loan must be terminated by the individual.
- Not benefit from funding from an employer's apprenticeship service account or government-employer co-investment for any part of their programme where either the provider or another party claim funding from another government department or agency for the same purpose. This includes any funding for that individual from the European Social Fund, the Department for Education (formally Education and Skills Funding Agency) or Jobcentre Plus.
- Not benefit from funding for any part of their programme that duplicates training or assessment they have received from any other source.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Have the right to work in England.
- Have an eligible residency status (further information on eligible residency can be obtained from the Apprenticeships Office).

As an apprentice, a change in your circumstances may affect your eligibility to continue with your apprenticeship - any change in circumstances should be discussed as soon as possible with the Apprenticeships Office.

A3 Financial and Legal Matters

Cranfield University contracts with employers for the delivery of apprenticeship programmes. Funding for apprenticeship programmes is via the Apprenticeship Levy. Some apprenticeship programmes will have an additional top-up fee payable by the employer.

Levy-paying employers will use funds available in their levy pot. Non-levy employers will co-fund the apprenticeships with the government. All contracts (Employer Agreements, Apprenticeship Agreements and Commitment Statements) are required to be in place prior to an apprentice's registration and commencement of their programme. Any changes in circumstances that impact on an apprenticeship programme will be discussed with employers as the contracting partner.

Commitment statements and agreements must be kept up to date and new documents signed when sent out in a timely manner. Non-compliance will require a withdrawal from the apprenticeship programme.

A4 Data Protection and Privacy

Cranfield/MK:U will share information about engagement, progress and achievement of students on apprenticeship programmes with employers at regular intervals, as set out in the University's [Student Privacy Notice](#).

The University is required by the UK Government (through the Office for Students) to provide certain data to a central statistical agency, the Higher Education Statistics Agency (HESA), which is managed by Jisc. A Statement from HESA/Jisc explaining how this data is used can be found [here](#).

A5 Being a Registered Apprentice Student

By registering on an apprenticeship programme, you indicate that you and your employer will:

- accept the additional requirements of being an Apprentice on a levy-funded programme as per the Commitment Statement;
- accept the requirement to complete all aspects of the Apprenticeship (up to and including End-point Assessment);
- ensure that the Apprenticeships Office is kept informed of all changes in circumstances that could impact on your apprenticeship, including but not limited to:
 - a period away from work longer than 4 calendar weeks;
 - a change in employer;
 - a change in job role;
 - a change in number of working hours;
 - a change in location of main work address;
 - a withdrawal from the apprenticeship;
 - a redundancy.
- accept that failure to inform the Apprenticeships Office of any changes in circumstances in a timely manner may place both your academic qualification and your apprenticeship qualification at risk through non-compliance.

Registration of an apprentice requires:

- the Employer-Provider contract to be signed by both parties;
- the Employer-Employee-Provider Commitment Statement to be signed by all parties;
- a copy of the Employer-Employee Apprenticeship Agreement to be signed by both parties;
- the apprentice to be approved on the Apprenticeship Service so that levy payments can be accessed.

If you complete your apprenticeship programme, confirmation of your award and certificate (for those studying for an academic award) and your transcript will only be released once all elements of the apprenticeship training programme have been successfully completed, including the End-point Assessment.

Students studying for an academic award

Should you, for whatever reason, be unable to continue with your apprenticeship programme due to ineligibility for funding from the Department for Education² (DfE), your registration on the associated degree course would cease and you would no longer be eligible to complete the apprenticeship programme or any associated academic award.

Should you leave the university midway through a degree apprenticeship course you would receive learning credits for any modules you have successfully completed which could be used as evidence of prior learning for admittance, to another awarding institution - undergraduate apprentices are not currently able to re-join the University on a self-funded basis.

² For example, you leave your current employer, and your new employer will not continue your apprenticeship, or your place of work is no longer in England, or your current employer terminates your apprenticeship or non-engagement with the programme.

A6 Attendance

All apprentices are expected to comply with the University's [Student Attendance and Engagement Policy](#). This policy covers all taught students, including apprentices and defines how engagement is measured.

The University expects apprentices to engage with their studies and to attend the various learning opportunities provided by their course. The University believes this is key to successful completion of any apprenticeship. Any student may have their registration suspended or terminated because of concerns about their attendance/engagement, taking into account DfE funding rules which stipulate active Off-The-Job learning per calendar month.

The University treats formal face-to-face or live-online interaction with an academic member of staff as academic engagement. Face-to-face or live-online interactions are measured through defined contact points, including completion of the taught module registers and contact with an academic member of staff. Concerns over non-engagement will be discussed at Tripartite Reviews, and may prevent an apprentice progressing to Gateway.

A7 Management of Changes in Circumstances

All changes in circumstances should be referred to the Apprenticeships Office (Apprenticeships@cranfield.ac.uk) in the first instance in order that they can advise you on the implications of any changes in circumstance to your apprenticeship. Should a formal change of circumstances be required the Apprenticeships Office will work with your Student and Academic Support (SAS) Lead to manage the process (as set out in the [Senate Handbook – Changes to Registration](#)) for you.

Due to the funding rules that govern apprenticeships, there are significant differences in the processes for managing withdrawals, change of employer, periods away from work (including maternity, paternity, shared parental leave and suspension of study for periods of 4 weeks or more) or redundancy. It is essential that all changes are discussed with the Apprenticeships Office as soon as possible and prior to any decisions or action being taken so that they can advise you and your employer appropriately.

All formal requests for a modification to an apprenticeship programme such as a period away from work that requires a break in learning, withdrawal or change of employer will be shared with your current employer.

The following minimum timescales are required to ensure continuation of your apprenticeship programme.

- Change of Employer – 4 weeks' notice to the Apprenticeships Office. If we are not able to contract with your new employer prior to your start date then you will become ineligible for the apprenticeship and will be withdrawn.
- Change of Employer – a change of employer cannot take place during the final 6 months before the planned End-point Assessment date. Any changes that take place in this period will result in withdrawal from the apprenticeship programme (including academic qualification).
- Redundancy – 1 week before the effective date of redundancy.
- Suspension of study – 3 weeks' notice and suspension is not permitted after the training period (taught delivery) has finished.

A8 E-Portfolio

The University will provide you with an e-portfolio (MaytasHub or PebblePad) for the collection and collation of your evidence required to meet the Knowledge, Skills and Behaviours (KSBs) outlined in the Standard and in the Assessment Plan. Your e-portfolio will also be used for the recording of your Off-The-Job hours. Hours should be logged on a regular basis but at least once every calendar month as a minimum. Failure to log hours could result in your apprenticeship being terminated due to lack of activity.

You will be expected to provide a number of pieces of evidence (dependent on the Standard) which clearly show how you meet the KSBs giving the context, outcomes, your reflections and insights when applying your learning in your work.

Note: A number of guides will be available to you on your e-portfolio to support your evidence collation and progress towards Gateway and End-point Assessment. These will be available when you log on to the e-portfolio system.

Your progress against the KSBs will be reviewed and shared with your employer at various milestones throughout your apprenticeship journey.

A9 Level 2 Maths and English

For all apprenticeships starting from 11 February 2025 there is no mandatory requirement for evidence of Level 2 maths and English achievement to be provided as part of the apprenticeship, where the apprentice is aged 19 and over when they start their apprenticeship. Employers may, however, request that an apprentice undertakes maths or English study or a qualification.

For apprenticeships which started prior to 11 February 2025, apprentices were required to sit an initial assessment of their maths and English to determine their current working level. Those that were assessed as working at or above Level 2, and have provided acceptable evidence of achievement of a Level 2 qualification (as per list of acceptable qualifications [here](#)) are not required to undertake further study.

If such apprentices do not have acceptable evidence of achievement or are assessed as not currently working at Level 2 they will be required to sit a diagnostic test to establish areas of focus and they will be required to undertake a functional skills qualification in maths and/or English.

In addition, as part of the Cranfield University entry requirements apprentices may be required to provide proof of their English language proficiency in order to meet the University's entry criteria - full details can be found on the University's [website](#).

A10 Communication Channels

The Apprenticeships Office, along with the rest of the University, will contact you via your Cranfield University email account regularly throughout your course. Emails from the Apprenticeships Office will include advice, guidance and information relating to your programme and will often require your action or response to meet the regulatory requirements for Apprenticeships. You should ensure that you regularly check your Cranfield University email account, which may be forwarded to another account if you wish. Exceptionally, where no response has been received to emails sent to your Cranfield University email address, the Apprenticeships Office may contact you using your workplace email address if necessary. Details of other staff who may contact you during your apprenticeship are given in this Handbook. Information provided to apprentices will also be shared with employers where appropriate.

In addition to the standard communication channels, you will receive messages, announcements and guidance through your e-portfolio platform alongside the announcements guidance and feedback received through the Virtual Learning Environment (VLE) as part of your academic course and through the app.

A11 Student Support

Apprentices have access to the full range of support offered to non-apprentice students.

Details of the support available can be found in earlier sections of this Handbook and the [Student Welfare Handbook](#).

A12 Comments, Concerns or Complaints by Students

All comments, concerns or complaints relating to the delivery of the apprenticeship elements of your programme should be referred to the Apprenticeships Office in the first instance. These will be managed in line with the principles described in the [Senate Handbook on Student Complaints](#).

Where a concern or complaint cannot be resolved at a local level by the Apprenticeships Office, apprentices will be referred to the formal Stage 2 complaints process, as outlined in the [Senate Handbook on Student Complaints](#).

If you have a comment, concern or complaint relating to your academic course or any other aspect of your time at the University you should contact a member of your course team in the first instance as outlined in the [Senate Handbook on Student Complaints](#).

The University has a separate policy for concerns or complaints about the provision offered to apprentices made by employers, which can be found on the [University's website](#). This process aims to resolve concerns or complaints informally and swiftly, but does, however, provide a route for a formal investigation process should a swift and informal resolution not be possible.

A13 Apprenticeship Compliance and Regulations

Apprenticeships are regulated by the Department for Education (DfE) and Skills England. Cranfield (the Training Provider) and your employer are both required to inform DfE of changes in circumstances that impact on your apprenticeship eligibility. Where eligibility for funding of an apprenticeship programme ceases due to a change in circumstances, the University is required to withdraw students from the programme. Following withdrawal from a postgraduate apprenticeship programme, any applications to re-join Cranfield as a self-funded/sponsored student with academic credit will be considered on a case-by-case basis.

If you believe that your eligibility may be impacted by a change in circumstances, please contact Apprenticeships@cranfield.ac.uk to discuss your options.

A14 End-point Assessment

All apprenticeship programmes have an End-point Assessment (EPA). This is a formal, independent assessment of your performance against the Apprenticeship Standard. Each Apprenticeship Standard has an Assessment Plan which sets out the detailed requirements of the Standard. Typically, the EPA comprises two or three components: a Project, a Professional discussion linked to a portfolio of evidence and, for some, a practical assessment. The Knowledge,

Skills and Behaviours (as outlined in the apprenticeship standard) are clearly linked to each assessment component. All components of an Assessment Plan need to be passed to successfully achieve the Apprenticeship. This requires all of the Knowledge, Skills and Behaviours to be met to a satisfactory level.

At the end of the training period (academic programme), most apprentices will go through Gateway to assess their readiness for EPA. Successful Gateway requires evidenced achievement of:

- level 2 Maths and English, or employer exemption;
- employer confirmation that the apprentice has achieved the required level of competence;
- any academic or professional award as required in the Assessment Plan or the achievement of a set number of academic credits for Integrated Degree Apprenticeships;
- completion of the portfolio of evidence;
- Completion of the Off-The-Job activity log that meets or exceeds the value required in the individual Training Plan;
- other requirements as described in the individual Apprenticeship Standard Assessment Plan.

On successfully passing through Gateway, you will proceed to the End-point Assessment itself. End-point Assessments are carried out by Independent Assessors assigned by the End-point Assessment Organisation (EPAO). Where there is a choice of EPAO (non-integrated apprenticeships only), it is made by your employer at the beginning of your apprenticeship; Cranfield University and MK:U are wholly independent of this decision. Where your apprenticeship forms part of an integrated degree apprenticeship the EPAO will be Cranfield University. The Assessment Plan will describe the specific arrangements for your particular apprenticeship and will state who will be involved (some Apprenticeship Standards require an employer representative whilst others have an Independent Assessor only).

We will provide support and guidance to maximise the chance of success and a timely completion of your End-point Assessment.

Should you fail to meet the required levels in your EPA, we expect that you will accept the opportunity for further attempts, subject to the Assessment Plan rules that govern the Apprenticeship Standard (these rules vary between different apprenticeship standards). Both the Employer and Cranfield University, as the Provider, will work with you to support completion. We cannot guarantee that individuals undergoing referral or resit attempts will be able to graduate with their original cohort.

Upon successful completion of the EPA, the EPAO will apply for Apprenticeship Completion.

Students who are unsuccessful in completing their End-point Assessment have the right to appeal against the outcome decision. EPA appeals are managed by the EPAO responsible for administering the EPA, with each EPAO having its own appeals process. A fee may be charged by the EPAO for any appeal.

A15 Award of Degrees and Graduation

For students studying for an academic award as part of their apprenticeship, confirmation of your award, your certificate and your transcript will be released once all elements of the apprenticeship training programme have been successfully completed, including the End-point Assessment.

You will be invited to attend the next available graduation ceremony to celebrate your achievements at that time.

A16 Contact Details

The Apprenticeships Office:

Mailbox: Apprenticeships@cranfield.ac.uk

A17 Further Information

Further information on apprenticeship delivery, regulations and guidance can be accessed via the following links:

- [Department for Education](#) – this is the overarching government department responsible for the management of apprenticeships in England.
- [Apprenticeship Funding Rules](#) for employers. This document will provide the latest set of funding rules for apprentices which all employers are operating under.
- Skills England – for information on all Apprenticeship Standards and Assessment Plans. [Apprenticeship search / Skills England](#)
- National Apprenticeship Service Helpdesk. For general advice or guidance, this government service can be contacted via email: helpdesk@manage-apprenticeships.service.gov.uk or by telephone 08000 150 600 (opening hours are 8am to 8pm Monday to Friday).

Appendix B Group Work

Introduction

Team work is a core workplace skill and is highly valued by employers. It develops collaboration and communication skills, provides the opportunity to develop leadership skills, provides a space to develop empathy skills, and exposes team members to a wealth of diverse perspectives. To develop these vital skills, MK:U delivery and assessment includes group work as a core part of the design.

Group work is an active learning methodology in which all group members are required to contribute actively and take responsibility for the group's success. It provides an opportunity to hone interpersonal skills, help all members of the team feel like they belong, and grow networking skills.

Guiding Principles

Each group work activity will have a different objective and, as such, the following are guiding principles that will be used in defining groupwork.

Group work quantity

Group work will be a day-to-day activity within the sessions. For assignments, modules will have a maximum of one group based assignment, worth no more than 70% of the module's overall grade.

Grade

The group will be assigned the same grade for the group assignment. Any capping due to late/non-submission will apply to all members of the group. Any academic misconduct issues will be investigated as a group. A request for an extension submitted for one member of the group will be applied to the whole group's submission.

At least 30% of the overall module's grade will come from the individual assignment, more so in the higher levels, as appropriate to the apprenticeship subject.

Group Formation

There are three broad ways that can be used for allocating apprentices to groups:

- 1) Module Lead allocates apprentices randomly to groups.
- 2) Module Lead allocates apprentices to groups based on employer, industry, skills or other relevant factors.
- 3) Apprentices can self-select groups (either through conscious choice or by virtue of sitting together) either via open self-selection or within a set of variables outlined by the Module Lead (e.g. must have 3 different organisations represented).

The Module Lead will decide which of these options are appropriate based on the expected outcomes of the work and where the apprentices are in their learning journey. Where option 3 is selected, we strongly recommend that the apprentices actively vary who they work with.

The size of the groups is also important. Most groups will contain 4-6 apprentices, however, some activities may be more appropriate for pairs and others for groups larger than 6. The cohort size will also have some impact on the group size. Allowances may be made when a group is smaller/larger than the average group size, as outlined in the assignment brief.

Allocation of Groupwork Related Roles

Over and above the fair distribution of the workload to complete the assignment, group work is most productive when the team allocates group roles³. These will vary by activity, but the following should be considered in all cases:

- Organiser/Chair – responsible for planning meetings, setting agendas and managing actions.
- Notetaker/Recorder – responsible for taking and sharing notes and actions.

³ <https://ctl.wustl.edu/resources/using-roles-in-group-work/>

- Timekeeper/Prioritiser – keeps activities on track.

Other roles might include, for example; ‘devil’s advocate’; liaison with the academic; spokesperson; technical expert; group member inclusion monitor; or submission editor. It will be up to the group to decide on roles as appropriate to the task. It is recommended that, on a regular basis, individuals take on different roles to broaden their skills.

For graded assignments, you may wish to nominate a submitter and a checker to ensure that the assignment has been uploaded to Canvas successfully.

Expectations of Behaviours

Part of effective teamwork is communication and self-governance, therefore, each group is responsible for setting out their expectations of each other. It is recommended that, at a minimum, the group consider the following:

- When, where and how engagement is expected to occur.
- How communications will occur within the team.
- Management of absences from group meetings/activities.
- What each individual’s responsibilities and requirements are.
- How any issues will be managed and, if necessary, escalated.

Issue Resolution

On occasions, issues or conflicts may need to be managed within the group. Conflict resolution is a key skill that is important to develop. Below are some common issues and the steps that could be taken by the group:

- No-show of a team member/non-participation:
 - Agree on contact methods and roles when assigned into groups.
 - Try contacting them via two or more methods (e.g. email and Teams).
 - If no reply within 2 working days, try contacting them again.
 - If no reply after a further two working days, contact the Module Lead.
- Academic misconduct in relation to assignment submissions, noting that any academic misconduct investigation would be of the whole group submitting; however, the penalty may be applied to either the whole group or an individual(s).
 - Where misconduct is identified prior to submission (usually by the group) contact the Module Lead as soon as possible to discuss.
 - Where it is identified after submission (usually by the Marker), a Stage One investigation will be started and the group will likely be asked who in the group was responsible for which elements of the submission, the action list can be very helpful in this situation.
- A group member feels that they have been excluded:
 - If an individual feels they are being excluded, they should speak to their Module Lead or Coach for further support.
- Unequal individual contribution where the group believes one (or more) group members are not contributing to the work:
 - Undertake a conversation to understand the issue, in most cases there is a reason and the group can adapt as needed.
 - If the conversation is unproductive, speak to the Module Lead.

Where the group have reached an impasse following on from internal group attempts to come to a resolution, the group must speak to the Module Lead. There is an expectation that escalation to the Module Lead should be done in advance of any submission deadlines.

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