Unipathways

Student Handbook (2023-24)

TABLE OF CONTENTS

IMPORTANT INFO

The purpose of this Handbook is to provide you with important information about studying with UniPathways.

This Handbook should be read in conjunction with other guidelines available on UniPathways' website: https://unipathways.ca including all referenced Annexes to this document and other supporting documentation.

The material in this Handbook is as accurate as possible at the time of its most recent update (Oct 15, 2023).

Please forward any questions, comments or suggestions relating to the content of this Handbook to: admin@unipathways.ca

1. INTRODUCTION

About UniPathways

UniPathways is a leading provider of online study programs, giving students a direct pathway to study at universities in the UK and other top study destinations. Delivering university level learning outcomes, UniPathways offers fast-tracked, cost-effective programs that deliver the benefit of choice in study destinations, universities and degrees. Delivering globally recognized qualifications, we provide students with an academic experience that will best prepare them to progress to university and successfully adapt to the academic system of their chosen study destination.

Regulated by Ofqual, our qualifications are not just mere credentials; they are symbols of knowledge and skill recognized by leading employers and universities alike. In today's competitive landscape, whether you're an aspiring learner or a forward-thinking employer, the need for distinctive competence is paramount. Our university pathway programs serve as an emblem of this competency, crafting pathways for individual personal and career growth.

Our Objectives

To ensure that UniPathways graduates gain the skills, knowledge and attributes required to succeed in realizing their academic and professional goals.

To assist students in meeting the academic requirements to progress to universities in top study destinations.

To be inclusive, open and responsive to the diverse needs of all international students.

To promote social, civil, ethical and environmental responsibility to all UniPathways students and staff.

2. <u>OUR PROGRAMS</u>

Program structure

The modules have been designed to offer a broad range of skills and knowledge for direct application in the workplace, based on contemporary practices in real world settings. In addition, they are based on sound pedagogical structures to ensure that the learning is engaging, enjoyable and fun to study.

University Pathways

At UniPathways, we recognize the importance of a well-structured progression to higher education. As a registered centre of Qualifi, one of UK's leading qualification awarding bodies, we have the distinct advantage of offering our students direct access to a leading universities in the UK and other top study destinations. In most cases, students who complete our undergraduate programs will be eligible for up to <u>two years</u> of credit transfer towards related degree program.

By ensuring that every credit you earn with UniPathways is valued and recognized globally, we are shaping pathways that are clear, credible, and tailored to propel you into your desired university degree program. More information about UniPathways university progression opportunities can be found at https://unipathways.ca/university-progression

Completing your degree online

For those who, for various reasons, find themselves unable to attend a campus abroad, students can take comfort that a top-tier British degree completed online is always within reach. UK degrees are revered globally for their academic rigor, and this standard is consistently upheld, whether one studies on-campus or online. The robust e-learning platforms used today ensure that the educational experience online is interactive, comprehensive, and engaging.

In uncertain times, or when faced with unforeseen challenges, students can take comfort in the knowledge that their education can continue uninterrupted. The online pathway ensures safety, continuity, and the assurance that nothing can stand in the way of achieving academic goals.

With UniPathways, students are provided with a reliable bridge to their aspirations, ensuring that no matter the obstacle, their academic journey remains on course.

Approved Undergraduate Programs

Business Management
The Business Management course offers an academically robust curriculum that focuses on core components of modern business. Covering essential areas such as strategic management, marketing, finance, and operations. this program provides students with a comprehensive understanding of the multifaceted world of business.

Information Technology
The Information Technology course offers students a comprehensive insight into the diverse facets of the IT sector through a blend of theoretical understanding and practical exposure, this program equips learners with the skills and knowledge required to navigate the rapidly evolving technological landscape.

Hospitality and Tourism Management
This program offers comprehensive insights into the global hospitality and tourism sector. Students gain practical skills in areas like accommodation, food operations, travel planning and more. Emphasizing customer service and leadership, graduates are prepared for the many career opportunities offerd by this by this industry.

Social and Healthcare Management
This program offers an academically rigorous exploration of the intersection between healthcare provision and societal contexts providing students with the critical knowledge and skills essential for informed decision-making and effective management within healthcare settings.

Law
This program delves into the foundational principles and practices of UK law. Students explore key legal topics, from contract and tort law to criminal justice and property rights. Designed to equip learners with both theoretical knowledge and practical legal skills, graduates emerge ready for paralegal roles, legal assistant positions, or to advance their academic pursuits in law.

3. ACCREDITATION

At UniPathways, we take pride in our commitment to delivering the highest quality education that meets stringent academic standards. We are a registered and recognized centre of Qualifi, a renowned UK qualification awarding body regulated by The Office of Qualifications and Examinations Regulation (Ofqual). This means we are fully authorized to offer and deliver UK government-accredited qualifications, ensuring our programs are recognized and respected both nationally and internationally. By adhering to the rigorous standards set forth by Qualifi, we provide our students with the skills and knowledge they need to succeed in their chosen fields.

The Office of Qualifications and Examinations Regulation

Qualifications delivered by UniPathways are accredited and regulated by The Office of Qualifications and Examinations Regulation (Ofqual), a non-ministerial government department that regulates qualifications, exams and tests in England.

With the goal of maintaining UK's reputation as a global leader in higher education, Oqual's responsibilities include making sure that:
- regulated qualifications reliably indicate the knowledge, skills and understanding students have demonstrated
- assessments and exams show what a student has achieved
- people have confidence in the qualifications that it regulates
- students and teachers have information on the full range of qualifications that it regulates

Ofqual's priorities also include:
- quality and fairness for students and apprentices
- clarity, effectiveness and efficiency in the qualifications market
- shaping the future of assessment and qualifications
- developing Ofqual as an effective, expert regulator and inclusive employer

4. ENTRY REQUIREMENTS

Students must meet UniPathways' general, academic, and English requirements to be eligible to enrol in any of UniPathways's Undergraduate Programs.

General entry requirements

- Students must be a least 17 years of age and have successfully completed high school.

- Students who have not yet finished high school may be considered for admission on a case-by-case basis.

English requirements

- Secondary studies delivered in the English language or

- Overall IELTS score of 6.0 or

Note: Students who wish to progress to university abroad must meet the English requirements of their chosen university

Applications

Applications for enrolling with UniPathways should be made online on our admissions webpage: https://unipathways.ca/admissions

In certain countries, students will be required to apply to study with UniPathways through a UniPathways approved agent or partner. Students must fill out the enrolment form in full and upload all required information (if requested).

The application process also includes a student's declaration that they fully understand and agree with all terms, conditions, policies and procedures regarding studying with UniPathways.

5. LEARNING / TEACHING STRATEGY

Teaching methodology

Delivery of learning is through online learning pedagogies with underpinning learner support.

Online Pedagogy

Students will be provided with key concepts and theories, which are underpinned by a series of guided interactive and engaging activities. These have been designed using an online pedagogic approach which facilitates synthesis of knowledge, reflection, and practical application to the work-place. In doing so, real- world examples and case studies are used to expose students to contemporary issues and settings.

This approach also develops the analytical skills of students, their ability to problem solve and to develop coherent and structured arguments. Students are also provided with reference to web links, articles and recommended texts to further develop their understanding through self-study.

Periodical virtual lectures

Periodical virtual lectures are a feature of your learning experience with us. Led by our expert educators, these lectures give you real-time interaction, ensuring you stay connected, informed, and engaged with your course content, no matter where you are. All lectures will also be recorded for those unable to attend live sessions.

Recommended reading

The module format is such that if you utilize all the content and interactive activities, you will have enough knowledge to undertake the assessments and meet the learning outcomes for each module. However, each module descriptor also contains a list of recommended texts. These are included to enable you to broaden your knowledge of the subject areas. Students who intend to progress to complete a related bachelor or master's degree are encouraged to read as widely as possible to demonstrate research skills from a variety of different perspectives.

6. ASSESSMENT STRATEGY

Students will undergo evaluations through two distinct methods:

Formative assessment
Typically, these will be facilitated via UniPathways's online learning modules and the associated activities, therein, including self-tests and multiple choice quizzes and exams.

Summative assessment
This is used to evaluate student learning and is undertaken after the student has completed the required course modules. This includes activities which have been mapped against the corresponding learning outcomes for each module and the completion of assignments, which covers the required awarding body assessment criteria derived from the learning outcomes.

Marking of assignments

Assignments will be marked with feedback and grades recorded. They will then be internally verified in line with internal policies and procedures. Final assessment decision will then be ratified with external verification to be undertaken by UniPathways in accordance with their Policies and Procedures. In the instance of a **Fail** being recorded, students will be required to undertake a new assignment and will have the opportunity to re-submit their assignment

Assignment guidelines

- Read the assignment questions thoroughly and identify key words and points of issue;
- Ensure you have good paragraphs of introduction and conclusion with a bibliography reflecting research sources;
- Produce a contents list at the commencement of the assignment;
- The sequence of points discussed in the assignment should be logical;
- The text should be a rational and analytical commentary. Logical and well-reasoned arguments will receive higher grades. Avoid checklists and any slang language.
- All research data used should be referenced in the text and the bibliography;
- The assignment must represent all your own work and not extracts without acknowledgement from research sources or colleagues/students. Assignments, which copy material from the module or textbooks without acknowledgement, will be given a Fail grade. Do NOT copy any material from a fellow students' assignment. BOTH assignments will be given a Fail grade so don't give your assignment to another student;
- Keep to the terms of the assignment and do not introduce irrelevant information.

7. COURSE FEES / REFUNDS

Payment methods

International students typically pay by direct bank (wire) transfer. Students will receive an invoice for the course fees will all relevant banking details once UniPathways has deemed the student's enrolment application to be successful. Alternative funding arrangement maybe possible on a case by case basis.

If payment cannot be made by direct wire transfer, please call or email us at: admin@unipathways.ca to arrange an acceptable alternative method of payment.

Tuition fee protection

International students typically pay by direct bank (wire) transfer. Students will receive an invoice for the course fees will all relevant banking details once UniPathways has deemed the student's enrolment application to be successful. Alternative funding arrangement maybe possible on a case by case basis.

If payment cannot be made by direct wire transfer, please call or email us at: admin@unipathways.ca to arrange an acceptable alternative method of payment.

Refunds

Student withdrawal **before** course access:
If you choose to withdraw from your chosen course before receiving access (login + password) to the learning portal, you shall be entitled to a full refund, less a $500 administrative fee.

Student withdrawal **after** course access:
If you choose to withdraw from your chosen course after receiving access (login + password) to the learning portal, you shall not be entitled to any refund.

Course Cancellation by UniPathways:
Should UniPathways cancel a course in which you're enrolled and is unable to facilitate the completion of your studies at another learning institution (at not extra cost), you shall be entitled to a full refund.

Conduct-Related Expulsions:
If you are expelled due to cheating or violations of our student code of conduct or any other obligations detailed in the Student Handbook, you shall not be entitled to any refund.

Course Inactivity:
No refunds are available if you remain enrolled but do not finish the course.
If you choose not to continue, please inform us of your intention to withdraw or defer. Enrollments are valid for 2 years, with extensions or deferments available upon request.

Visa rejection
Students who are denied a student visa (for any reason) after completing a UniPathways course are not entitled to a refund.

Please note: Our refund policy is exclusive to UniPathways and is independent of those of other educational providers. UniPathways' policies, including refunds, are subject to periodic changes. Students should regularly review these for updates during their study duration. The most updated versions are binding, even if they differ from the time of enrolment. All policies are always available on UniPathways' website or upon request.

8. STUDENT CODE OF CONDUCT

UniPathways' Code of Conduct sets out standards of acceptable behaviour required of all students. This code of conduct is intended to safeguard the reputation and integrity of UniPathways while also creating a safe and productive study environment for students. The code of conduct covers both academic standards of conduct and general standards of conduct required at UniPathways.

Integrity of academic work

UniPathways students are expected to:

- Conduct themselves in compliance with UniPathways' published policies.
- Submit academic work that is free of plagiarism or collusion.
- Actively participate in the learning process.
- Be familiar with resources available to assist them in conducting their studies including resources to help students avoid plagiarism.
- Comply with the proper use of copyright materials.
- Attend scheduled course activities and submit assessment tasks on time (if required), unless unforeseen or exceptional circumstances arise.

Equity and respect

UniPathways students are expected to:

- Treat all staff and other students with courtesy, tolerance and respect.
- Respect the rights of others to be treated equitably, free of all forms of unlawful discrimination and harassment.
- Avoid engaging in behaviour that is unlawful, discriminatory or offensive.
- Avoid engaging behaviour that is perceived to be threatening or intimidating or causes any person to fear for their well-being.
- Not participate in any learning activity, such as tutorials or laboratory classes, while under the influence of alcohol or drugs.

Investigation of Misconduct

Any breaches of the guidelines outlined in the code of conduct may be considered misconduct. Where there are reasonable grounds to believe that academic or general misconduct has occurred, UniPathways will investigate the alleged misconduct and determine the level of seriousness of any reported breach. UniPathways reserves the right to cancel a student's enrolment if it is satisfied that a serious breach has been committed.

9. COMPLAINTS POLICY

UniPathways is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, UniPathways is committed to ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaints process.

UniPathways views student complaints as providing an opportunity to review and improve its policies and practices, and also to gain insight into student's levels of satisfaction.

Complaints procedure

Stage 1: Informal Complaint
You are encouraged to address any issues directly with the college director or appropriate member of staff as soon as possible, however if a satisfactory resolution cannot be found then learners should proceed to the next stage.

Stage 2: Formal Complaint
Complaints should be made in writing, by email or post using the contact details at the end of this document and addressed to admin@unipathways.ca

- Formal complaints must be made within **20 working days** from the date that the issue occurred. We reserve the right to not investigate any complaints made outside of this period.
- Your complaint will be acknowledged within **5 working days** from receipt.
- We will appoint a member of staff, who has no direct involvement in the issue being raised and no personal interest in the outcome of the complaint, to investigate.
- You may be contacted during the investigation into the complaint if further information or clarification is required.
- You will normally be informed of the outcome of your complaint, in writing, within 10 working days from receipt, however this may take longer if the complaint is complex, we will keep you updated.

Submitting a complaint

Complaints made in writing, by email or post using the contact details in this document and must be received as per the timescales outlined above. The following details must be provided at the time of writing:

- your full name and contact, including email and telephone number;
- outline of your complaint, providing as many details as possible, including the subject dates and times if know;
- details of any previous correspondence or communication relating to the complaint;
- copies of any documentation and/or correspondence relating to the complaint;
- an indication of how you would like to see the complaint resolved.

Upheld complaints

If your complaint is upheld, we will take appropriate action, examples may include:
- identify any other learner/stakeholder who has been affected;
- correct the failure and the circumstances where this cannot be done aim to mitigate any impact;
- review procedures;
- arrange for staff training;

Where behaviour of staff is deemed inappropriate internal disciplinary procedures may be implemented, however, the details of such procedures cannot be shared.

Right of appeal

If you are dissatisfied with the outcome of a complaint or believe that the procedures as outlined in this document have not been applied in a fair or objective manner you may appeal using our Appeals Procedure.

Whistleblowing

If you wish to complain anonymously, please confirm that you do not wish your identity to be disclosed at the time of writing. In such cases we will investigate the complaint where possible and only if there is supporting evidence. We will try our upmost to maintain confidentiality, however, during the investigation your identity may become evident to others involved.
The relevant awarding organisation or regulatory body may also require copies of any documentation, this could also lead your identity being revealed. We will of course take all reasonable steps to inform you in advance.

10. STUDY TIPS / GUIDELINES

Following study guidelines is essential as they provide structure and focus to the learning process. These directives highlight critical topics and assessment criteria, ensuring students channel their efforts effectively, leading to better comprehension and retention of key information.
Adhering to these guidelines not only fosters discipline and responsibility but also preps learners for future professional environments. By prioritizing these guidelines, students set themselves up for both immediate academic success and long-term professional growth.

Managing your time

We strongly advise you to manage your study time carefully. You should take a broad overview of the requirements of any particular module and unit, consider your situation, workload and home responsibilities in the relevant study-period, then develop a realistic plan for active study and writing.

You should bear in mind the overall aims that we suggest for each module, but you may also find it useful to formulate more personal and specific objectives for yourself. These will help you to focus your study, assess material and apply ideas. For example, you might want to set yourself targets for:

- The amount of time within which you will seek to complete a task
- The quantity of work you aim to do in a particular week
- Progress through the modules and units, bearing in mind your other responsibilities and tasks
- Progress on assignments

You should plan and monitor what you do and, where necessary, act to improve the process, quantity and quality of your work. You should make decisions about the importance you will attach to tasks, the time you choose to allocate to them, and the sequence in which you will do them.

People prefer to learn in different ways. We do not expect that all students will approach the business of study in the same way, or in a way we prescribe. We advise and expect you to manage your study and to be disciplined about how you do it.

Establish a Consistent Routine

One of the cornerstones of successful online learning is consistency. Setting up specific study times helps in conditioning the mind and body for learning. This routine can help prevent procrastination, ensuring you're consistently progressing through your coursework. For example, if you decide to study every day at 6 PM, over time, your brain will begin to associate this time with focused learning.

Engage Actively and Collaboratively

Online learning doesn't mean isolated learning. Engage with peers through online discussions, group projects, or study groups. Active participation not only enhances comprehension but also combats feelings of isolation. Remember, questioning, debating, and collaborating can deepen your understanding of the subject matter.

Regularly Review and Self-Test

Unlike traditional classroom settings where regular in-person interactions might serve as reminders, online learning requires proactive revision. Periodically go back to previous lessons, take notes, and test yourself. Frequent self-assessments can help pinpoint areas that need more focus.

Take Regular Breaks

Continuous studying can lead to mental fatigue. Implement the Pomodoro Technique or a similar time management method, where you study intensely for a set period and then take a short break. This can enhance retention and maintain consistent energy levels.

WE LOOK FORWARD TO SERVING YOU

DISCOVER MORE
www.unipathways.ca

CONTACT US TODAY !
admin@unipathways.ca