

Carmel University Centre – Policies and procedure for HE students

Carmel College (CC) has 2 associate partners: the University of Liverpool (UoL) and Liverpool Hope University (LHU)

Please remember that your Academic Advisor is able to offer support and guidance, and signpost to relevant polices and procedures. If you wish to make a complaint acout your Academic Advisor then the Pastoral & Admin Manager or the Dean will be able to offer support.

POLICIES AND PROCEDURES	INSTITUTION	LINK
1. Student complaints procedure Please start by following the CC procedure.	UoL	https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints/
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	https://www.carmel.ac.uk/carmel-university-centre/useful-information/
2.Academic appeals procedure	UoL	https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals/
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	n/a
3.Extenuating (mitigating) circumstances procedure	UoL	https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/appendix M
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	n/a

4. Procedure dealing with academic misconduct	UoL	https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/appendix L
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	n/a
5. Procedure dealing with non-academic disciplinary issues	UoL	https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline/
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	
6. Fitness to practise procedure (this is relevant to courses which qualify the student to practise in a particular profession (such as nursing, medicine and teaching))	UoL	https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/fitness-to-practise/
	LHU	n/a
	CC	n/a
7. Bullying and harassment policy	UoL	https://www.liverpool.ac.uk/hr/diversityandequality/policies/
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	https://www.carmel.ac.uk/policies-procedures/equality-and-diversity/
8. Fitness to study policy	UoL	https://www.liverpool.ac.uk/student-administration/student-administration-centre/student-handbooks/
	LHU	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	CC	https://www.carmel.ac.uk/carmel-university-centre/useful-information/