

Urban Theology Unit

Part of the partnership for theological education at Luther King House, Manchester

Student Handbook

2016-17

This Handbook contains only matters relating to your membership of the College. It must be read alongside the Handbook for the particular course of study you are following.

Urban Theology Unit

Welcome to the Urban Theology Unit (UTU). We are one of the five theological colleges that make up Luther King House. Unlike our colleagues we are based in Sheffield with a teaching suite in the centre of the city. We have a library which reflects our particular interests in urban, liberation theologies and Methodism; with our history in the training of Methodist Ministers and Deacons.

At post-graduate level, we have students on MA and research programmes also validated by the University of Manchester. All our students are enrolled through LKH and are taught at both sites. Students are encouraged to use the facilities and opportunities provided by LKH. UTU also provides a number of non-accredited short courses and study days which are available to all.

Web site

Full details of courses, financial arrangements, staff, etc. for courses run through the Luther King House can be found on the Luther King House academic web site: www.lutherkinghouse.org.uk . Details of our short courses and study days are found on our web site: www.utusheffield.org.uk .

Staff

The Director of UTU is the **Revd Dr Keith Hebden** (keith.hebden@gmail.com). Keith is also the MA Tutor at UTU. In addition, the **Revd Dr Ian Duffield** (ian@utusheffield.co.uk) serves as the UTU Director of Research for the PhD/MPhil Programme and the **Revd Christine Dutton** (christine.dutton@methodist.org.uk) is the Co-Director of Research for the PhD/MPhil Programme.

Kate Thompson (kate@utusheffield.org.uk) works as Support Services Manager at UTU and our Administrative Assistant is **Rachel O'Leary** (office@utusheffield.co.uk).

Other staff you will encounter are employed by other colleges but work together as a single team. Each of the different courses has a programme leader or course leader who takes overall responsibility for the running of that programme or course. They all have offices at Luther King House:

- *MA Programme Leader.*
The Revd Dr Jan Berry (jan.berry@lkh.co.uk)
- *Research Programme Leader.*
The Revd Jonathan Tallon (jonathan.tallon@northern.org.uk)

Moodle

A crucial element in communication is the LKH Moodle website, a computer virtual learning environment. Notices and advice are posted there, and many of the

resources you need for your studies are accessed there. All students are required to develop the necessary IT skills. Training and support in using Moodle is available.

Finance

Your fees should be paid through the finance office at Luther King House. You will receive an invoice showing the amount you owe. You can arrange to pay them by instalments. We expect the full year's fees to be paid at the start of the academic year unless a regular standing order has been submitted to LKH. The finance officer is Claire McEwen. Cheques and standing orders should be made payable to Luther King House Educational Trust. Cheques and forms should be submitted to the Finance office via the tray at the reception desk at Luther King House.

You will not be permitted to continue on the course if your fees for the previous term or semester (or, for part-time research students, the previous year) have not been paid by the time the next is due to begin. Anyone encountering financial difficulties likely to make payment difficult must see Noel Irwin, Kate Thompson or Clare Richardson as soon as the situation becomes known.

Students with disabilities may also be able to apply for postgraduate grants. Grants and loans are assessed by the local authority (except for certain pilot studies) and both are paid by the Student Loans Company. To explore what is possible, talk to the Academic Registrar at the earliest opportunity.

Luther King House library

All students of LKHOC automatically become members of the Luther King House library, which is run by the learning resources tutor, Rachel Champion. This newly refurbished library provides one of the best resources for theological education in the region. To use the library you will need to register and obtain a borrower's card. For most students this will be done as part of an induction event on the first occasion that you attend for teaching at Luther King House.

Conduct and Discipline

In becoming a student of the college you are agreeing to accept the college's discipline. This covers:

- a) *Personal conduct.* You are expected to behave in an accepting, considerate and sensitive way towards other students, teachers and support staff. Any form of aggressive behaviour, harassment (including sexual harassment) or other inappropriate behaviour will not be tolerated.
- b) *Attendance.* Each course has attendance requirements that you are expected to fulfil. Failure to do so without good cause may mean you are not allowed to submit

assessed work. Significant absences should be confirmed by your doctor. Our attendance policy can be found in your programme handbook.

c) *Payment of fees.* Failure to pay your fees at the agreed time without permission can lead to removal from the course.

d) *Academic integrity.* Certain academic behaviour is regarded as a disciplinary, rather than an academic matter. This is true in particular for the offence of plagiarism – using other people’s material as though it was your own or using their ideas with acknowledgement – which is understood as theft of other people’s intellectual property (see the Luther King House academic malpractice and plagiarism policy in your programme handbook).

e) *Gross misconduct.* Gross misconduct includes theft, violence, serious dishonesty or behaviour likely to bring the college into disrepute, whether this takes place at your place of study or in a placement or other supervised context/area of service. Gross misconduct leaves you liable to immediate removal from the course.

The procedure for dealing with disciplinary infringements is set out in the conduct and discipline policy, located in your programme handbook.

Grievances and Complaints

A ‘grievance’ exists where you believe you have been unjustly or inappropriately treated by the college or a member of staff. It is not just that you disagree with an action or decision that has been made, but that you believe it was unjust, discriminatory or failed to treat you with the dignity and consideration to which you are entitled. The grievances and complaints policy and procedure can be found in your programme handbook.

APPENDIX 1

STUDENT GRIEVANCE PROCEDURE FOR COMPLAINTS ABOUT UTU COLLEGE MATTERS

The Urban Theology Unit aims to develop a positive working environment where staff are encouraged to resolve differences in an informal way wherever possible. The purpose of this procedure is to provide a framework for constructively resolving grievances.

Staff who deal with the complaints process have the necessary authority and management support to carry out the process effectively. If you decide to make a complaint in good faith you will not be disadvantaged in your programme of study regardless of the outcome of the complaint.

In the first instance grievances should try to be resolved through an informal meeting with those directly involved to achieve resolution. If resolution is not possible the matter should be referred to the Director (if the grievance refers to the Director then it will go to the Chair of Trustees) to try through further meetings to achieve a satisfactory outcome.

If a grievance cannot be settled informally the student should raise it formally with the Director who will then use the Grievance procedure:

STAGE 1

- The grievance must be set out in writing and sent to the Director.
- A formal meeting will be arranged within 5 working days to discuss your grievance.
- You have the right to be accompanied to the meeting by a fellow student.
- After this meeting a letter will be sent to you within 5 working days of the hearing with the response to your grievance.
- If you are not satisfied that the grievance has been adequately resolved then Stage 2 of the Grievance procedure will apply.

STAGE 2

If you feel your grievance has not been resolved at Stage 1 of the procedure you should put your complaint and the reason you are dissatisfied with the outcome of Stage 1 to the Chair of Trustees within 10 days of the previous meeting. The following will happen;

- Acknowledgement of this letter should be received within 3 working days.
- Evidence will be considered, both written and verbally with relevant parties in order to fully investigate the grievance.
- You have the right to be accompanied by a fellow student to the meeting.