



# **BA(Hons) Business and Sustainability**

LCK Academy (LCKA)  
in partnership with  
the University of Portsmouth (UoP)

## **Programme Handbook**

**Cohort I (year 1)**

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## 1 Introduction to LCK Academy (LCKA)

LCK Academy (LCKA) believes in harnessing the entrepreneurial talent within our local community. When providing the University of Portsmouth BA(Hons) Business and Sustainability, we aim to prepare you for an innovative ethical leadership in the modern workplace.

## 2 Contact Details

If you need any support or information about your course, you may contact us as follows:

### **Student Support**

For any student support enquiries

**Email:** [studentsupport@lckacademy.org.uk](mailto:studentsupport@lckacademy.org.uk)

**Phone:** +44 7360 597002

You may also visit us at our **Main Office**

### **LCK Academy**

The Bridge, Christchurch Avenue

Harrow, London, HA3 5BD

United Kingdom

## 3 BA (Hons) Business and Sustainability

Welcome to LCK Academy's BA (Hons) Business and Sustainability delivered in partnership with the University of Portsmouth. You have joined a rewarding and challenging course, designed to provide you with a strategic view of sustainable and ethical business.

The degree develops your expertise in sustainable business practice, ethical leadership, and sustainable change in an everchanging world. The programme combines theoretical frameworks with practical applications preparing you for senior sustainable business roles across sectors or becoming running a sustainable consultancy business.

The programme consists of 12 30 credit modules across two terms, building advanced sustainable business knowledge and responsible leadership skills.

### **Programme Highlights**

- **Integrates business and sustainability** by combining core business disciplines with ESG, ethics and responsible management.
- **Develops real-world employability** through consultancy-style projects, live briefs, industry engagement and applied assessments.
- **Builds strong digital and analytical capability** using tools such as data visualisation, carbon calculators and sustainability metrics.
- **Focuses on contemporary global challenges** including climate risk, circular economy, governance, policy and future economies.

- **Prepares graduates for leadership and change** by developing strategic thinking, collaboration, communication and professional practice skills.

## 4 Registration

Students will be registered with the University of Portsmouth once they have completed their application, received an offer, and attended induction.

## 5 Programme Structure and Grading

**The BA (Hons) Business and Sustainability** is a Level 6 qualification made up of 120 credits. Studied full time with each module worth 30 credits.

The University of Portsmouth use a categorical marking scale for assessing students work.

Categorical marking associates each classification with a percentage score, and a description. Rather than using the full 0-100 percentage points, in most cases each classification has a high, mid, and low point ending in 2, 5 and 8.

For further information see [Categorical Marking | University of Portsmouth](#)

Please note: the Categorical Marking scale is applied at the assessment level, so the overall mark for a module with more than one assessment could still allow scores outside 2,5,8.

Each assessment brief will contain a rubric which is a simply a guide that explains how your work will be marked and how marks will be awarded.

### Grades

| Grade                                       | Percentage Range |
|---------------------------------------------|------------------|
| <b>First class (1<sup>st</sup>)</b>         | 70% – 100%       |
| <b>Upper Second Class (2:1)</b>             | 60% – 69%        |
| <b>Lower Second Class (2:2)</b>             | 50-59%           |
| <b>Third Class Honours (3<sup>rd</sup>)</b> | 40-49%           |

The University have a number of policies which oversee assessments and the awarding of the degree. These can be located: [Policies and standards | University of Portsmouth](#)

### Guided learning hours

These are the hours where a lecturer is present to give specific guidance towards the learning objectives being studied. Guided learning hours include lectures, tutorials, and supervised study in

person or online. They also include supervised assessment activities such as observed assessments and observed work-based practice.

**See your specific course timetable for the days and hours of your classes, which is provided in the IAG Document when you apply and is also provided during Induction.**

**Some examples of activities that can contribute to guided learning include:**

- in-person classroom-based learning supervised by a lecturer.
- online classes
- in-person or online tutorial with a lecturer
- observed assessment activities.
- research supervision

### **Independent learning hours**

These are the hours where a student is learning without the direct guidance of a lecturer. They are critical to the student's ability to develop knowledge and skills, as well as providing them with the opportunity to develop key transferrable skills such as self-discipline, time management, and self-motivation.

Some examples of activities that can contribute to independent learning include:

- self-directed research and investigation
- reading set texts or other sources of information
- watching subject-related videos as part of investigation and research
- reviewing recordings of scheduled sessions or notes from those sessions
- peer activities, such as group meetings and online discussions, where students explore their learning together, and
- reviewing and recording thoughts on their own learning.

## 6 Modules

The following table lists the modules you will study on the LCKA-UoP-BA(Hons) with foundation year. The course is divided into two teaching blocks.

|                | MODULE NAME                                           | CODE   | CREDITS |
|----------------|-------------------------------------------------------|--------|---------|
| Level 3        |                                                       |        |         |
|                | Becoming a Business Student                           | M41047 | 30      |
|                | Applied Business and Sustainability                   | M41049 | 30      |
|                | Foundations of Business and Society                   | M41046 | 30      |
|                | Business Challenge Project                            | M41048 | 30      |
| Level 4        |                                                       |        |         |
|                | Introduction to Business, Society & Sustainability    | M41052 | 30      |
|                | Markets, Finance & Sustainable Economies              | M41051 | 30      |
|                | Organisations, People & Planet                        | M41053 | 30      |
|                | Data, Technology & Decision-Making for Sustainability | M41050 | 30      |
| Level 5        |                                                       |        |         |
|                | Sustainable Strategy & Innovation                     | M41055 | 30      |
|                | Sustainable Marketing & Consumer Behaviour            | M41057 | 30      |
|                | Operations, Supply Chains & Circularity               | M41056 | 30      |
|                | Governance, Policy & Corporate Accountability         | M41054 | 30      |
| Year 3/Level 6 |                                                       |        |         |
|                | Leading Sustainable Organisations & Change            | M41060 | 30      |
|                | Global Challenges, Climate Risk & Future Economies    | M41058 | 30      |
|                | Sustainability Consultancy Practice                   | M41061 | 30      |
|                | Final Project / Dissertation                          | M41059 | 30      |

### Level 3 (120 Credits)

**Becoming a Business Student,** This module is the introduction for anyone beginning their journey into business education. The module helps you build the essential skills you need to succeed at Higher Education levels of study. You will learn how to read academic texts with confidence and think critically about business ideas. You will also develop practical digital skills, from researching online to creating polished documents and presentations. Numeracy for business is introduced in a supportive way, helping you to work with simple

data, charts and everyday business calculations. This module will aid in you becoming a capable independent learner who is ready for their next step in education.

**Applied Business and Sustainability:** This module explores how businesses can play a meaningful role in tackling today's environmental and social challenges. You will be introduced to key sustainability concepts, including ESG, the circular economic, ethical supply chains and green marketing, and discover how they shape modern business decisions. Using real company as case studies and sustainability reports, you will examine how organisations measure their impact, respond to stakeholder expectations, and create a more responsible way of working. You will also learn how businesses use data to understand risks, track progress, and communicate their sustainability performance. Through practical activities and real-world examples, you will develop the confidence to recognise good practice, question green claims and understand the opportunities and challenges of operating sustainably. This module provides a strong foundation for further study in business, management and sustainability focused pathways.

**Foundations of Business and Society** This module introduces you to how modern organisations operate within social, economic and environmental systems. The module explores the core functions of a business, including marketing, finance, and operations and the module will show how these areas work together to create value. You will examine how globalisation, inequality and economic forces shape organisational decision, while also considering the growing importance of sustainability and social responsibility. You will use real world examples and practical activities to develop your confidence in analysing simple business situation and recognising the wider impact of organisational behaviour. By the end of the module, you will have a strong foundation for further study in business, management and sustainability- related subjects.

**Business Challenge Project:** This module allows you to work as a team to tackle a real sustainability or social- impact challenges or opportunities. Through hands on project-based learning you will explore the full journey of a business project from identifying the problem or opportunity, researching the ideas, developing solutions and presenting your recommendations. You will learn effective problem-solving tools, build confidence with teamwork and develop professional communication skills that prepare you for higher level study and also within the workplace. At the end of the module, you will have created a practical evidence-based proposal that demonstrates your team collaboration and commitment to responsible business.

## **Level 4 Teaching (120 credits)**

**Introduction to Business, Society & Sustainability** This module introduces key ideas in sustainable business, including the Triple Bottom Line, systems thinking, and the role of organisations within society. Students will explore how businesses are connected to social and environmental systems and how wicked problems such as climate change shape business and society relationships. By the end of the module students will understand core sustainability concepts and be able to apply them to real world business contexts.

### **Markets, Finance and Sustainable Economies**

The module introduces students to the foundations of microeconomics, ethical, finance and sustainable economic models. Students will explore how markets operate, why they sometimes fail, and how governments intervene to improve outcomes. Alongside this, the module develops financial literacy through an introduction to financial statements and key economic indicators. Students will examine emerging approaches such as an impact investing and circular economy models, considering how organisations can create economic, social and environmental value.

### **Organisations, People and Planet**

The module introduces students to the interconnected relationships between organisational behaviour, human resource management (HRM) and sustainable decision making. The module explores how people shape organisational outcomes, how culture and leadership influence ethical practice and how organisations can contribute positively to society and the environment. Students will develop a critical understanding of how individuals and teams behave at work, how HRM systems support performance and wellbeing, and how responsible people-management practices contribute to long term organisational sustainability. The module positions people as central to organisational success and emphasises the role of inclusive ethical and socially responsible leadership in shaping workplaces that support both human development and environment responsibility.

### **Data, Technology and Decision Making for Sustainability**

The module introduces the core concepts, tools, and analytical approaches used to understand and act on sustainability issues in business and society. Students will explore different data types, work with sustainability datasets and build confidence in using dashboards and digital technologies to analyse environmental and social impacts. Students will develop a practical understanding of carbon accounting, sustainability indicators and evidence based decision frameworks enabling students to evaluate options, justify recommendations and communicate findings clearly. Academic and digital literacy skills are embedded throughout to support students.

## **Level 5 (120 Credits)**

### **Sustainable Strategy & Innovation**

The module develops students' ability to understand, evaluate and apply strategic thinking in organisations responding to sustainability challenges. The module blends sustainability-orientated innovation, and business model transformation, enabling students to analyse how enterprises create long-term value in a rapidly changing world. Students will explore how organisations build resilience, manage risk and use scenario planning to navigate uncertainty. Case studies of sustainable enterprises provide real world insight into contemporary practice.

### **Sustainable Marketing & Consumer Behaviour**

This module introduces students to the principles of sustainable marketing and the psychological, social and cultural factors that shape consumer behaviour. Students will analyse how consumption patterns impact environmental and social systems, evaluate ethical considerations in marketing practice, and develop responsible, evidence informed marketing strategies. Through case studies and applied activities, learners will explore how organisations can influence behaviour change, avoid greenwashing, and contribute to a more sustainable marketplace.

### **Operations, Supply Chains & Circularity**

This module introduces students to the principles and practices of sustainable operations management, responsible supply chain design, and circular economy thinking. Students will explore how organisations create value through their operations, how supply chains can be managed ethically and transparently, and how products and systems can be redesigned to minimise waste and maximise resource efficiency. The module blends theory with real world application preparing students to analyse operational challenges, evaluate sustainability risks, and propose circular solutions within contemporary business environments.

### **Governance, Policy and Corporate Accountability**

The module develops students' understanding of how organisations are governed, regulated and held accountable within an increasingly complex global sustainability landscape. It examines the structures, policies and practices that shape responsible corporate behaviour, focusing on the interplay between governance systems regulatory environments, ethical decision making and stakeholder expectations. The module explores key corporate governance systems, comparing how different jurisdictions and sectors shape organisational oversight and accountability. Students will examine the purpose of major ESG reporting frameworks, consider how disclosure standards influence transparency and performance. Attention is given to the policy and regulatory environments driving sustainability reporting

and responsible business conduct, including emerging global requirements. Students will investigate corporate ethics and the role of leadership, culture and values in shaping organisational behaviour. The module also focuses on stakeholder engagement and activism, analysing how investors, employee's communities and civil society influence corporate decision-making and accountability strategies.

## **Level 6 (120 credits)**

### **Global Challenges, Climate Risk and Future Economies**

This module develops the strategic insight needed to lead organisations through climate, social and economic disruption. Students will examine the climate science relevant to managerial decision-making, assess climate related risks and explore how principles of just transition shape responsible organisational change. Students will analyse how future of work trends, green skills and technological shifts intersect with sustainability and evaluate emerging economic models, including doughnut, circular and regenerative approaches and their implications for long term value creation and organisational resilience. Students by the end of the module will be able to interpret global sustainability challenges, anticipate future risks and opportunities and design leadership strategies that support fair, resilient and regenerative futures.

### **Sustainability Consultancy Practice**

The module prepares students to operate as an emerging sustainability consultant by developing the tools, mindsets and professional practices used in real consultancy environments. Students will learn how to diagnose sustainability challenges, work with clients, conduct audits, define problems clearly, and engage stakeholders through interviews and evidence gathering. Students will build a professional portfolio showcasing analytical skills, communication strengths and practical experience. Students through applied projects, will practise using consultancy frameworks, sustainability auditing methods and structured problem-solving approaches to generate credible evidence-based recommendations. Students at the end of the module will be able to work confidently and professionally with clients, communicate insights persuasively and demonstrate consultancy readiness.

### **Leading Sustainable Organisations & Change**

The module provides a critical exploration of how leaders shape, influence and sustain organisational change in complex, uncertain and sustainability- driven environments. Students will interrogate contemporary leadership theories, evaluate change management frameworks and analyse how organisational culture, systems dynamics and power structures influence transformation outcomes. Emphasis will be placed on developing the capability to

lead ethical, facilitate collaborative change processes, and design organisational development interventions that support long term sustainability and resilience. The module will challenge students to critique established approaches, synthesise multiple perspectives, and apply systems -level thinking to real organisational contexts. Through case analysis, reflective practice and applied tasks, students will develop the strategic insight and leadership competence required to drive meaningful, sustainable change.

### **Research Project/Dissertation**

The module enables students to design, conduct and present an independent research project that demonstrates an academic inquiry, critical thinking and methodological rigour. Working with supervisor students will identify a research problem engage with the available literature and select an appropriate research design while applying ethical principles throughout the research process. The module develops a student's ability to evaluate methodological choices, collect and analyse data systematically and produce a coherent well-argued dissertation. Emphasis is placed on academic integrity, responsible research practice and ability to situate findings within theoretical professional or societal contexts.

## 7 Academic Calendar

The following is the indicative academic calendar for (subject to change)

Year 1

| Term   | Modules                                                                                  | WK | Face to face | Online   | Activity | Assessment Activity                                                                                                                          |
|--------|------------------------------------------------------------------------------------------|----|--------------|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Term 1 | Becoming a Business Student (M41047)<br><br>Applied Business and Sustainability (M41049) | 0  | 25.09.26     |          |          | Induction                                                                                                                                    |
|        |                                                                                          | 1  | 02.10.26     | 03.10.26 |          |                                                                                                                                              |
|        |                                                                                          | 2  | 09.10.26     | 10.10.26 |          |                                                                                                                                              |
|        |                                                                                          | 3  | 16.10.26     | 17.10.26 |          |                                                                                                                                              |
|        |                                                                                          | 4  | 23.10.26     | 24.10.26 |          |                                                                                                                                              |
|        |                                                                                          | 5  | 30.10.26     | 31.10.26 |          |                                                                                                                                              |
|        |                                                                                          |    | 06.11.26     | 7.11.26  |          | <b>ASSESSMENT WEEK</b><br><b>M41047 Becoming a business student</b><br><b>09.11. 26</b><br><b>M41049 Applied Business</b><br><b>09.11.26</b> |
|        |                                                                                          | 6  | 13.11.26     | 14.11.26 |          |                                                                                                                                              |
|        |                                                                                          | 7  | 20.11.26     | 21.11.26 |          |                                                                                                                                              |
|        |                                                                                          | 8  | 27.11.26     | 28.11.26 |          |                                                                                                                                              |

|  |  |    |          |          |  |                                                                                                                                             |
|--|--|----|----------|----------|--|---------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | 9  | 04.12.26 | 05.12.26 |  |                                                                                                                                             |
|  |  | 10 | 11.12.26 | 12.12.26 |  |                                                                                                                                             |
|  |  | 11 | 18.12.26 | 19.12.26 |  |                                                                                                                                             |
|  |  |    | 25.12.26 |          |  | <b>HOLIDAY</b>                                                                                                                              |
|  |  |    | 01.01.27 |          |  | <b>HOLIDAY</b>                                                                                                                              |
|  |  | 12 | 08.01.27 | 09.01.27 |  |                                                                                                                                             |
|  |  | 13 | 15.01.27 | 16.01.27 |  |                                                                                                                                             |
|  |  | 14 | 22.01.27 | 23.01.27 |  | <b>ASSESSMENT WEEK</b><br><b>M41047 Becoming a business student</b><br><b>25.01.27</b><br><b>M41049 Applied Business</b><br><b>25.01.27</b> |

| Term   | Modules                                      | WK | Face to face | Online   | Activity | Assessment Activity                                                                                                                                                     |
|--------|----------------------------------------------|----|--------------|----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term 2 | Foundations of Business and Society (M41046) | 0  | 29.01.27     | 30.01.27 |          | <b>BREAK</b>                                                                                                                                                            |
|        |                                              | 1  | 05.02.27     | 06.02.27 |          |                                                                                                                                                                         |
|        |                                              | 2  | 12.02.27     | 13.02.27 |          |                                                                                                                                                                         |
|        |                                              | 3  | 19.02.27     | 20.02.27 |          |                                                                                                                                                                         |
|        |                                              | 4  | 26.02.27     | 27.02.27 |          |                                                                                                                                                                         |
|        |                                              | 5  | 05.03.27     | 06.03.27 |          |                                                                                                                                                                         |
|        | Business Challenge Project (M41048)          |    | 12.03.27     | 13.03.27 |          | <b>ASSESSMENT WEEK</b><br><b>M41046</b><br><b>Foundations of Business and Society</b><br><b>08.03.27</b><br><b>M41048 Business Challenge Project</b><br><b>08.03.27</b> |
|        |                                              |    | 19.03.27     | 20.03.27 |          | <b>HOLIDAY</b>                                                                                                                                                          |
|        |                                              |    | 26.03.27     | 27.03.27 |          | <b>HOLIDAY</b>                                                                                                                                                          |
|        |                                              |    | 02.04.27     | 03.04.27 |          | <b>HOLIDAY</b>                                                                                                                                                          |
|        |                                              | 6  | 09.04.27     | 10.04.27 |          |                                                                                                                                                                         |
|        |                                              | 7  | 16.04.27     | 17.04.27 |          |                                                                                                                                                                         |

|  |  |    |          |          |  |                                                                                                                                                                         |
|--|--|----|----------|----------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | 8  | 23.04.27 | 24.04.27 |  |                                                                                                                                                                         |
|  |  | 9  | 30.04.27 | 01.05.27 |  |                                                                                                                                                                         |
|  |  | 10 | 07.05.27 | 08.05.27 |  |                                                                                                                                                                         |
|  |  | 11 | 14.05.27 | 15.05.27 |  |                                                                                                                                                                         |
|  |  | 12 | 21.05.27 | 22.05.27 |  |                                                                                                                                                                         |
|  |  | 13 | 28.05.27 | 30.05.27 |  |                                                                                                                                                                         |
|  |  | 14 | 04.06.27 | 05.06.27 |  | <b>ASSESSMENT WEEK</b><br><b>M41046</b><br><b>Foundations of Business and Society</b><br><b>07.06.27</b><br><b>M41048 Business Challenge Project</b><br><b>07.06.27</b> |

## 8 Academic Staff

### Programme Leader

The Programme Leader is responsible for running the programme and the team of lecturers and assessors who are delivering the programme, The Programme Leader reports to the Executive Dean.

Dr Kerstin Rolfe  
Head of Programmes  
Kerstin.rolfe@lckacademy.org.uk

### Module Leaders and module lecturers (assessors)

Module Leaders are responsible for writing assessment briefs, planning scheme of work for the whole unit, planning lessons, preparing teaching content and resources, assessing, and marking work on time. If you have any questions or concerns regarding a module your first point of call will be the module leader.

### Internal Verifier

Internal Verifiers will sample assessed work and provide written feedback to assessors on the quality and standards of feedback and marking.

## 9 Teaching & Learning

LCKA-UoP-BA (Hons) Business & Sustainability modules are student centred. Where appropriate, traditional teaching methods are used, but in general you will be learning through investigation and active involvement. You will have a great deal of responsibility for your own learning. Modules are designed around learning outcomes, and each assessment will concentrate on testing and extending your knowledge and understanding in all these outcomes. Your lecturers will act as learning resources, offering advice and guidance on how to approach the work.

LCKA's learning teaching and assessment strategy aims for lecturers to plan well-designed lessons and for students to develop the following:

- Independent learning
- Active learning
- Communications skills in writing and speaking.
- Higher level thinking skills

### What will happen in lessons?

Each lecturer will be responsible for teaching different modules (or parts of a module), and you will be working on two modules at the same time. You will have to be well organised and remember to keep information in the right places.

You will be taught background information by doing class activities and tasks and you will be given an assessment brief, which includes assessment artefacts you need to submit. Details about the assessment briefs and assessments are given in the next section below.

The lessons will vary according to the module, but all students should experience most of these activities working individually, in pairs, in groups or as a whole class:

- Lectures
- Discussions
- Research using a variety of methods.
- Note-taking and report writing.
- Oral Presentations
- Practical activities and games
- Role-plays and simulations
- Displaying work
- Quizzes and competitions
- Listening to guest speakers

### **What will be expected of you?**

You will be expected to do all the following as part of your day-to-day work:

- Read and research.
- Attend all your classes punctually.
- Keep a record of the information you read and your sources.
- Ask and answer lots of questions.
- Fully engage in discussions and other activities
- Talk to your lectures and your peers about your ideas and listen to theirs.

## **10 Assessment and Moderation**

You will, usually study two modules at any one time and will be required to submit written and/or oral assessments for each module. Where possible, marking will be anonymous. The following explains the assessment and moderation step-by-step process:

1. When you submit your assessments for a module, the Lecturer will assess and grade your work. The exception being the research modules which are double blind marked (i.e. the markers are unaware of the others mark).
2. After two weeks, our internal verifier/moderator will take a sample of all the marked work, check the assessor's feedback and grades, and make sure that they are in line with expected standards and quality. If there is a disagreement, the assessor may alter the feedback and marks. The markers of the research project will discuss and agree a final mark where they can agree. If there is no agreement, a third marker will mark independently, and the final mark will be discussed with all markers.

3. After one more week (three weeks in total), you receive written feedback. The feedback will include recommendations on how you can improve the work.
4. Next the University of Portsmouth moderator will run their own checks on your work and send us a report. If there is disagreement, the grades and marks may be amended.
5. After that, your work may be further checked by an External Moderator (External Examiner) appointed by the University of Portsmouth.
6. Finally, your results will be submitted to the University of Portsmouth Exam Board for the final decision.

**Although you receive feedback on your assessments from the assessor within three weeks of submitting your work, your results will only be provisional at that time and may be subject to amendment by the Moderator, External Examiner, or the Exam Board.**

### **Extenuating Circumstances (ECs)**

Extenuating circumstances are short-term situations that prevent you from completing your assessment by the submission deadline, including any agreed 48-hour extensions. You may be required to provide evidence of the issue affecting you, such as a medical certificate or written confirmation from a relevant professional supporting you.

To understand what extenuating circumstances are. Please see the link to Portsmouth University website. [Extenuating circumstances | MyPort for Students - University of Portsmouth](#)

### **To submit your ECs**

If you are unable to submit your work by the deadline for the assessment, you should submit a request for extenuating circumstances before the deadline passes. You may only request extenuating circumstances if you have genuine reasons for not being able to submit your work by the deadline such as illness. In these cases, you may be granted an extension to the deadline with no penalties. Please contact **exams@lckacademy.org.uk**

### **Automatic Extensions**

An Automatic Extension applies to coursework type assessments only; it does not apply to examinations or timetabled activities such as presentations. If the assessment type meets these criteria, you can use the Automatic Extension. Automatic Extensions apply to the first time the student attempts the coursework, as well as for referrals and deferrals. You may wish to use the Automatic Extension due to unforeseen circumstances preventing you from submitting the assessment by the published assessment deadline. You do not have to do anything to use an Automatic Extension. The Automatic Extension gives you a further 48 hours to submit their work. The 48hour period starts from the time and date of the original deadline.

No academic support will be available in relation to the completion of the assessment during the 48-hour extension period.

Further information can be found at: [Assessment Regulations for UG and PG Courses 2025/2026](#)

## Refer/Deferral

A **deferral** confirms that you been unable to complete a module assessment for valid reasons, and that specific conditions and a timeline have been set for you to complete the required assessment or any further assessment. The purpose of a deferral is to allow those who did not attempt an assessment at the normal time, and who has submitted extenuating circumstances that have been accepted, to complete the assessment without having their mark capped. This provides you with the opportunity to achieve the credits needed to progress normally to the next stage or to meet the credit requirements for an award. The assessment will be determined by the module assessment board but will be in the same format as the first attempt. The deferred assessment will be marked as a first attempt i.e. they will not be capped.

## Resits/Referrals

Students who fail may be allowed a resit, by the University of Portsmouth Exam Board. All resits will be capped at 40%. See the University of Portsmouth Academic Regulations for all policies and procedures relating to assessments, moderation, resubmissions, resits and mitigating circumstances here <https://policies.docstore.port.ac.uk/policy-107.pdf>

## Exam Boards

The main purpose of the UoP Exam Board is to make recommendations on:

- The grades achieved by students on the units.
- Mitigating circumstances and whether students had good reasons to miss deadlines.
- Cases of plagiarism or other forms of academic misconduct e.g. collusion, over-reliance of AI
- The award to be given to students.
- Students resubmitting assessments or resitting modules.

# 11 Academic Appeals

Students who wish appeal against assessment outcomes may do so by following the University of Portsmouth Academic Appeals procedure [Appeals Proc students 2025](#)

Under the University of Portsmouth's Assessment Regulations:

*"Students may not question the academic judgement of the examiners and any requests based on such grounds alone will be dismissed."*

## 12 Academic Misconduct

Academic Misconduct means any form cheating or attempt to gain an unfair advantage in your assessments. There are many forms of academic malpractice but the most common are plagiarism and misuse of Artificial Intelligence.

### What Constitutes Plagiarism?

Plagiarism is presenting someone else's work as your own. Some examples of plagiarism are:

- Reproducing or paraphrasing published material without acknowledging the source
- Presenting information from electronic sources without acknowledging the source
- Passing off ideas, designs, inventions, or any other creative work as your own.
- Copying the work of another student.
- Undeclared collusion with another student.
- Getting someone else to do the work for you.
- Resubmitting your own work and pretending it is a new submission for another assessment.

See the University of Portsmouth's policy on [Academic Misconduct Policy](#) for further information.

The University of Portsmouth provide information on the use of AI in your work [Using AI at university | MyPort for Students - University of Portsmouth](#). The University require you to complete a form where you can declare the use of AI and the assessment briefs will provide information on the use of AI but if unsure please ask the lecturer and read the guidance available on the University of Portsmouth's website [Using AI at university | MyPort for Students - University of Portsmouth](#).

## 13 Student Support & Services

### Induction

An induction will take place at the start of your course. The purpose of this is to ensure you are clear about the teaching, learning and assessment processes and structure of your course and have information that will ensure your success.

Induction includes course timetables, subject guide, policies and procedures and expectations of students (including attendance, submissions, and academic integrity). Induction into the VLE and other resources are provided with emphasis on the significance of independent learning. Additionally, induction introduces you to other students, lecturers, and support staff.

### Academic Support

LCKA places high importance on providing additional academic support for students. A variety of teaching approaches are used by the lecturers to cater to the range of learning needs and requirements of the students. These methods include:

- Lectures

- Workshops
- Small group discussions
- Presentations
- Group events, activities.
- Quizzes and competitions
- One to one tutorial
- Peer mentoring

Lecturers are encouraged to use various teaching resources including multimedia, hand-outs, online resources, and uploads on the VLE portal. Weekly online additional support sessions and one to one personal tutorials are conducted to enhance the performance of all students. Students will be required to study in large and small group sessions as well as independently at times.

## **Study Skills**

At the start of the academic year, study skill sessions are incorporated into lectures to better equip them with study pattern, programme requirements, concepts, analytical thinking and writing techniques. These sessions prepare you to study more effectively. Study Skills classes are arranged once a week on a regular basis. They include motivating students to study by themselves, to take the initiative, to identify and search for material independently, to plan and manage their time and meet deadlines.

## **Personal Tutor**

Personal and professional development planning is integrated into the personal tutor arrangements at LCKA. Each student is allocated a personal tutor at the start of the course. Information regarding personal tutor allocations is shared with students during induction and via their Academy email address and is also available on the VLE.

Students can also approach the Programme Leader to enquire about Personal Tutoring. Email address and other contact Information of personal tutors will be provided to the students during the orientation week at the start of semester.

Personal Tutors will be available during regular Academy working hours (i.e. 9am – 5pm). They can be contacted in person or via email. The personal tutor will respond to students' queries within 3 working days of having received the query. Personal Tutors and students will arrange a meeting at two times per Semester.

## **Special Needs Assistance**

At LCKA we strongly believe that Students with special needs should receive whatever extra support they may require to ensure have equal access to higher education. Needs are identified at the time of admission and support services are provided accordingly. These support services include psychological and physical assistance. A Counsellor is available to support all students. Support services for physical needs are provided according to individual requirements. Students with mobility issues are especially catered for by arranging classes for them on the ground floor.

## Health & Safety

During the induction week you are given a guided tour of the campus and a health and safety, fire and evacuation drill is conducted to prepare you for all circumstances.

## Safeguarding

LCKA has a Designated Safeguarding Lead (DSL), three Safeguarding Officers and a dedicated Wellbeing Officer available for all students. Their details are provided to you during the induction, and you may also find them on notice boards in every LCKA campus. You may contact the DSL or a Safeguarding Officer at any time if you believe there may be a risk to your safety or the safety of other adults at risk in one of the LCKA study centres. This may include instances of physical or verbal abuse that someone may face either at the Academy or outside, which effects their wellbeing and their ability to study. Please see our Safeguarding & Prevent Policy on our website for more information including contact details of Safeguarding Officers

<https://www.lckacademy.org.uk/contact>

## Equality Diversity and Inclusion

The Academy is dedicated to making higher education available to underrepresented communities and individuals, ensuring that there is a safe and supportive environment for people who face barriers to higher education.

The Academy's donates 5% of its profits to London's Community Kitchen, an organisation dedicated to helping people facing food insecurity. The close partnership between LCK and the Academy helps the Academy to reach out to some of the most vulnerable people and widen participation. The Academy encourages its students to volunteer at LCK, and this civic engagement helps to foster a culture of compassion and understand amongst students from all backgrounds, which underpins the Academy's proactive approach to fostering equality, diversity, and inclusion.

The Academy has a clear set of policies that forbid any form of discrimination, abuse or harassment including sexual misconduct. Students should be aware that there are clear penalties for any behaviour that breaches any of these policies including suspension or expulsion from the Academy.

On the LCKA Website: <https://www.lckacademy.org.uk/policies-and-handbooks> you will find further information in the following related policies:

[Equality Diversity and Inclusion Policy](#)

[Non-Academic Student Disciplinary Policy](#)

[Student Code of Conduct](#)

## 14 Learning Resources

The Academy will ensure that students have all the resources they need on their course including resources for students with special learning needs as follows:

- Appropriate campus facilities in Brent and Harrow
- Well resources up to date VLE (Moodle) with all course information, teaching content, and assessment submission links.
- Appropriately qualified staff able to teach and monitor assessments.
- Appropriately training staff able to provide professionals support services
- Access to hard copy learning resources
- Access to online resources such as EBSCO
- Access to IT equipment on campus

## 15 Studying online – Blended Learning

Part of the LCKA-UoP-BA (Hons) Business & Sustainability is delivered online. The Academy will use Teams video conferencing software to deliver such lessons and for you to deliver any oral presentations that are required for your assessments. The following information provides you with some key guidelines you need to follow when studying online.

### Before the online lesson starts

Make sure that you have appropriate equipment to study online: laptop with audio/video and good internet connection. If you have any issues with IT, please let your Lecturer and the Programme Leader know immediately. You may do this by email or calling the telephone number you were given in the induction.

### When joining an online lesson

- **Turn on your video** and audio so that people can see and hear you, but make sure you are sitting in a place where there is nothing inappropriate you do not want anyone to see.
- Use mute to cut out background noise when you are listening and not speaking.
- Use the Chat feature to write questions if you do not want to interrupt someone.
- Use 'raise hand' feature to get the lecturer's attention.
- Use reactions such as thumbs up and clapping icons to share your feelings with others.
- Make sure you are paying attention because the lecturer will call out you name and ask you a question during every lesson.

### Being the Host

The teacher will be the host for the lesson and will invite you by email. You will need to check your LCKA email address for the invitation link just before the lesson starts. During a lesson, the teacher may decide to make you the host so that you can share your screen with the class.

### General Behaviour

Although you will be studying online from home, all the Academy Policies and Procedures will still apply. Students and teachers will be expected to treat all online lessons with the same importance and respect as an in-person lesson in the Academy.

## **Recording Lessons**

There may be times when the teacher will record lessons. You will be told about this beforehand. The purpose of recording lessons could be the following:

- to provide evidence of online teaching for internal audits or external inspections
- recording student presentations for teaching and assessment purposes
- recording lessons for students to view after the lesson
- marketing the academy to show potential students what our lessons are like
- no recording of you will be made public on our website or elsewhere without your permission.

## **16 Quality Assurance Issues**

### **Academic integrity**

LCKA students are expected to always act with integrity, whether studying or socializing on campus, online or elsewhere when attending an Academy event. Please see the Academy's [Student Code of Conduct](#) on the LCKA website for more information about expected behaviour.

### **Internal Verification**

LCK Academy's internal verification policy is designed to ensure that the quality of assessment practices meets the requirements of the University of Portsmouth BA (Hons). The internal verifier samples assessed work to ensure that assessment feedback and marks meet the required quality and standards. The work is further then reviewed by the External Examiner appointed by the University.

### **Module Feedback**

As part of LCKA's internal annual monitoring review, students will be invited to complete a feedback questionnaire at the end of each module they complete. This questionnaire is particularly important as it is an opportunity for you to raise any concerns or issues and in addition for you to highlight good and poor practice that you wish LCKA to be aware of. All information is dealt with in the strictest confidence and anonymity is maintained.

## 17 Student Voice

The Academy has a Student Council which holds formal committee meetings that report to the Academic Board and the Board of Governors. The Student Council are elected by their classmates to represent the student voice in the Academy. The President of the Student Council is a member of the Academic and Quality Board and the Board of Governors. The students are provided with a budget from the Academy to organise its own events for students such as excursions. Students who wish to get involved should contact the Student President or they could speak to any of the Academy's Student Support Officers

## 18 Complaints

If you wish to complaint about anything relating to your experience at the Academy, you may refer to the Academy's [Complaints & Appeals Policy](#) which is available on the Academy's website. Alternatively, you may click the link on the LCKA website <https://www.lckacademy.org.uk/make-a-complaint>

## 19 Policies and Procedures

For all policies and procedures including LCKA Academic Regulations please refer to the LCKA website, and you may also follow the links below.

University of Portsmouth Policies

<https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>

LCK Academy Policies and Handbooks

<https://www.lckacademy.org.uk/policies-and-handbooks>

**We wish you every success in your studies and will stive to ensure you have an outstanding student experience.**

