



IN PARTNERSHIP WITH



UNIVERSITY OF
WOLVERHAMPTON

ABARNA CAMPUS

UNDERGRADUATE 2025/26

COURSE HANDBOOK

**BA (Hons) Digital Marketing
Management with Foundation Year**



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YOUR HANDBOOK

This handbook serves as a comprehensive resource outlining the details of your course and contains essential documents to aid you during your studies at UK Management College. It is imperative that you read this handbook alongside your essential guide and consult our student webpages for further assistance. Additionally, pertinent information regarding University of Wolverhampton, including module handbooks, can be accessed via your virtual learning environment. Familiarising yourself with the contents of this information is crucial to support your academic journey.

CONTACT INFORMATION

Please keep a note of the following email addresses:

Course Enquiries:

academicoffice@ukmc.ac.uk

Timetable Enquiries:

academicoffice@ukmc.ac.uk

Student Support:

studentsupport@ukmc.ac.uk

Financial Support:

funding@ukmc.ac.uk

Reporting Absence:

academicoffice@ukmc.ac.uk

Student Wellbeing:

student.wellbeing@ukmc.ac.uk

Student Success Team:

sststaff@ukmc.ac.uk



WELCOME TO UKMC

At UK Management College, we envision a world where every aspiring individual has the chance to access premier higher education.

We will contact you with important information and updates about your course via your student email address provided by the University of Wolverhampton, so please make sure you check your student email regularly.

To avoid overlooking any critical university correspondence, such as academic summaries or outcome results, we advise arranging for the forwarding or redirection of your Wolverhampton's emails to your personal email account, particularly if your Wolverhampton email is not your primary account. If you update your personal details, such as your phone number or address, please notify us at: sao@ukmc.ac.uk.

Key staff and contact details:

Student Support: studentsupport@ukmc.ac.uk

IT Services: itsupport@ukmc.ac.uk

Student Success Team: sststaff@ukmc.ac.uk



WELCOME MESSAGE



Prof. Jason Powell

Provost

As Provost of UKMC, it is with great pride that I warmly welcome you to our wonderful and inspiring learning community. We put our students at the heart of everything that we do. We actively listen and engage our learners because you are a driving force behind developments in the College. We focus on a truly outstanding student experience that develops your skills, knowledge, and self-confidence. You will make meaningful connections with all our friendly staff that fosters strong support throughout your studies to develop your personal and professional growth.



Prof. Olivier Sparagano

Deputy Provost

As the Deputy Provost at UKMC, I am delighted to welcome you, joining our UKMC learning community. I hope you will enjoy the friendly and professional approach from all the staff you will be interacting with during your studies at UKMC. We want to make sure that your studies will bring you the professional and long-life skills needed for the rest of your life and the career you want for yourself. Enjoy visiting our facilities and talking to our staff and don't forget to develop strong friendships with your fellow students as well. I wish you a wonderful time with UKMC and do not hesitate to talk to me.



Dr Muhammad Naeem

Dean

It is with great pleasure and enthusiasm that I extend a warm welcome to you as you embark on your academic journey with UK Management College. I am thrilled to be a part of your educational experience, and I look forward to supporting you in achieving your goals. Starting university is a significant milestone in your life, one that comes with exciting opportunities and challenges. Embrace this pivotal phase of your academic journey with confidence, knowing that UKMC is wholly invested in your success and well-being. Dive into this handbook, and let's pave the path to your bright future together.

YOUR COURSE DIRECTOR



Dr Adnan Ali

Course Director Digital Marketing Management

I am delighted to welcome you to the BA (Hons) Digital Marketing Management with Foundation Year course at UKMC! As your Course Director, I am excited to guide you on this inspiring and transformative journey. This course is designed to equip you with the skills and knowledge to thrive in the fast-evolving world of digital marketing. You will explore innovative strategies, technologies, and trends that shape today's marketing landscape.

I encourage you to approach this course with passion, curiosity, and a commitment to excellence. The challenges ahead will push you to think critically and creatively, preparing you to lead in the digital world. Remember, success is a journey that involves continuous learning and growth. Stay engaged, be proactive, and support each other as we work towards achieving your academic and professional goals. Together, we will unlock your potential and prepare you for a successful career in digital marketing.





BA (HONS) DIGITAL MARKETING MANAGEMENT WITH FOUNDATION YEAR

DISTINCTIVE FEATURES OF THE COURSE

Digital Marketing Management is an exciting, fast-moving and critical area of business management. In this course you will acquire a knowledge of contemporary Digital Marketing tools and techniques, including Marketing strategy, Digital Marketing, search engine and social media marketing, Marketing consultancy, web development and design, search engine optimisation (SEO), big data, branding, sustainability, consumer behaviour, and ethical influence and responsibility. A practical and practice-based programme, this course will equip you with the agile, reflexive and critical thinking skills which are vital for success in modern organisations. You will develop practical skills in areas such as Digital Marketing, managing Marketing budgets and pricing, and communication skills, the majority of which will be underpinned by real life business engagement. The course is based around four core pillars of digital business, sustainable business, innovative business and responsible business. You will explore the practical and theoretical aspects of Digital Marketing management through these themes giving you an immersive experience which will result in a thorough understanding of the challenges and opportunities faced by organisations in the 21st century. On this course, you will have the opportunity to undertake a year's placement in the workplace between Level 5 and Level 6. Completing a Sandwich Placement will equip you with networking, team-working, time management and personal

Delivery: Weekdays, Weekend, Evening
Intakes: January, June, September
Campus: UKMC Manchester
Tuition fees: £9,250/ Year

Level: Undergraduate
Awarding Body: University of Wolverhampton
Duration: 4 year
Mode of Study: Full time



EDUCATIONAL AIMS OF THE COURSE

This innovative and exciting BA (Hons) Digital Marketing Management course provides you with an underpinning knowledge and understanding of Digital Marketing and how you can apply Marketing theories and their strategic applications to organisations operating within a highly digitised and challenging global business environment. Through the use of a wide range of interactive and applied activities and e-learning forums, you will explore the core aspects of Marketing principles essential to the work of Marketing professionals. Independent and transferable personal development skills are vital in Digital Marketing and you will have the opportunity to develop them through interactive learning activities and self-reflection to enable you to develop the professional skills required in the workplace. You will acquire core Marketing skills through case studies, online activities and live projects, through interactions with marketers and business speakers, and through reflecting on your own practice.

WHY DOES THIS PROGRAMME SUIT YOU?

The Foundation Year (Level 3) is designed to provide applicants who may not yet meet the entry requirements for Level 4 with a strong foundation of academic, digital, and personal skills essential for success in Higher Education. Additionally, it offers an introduction to the field of business, building a solid understanding and insight into the discipline.

Upon successful completion of the Foundation Year, students will be eligible to progress to Level 4 of the BA (Hons) Digital Marketing programme or any degree within the Business School's portfolio



Course Module



Foundation Year

- 21st Century Management
- Preparing for success at University
- Principles of Business
- Project based learning



Year 1 (Level 4)

- The Fundamentals of Marketing
- The Digital Business
- Branding and Advertising
- Website Development and Design



Year 2 (Level 5)

- Innovation in Marketing
- Marketing Planning Research and Management
- Customer Experience and Relationship
- The Professional Manager and Leaderships



Year 3 (Level 6)

- Marketing and Digital Strategy
- The Professional Project
- Consumer Behaviour & The Responsible Marketer
- The Marketing Consultant

TEACHING AND LEARNING

Every module is carefully designed with the academic presence in mind. Teaching will largely be comprised of lectures, practical classes, workshops, and seminars. Study materials will be accessible online, allowing students to engage with these at their own pace. The lectures will be recorded using Canvas Collaborate. In addition, there will be synchronous sessions that encourage small and threaded group discussions. During your induction week sessions, you will be introduced to various learning technology. The course focuses on developing essential learning capabilities such as reflection, application, critical evaluation, and analysis. Students will be required to study in an informative and participatory environment. Where necessary, appropriate guidance will be provided on reading materials.



Canvas

All teaching materials for your modules are available through the Canvas portal, which also provides information on how to contact your module leader and tutors. You will be required to submit all assessments via the Canvas platform. For books and journals, you can find access through the Canvas reading list and the library website.

Upon enrolment, you will receive your access credentials, allowing you to log into Canvas from anywhere with an internet connection. A high-speed internet connection is strongly recommended for optimal performance. Accessing Canvas requires a web browser, and you should review the minimum technical requirements outlined on the platform.

Canvas also automatically records student activities, including the first and last access to modules, pages viewed, discussion messages read and sent, chat room discussions, and topics posted. This data is accessible to the Online Facilitator to assess class participation and provide necessary support.

Maintenance Type	Schedule (UK Time)	Availability
Daily Maintenance	4:40 AM - 5:30 AM	Not Accessible
Saturday Maintenance	6:00 AM - 9:00 AM	Not Accessible
Routine Maintenance (UoW IT)	As scheduled (advance notice provided)	May affect access

TEACHING AND LEARNING

Software

In addition to Canvas, you must be able to open, create, and edit Microsoft Office files, including Word, Excel, and PowerPoint. A Microsoft 365 student account will be provided, granting access to the Microsoft suite, including Microsoft Teams. For IT support, refer to the IT and software section.

Email

All students are assigned a university email address accessible via Outlook as part of Microsoft 365. You can use the software package or access it online. Regularly check your university email for important information.

Reading List

Each module includes a reading list that provides access to all core and recommended readings. You can find this list by clicking on "Reading List" in your classroom menu, which will display the items along with access links. For offline access, consider downloading the Kortext app, as most core texts will be available through this platform. However, be aware that Kortext is just one of the library's suppliers, so some items may come from other sources. You can also begin with the references found in your reading list or conduct independent searches using the library databases. For further guidance, refer to the "Using the Library" section.

The Academic Year and Timetables

Your academic year is divided into two semesters. Full-time students will typically study two modules per semester. Timetables will be provided during induction week, after you complete your enrolment. Generally, a full-time timetable spans one day, 20 credits module 3 hours in campus, 40 credits module 4 hours in campus, 1 hour online each module in addition per week. Once issued, timetables can only be altered in exceptional circumstances, so please discuss any issues with your assigned programme leader.



TEACHING AND LEARNING

Understanding your commitment to study is crucial. Notional learning hours indicate that students typically spend 10 hours of learning for each academic credit unit (QAA 2006). For this module, students are expected to dedicate 300 hours to their studies. Additionally, formative feedback will be provided by module leaders/Class teachers throughout the semester to support learning.

To maximise your academic success, actively engage with the learning resources provided by module leaders. Regular participation in online learning and class attendance is essential. Additionally, contribute to discussions, complete assigned activities, submit work on time, seek help when needed, and utilise feedback effectively, asking questions if clarification is required.



Student Attendance

After registration or re-registration students are expected to maintain 100% attendance throughout the semesters. As and when Attendance falls below 65% the student will receive attendance warnings via email from Academic Office.

Actions in case of unsatisfactory attendance:

Stage 1:

Students whose attendance is lower than 65% for two weeks will receive an attendance warning – a reminder advising them of their insufficient attendance and engagement with classes.

Stage 2:

If student continues to fail to attend classes for a further two weeks, the student will receive a low attendance warning. Student will be required to contact their SST and Academic office to explain the situation for missing classes.

Stage 3:

If student continues to fail to attend classes for a further two weeks, the student will receive a 3rd warning to justify their situation.

Case management:

Students will be asked to have a meeting with the Academic Office and their SST to clarify their case and reasons for absences. However, if a student has missed classes after Stage 3, they will be withdrawn from the University.

COURSE ASSESSMENTS

Student Assessments and Grading

There are two assessment types: formative assessments provide feedback but don't count towards your grade, while summative assessments do count and are submitted at the module's end. The Module Assessment Guide outlines assessment types for each module, while the Assignment tab in Canvas provides due dates and assignment briefs. Please note that the assignment date you see is your personal due date, which may differ from your classmates' dates, especially if you have an approved extension. Assignments can include essays, reports, portfolios, and presentations, and each module has different requirements. Familiarise yourself with these at the start of each module. All assignments require proper citations and a reference list formatted in Harvard style. Deadlines are typically at 2 PM (14:00) UK time, so check for any changes.



Assessment Marking Criteria

Marking Band	Qualities Demonstrated
90-100% Exceptional	Exceptional originality/independent thought, knowledge beyond the material, no errors, exceptional analytical/creative skills
80-89% Outstanding	Outstanding originality, knowledge beyond the material, very few errors, outstanding skills
70-79% Excellent	Excellent originality, knowledge beyond the material, minor errors, excellent skills
60-69% Very Good	Original thought, good knowledge alignment, minor errors, very good skills
50-59% Good	Some originality, draws on key elements, a few errors, good skills
40-49% Sufficient	Basic presentation, meets threshold levels, some errors, sufficient skills
30-39% Insufficient	Poor presentation, several errors, misses key elements, does not meet threshold levels
0-29% Poor	Very poor presentation, multiple errors, fails to draw on key elements, does not meet most learning outcomes

COURSE ASSESSMENTS

Submitting Your Assignments

Formative Assessment Submissions

Formative assessments provide valuable feedback and are not mandatory; however, completing them is advised. Extensions do not apply, but feedback may be offered for late submissions in exceptional circumstances. To request feedback, email your class lecturer with your module title, classroom number, reasons for the delay, and submission details.



Summative Assessment Submissions – First Opportunity

Submit your assignment via Canvas in the designated submission portal found under the Assignments tab. Key points to remember:

- Upload all files simultaneously; do not use cloud links.
- You can resubmit before the deadline, but only the final version will be assessed.
- Acceptable formats are Word, PDF, or PowerPoint (for presentations only) unless specified otherwise.
- Submit well before the deadline; late submissions without an extension incur penalties.
- Avoid using the “comment” facility when submitting; comments may not receive a response.

COURSE ASSESSMENTS

Late Submissions (Summative Assessment, First Opportunity Only)
If you do not have an extension, late submissions for summative assignments can be uploaded via the submission portal for up to 7 days after the original deadline, but a marking penalty will apply. The submission portal closes at 2 PM following the assignment deadline. If you fail to submit, you will receive a grade of 0. Extensions do not allow late submissions beyond the extended deadline. Students should avoid late submissions as they may incur a marking penalty and negatively impact the next module, which starts the day after the original submission date.



Submitting Your Assignments

Days Late	Marking Penalty
0-2 days	10%
2-7 days	20%

(A day is a 24-hour period from 2 PM on the assignment due date.)

Extensions for Summative Assignments

For summative assignments (first opportunity only), students can request a seven-day extension. Please make sure to apply before the deadline. Key points include:

- **Extension Entitlements:**

Each student is entitled to three seven-day extensions per 12-month period without needing evidence. For further extensions, evidence will be required.

- **Disability Support:**

Students with disabilities may have different extension arrangements; contact your Student Success Tutor (SST) for details.

- **Late Submissions:**

After the deadline, late submissions are accepted for up to seven days with a marking penalty.

- **Impact on Modules:**

Extensions may affect your next module, starting the day after the original submission date.

COURSE ASSESSMENTS

Second Opportunity for Summative Assessments

You may submit at a second opportunity for the following reasons:

- Successful extenuating circumstances claim.
- Failure to achieve a minimum pass mark of 40% 40% for Levels 3 to 6 and 50% for Level 7.
- Failure to submit on the first opportunity, resulting in a grade of 0.

Key Notes:

- There is no marking penalty for submissions related to extenuating circumstances.
- You must make significant improvements based on feedback for resubmissions.
- The maximum grade for resubmissions is capped at 40%. % for level 3 to 6 and 50% for Level 7.

If you anticipate being unable to submit a summative assignment, even with a seven-day extension, you can apply for extenuating circumstances. This process requires supporting evidence for exceptional, unforeseen circumstances. Submit your claim as far in advance of the deadline as possible to avoid delays in confirmation. If accepted, you can submit your assignment at the next opportunity without a marking penalty.

By submitting your assignment, you declare yourself "fit to sit." If your personal circumstances significantly impact your ability to prepare, you should submit an extenuating circumstance claim before the deadline. If you apply for an extension or mitigation but submit your work anyway, you are declaring yourself fit to submit, which cancels any awarded extension or mitigation.



COURSE ASSESSMENTS

Academic Integrity

Students must uphold the highest standards of honesty and integrity. Academic misconduct includes cheating, collusion, plagiarism, fabrication, falsification, and misrepresentation.

Plagiarism

Assignments are submitted through Turnitin, which checks for potential plagiarism and generates a similarity index. If the index is 25% or higher after excluding references and correctly cited work, your assignment will undergo further investigation.



Use of Artificial Intelligence

Submitting work generated by an AI tool without acknowledgment is considered academic misconduct. Such work may not accurately reflect your ideas and could be viewed as plagiarism. Paraphrasing AI-generated text does not make it your own. Turnitin now includes an AI detection feature to identify AI-produced content. If you use AI tools to develop ideas, acknowledge them like any other source.

Collusion

Collusion occurs when students collaborate on assignments outside the prescribed group work or brief. Online students should avoid discussing assignments in student-led chat groups, as this may lead to academic misconduct. While peer support is encouraged, sharing ideas, drafts, or content discussions is prohibited and may result in disciplinary action.

Disciplinary Procedure for Academic Misconduct

If suspected of academic misconduct, your graded work will be sent to the Conducts and Appeals Unit for investigation. If proven, the mark will be changed to 0. You can download the Regulations and Procedure for the Investigation of Academic Misconduct from the UKMC Website.

MARKING AND MODERATION

Marking Process

Assignments are graded through a thorough process involving markers and moderators to ensure fairness. Summative grades are returned within three weeks of submission, while formative assignments are typically returned in two weeks.

How Your Work is Graded

To pass a module, you must achieve a minimum grade of 40% on all summative assignments. Markers use a standardised rubric to provide feedback, detailing key assessment areas. This rubric is accessible on the Assignments tab of your classroom. Pay close attention to it to meet the briefs requirements, as markers will provide feedback on each rubric area, highlighting strengths and areas for improvement.

Word Count

Each assignment has a specified word count. Exceeding the limit by up to 10% incurs no penalty; however, exceeding it by more than 10% will result in a 10% reduction in the awarded grade, noted in the feedback.

Feedback

To access feedback, click Help in Canvas and select Canvas Help and Guidance for Students. Markers will comment on each rubric and provide insights into strengths and areas for improvement.

Marking Disagreements

In case of any queries regarding your grades, first seek feedback from your module leader. If concerns persist, email academic office, including your name, module, classroom, and details of your query.

Academic Appeals

You can also pursue a formal appeal. Familiarise yourself with the Conducts and Appeals Unit's information. You may appeal against Assessment Board decisions if there is evidence of:

- Incorrect published grades
- Material irregularity in the assessment process
- Exceptional factors affecting performance not disclosed before the Award Board meeting
- Errors in applying University regulations regarding progression or awards
- Material errors in calculating award classifications



EXTERNAL EXAMINER

External Examiners play a crucial role in maintaining and enhancing the academic standards and quality of our programmes. Their duties and responsibilities are outlined in detail in the University of Wolverhampton's Academic Regulations and on the External Examiner Guidance webpages. External Examiners are integrated into our systems before the start of each module via Canvas, allowing them to access essential course materials like assignment briefs and content. There are two primary types of External Examiners:

1. **Module External Examiner**
2. **Award External Examiner**

Their specific responsibilities are defined by their roles and are summarised in the table below:

Role	Key Duties	Deadline
Module External Examiner	- Provide confirmation that external moderation has taken place (and its outcome) for relevant modules. - Submit an end of year quality report for relevant modules. - Attend relevant Assessment Review Boards.	- Confirmation: Within 4 weeks from the date on which samples are provided. - Quality report: End of September. - Review Board: Typically scheduled in September.
Award External Examiner	- Attend any relevant final External Award/Progression Assessment Boards. - Submit an annual report.	- Assessment Boards: Typically held in June/July for undergraduate courses, but may vary. - Annual report: Within 4 weeks of the final External Assessment/Progression Board meeting of each academic year.

This structure ensures that our programmes adhere to the highest standards of academic integrity and are continually reviewed and improved upon, reflecting our commitment to excellence in higher education.

ACADEMIC CALENDAR

UoW January 2024 Cohort Foundation Year			
Welcome week* (Please attend your allocated slots on the assigned day)		Monday 13 January – Sunday 19 January 2025	Welcome Week
Semester 2025) (Semester 1)		Monday 20 January – Sunday 13 April 2025	Learning & teaching weeks 1-12
		Monday 14 April – Sunday 27 April 2025	Easter Break
		Monday 28 April 2025 – Sunday 04 May 2025	Revision
		Monday 05 May – Sunday 11 May 2025	Assessment Week
		Monday 12 May – Sunday 18 May 2025	Non Teaching Week
Semester 2025 (Semester 2)		Monday 19 May – Sunday 10 August 2025	Learning & teaching weeks 1-12
		Monday 11 August - Sunday 17 August 2025	Revision
		Monday 18 August - Sunday 24 August 2025	Assessment Week
		Monday 25 August - Sunday 31 August 2025	Non Teaching Week



Nurturing Your Potential

At UK Management College, we are deeply committed to your success and well-being. Our campus extends beyond mere academic pursuits; it is a nurturing environment where dedicated teams are focused on supporting you throughout your university journey. Whether you require academic guidance, personal assistance, or support to enrich your overall experience, our specialised teams are here to help every step of the way. From our Admissions Team, who will assist you with the application process, to our Student Support Team, offering comprehensive aid throughout your academic path, and our Student Success Tutors, guiding you toward excellence—we ensure that all aspects of your education are addressed. Additionally, our Student Well-being Team is available to support your physical and mental health, promoting a balanced and fulfilling university experience.

At UK Management College, you are not just a student; you are a valued member of a supportive and compassionate community.

STUDENT SUPPORT TEAMS ON CAMPUS

Student Success Tutors

IT Support

Student Health & Wellbeing

Academic Office and Registry Team



Student Success Team

At UK Management College, support extends well beyond academic instruction. To enrich your educational experience, we have a dedicated team available to assist you. Our Student Success Tutors provide personalised and tailored support to enhance your learning journey. While our lecturers focus on delivering course content, Student Success Tutors offer complimentary support in the following areas:

- **Development of Skills and Reflection:** Helping you build essential skills and encouraging self-reflection.
- **Academic and Professional Planning:** Assisting with your long-term academic and career goals.
- **One-on-One and Group Support:** Offering individual and group sessions to address your specific needs.
- **Academic Skill Enhancement:** Providing feedback and guidance to improve your academic performance.
- **Assignment Feedback and Review:** Offering constructive feedback on assignments to aid your development.
- **Time Management and Organisational Strategies:** Assisting you in developing effective time management and organisational skills.
- **Building Confidence and Autonomy:** Fostering a professional yet approachable relationship to help you become an independent, confident learner and an engaged community member.
- **Support Network:** Acting as a resource to share concerns and seek support, ensuring you feel confident in asking for help when needed.

Our Student Success Tutors work in collaboration with your lecturers to ensure that you succeed academically while also growing personally and professionally during your time at UK Management College.





STUDENT WELLBEING

As the Wellbeing team at UKMC, we are aware of the importance of appropriate welfare support and creating a safe environment for students to grow and thrive within. Through this, our aim is to reduce any stress that may be caused by your education and help you cope with the demands of completing a degree. We will provide 1:1 support and guidance, alongside small group sessions and workshops to help you manage different challenges you may face during your time at university. Workshops and tailored support will include topics such as finance, life skills, mental health, and education.

Our team regularly hold charity fundraisers, events and awareness days. At UKMC we believe in getting involved directly with our students and building a rapport of support with them. Our Wellbeing team work alongside all members of staff and bring our community together. Every month the wellbeing team run a newsletter and post calendars on our social boards so students are updated on activities and events around the campus.

Looking for Additional Support?

If you require extra support or have any concerns related to disabilities or additional learning needs, we're here to help! Please don't hesitate to reach out to our dedicated Student Wellbeing Team at student.wellbeing@ukmc.ac.uk

Your well-being and success are important to us, and we're committed to providing you with the assistance you need to thrive on your academic journey. Feel free to get in touch anytime via email to student wellbeing – we're here to support you every step of the way!



IT SUPPORT

The IT department offers a range of support services to help you with your studies.

Visit the “Setting up your IT” webpage to find out about:

- Your email – we will use this to contact you while you study
- The Virtual Learning Environment – easy access to your learning materials
- OneDrive – safely store and share your files from anywhere, at any time

Wi-Fi network is free and provided by UK Management College. Please scan the QR CODE in your classroom.

We ensure that you have all the IT equipment you need when on campus. There are computer study rooms across our campuses and our libraries.

We provide you with useful free software that you can use both on campus and at home. Find them in the Wolverhampton App Store. You can take advantage of productivity software like Microsoft Office, or Sophos Antivirus. There are also a variety of accessibility software, like text-to-speech tools if these are needed.

Book one-to-one sessions with the IT Training team to improve your basic IT skills, or to learn how to use free software. You can benefit from the globally recognised Microsoft Office qualifications. They are free for all students, and they look great on your CV!



STUDENT LIBRARY

You can access the UoW library online via the website: <https://www.wlv.ac.uk/lib/>
To complete your programme, you will need to be able to search for relevant academic literature outside of your Reading List. If you have identified a specific book, journal paper or other resource, you can search for it using the library catalogue. You will also need to use key words to search databases and identify relevant literature.

The library offers a wide range of support with Study Skills. A good starting point is the Study Guides – for example, the Guide to Finding Information will teach you how to search databases for academic literature. For more in-depth learning on a specific topic, you could consider a Skills Workshop. There is also a 24/7 chat feature on this page where you can access one-to-one support with an individual query. Please inform staff you are a WLV Online student so they can provide you with the correct support.

There is a vast array of library resources available to you digitally. The programmes are 100% online and we do not supply hard copies of textbooks. Print allowances may be limited by license conditions. If you are struggling to locate a resource, please contact Library Assist.

In addition to our extensive digital library, UKMC boasts a state-of-the-art on-campus library, offering a wealth of academic resources for students to read and borrow. Alongside academic texts, the library houses a collection of novels for leisure reading, providing a well-rounded selection for both study and relaxation. With dedicated study spaces designed for comfort and focus, students can enjoy a quiet, productive environment for their academic and personal growth.

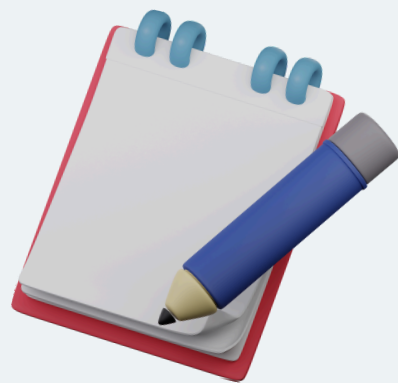
An open book with a bookmark is resting on a light-colored surface, possibly a table, near a window. The background is softly blurred, showing a window with a view of the outdoors. The lighting is warm and natural, suggesting daylight.

MULTI-FAITH ROOM

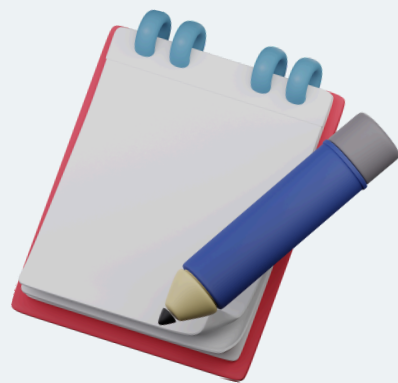
At UKMC, we are proud to provide a welcoming and inclusive environment for students of all faiths and beliefs. Our on-campus Multi-Faith Room is a peaceful space open to all students, offering a quiet and reflective environment for prayer, meditation, or personal contemplation. Whether you are observing daily religious practices or simply seeking a moment of peace, the room is equipped to accommodate the diverse spiritual needs of our student community.

The Multi-Faith Room is accessible throughout the day, allowing students to integrate their faith practices into their daily routine with ease. Designed to promote respect and inclusivity, this space is a reflection of UKMC's commitment to fostering a supportive and harmonious campus atmosphere. All students are encouraged to use the facility, whether individually or in groups, to meet their spiritual or religious needs.

**TAKE YOUR
NOTES HERE**



**TAKE YOUR
NOTES HERE**





IN PARTNERSHIP WITH



YOUR SUCCESS **STARTS HERE**



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