בס"ד

LSJS

London School of Jewish Studies

Student Support - Degrees

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1. Introduction

Degree students at the London School of Jewish Studies (LSJS) are independent learners who are expected to take responsibility for their own academic and personal life.

Sometimes there are things happening in your life outside LSJS that make studying more difficult. Sometimes it's your course that you find difficult.

Whatever your personal challenge, we have academic and support staff who work with you. They will help you progress to the next level of your course and go on to complete your degree successfully.

At LSJS we understand that some students may require additional support; and therefore, we have a range of services available to support our students.

2. Academic Support

Academic staff

Academic Tutors

Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. You can seek advice from academic staff either during their office hours by email, phone, or other mutually agreed means of communication (e.g. Zoom).

Director of Studies

You will be assigned a Director of Studies, who will be responsible for your academic support while you are studying at LSJS. You should contact your Director of Studies at least once a term to arrange a time when you can discuss and review your academic progress. If you require further advice on academic achievement issues, for example, planning assessments or time management, you should contact your Director of Studies as and when the need arises.

Personal Tutor

You will also be assigned a Personal Tutor, who will be responsible for your pastoral support and for your well-being while you are studying with LSJS. You should contact your Personal Tutor at least once a term to arrange a time to discuss and review any support needs that you have. In addition, you should contact your personal tutor if there are any changes in your personal circumstances which mean that you may require additional pastoral support. The team of Personal Tutors is supervised by the Head of Undergraduate Degrees (BA) and Director of Post-graduate Degrees (MA), whom you are also welcome to contact regarding any personal concerns that you may have.

Academic support through the programme modules

BA (Hons) in Jewish Education - Please see Appendix 1 below which details arrangements for academic writing support through BA levels 4-6.

MA in Jewish Education - Webinars take place throughout the course to support students in the development of their academic writing, as well as in the skills of reflective writing, and in correct referencing and citation. Each assignment in each module gives the student an opportunity to submit a draft, which is a formative piece of work. This is reviewed by the module leader or designated tutor and enables the student to further develop their academic writing before final submission of an assignment.

Students are encouraged to contact the module leader if there are occasions where additional support might be required, and informal tutorials can be arranged to further academically support students.

Students are all offered a twice-yearly meeting with their Director of Studies, to discuss progress and achievement.

Link Tutors

Link tutors are jointly responsible for ensuring the programme is delivered according to the arrangements agreed when it was approved with the awarding body institution, Middlesex University.

Link tutors attend the Programme Voice Group meetings, where they hear the views of students on the programme. You can contact either of them if you have a query or suggestion:

- LSJS Link Tutor: Dr Helena Miller (helena.miller@lsjs.ac.uk)
- Middlesex Link Tutor: Rebecca Lerman (r.lerman@mdx.ac.uk)

3. Support services available at LSJS

LSJS Academic Office

The LSJS Academic Office is your first port of call for student support and information.

Our Academic Registrar, Suzanne Wayland, will be able to help you during LSJS UK office hours.

Academic Registrar contact details:

- Email: suzanne.wayland@lsjs.ac.uk
- Phone: +44 208 203 6427 Ext. 204

Counselling

Please speak to your Personal Tutor, who will be able to help you find support and direct you to appropriate services.

Careers guidance

At present, LSJS does not have an in-house careers officer.

The design of our programmes and the wide experience of staff at LSJS meet the Office for Students requirements on Career guidance.

In addition, students have access to advice from expert professionals and visiting lecturers that can support students at all stages of their professional development.

Accessibility

We make all our qualifications as accessible as possible and have a comprehensive range of services to support all our students. Our programmes employ a variety of study modes and include the following elements:

- Teaching material – learning resources may include presentations, websites, audio/video media clips, and interactive activities such as quizzes
- Working in a group with other students
- Finding external/third party material

All qualifications require students to complete learning and assessment activities within a required timescale and according to pre-determined deadlines. Information on assessment will be available to you at the start of each module and is available in the programme handbooks.

Care leavers and estranged students

Qualifying as an estranged student

To be classed as an estranged student, you'll have to provide evidence to demonstrate the lack of contact. This can take the form of a letter from a doctor, teacher or other professional who knows about your situation.

The evidence will be assessed by one of our Designated Safeguarding Leads and you will qualify if you are under 25 and have had no contact with your parents for at least a year before you start your course, and/or you can show that you will permanently have no contact with your parents.

Support as an estranged student

LSJS will take guidance from our Designated Safeguarding Leads and our Validating Partner Middlesex University on all matters relating to our Care Leavers and Estranged students.

You will be invited to a meeting with your personal tutor and your relevant Director of Degrees to discuss your needs and to ascertain how best LSJS are able to support you in your studies.

Disability and SEND support

LSJS is an institution committed to inclusion and to accommodating any student with special access needs, whether they be physical, emotional, geographic or academic. Please speak in the first instance to your Personal Tutor about any special access needs that you have, and they will be able to discuss with you the various solutions available.

LSJS is committed to the tenets of the Equalities Act (2010) and strives to ensure that all students are provided with an equitable experience when they study with us. Our Equality and Diversity Policy outlines our equalities offer and can be found here.

Faith and Religion

The London School of Jewish Studies is primarily a Jewish Faith institution, serving the Jewish community. We also welcome students, faculty and staff from all faiths and none.

Your faith on campus

We have a Synagogue on campus as well as different places of religious worship in our local area of northwest London. We are closed for all the Jewish holidays and students and/or staff and faculty from other religions who have religious requirements are encouraged to arrange this by speaking to the programme leader in the first instance.

Finance

If you are facing financial difficulties or would like to have a confidential discussion about your financial situation, please speak in the first instance to your Personal Tutor who will be able to direct you to the most appropriate support.

If you require specific advice on practical financial matters, such as payment schedules or student loans, please contact Paul Gould, Chief Operating Officer at LSJS, paul.gouldl@lsjs.ac.uk.

Students on LSJS programmes are mainly eligible to apply to the Student Loan Company to finance their studies. Students in some circumstances may be eligible for a grant from your local authority (LA) if you are living in the UK. The LSJS office, via the Academic Registrar, can be approached for a list of suggested funding organisations to approach for bursaries towards your studies and the process of applying for a Student Loan via the Student Loan Company.

Technical Support

LSJS employs the Moodle Virtual Learning Environment (VLE) and currently delivers the distance learning programmes via Zoom.

Zoom support is available via our Academic Registrar during office hours.

- Email: suzanne.wayland@lsjs.ac.uk
- Phone: +44 208 203 6427 Ext. 204

Outside of office hours, please contact the module tutor delivering your session for guidance.

Moodle support is available via helpdesk@lsjs.ac.uk

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Chief Operating Officer

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Appendix 1: Assessment in Higher Education at levels 4, 5 and 6

An overview of assessment - BA (Hons) Jewish Education

The Programme provides you with opportunities to test your understanding of each module informally before you complete the formal assessments that count towards your final grade.

Each module usually consists of at least one piece of practice or 'formative' assessment for which you receive feedback from your tutor and/or the module cohort. This usually takes place in either an interactive teaching session or a seminar.

Formative assessments are developmental and any grades you may receive for them do not count towards your module mark.

There is a formal or 'summative' assessment at the end of each module. Assessment methods on this degree programme include:

- A range of coursework assessments such as essays, reports, portfolios, lesson planning, and educational policies
- Presentations including part of your final year major project (Dissertation)
- The grades from formal assessments are your module mark

Further guidance on the UK quality code for Higher Education Qualifications can be found here.

Level 4

Students studying at Level 4 will have a sound knowledge of the basic concepts of a subject and will have learned how to take different approaches to solving problems. They will be able to communicate accurately and will have the qualities needed for employment requiring the exercise of some personal responsibility.

A pass awarded at Level 4 will provide evidence of the following knowledge, skills and understanding:

- Knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study

- An ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study
- Evaluate the appropriateness of different approaches to solving problems related to the area(s) of study and/or work
- Communicate the results of their study/work accurately and reliably, and with structured and coherent arguments

How do LSJS Tutors on Level 4 modules support students with assessment?

Module Number	Level	Number of credits	Title of module	Support provided
Induction				Explanation of course structure Introduction to academic writing, plagiarism and referencing Explanation of MOODLE Students meet each other to build support network LSJS support structures are explained
JED 405	4	20	Reflections on Professional Practice	Explanation of how each module guide and marking scheme is written Seminar used to provide structured support to planning the summative assessment task building on the Formative assessment Individual academic tutorial offered Outline draft will be looked at if wanted, and commented on

JED 401	4	10	An introduction to How children learn and how teachers teach	Formative assessment leads to summative assessment task Final taught session builds on the above and helps structure the task Individual academic tutorial offered Outline draft will be looked at if wanted, and commented on Personal tutorial and support available whenever required during the year
Writing clinic				This will help you frame your arguments, develop an academic style of writing and look at structure and presentation of your written work building on your written feedback from your first two modules
JED 404	4	10	What is Jewish Pedagogy?	Specialised tutorial support available for students with little foundation knowledge of the topics that are covered in a typical primary school Jewish Studies curriculum Formative assessment leads to summative assessment task Individual academic tutorial offered
JED 422	4	20	Principles of Teaching and Learning in Jewish Studies - Part 1	Formative assessment leads to summative assessment task Final taught session is a seminar that will discuss summative assessment task Individual academic tutorial offered Outline draft will be looked at if needed and commented on Personal tutorial with appropriate person on offer

JED 426	4	20	The Jewish Studies Curriculum	Specialised tutorial support available for students with little foundation knowledge of the topics that are covered in a typical primary school Jewish Studies curriculum Formative assessment task leads to summative assessment task Individual academic tutorial offered Outline draft will be looked at if needed and commented on Personal tutorial with appropriate person on offer

Level 5

Students will have developed a sound understanding of the principles in their field of study and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. Students working at Level 5 will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.

A pass awarded at Level 5 will provide evidence of the following knowledge, skills and understanding:

- Knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- Ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- Knowledge of the main methods of enquiry in the subject(s) relevant to the degree, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- An understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge

How does LSJS support students taking Level 5 modules?

- Explanation of each module guide and explanation of each summative assessment task and marking scheme
- Seminar in 20 credit units to provide a cohesive view of the academic content and structured support to help writing the summative assessment task
- A writing clinic to analyse academic writing refresh students on correct referencing and model some high level academic writing
- Outline draft assessment will be looked at if needed and commented on if required
- Formative assessment task supports the summative assessment
- Signposting to appropriate texts in the LSJS library or online support such as EBSCO
- Specialised personal and academic support offered as required such as contacting a Head Teacher, Head of Jewish Studies or line manager
- Informal phone/Zoom call, email and face to face support offered by BA team
- Availability and help accessing all LSJS support structures such as 1-to-1 academic tutorials, help from the module leader or other academic staff, personal pastoral support and guidance and if necessary, signposting to professional services

Level 6

Students will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the learner will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. Students will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.

Completion of study at Level 6 will allow the student to demonstrate the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.

A pass awarded at Level 6 will provide evidence of the following knowledge, skills and understanding:

- A systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- An ability to deploy accurately established techniques of analysis and enquiry within a discipline
- Conceptual understanding that enables the student:
    - To devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
    - To describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- An appreciation of the uncertainty, ambiguity and limits of knowledge

How does LSJS support students taking Level 6 modules

- Explanation of each module guide and explanation of each summative assessment task and marking scheme
- Seminar in 20 credit units to provide a cohesive view of the academic content and structured support to help writing the summative assessment task
- A writing clinic to analyse academic writing refresh students on correct referencing and model some high level academic writing
- Outline draft assessment will be looked at if needed and commented on if required
- Formative assessment task supports the summative assessment
- Signposting to appropriate texts in the LSJS library or online support such as EBSCO
- For the dissertation JED 605 an expert tutor is used who will work with students on all aspects of the dissertation and bring in appropriate educational staff as required. This will include producing a road map of the dissertation journey starting from October and leading to the presentation and final submission in July. This will include developing a clear manageable task, supporting the research methods and ethical issues, academic research analysis and supporting the individual as the dissertation develops with feedback and next step suggestions.

- Specialised personal and academic support offered as required such as contacting a student Head teacher, Head of Jewish Studies or line manager. This may mean mediating, asking for school support, and coaching or mentoring.
- Informal phone call/Zoom, email and face to face support offered by BA team
- Availability and help accessing all LSJS support structures such as 1-to-1 academic tutorials, help from the module leader or other academic staff, personal pastoral support and guidance and if necessary, signposting to professional services