

## Heartwood Foundation Course

### Policy on FC activities and deadlines

The foundation course consists of 12 units. Each month a new unit is released containing various activities. Students are encouraged to complete these within any given month. Students are able to complete any outstanding unit activities (excepting the activities with specific deadlines listed below) until the official close of their FC course. This is 6 weeks after the release of unit 12.

However, for the following activities, there is a hard deadline which will be stated on each unit (generally 6 weeks from the unit release date):

- Unit 4: Activity 1 – History and Folklore Activity Forum (feedback only)
- Unit 5: Activity 2 – Berries Assignment (feedback only)
- Unit 8: Activity 3 – Spice Assignment (graded)
- Unit 9: Activity 4 – Bitters Activity Forum (feedback only)
- Unit 12: Activity 5 – Monograph (graded)

In order to successfully complete the Foundation Course with a certificate, these activities have to be completed by the required date, either by participating as indicated on the activity forums or by uploading a PDF for written assignments and the monograph. Late submission for any of the activities with a specific deadline will result in a student not receiving a certificate (with grade) for the Foundation Course. Students are most welcome to take part in the complete Foundation Course without completing assignments, but they will not receive a certificate or grade.

For feedback only activities, students are expected to adhere to the guidelines (typically to add a post and comment on at least one other); for graded activities, students need to achieve a minimum pass mark of 40%. Students wishing to apply for the Professional Course need to achieve at least 60% for their monograph.

### Extensions and mitigating circumstances

We strongly encourage students to plan accordingly to ensure that they completed activities on time. However, we fully understand that sudden illness or other serious or significant unforeseen events can have significant effects on a student's ability to complete an activity, and in such cases, we will consider mitigating circumstances, detailed below.

The standard extension of a deadline is normally not more than 1 week; this is to ensure fairness to other students whilst accommodating mitigating circumstances. To obtain an extension, students will need to explain the mitigating circumstances and submit the **Extensions Application Form** at least 1 week before the deadline. Only in exceptional cases will extension requests be considered after the deadline.

Examples of circumstances that would normally be considered mitigating circumstances:	Examples of circumstances that would NOT normally be considered mitigating circumstances:
<ul style="list-style-type: none"> <li>• bereavement (near relative or partner)</li> <li>• serious accident or illness</li> <li>• sudden deterioration of a long-term condition</li> <li>• burglary and theft</li> <li>• childbirth</li> <li>• medical operation</li> <li>• hospital tests that cannot reasonably be rescheduled</li> <li>• unanticipated and unavoidable professional obligations</li> <li>• pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• accidents to friends or non-close relatives (except where the student is the sole carer)</li> <li>• family illness (except in an emergency or where the student is the sole carer)</li> <li>• childcare problems that could have been anticipated</li> <li>• mistaking the deadline</li> <li>• general financial problems</li> <li>• usual work commitments</li> <li>• legal problems</li> <li>• holidays or booked travel arrangements</li> <li>• planned house moves</li> <li>• notes and learning materials that are damaged</li> <li>• handing-in problems (unless notified immediately)</li> <li>• inadequate planning and time management</li> </ul>

### Extensions Application Form

Please complete the below form and return it to [admin@heartwoodteam.net](mailto:admin@heartwoodteam.net) at least 1 week prior to the activity deadline. The Heartwood Admin team or your tutor will respond to let you know whether this has been approved and confirm the new submission date with you.

First name	
Surname	
Email	

FC intake	
Extension applied for (Delete as appropriate)	Unit 4: Activity 1 – History and Folklore activity forum Unit 5: Activity 2 – Berries assignment Unit 8: Activity 3 – Spice assignment Unit 9: Activity 4 – Bitters activity forum Unit 12: Activity 5 – Monograph
Due date of activity	
Mitigating circumstances	

### Supporting documentation

This should be an official document e.g. a letter on official headed paper, should be verifiable, and should normally include the dates during which the circumstances applied. In general, independent documentary evidence will increase the likelihood of your extension being granted and should be included with you application if relevant.