

Schumacher College

RESIDENTIAL MODULES

ECOLOGY AND SPIRITUALITY

2017 - 2018

General Handbook

If you require any part of this Student Handbook in larger print, or an alternative format, please contact:

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Schumacher
College

Dartington

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Welcome

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Please note:

All the information in this Handbook is correct at the time of printing.

The information in this handbook should be read in conjunction with the Programme of Study Handbook provided by the University of Wales Trinity Saint David, which will be made available on Moodle.

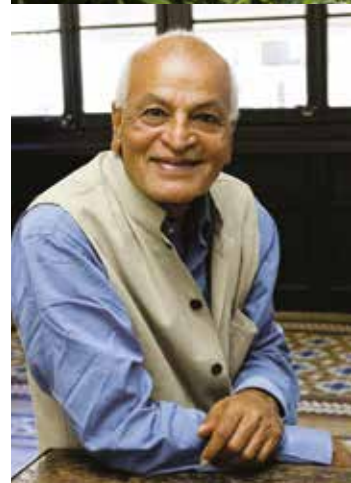
This daunting and wondrous century is throwing up basic questions in this age of heightened interdependence across humanity and all life. Our questions are intimate and civilizational all at once – the meaning of self, community and identity; and our relationship to each other; our relationship to the natural world; our relationship to technology and our relationships *through* technology. The era dawning with the internet is a time our species has begun to engage as one humanity, and it is ushering us into a new Reformation of all our institutions at once, local and global – political, economic, educational and religious. The old forms we know are not working and while we are glimpsing the shoots of possible new forms, we are learning, experimenting and making them up in ‘real time’.

The College supports collaborative learning-by-doing in ‘real time’ with an approach that integrates content and process, action and reflection, theory and practice, in participation with others, in service to enriching lives, communities and living planet. In challenging and, for many, distressing times we partner and work to evidence hope of a collaborative humanity, not one of optimism or idealism, but one that references reality at every turn, reveres truth, and celebrates bonds that bind us in place as one humanity and as one body of life on Earth.

The College was founded by the Dartington Hall Trust with the insight and drive of Satish Kumar in 1991. Ever since we have been growing a living classroom and campus for ‘learning by doing’ and nourishing an international network, now over 40,000 in more than 90 countries, pioneering deep personal, societal and ecological change. The College reflects the Trust’s purpose to provide and foster a larger and more meaningful life for everyone and to discover our true individual and collective potential, so that together we can build and nurture a more progressive, thriving and connected world.

I very much look forward to getting to know you over the coming year.

Dr. Jon Rae
Head of College



1.1 History of the College and the Dartington Hall Trust

In 1925, Dorothy and Leonard Elmhirst purchased the neglected 14th century Dartington estate. They were pioneers, inspired by many innovative thinkers of the time – and through Dorothy's inherited wealth, were exceptionally well-off. The Elmhurst's poured their resources into the "Dartington Experiment" – restoring the estate buildings and setting up a host of farming, forestry and progressive rural enterprise and educational projects. Early initiatives included Dartington Hall School, Dartington Tweed Mill and later Dartington Glass and at the same time rapidly became a magnet for artists, architects, writers, philosophers and musicians from around the world, creating an exceptional centre of creative activity.

The roll-call of outstanding people involved in the Dartington experiment includes Rabindranath Tagore, Jacqueline du Pré, Daniel Barenboim, Arthur Rubinstein, Igor Stravinsky, Imogen Holst, Benjamin Britten, Peter Maxwell Davies, Ravi Shankar, T E Lawrence ('Lawrence of Arabia'), Bernard Leach, Paul Robeson, William Lescaze, Walter Gropius, Moholy Nagy, George Bernard Shaw, Bertrand Russell, HG Wells, Yehudi Menuhin, Simon Rattle, Ben Nicholson, Aldous Huxley, Satish Kumar, James Lovelock, Rupert Sheldrake, Hazel Henderson, Amory Lovins, Jonathan Porritt, Helena Norberg-Hodge, Paul Hawken, Fritjof Capra and Vandana Shiva.

The list of landmark events associated with Dartington is equally remarkable. It was at Dartington that the post-war Labour manifesto was penned by Herbert Morrison; it was here that the Arts Council was conceived and the first arts school with practicing and performing artists was established. The International Summer School moved to Dartington in 1953 and has become renowned for offering amateurs a unique opportunity to play with the world's leading musicians – and for professionals to experiment and explore new collaborations.

In 1968, the Social Research Unit moved to Dartington from Cambridge to work on issues of social justice. Research in Practice (RiP) was launched in 1996 and in 2005 Research in Practice for Adults (RiPfA) was established. RiP and RiPfA are now recognised as distinctive centres, owned and directed by their network of agencies working with children, young people, families and adults who need support. More recently, Dartington has continued to push boundaries. In 1991, the Trust set up Schumacher College, which has become a leading international centre for transformative learning for a life-enriching world. While much has changed since the Elmhurst's' time, the ethos established by those two remarkable people is as alive today as when they first created the Dartington Hall Trust.

2.0 Registration and Introduction to the Programme

2.1 Registration and Induction

Registration for the core module 'Ecology and Spirituality' will take place on Friday 5th January at Schumacher College. The college induction will take place during the first weekend students arrive at the College and will help students become familiar with the College, its people, culture and philosophy, the facilities, buildings and grounds, the Dartington estate and wider Totnes community.

FRIDAY 5 TH JANUARY - Arrival and Registration	
Session 10.00 – 13.00	Location
Arrivals Meet and Greet	Archway, Dartington Hall
Registration (All students): Please bring:- • 1 passport photo • Passport • Any original documents requested by the postgraduate administration team • Please read the module details prior to registration PLEASE CONFIRM YOUR EXPECTED ARRIVAL TIME BY MONDAY 18TH DECEMBER 2017 IF KNOWN. To allow sufficient time for registration it would be ideal if you could arrive between 10am and 12.30pm; lunch is served at 1pm.	Morning Room, Elmhirst Centre

2.2 Pre-departure checklist

Students travelling from overseas are strongly advised to read the advice UKCISA provide to overseas students arriving in the UK. (www.ukcisa.org.uk).

Here are some important questions:

- Have you got a valid passport?
- Have you obtained a visa or other entry clearance, if applicable?
- If you are a visa student, have you got all the documents which you may be asked to show when you enter the UK?
- Have you got everything you need to pay your fees, or have you already arranged for payment of these fees?
- Do you have all the directions for travelling to Schumacher College?
- Have you ordered British currency for your immediate expenses on arrival in the UK?
- Have you bought travel tickets and travel insurance, and checked your baggage allowance? (Excess baggage is expensive).
- Have you taken out personal insurance (if required)?
- Have you an itinerary from your travel agent or airline?
- Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you?
- Have you checked with your local British Embassy or High Commission what must be declared to customs? UKCISA provide good information for passing through UK customs.



2.3 Climate

The climate in the South West of England is temperate and fairly mild. It rains a lot, particularly over the coastal locations, but temperatures are rarely extreme. For the winter you will need warm, waterproof clothing and footwear. The College has spare waterproofs and wellington boots for students to use, however it is best to bring your own if possible. A recent Economics graduate suggested purchasing a good pair of waterproof walking boots.

Weather forecast service: <http://www.metcheck.com/UK/> To use the above meteorological service you can enter our postcode (which gives information on our specific area). The College postcode is: **TQ9 6EA**

2.4 Programme Induction

Programme specific inductions will take place in the first week and comprise a full briefing on the academic requirements of your residential programme, including hand-in deadlines, assessment and feedback methods. At this point you will be shown where you can access this information both electronically and in paper form. We will also explore with you the ways in which you will be learning, and your personal aspirations for the residential programme.

A detailed timetable, outlining sessions, presenters and recommended resources for each residential module that takes place at Schumacher College will be provided to students in advance of the module in question. For all information regarding programme details, structure, modules and assessment please refer to The University of Wales Trinity Saint David Programme of Study Handbook and the University website.

3.0 Campus Information

3.1 Accessibility

Schumacher College has two campuses; one at The Old Postern and one in The Elmhirst Centre. The Postern is a 15th century, Grade 2 listed Parsonage. The Elmhirst Centre is part of a 14th century, Grade 1 listed building. Whilst steeped in history the nature of the buildings mean there are certain restraints on accessibility.

Most classrooms are based on the first floor with no lift however, there is one accessible classroom and the college would consider reasonable adjustments to view whether alternative teaching spaces could be made available. In the Old Postern all lower level rooms, dining room and Library are accessible, and there is an accessible toilet.

The College has a DDA compliant residential room with en suite shower; however this is not a wet room and there is one step. Portable hearing loops are available and the College has a range of support provisions (subject to need and availability)

Where possible, provisions will be put in place across all properties and land for which the College is responsible to ensure disabled students have full access to all teaching sessions and materials and where necessary, additional tutorial support will be provided.

It is important for us to consider any individual requirements sufficiently far in advance to enable us to assess what reasonable adjustments the College can make to support you and to allow you time to consider your acceptance. Please contact Catrin Macaulay at the University of Wales Trinity Saint David with regards to disability support: c.macaulay@uwtsd.ac.uk

3.2 Accommodation, Social and Leisure facilities

Within the Dartington complex there are facilities and cultural activities including the Barn Cinema, Space, The Roundhouse Café, and the White Hart Bar and Restaurant - adjacent to the magnificent medieval Great Hall, where many artistic performances take place throughout the year.

The Old Postern Accommodation

There are three accommodation blocks located on the Old Postern site (Northwood's, Hawthorns and Centries). These are more modern buildings that provide simple and comfortable accommodation.

Higher Close Accommodation

Higher Close enjoys panoramic views of the Dartington Estate and is a 15 to 20 minute walk up hill from The Old Postern campus, or a 5-10 minute bicycle ride. All Ecology and Spirituality students will be accommodated in Albermarle, at Higher Close.

At both locations each room has a bed, work desk and desk-lamp, a chair, wardrobe and bedside table. There is a washbasin in each room, with communal toilets, showers and bath facilities on each floor of the accommodation block.

Mobile Phones

Reception for mobile phones at Schumacher College is not very good for some networks. You are asked not to use mobile phones in places where other residents may be disturbed, especially in the main College buildings and in other communal areas.

Parking

Permit car parking is available at both sites and permits need to be displayed at all times. Permits can be arranged upon arrival at the College and should be collected immediately to avoid incurring a parking fine. Car parks are located by the main entrance, and behind the Craft Education Centre, adjacent to the College at the Old Postern or in one of the specified car parks near to Higher Close. Please do not park in the courtyard.

Post

Post is delivered to and collected from the reception office at The Old Postern every week day except public holidays. You may use the College as your postal address whilst you are registered at the College; however all post must be re-directed after you complete your last residential module.

Laundry

For those students who are residential, linen and towels are provided and can be changed from the clean stock at the College as needed. For personal laundry, washing, drying and ironing facilities are available.

Bar (The Old Postern)

The College bar, The Edge of Chaos, is generally open after evening meetings (only during short courses) on demand, and closes at 11 pm. There are also local pubs within easy walking distance.

Smoking

There is no smoking in any of the College buildings.



3.3 Schumacher College Learning Resources and Libraries

Schumacher College provides resources that you will need to help you to successfully complete your studies. You will be introduced to these resources during your first few days at the College. You will also be inducted in how to borrow books, from the College Libraries, how to access online materials, use systems and obtain the necessary resources to assist you with your studies.

The College will provide a dedicated teaching room for each of the postgraduate programmes.

The Postgraduate Ecological Design Thinking studio incorporates teaching space, a bespoke library and studio facilities; including two Apple Mac computers and a large format printer. These facilities are shared across the college community but there may be some restrictions to access whilst Ecological Design Thinking classes are in session.

Also available within our Craft Education building is an equipped field ecology laboratory available upon request. In addition to these spaces, the library, the television room, the computer room and the students' bedrooms are available for private study.

The College is equipped with two well-stocked libraries at the Old Postern and the Elmhirst Centre, including titles in the fields of ecology, complexity science, design, food systems, environmental and ecological economics, Buddhist economics, political theory, holistic science, philosophy, religion and ethics.

As with all of the College's shared spaces, we ask that you treat the Libraries with respect, ensuring that the space can be enjoyed by the whole College community, books returned when you have finished with them and spaces are left clear for others to use. A number of core texts are reference only - as they are under high demand from all students, we ask that you do not take them off site and read them in the main Library only.

There are a large number of audios, videos and DVDs with lectures and interviews of visiting teachers; an increasing number of these are available online at <https://www.youtube.com/user/schumachercoll>. The College is working on digitising this audio-video material.

If you have identified materials or resources that would be useful to other students or if you feel that the resources you can reasonably expect are not available e.g. online, library, physical materials etc., report this as soon as possible to the appropriate member of the academic or support staff. If you judge the response inadequate, contact your Programme Coordinator.

3.4 IT Facilities and Wi-Fi

Computers

It is more or less essential for each student to bring a computer on which they can store learning resources and complete writing projects. Computers with standard design software are available in the design studio and support is available at the College to connect personal computers to our network. Owners of Apple computer equipment are advised to bring appropriate adaptor cables to connect to College display equipment.

Internet

Students have access to the internet via the Dartington Guest Network, for which a login code is given on arrival at the college. All internet use is passively monitored. Wi-Fi connectivity extends throughout most areas of the College, as well as Dartington Hall and other locations on the Dartington Estate.

Audio Recordings of Lectures

Where possible all classes are recorded with audio, and then added to an online resource for students to access and listen or download. We aim to upload each recording daily but definitely within 48 hours of the class. Students will be given a login to access the audio recordings.

Printer & photocopier

A versatile photocopier/scanner/printer is available to students on the College network. Students can print from public computers or from their own laptops for which a software setup is needed. There is also a USB connection which gives Print from USB and Scan to USB functions. The Design Studio has a large format printer which can be used from the computers in the studio only.

3.5 Other available rooms and facilities

Meditation Rooms

There are two meditation rooms one is located on the top floor of the Elmhirst Centre, the second is located on the ground floor of the Old Postern. These rooms are available for optional meditation sittings in the morning at 7.15am. Students are free to use either of the meditation facilities at any time when it is not in use.

Art rooms

There is an art room stocked with various art materials at the Old Postern next to Centries accommodation block. The College occasionally hosts an artist in residence who has use of the art room and can offer art workshops. Students are free to use the art room facilities at any time when it is not in use.

Postgraduate Study Room

This space is based at the Old Postern and has two computers linked to a full colour photocopier/printer and is available for use by all students at any time. There is also a photocopier and computer located within the Elmhirst Library for students.

Schumacher College Gardens

These consist of nine acres of both ornamental and edible plants and furnish the college community with organic vegetables, fruit, and flowers, spaces of beauty and places of contemplation. They are looked after by the horticulture team and the residential growers on the practical residency in sustainable horticulture (<https://www.schumachercollege.org.uk/courses/vocational-courses/sustainable-horticulture-res-2017>), alongside volunteers and student workgroups.

Soil care and restoration is at the heart of the growing, we manage the gardens along organic, sustainable and ecologically sound principles. Food production follows agro-ecological principles with polycultures; perennial and annual crops and a newly planted 5 acre agroforestry site. We practice minimal disturbance of the soil and ensure habitat provision for wildlife (with plenty of nectar rich plants for pollinators and areas of long grass). Much of the vegetables used in the College kitchen are grown in the gardens.

There are two main vegetable and fruit areas; the largest is in Henri's field (named after Henri Bortoft) opposite the college and the Hazelip garden in the



field adjacent to Craft Education. Henri's field is the agroforestry site with trees and vegetable alleys; a willow and hazel coppice; a large forest garden in development; two wildlife ponds; and a craft and cut flower garden. We are growing sweet chestnuts from seed for nut production.

The Hazelip Garden is our circular, no-dig, polyculture, vegetable garden mainly composed of perennial crops such as rhubarb, globe artichoke and asparagus. Also in this field are a wildlife pond; Indian Runner ducks; three polytunnels; a Hugelkultur bed and our oldest flock of chickens. Adjacent is a bush fruit area with raspberries; gooseberries; blackberries and redcurrants. We have two herb gardens; the oldest is nestled behind the college kitchens and a more recent one found atop the lovely spiral wooden stairs leading into the back garden with its own ponds (four in total) and some student vegetable beds and our very busy plant propagation polytunnel.

Please do feel free to explore the gardens and student help is very welcome, just find one of the team and ask about opportunities.

3.6 Travelling to Schumacher College

If you are flying to the UK from most destinations abroad, you will arrive either at London Heathrow or London Gatwick airport. Some budget airlines now fly into Bristol airport, which is much closer.

From the airport, the quickest way to get to Schumacher is to take the train to Totnes. Totnes station is two miles from the College. Journeys take about three hours from London Paddington, 3.5 hours from Birmingham and 30 minutes from Plymouth.

Alternatively, you may take a coach from any of these airports to Totnes, but the journey time is around one third longer. National Express runs a coach service direct to Totnes from London Victoria via Heathrow Airport, and also from Gatwick Airport. Journey time is about 5 hours.

For all enquiries: 08717 818181. From overseas: 0044 8717 818181. Lines are open 24 hours a day, 7 days a week. Visit www.nationalexpress.co.uk

Getting from Totnes to Schumacher College

From Totnes, you should get a taxi to the College – it is just a couple of miles and costs between £6 and £9 cash, depending on the time and day.

The information below is for guidance only. You are advised to check all information – train/coach times, fares and availability - via the train and coach websites or helplines:

Train: www.firstgreatwestern.co.uk Telephone National Rail Enquiries on 08457 484950. Calls from overseas to First Great Western should be made to + 44 (0) 345 7000 125 (7am – 10pm every day). This is an automated helpline; to access the correct extension, when requested, please press: Option 4, and then Option 1.

Coach: www.nationalexpress.co.uk Telephone National Express on 08717 818181 (within the UK) or 00 44 8717 818181 from overseas. Lines are open 24 hours a day, 7 days a week.

Bookings may be made from these websites using credit and debit cards.

From Heathrow Airport, there are two ways to connect with the train to Totnes:

- You can take the bus (the Rail Air Link), which goes to Reading station from each terminal at Heathrow every half hour and takes about 45 minutes. From Reading, you should get a train to Totnes (final destination will be shown as Plymouth or Penzance). The journey time once on this train is about 2.5 hours: trains leave every one or two hours, depending on the time of day. Monday to Saturday the last train leaves at about 20:30, but leaves earlier on Sundays.

- You can take the Heathrow Express train to London Paddington. This leaves the airport every 15 minutes and takes only 15 minutes, but is more expensive than the bus to Reading. From Paddington, you get the same Totnes train that you would pick up in Reading. Journey time from Paddington is about 3 hours. Monday to Saturday the last train leaves at about 20:00, but leaves earlier on Sundays.

From Gatwick airport, take the train to Reading, and then proceed as outlined above. Journey time from Gatwick to Reading is a little over one hour.

From Bristol airport, take the bus to Bristol Temple Meads train station (a 15-minute journey). Trains run regularly from there to Totnes, and take about 1.5 hours.

Travelling by car

Dartington lies a few miles south of the A38 Devon Expressway, which is a continuation of the M5.

From Exeter, take the A38 for about 20 miles until the A384 turnoff, signposted Buckfastleigh, Totnes, Kingsbridge, Dartmouth. Follow signs to Totnes. After about 4 miles, you enter the village of Dartington and proceed downhill to Dartington Church. Turn left by the church (signposted Dartington Hall).

From Plymouth, take the A38 about 20 miles until the A385 turnoff, signposted Paignton and Dartington. After about 3 miles, you enter the village of Dartington and come to a roundabout, where you turn left, signposted Buckfastleigh and Ashburton. About ¼ mile later, turn right by Dartington Church (sign-posted Dartington Hall).

Schumacher College (the Old Postern) is the next building on the left after the church. For easiest unloading of luggage, take the second left turning off the side-road (signed Old Craft Education Centre), go up the narrow access lane and turn left again immediately after the speed bump into the tarmac area in front of the College reception. We ask people not to leave their cars here once they've unloaded, but to park in the overflow car park beside the Old Craft Education Centre

Cycle Route from Totnes

If you would like to bring your bicycle, there is a cycle path all the way from Totnes station to the College. Go through the South Devon Railway car park and follow signs to Riverside Walk. The path runs along the River Dart and then comes out on the main drive to Dartington Hall. Turn right on this road, and a few yards on you will see the cycle route going left off the road. Follow the cycle path signs through the Dartington Shops, and you will come out right in front of the College, the total distance is about 2 miles.



4.0 Student Support

Disability Support and Counselling can be accessed via the University of Wales Trinity Saint David's Student Support Services at Lampeter Campus: <http://www.uwtsd.ac.uk/student-services/>. Information about the support available at UWTSD can also be found within your Programme of Study Handbook

If you require any help accessing these support services please speak with Andy Letcher, or contact the Schumacher College Postgraduate Office based at The Old Postern. The opening hours for the Postgraduate Office are 9.00-17.00 (Monday to Friday). The office is located next to the Main Reception at the Old Postern. If you require assistance accessing support please e-mail: postgradadmin@schumachercollege.org.uk or phone (01803) 847212.

For enquiries or support out of hours, please contact the Facilities Duty Manager at the Old Postern or if you are at Higher Close and it is urgent call Dartington Security Staff.

4.1 Personal and academic records

The Postgraduate Team will maintain personal files for each student. This may contain records and personal data relating to the student's application and pre-study communication, together with records relating to assessment and feedback. The College is also required to maintain certain information in order to fulfil the statutory and regulatory requirements of UK Visas and Immigration (UKVI). The College is committed to compliance with the requirements of the Data Protection Act. Any student, who has any concerns or questions relating to the personal data held, should address these to their Programme Coordinator in the first instance, who will aim to provide any answers or explanations in a timely way. Student files will be held for a 6 year period following course completion.

4.2 Student Wellbeing

If you are concerned about your own wellbeing or safety, or that of someone else, but it is not an immediate emergency, please speak to Andy Letcher (Programme Coordinator), The Postgraduate Administration Team based at The Old Postern or Catrin Macaulay at UWTSD:

Email: c.macaulay@uwtsd.ac.uk or Tel: 01570 424761

4.2.1 Support in times of Emergency

If there is an immediate emergency requiring ambulance, police or fire services, dial (9) 999 from a Schumacher College phone. Please inform a member of staff as soon as possible. Dartington Security Staff can be contacted on extension 7032 from a Schumacher College phone or (01803) 847032 from another landline or mobile.

- **Your GP / doctor**

Contact your surgery and tell them clearly that you need to make an emergency appointment. If you phone after surgery hours there will usually be a recorded message giving out-of-hours information. The mental health network has produced a useful guide about talking to your GP about mental health.

(<http://www.mentalhealth.org.uk/help-information>)

- **NHS 111**

You can use **NHS 111** if you need urgent medical help or advice, but it is not a life-threatening situation. Dial 111 free from any phone.

- **Samaritans**

08457 909090 (24 hour helpline) / www.samaritans.org / jo@samaritans.org. If you are in Plymouth you can also drop in to the **Samaritans** at 20 Oxford Place, Western Approach.

- **Accident and Emergency (24 hour)**

If you are worried about your own safety or that of someone else, you can go to A&E and request a mental health assessment.

- **Our local Accident and Emergency department is at Torbay Hospital:**

South Devon Healthcare NHS Foundation Trust
Torbay Hospital, Lowes Bridge, Torquay TQ2 7AA
Tel: 0300 456 8000 (local rate) or 01803 614567

- **Domestic abuse helpline**

24hr domestic abuse **helpline** (national) - 0808 2000 247

- **Police non-emergency number**

Call 101 from any phone.

4.2.2 Insurance

You may wish to consider taking out insurance against the following:

- Travel or cancellation insurance

In case you have to cancel flights or parts of the programme due to illness or other unfortunate events.

- Personal private healthcare insurance.

EU Students must ensure they have obtained an EHIC card prior to leaving their home country; at present this covers NHS treatment in the UK. If you are not eligible for an EHIC card, you must consider Private Health Insurance whilst resident in the UK.

International Passport Holders on a course of less than 6 months or less must consider organising Private Health Insurance for the duration of their time in the UK.

Insurance for Personal Possessions

Damage or loss of personal possessions: **your possessions are not covered by the Schumacher College insurance policy. Please consider private insurance to cover loss or damage.**



5.0 The Schumacher College Learning Community

Schumacher College is not just an academic institution, it is a vibrant learning community where people live, work, come to learn and be part of a greater field of change. Throughout the year, present at the College are members of staff, students, helpers, visiting teachers, short-course participants and occasional visitors, all of whom work together to contribute to the life of the College.

While they are not in residence in the College, it is worthwhile to mention the College Alumni, who are the many thousands of people who have passed through the College as postgraduate students, short course participants, course leaders and facilitators, and scholars. This is a powerful network of friends and allies around the world that constitute one of the College's greatest assets.

The College also endeavors to continually forge working links with like-minded organisations both in our backyard and around the world. These include the new economics foundation (nef), Transition Town Totnes (TTT), the Transition Network (TN), the Centre for Alternative Technology (CAT), the Eden Project, Resurgence Magazine, Coventry University, and the University of Wales. There are also a number of institutions around the world with whom we are exploring the establishment of formal relationships, with a view to making the Schumacher College educational model, more widely accessible internationally. This work is being led by our College faculty member, Julie Richardson.

Staff

Schumacher College today has around 25 staff members, many of whom are part-time or job share. Pictures and background information about our staff team can be found here

<https://www.schumachercollege.org.uk/about/staff>

Residential students

In 2017/18 Schumacher College will be hosting three other groups of postgraduate students alongside your programme. These are: MA Economics for Transition, MA Ecological Design Thinking and MA Myth and Ecology.

Throughout the year Living Inquiry, Short Course and Vocational participants are also resident at the College, albeit for different periods of time. They form part of the community while at the College and join in with the daily cooking, cleaning and gardening community groups. These participants, their facilitators and teachers, provide critical flow through the College, nourishing inter-disciplinary dialogue, insight and community life. Knowing the diversity of people that the College tends to attract, this guarantees a rich pool of wisdom, talent, support - and good times!

Residential and day volunteers

The College has a small volunteer team who help to care for our learners and the learning environment, while developing their own projects and interests relating to the values and aims of the College. We encourage volunteers to be active participants in the learning community and to take opportunities to attend course sessions, talks and other activities that are open to the community. Residential volunteers usually stay for 1-3 months and have previously attended a course at the College or have sustained experience of learning in community.

Visitors

Others who occasionally reside at the College for short periods may include past students or staff conducting their own research, writing a book and/or studying; potential collaborators forging working links with the College; and formal guests of the College, or personal guests of students and other residents. We try to ensure that all visitors are introduced at the daily community morning meeting.

The postgraduate programmes and short courses play host to an array of mostly well-known visiting teachers, often visionary or radical thinkers in their fields. Regular, relaxed exposure to these teachers over the course of the day is one of the great delights of life at the College.

5.1 Daily life at Schumacher College

We start the day with optional meditation. After breakfast, we hold a communal gathering to share information about the different courses present at the college that day; any events open to the community and daily community groups. We all take part in morning, afternoon or evening community groups, which open up different spaces for reflective and shared learning and help to foster a connection to the place and each other. Allocated community groups take about 5 hours each week and cover the shared work of the college - cooking, cleaning and gardening. In addition to this there are opportunities to take on longer term place based projects including artistic and creative activities.

Community members often offer activities or presentations in the evening and there can be open sessions at the beginning of short courses, Earth Talks and fireside chats.

Weekends usually have a more relaxed quality, meals are more flexible and you are invited to create a meal for the community on Sunday evenings. Weekend residents are expected to pitch in and clear up after meals but there are no formal community groups. There are occasional weekend courses and we ask residents to be mindful of the needs of visiting course participants.

Communication

The College community often communicates information about what is happening at the college in the following ways:

- Daily Community Meetings; Email; Postgraduate and General Notice Boards (located in the entrance foyer of the Old Postern; in the snack area of the Craft Education Building and in the Refectory at Higher Close)

5.2 Food and the Schumacher Kitchen

"Eating – be it breakfast, lunch, tea or supper – is not just a matter of being grateful for whatever you are given and making sure you eat it all up. It is a dynamic act. Not only does what you eat become the very stuff of you; now, more than ever before, thousands of diverse economic, social and technological influences, feeding in from all over the world, affect how the food arrives on your plate, in what form, where from and at what ecological expense. As a consumer, you have the power to feed back into this stream of influence by actively making decisions about what you eat and where it comes from. Thus eating becomes not only a statement of philosophy but a politically charged act."

Julia Ponsonby (Schumacher College chef), Gaia's Kitchen: Vegetarian recipes for family & community

We take food very seriously at the College. The nutritional balance of all meals is carefully attended to so that a healthy balance of protein, fat, starch and nutrients is delivered and maintained over the course of every day. In addition, how we grow and source ingredients, prepare meals and share the gift of good food together is considered important in the life and consciousness of the learning community. Indeed the learning that happens in the kitchen is seen to be complementary to the learning that happens in the kitchen and garden. The kitchen is a hub of creativity and fun where feasts are conceived and created. All meals are prepared by in-house chefs and members of the College community – including postgraduate students!



Ingredients are, where possible, organic and local, with more and more being grown and harvested from our own on-site horticultural initiatives. We bake our own organic bread daily, buy regional organic cheeses and make every effort to support local producers, as well as eat our home-grown fruit and veg. There is a growing tendency within the College to eat with the seasons, to reach out into nature's larder as it surrounds us. In the case of exotic food products, we buy fairly traded goods where possible.

The diet at the College is entirely vegetarian and we ask students not to keep any meat or fish products in the college fridges, within the Old Postern or student accommodation blocks.

There are four main reasons for adopting a vegetarian diet within the College:

Practical

As an institution we are bound to comply with health and safety regulations and undergo regular inspections. Serving vegetarian-only food makes us a low risk venue from the Environmental Health Inspector's point of view and allows us to include all students in the preparation of food with only limited training. In fostering this participatory aspect of cooking, we open the doors to a healthy serving of playfulness and fun in the kitchen – which in turn reinforces the teambuilding that comes when the essential task of feeding the college community together is accomplished.

Moral/Spiritual

We object to the lack of reverence for animals in many farming systems.

Ecological

We recognise that the ecological crisis is amplified by the large amount of land devoted to growing food for use as animal feed, and grazing beef cattle, and that over-fishing is a serious problem. A vegetarian diet is many more times more efficient in energy and resource use, and therefore minimizes the college's footprint.

Health

A balanced, varied, unprocessed, additive-free lacto-vegetarian diet has been found to be particularly healthy and to promote longevity.

Special Diets

Where possible we attempt to cater for special diets that have been entered into consistently for health reasons or due to strong moral convictions. These fall into the following basic categories: Gluten Free; Dairy Free; Vegan; and Nut Free; We cannot guarantee that we can cater for more complex special diets, and may sometimes need to ask students to engage in an element of self-catering– but please do let the kitchen know if you have specific dietary requirements that need to be observed. It is helpful for us to know about these and we are happy to be consulted about them and to let you know to what extent we can help with more complex diets.

6.0 Teaching and Learning Ethic at the College

We are continually evolving our transformative learning models. With a focus on whole-person interactive, experiential and participatory learning, the College offers the practical skills and strategic thinking required to face the ecological, economic and social challenges of the 21st century. We do this in the context of a living and learning community, where living and the concept of service is integral to the learning, with each of us – student, staff and volunteer - playing our part in the gardening, cooking, cleaning, alongside artistic and creative activities. Our experience with this model of holistic education is that students tend to dive deeper, experience a more profound transformation, and have greater recall of the new models and insights they gather along the way.

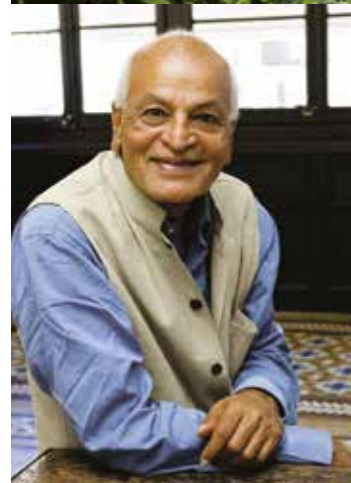
Key elements of the pedagogical approach include:

- Community living and working within the residential setting of Schumacher College and the wider Dartington Estate
- Acknowledging and developing the whole person - intellectual, emotional, ethical, and practical
- Valuing trans-disciplinary approaches and different types of knowledge (analytical, intuitive, sensory perception, emotions and feelings)
- Emphasising embodiment of new learning and of practical action in the students' own lives
- Providing a range of teaching and learning methods and styles, including lectures and seminars, participatory and experiential sessions and reflective inquiry

The College attracts participants, teachers and practitioners from around the world, and this cultural diversity has always been an important element of the Schumacher experience.

“Schumacher College has created a unique learning environment where discussions take place in an atmosphere that is intellectually very intense and challenging, but is emotionally very safe. When I teach at the College, I feel almost like being among family, and this strong feeling of community emerges after being together for not more than a week or so. To most scholars such a situation is extremely attractive. For we who teach here this is a unique place to examine our work in depth and to try out new ideas in a safe environment”.

Fritjof Capra Author of The Web of Life, Flamingo, London



7.0 Masters Programmes and other educational offerings

The College has four taught postgraduate programmes and contributes to others including the One Planet MBA at Exeter University, the Executive Masters in Organisational Change at Ashridge, and Ecology and Spirituality MA at University of Wales Trinity Saint David. Our own postgraduate programmes address systemic areas that articulate human thought and action and are:

- Holistic Science MSc (1998) (Resuming in September 2018)
- Economics for Transition MA (2011) partnered with the Transition Towns Network
- Ecological Design Thinking MA (2014) partnered with Carnegie Mellon University
- Myth and Ecology MA (2017) partnered with Westcountry School of Myth and Story

Each taught postgraduate programme is validated by Plymouth University except the last, which is validated by the University of Wales Trinity Saint David. The College is exploring options to bring back the successful MSc Ecological Food Systems programme that ran from 2012-2015 under the title MSc Sustainable Horticulture and Food Production.

The maintenance and standards of awards our Masters programmes have delivered to date have been assured by the Quality Assurance Agency and the College has consistently met UK expectations. The Quality Assurance Agency for Higher Education (QAA) is an independent body, entrusted with monitoring and advising on standards and quality in UK Higher Education. A report on our most recent monitoring visit in November 2016 and a copy of our action plan can be found on our website at:

<https://www.schumachercollege.org.uk/quality-assurance-agency-report>

In Autumn / Winter 2017 the College will launch our postgraduate research programme including a Research Masters and PhD. Both are action research masters supporting communities of practice worldwide. Action research takes a variety of forms and researchers will develop their own approach but at its core is a participatory co-inquiry process concerned with developing practical knowing in the pursuit of worthwhile human purposes. As such each approach seeks to bring together action and reflection, theory and practice, in participation with others, in the pursuit of practical outcomes to matters of concern to people, and more generally to the enriching of lives, communities and living planet.

The PhD will have a limited intake for the first years to help nurture a well-developed research culture. The Research Masters will attract candidates currently on or who have completed one of our so-called Living Inquiry courses detailed below.

7.1 Living Inquiry

Living Inquiry are action research orientated courses; developed to support individuals in shaping communities of practice acting for change, wherever they are in the world.

Each course attracts participants from a variety of disciplines who will engage in individual journeys or processes; each with their own emphasis.

The Right Livelihood Programme, partnered with the Centre for Gross National Happiness, Bhutan

A year-long programme with residential retreats in UK and Bhutan, with facilitated online learning. The aim of this programme is to help individuals develop pathways and plans to find more fulfilling work and life opportunities that align with their deep values and a sense of greater purpose.

The Gross National Happiness Masterclass, partnered with the Centre for Gross National Happiness, Bhutan

A 12 month learning journey, to experience Gross National Happiness in practice and to develop the skills and experience to develop your own Gross National Happiness prototype, supported by a community of peers, tutors and experts.

Transitioning to an Ecological Civilisation: East and West, partnered with Institute of Rural Reconstruction at Southwest University, China

A 6 month research programme to experience first-hand the cultures, ecology and experiments manifesting the transition in China and the UK and to engage with intellectuals, activists and practitioners on what creating an ecological civilisation means in Europe and China.

Co-creating the Emerging Future: The Schumacher Certificate in Leadership and Facilitation

An 8 month learning adventure that provides an opportunity to develop leadership and facilitation skills that will help us to co-create a better, fairer and more beautiful world for all enabling us to lead from, and for, the emerging future.

7.2 Vocational Programmes

Practical Residency in Sustainable Horticulture

A 6 month residential programme for those keen to learn the practical skills needed to grow food and practice horticulture, whilst working with nature and biological cycles. If you are willing to try new approaches, then this six month residency is for you. You will explore how to protect and restore the soil, foster and sustain a healthy ecosystem, and limit the consumption of finite resources whilst growing an edible harvest.

For more information please see

<https://www.schumachercollege.org.uk/courses/vocational-courses/sustainable-horticulture-res-2017>

The Craft Revolution – Crafted at Dartington

At Schumacher College we believe that making is a vital part of being human. The Craft Revolution is a movement about making a learning space, an ideas lounge, an Action Station!

It is a story of doing, over not doing.

The Craft Revolution marries the vision and aims of the modern day founders of Dartington, Dorothy and Leonard Elmhirst in 1925 with those of Schumacher College. The Elmhurst's believed in the idea of rural regeneration through craft and the arts. The Schumacher College learning experience is based upon sustainability and the environment, personal growth and community living.

On our courses we celebrate the spirit of the material, the environment the material comes from and our relationship with it. Craft is about seeing what can arise from the meeting between maker and material. Craft helps us to form a relationship with the natural world and makes us understand what we need to do to take care of it sensitively.

In 2015 we launched a brand new programme of affordable, accessible craft courses at Schumacher College and across the estate at Dartington. Courses that reflect the needs of the community and offer craft activities accessible to a diverse audience. From canoe making to building your own tiny home, brewing beer to woodworking for women, cheese making to kiln building to making your own wooden surfboard. In short, we offer a range of courses where you can see craft created from the heart that has purpose, uniqueness and love channeled into it.



Our classrooms are the outdoors, The Chicken Shed Studios, at Craft Education and a hand built cob barn (built on our Natural Build Course in 2012) as our outdoor classroom.

We also manage the Shippon Artists Studios on the Dartington Estate - seven studios with artists practice ranging from ceramics, printmakers, paper, bookbinding and textiles and regular events and workshops including The Ideas Lounge which is open to everyone.

We are located on the edge of Northwoods at Schumacher College on the Dartington Estate. Come visit, make yourself a cup of tea, have a chat, play ball with 'The Bear' and make something amazing.

<https://www.dartington.org/whats-on/classes-and-courses/crafted-dartington/>

Call of the Wild in partnership with Wildwise

An 8 month process of developing our capacity to be a mentor for nature connection is an adventure that's full of potential opportunities, challenges and possibilities. The programme nurtures the skills and tools to navigate this journey and bring your leadership potential out into the world, supported by experienced professionals, a community of practice and a connection with the natural world itself.

For more information please see

<https://www.schumachercollege.org.uk/courses/short-courses/call-of-the-wild-2017>

7.3 Short Courses

From the outset, Schumacher College has run a full and diverse programme of short courses throughout the year, bringing to Dartington a generation of internationally renowned and respected intellectual pioneers, including James Lovelock, Fritjof Capra, Paul Hawken, Gunter Pauli, Rupert Sheldrake, Meg Wheatley, Arne Naess, Vandana Shiva and many others. In an important sense, Schumacher College can be said to have helped propel such figures to international recognition, being among the first educational centres to provide a platform for such innovative, 'out-of-the-box' thinking.

Courses, which are usually one to two weeks long, cover a wide variety of topics, reflecting the proud inter-disciplinary heritage of Schumacher College. Participants on a course exploring Gaian science, for example, can find themselves sharing a dinner table with those on another course diving into re-imagining the design of our money systems or exploring how natural design principles could inform the evolution of technology or organisational forms. It is precisely in such fresh and unexpected meetings of minds that much of the charm and transformative power of the Schumacher model resides.

If you would like to book on a short course during your Masters programme, please speak with your Programme Coordinator. It is not a good idea to miss teaching sessions related to your programme, or to fill your study weeks with other activities; study weeks are designed to be times of reflection and focus on writing your assignment between modules, and a lack of attendance on your main course could be detrimental to your final award. We realise that some students see benefit in some of the courses offered and it is your responsibility to make a decision, having taken the views of your Faculty Coordinator/Module Leader's into consideration. Short courses are booked online or with the Short Course team for the full cost of the course as advertised, although when living on-site, the accommodation fee is not charged.

Details of upcoming short courses can be found here

<http://www.schumachercollege.org.uk/courses/short-courses>

7.4 Schumacher Worldwide

Our world-wide learning courses integrate cutting edge interactive e-learning technology, with facilitated residential intensives to integrate both a high academic standard, and deep experience learning. This integration of e-learning with intensive residential periods is called 'blended' learning.

Schumacher Worldwide networks with Partners and likeminded individuals wherever they may be. Worldwide currently has 3 strands: Strategic Partnerships, blended learning, and the virtual worldwide network for connecting, collaborating and peer learning.

Strategic Partnerships

Our active Strategic Partners are the Centre for Gross National Happiness in Bhutan, and the Institute for Rural Reconstruction in China. With the Centre for Gross National Happiness we run the Right Livelihood Programme. With the Institute for Rural Reconstruction the focus is on comparative understanding and research on transition East and West: towards an ecological civilisation; a course of a similar title will launch in 2017. For further information please speak to Julie Richardson (Julie.Richardson@schumachercollege.org.uk).

Blended Learning

Our Blended Learning Certificate is one mechanism we have to support our Alumni to share and contextualise their learning appropriate to country and culture. Alumni are supported by the College to run their own Blended Learning Certificate. The College provides online learning materials, a virtual learning environment and access to teachers and promotion. For further information please speak to Philip Franses (Philip.Franses@schumachercollege.org.uk)

Worldwide Network

Once you have completed your course of study, you will become one of our cherished College Alumni; joining many thousands of people who have passed through the College as postgraduate students, short course participants, course leaders and facilitators, and scholars. We keep in touch through social media and our monthly newsletter than goes to upwards of 8000 readers; and from Autumn 2017 you will be able to link with them through the Worldwide Network.

All participants will be invited to join the Network and relate to our alumni and friends worldwide. For further information please contact Laura Whitehead (Laura.Whitehead@schumachercollege.org.uk.)

Further information on Schumacher College's World-Wide Learning Programme can be found here: <http://www.schumachercollege.org.uk/courses/world-wide-learning-courses>

7.5 Earth Talks

On mid-week evenings, the College often opens its doors to the public for talks and presentations. Earth Talks are generally offered by guest presenters at the College who are teaching on short courses. In some cases, especially where speakers have a strong international profile, the talks are transferred from the College to the Great Hall at Dartington. Talks can be found:

<https://www.youtube.com/user/schumachercoll>

Schumacher College archive

This consists of audio and video recordings going back 25 years. Here you will find early recordings of individuals such as James Lovelock, Arne Naess, Brian Goodwin, Fritjof Capra, Vandana Shiva and many more.

<https://www.schumachercollege.org.uk/resources>

Details of upcoming Earth Talks and other events can be found here:

<https://www.schumachercollege.org.uk/events>



Student Code of Conduct

Our College is a community in which each member has the right to work, study and live in an environment free from threat, harassment or distraction. There is an obligation on everyone to behave at all times in ways that respect the rights of others.

Should any issues arise, we hope that the nature of the community will allow issues to be addressed within it, and where more serious issues are raised that these are handled with the personal support of the Head of College.

For the Ecology and Spirituality MA programme we follow the the Student Disciplinary Procedures set by the University of Wales Trinity Saint David.

Health & Safety

Responsibility for Health and Safety on the Dartington Estate is managed by the Health and Safety Advisor, Mr. Nick Wadge. Responsibility for Health and Safety at Schumacher College is held by the Facilities Manager. If you have any concerns about Health or Safety please report these to the Facilities Manager in the first instance. If there is an immediate danger please dial Dartington Security Staff on: 01803 847032

Equality & Diversity

Schumacher College operates an inclusive policy on diversity, including wherever possible the provision of disability access. The College operates in accordance with the Dartington Hall Trust Equal Opportunities Policy.

Guest Policy

There are many people who wish to visit Schumacher College. We try to ensure that there are never so many visitors that the programmes running are in any way disturbed. If you wish to invite anyone to the College, please note the following guidelines:

- **Visiting times.** Guests may visit residents at the weekends, but preferably not during the week. However, if a guest does come during weekdays, it is important that they do not interfere in any way with College activities, so that the integrity and intimacy of the course experience is respected. Any guest visits, either at weekends or during the week, must be agreed beforehand with the College and is subject to availability.
- **Privacy.** Your guests should be entirely in your care, so that other residents are not imposed upon.
- **Course sessions and library.** Your guests may not have access to course sessions or to the library, but are welcome to Open Evenings and Earth Talks.
- **Meals**
Please check with the kitchen staff that there is space for your guest(s) before issuing an invitation for a meal. You then pay the Community Coordinator for any guests you have for lunch or supper. On occasion, it may not be possible to provide your guest(s) with a meal
- **Overnight guests**
All accommodation and meals must be paid to the administration team located within our Reception Office. Prices are as follows:
Guests in their own room: £35 per person bed & breakfast plus £5 for each lunch and/or supper.
Please note that prices may be subject to change.

9.0 Attendance

You are expected to take responsibility for your learning and attendance in timetabled sessions. In some modules if you do not attend consistently you may risk losing marks, either directly or by missing an assessed presentation or group activity. Any absence also affects your peers as it may disrupt planned group activities and limit the range of discussions. You will be expected to be available for every week of your residential module. Please ensure that holidays are only arranged outside of term and assessment commitments. Students who do not attend run a very high risk of failure.

If you are ill or otherwise unable to attend, you should send apologies to your tutor and ensure that you have caught up with the work.

10.0 Information regarding United Kingdom Visas and Immigration (UKVI)

10.1 Immigration and visas - Important information

All students from outside of the UK are strongly recommended to read the guidance provided at UKCISA, the UK Council for International Student Affairs, <http://www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Student-immigration-the-basics>. This site provides very useful information and advice.

Please note: Schumacher College is a Higher Education provider (H.E) and University of Wales Trinity Saint David is a Higher Education Institution (H.E.I),

Students needing visas who are in receipt of this Handbook will have already acquired their visa, or will likely be waiting to receive it. This section is therefore not intended to provide comprehensive information on Short- Term Study Visa policy and/or the application process for acquiring a visa.

If you are from outside the EU the college will need to check that you hold the correct visa that permits study in the UK. Copies of your visa and passport will need to be checked and stored by your college at enrolment, and there may be other processes connected with immigration compliance that you will be expected to follow. For further information please contact the Postgraduate Office: postgradadmin@schumachercollege.org.uk

If you have any immigration queries after you arrive at the College please contact the University of Wales Trinity Saint David's international office (<http://www.uwtsd.ac.uk/international/applications-and-admissions/immigration-and-visas/>) by e-mailing: int.compliance@uwtsd.ac.uk. Further information can also be found at:

UK Visas and Immigration <https://www.gov.uk/government/organisations/uk-visas-and-immigration> or UKCISA (www.ukcisa.org.uk).

If a student needs to make a telephone call to receive help or advice from UKVI, the University of Wales Trinity St David International Office or UKCISA while at the College, they are welcome to use an office telephone and are encouraged to ask any member of staff.



UK Visas and Immigration Contact Centre

Telephone: 0300 123 2241

Monday to Thursday, 9am to 4:45pm

Friday, 9am to 4:30pm

Website: <https://www.gov.uk/contact-ukvi/overview>

Please note: Ongoing responsibilities. Under the rules of UK Visas and Immigration (UKVI), Schumacher College is obliged to record daily student attendance and absences; notifying the UKVI of any ongoing absence, or withdrawal of sponsorship of a student. It is an important requirement your sponsorship that you comply with any contact points requested by the College. Please keep the College informed as to your movement, both within the UK and beyond.

We kindly ask you to notify the Postgraduate Administration team as soon as possible of any change of address, travel plans, and of your final departure date from the UK.

Student and College compliance with UK Visas and Immigration (UKVI).

Schumacher is obliged to:

- Record daily student attendance and absences; notifying the UKVI of any ongoing absence, or withdrawal of sponsorship of a student.
- Keep up to date and accurate addresses, contact details and travel plans of each visa student.
- Provide a record demonstrating your ongoing progression.

Students have a responsibility to:

- Attend each teaching session. If unable to attend, a note must be made to the tutor who can mark the absence appropriately on your record.
- Keep the Postgraduate Administration office informed of any changes that may affect your visa compliance.
- Keep the Postgraduate Administration office informed of all changes of address.
- Hold a Residential address(es) for the duration of studies in the UK.
- Comply with the rules concerning Police Registration (if applicable) including, but not limited to informing them of a change of address (within 10 days).

10.2 Short-Term Study Visas – Working or volunteering in the UK

Students studying at Schumacher College who have entered the UK on a Short-Term Study Visa are not permitted to work or volunteer whilst in the UK.

10.3 EEA or Swiss National

If you are an EEA (European Economic Area) or Swiss national, you are entitled to enter the UK freely and have automatic right of residence for up to three months without needing to demonstrate that you are exercising a right of free movement (or right to reside), for example, to study or work.

Thereafter, you must be in the UK exercising a right to reside. Once you have enrolled you will have the right to reside, provided you meet the requirements around having comprehensive sickness insurance (CSI). The European health insurance card (EHIC) is acceptable evidence of CSI and can only be obtained from your country of residence, therefore please obtain this before you travel to the UK. For more information on CSI, exercising your right to reside and right of permanent residence, please visit the UK Council of International Student Affairs website, <https://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Staying-in-the-UK-as-a-student>.

10.4 Registering with the Police

Some International Students from outside the UK may also need to register with the local police. If this is the case you will be advised within your visa or passport paperwork and will have to register within 7 days of arrival.

Our local police station providing this service is in **South Street, Torquay, Devon, TQ2 5AH.**

We hold a copy of the registration paperwork in the Postgraduate Administration Office so that you can complete it prior to your visit. Further information can be found here: <https://www.gov.uk/register-with-the-police>

It costs **£34.00** to register with the Police and some money to travel to the local Police Station in Torquay (about 10 miles East of Totnes). A train journey to the Police Station will cost between **£4.70** and **£7.60**.

- The Police station will be open for registration between 0800 hours to 1900 hours 7 days per week. No more than 4 students should attend at any one time and the best time to go is between 1300 hours and 1700 hours. When you go to the police station, it will save you time if you fill in as much information as possible, in advance, on the Police Registration form and take it with you.
- **Please make sure that you have all of the following with you, otherwise you will not be able to register.**
 - 2 passport-sized photographs
 - Passport
 - Your Biometrics card
 - Offer letter from the University
 - Documentary evidence of how you are funding the course and/or a receipt for any payments already made.
- **Please have the correct money available** - the registration fee is £34 and must be paid in cash
You must report to the Police within 7 days of any of the following changes:
 - change of address
 - change of University
 - change of marital status or birth of children
 - extension of stay granted by the UKVI
 - change of passport
 - temporary absence of 4 weeks or more from registered address.
- Sometimes the police official may ask to retain your passport but this will be returned to you usually within 10 days. It is likely that you will need to return in person to the Police Station to collect it.



- **If you need to update your Police Registration Certificate with any of the changes**, you must visit Torquay Police Station to do so. Please follow the instructions above.
- **If you go to stay at another address for more than 4 weeks** you will need to register at the nearest Police Station to your new address. You will need your Passport and Police Registration Certificate. Registering with the police is an important procedure, and if you are in any doubt about what you need to do, you should ask the Postgraduate Administration team.

When you finally leave the UK you must return the Police Registration Certificate to Torquay Police Station, South Street, Torquay, Devon TQ2 5AH. You are advised to send this by registered post.

If you have been staying at another address, and registered with the local Police Station there and are finally leaving the UK from that address, then you will need to return your Police Registration Certificate to them.



Schumacher College

Schumacher
College

Dartington

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www.schumachercollege.org.uk