

Staffordshire University Faculty of Computing, Engineering and Technology

Joint Awards at Stoke FCET

Student Handbook

**Computing
Multimedia Systems
Information Systems
Internet Commerce
Data Analysis**

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Date of Update: August 2006**

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INTRODUCTION

This handbook is presented in two parts. Part One provides information about the Award you have enrolled on while Part Two provides generic information which may be useful throughout your study at Staffordshire University.

PART ONE

The Faculty website provides lots of information which may be useful to you, it can be found at the following address:

<http://www.fcet.staffs.ac.uk>

You can find up to date details of timetables, assessment deadlines, tutors, modules and this handbook. All modules you are enrolled on should have information on Blackboard <http://blackboard.staffs.ac.uk> (log in with your university username and password). In some cases module notes will be provided via the module webpage <http://gawain.soc.staffs.ac.uk/modules/modules.htm>

Joint Awards

There are many different joint awards, they consist of two separate halves as listed in the University Prospectus. Each half is delivered by a separate Faculty on the Stoke site. One of the Faculties will be nominated your home school, that is the one which ultimately looks at your grades and assigns your final classification of degree. Your records will be kept up to date at this Faculty and it is the one that you will probably have more correspondence from.

Whether your award is a Bachelor of Arts (BA) or Bachelor of Science (BSc) will depend upon the combination of the two halves, for example Geography when combined with Computing is a BSc but when combined with Information Systems is a (BA).

Joint awards are generally considered more difficult than a single award, this is because they combine sometimes very different subject areas. Different subjects may emphasize different skills; for example Computing is fairly practical, you write lots of reports based upon research and you do a number of presentations while Geography requires you to write essays and debate issues. Employers often consider joint graduates to possess a wider range of skills and knowledge than a single honours student, however, this may be at the expense of a wider range of knowledge in each area because it is impossible to put the same subject content in a joint as a single award.

It is possible to put more emphasis on one of the halves later in the award by doing more core modules in that subject, this is termed a Major (the other subject would become Minor). If you consider a Major you should be aware that you may not be able to enter a PGCE Secondary teaching qualification focused on a Minor subject (i.e normally at least half of your award must be in the teaching subject).

Students generally complete an Honours award but an Ordinary award is also defined for each half, this is reflected in the number of credits which are gained after 3 years of full-time study.

A sandwich degree has a placement between years 2 and 3. It is possible to do a sandwich degree on a Joint award, although it may be difficult to find an appropriate position in industry. The Faculty has a Placement Office which will help you should you wish to gain experience in industry.

Overview of Joints offered by the Faculty of Computing, Engineering and Technology

Half awards are offered in the following subjects:

**Computing
Multimedia Systems
Information Systems
Internet Commerce
Data Analysis**

Overall Structure

For the sandwich Bachelor awards the normal structure is four years with a two year programme studied at the University, followed by a one year industrial placement, and then a final year at the University. For the non-sandwich Bachelor awards the normal structure is three years studied at the University. Students may complete the award in part-time mode as long as they observe the structure.

A module is a unit of study with defined learning outcomes, curriculum and assessment. The module definition is found in the module specification for the module. Each module has a number of CATS points (Credit Accumulation and Transfer Scheme points), associated with it. CATS points are not grades, but a measure used within many Universities to allow students not only to transfer to other Awards within the University but also to transfer to another University. CATS points are often known by the simpler name of credits.

A single module is worth 15 Credits and notionally requires 150 hours of learning activity to complete. This learning activity being divided between time for class contact hours with staff, independent study and assessment. The number of allocated learning hours

rises in proportion to the number of Credits attributed to a module at the rate of 10 hour per credit. All modules are multiples of the basic unit of 15 Credits. So for example, a double module will be worth 30 Credits and will have a learning time of 300 hours. Further details are given in the Undergraduate Modular Framework Regulations.

The general structure of a Joint award has modules cores defined by each half. This handbook only deals with FCET halves, you should be given details of the other half by the other Faculty.

A level of study indicates the academic level at which study is to be undertaken – Certificate level (module level 1), Intermediate level (module level 2) and Honours level (module level 3). Normally a level corresponds to one year of study for full-time students. For full-time students this is normally 120 credits per year. The 120 credits is made up of core module from each half, specific options from each half where you are given a choice of perhaps 1 of 5 and, in addition, 15 credits must to be taken in the general option slot, either as a further specific option module or as a general option module. The general option slot permits you to choose from a list of modules, some of which are outside the subject discipline of computing or your other half (e.g. some business modules or modern foreign language modules may be available as general options). This is to allow you to broaden your knowledge and skills base if you wish by taking some supplementary studies in addition to your main subject area. More specifically a **General Option** slot is where modules can be chosen from either,

- a) the full list of Applied IT Degree Scheme modules at the relevant level, provided the modules have not already been taken and any module specific admission requirements are met

Or

- b) the modules on the University General Option list, again provided the module has not already been taken and any module specific admission requirements are met.

If you study part-time then you will take 2 (or more) years to complete a level of study, although you cannot take more than 4 years per level and 8 years in total for an honours degree. Please see the Undergraduate Modular Framework Regulations for further details.

The industrial year of the programme follows level I and normally requires the completion of 48 weeks in relevant supervised work experience. The placement is represented by a placement module which is core to all the sandwich awards in FCET, however, the industrial placement module is 0 credit rated and does not contribute to the classification of an award, although it must be passed for the award of a sandwich degree.

Individual Award Structure and Content

Each Award has its own individual structure. In the following pages details will be given of the individual award structures. You can obtain details of all modules referred to in the following diagrams by logging into the Faculty of Computing, Engineering and Technology home page on the Internet - www.fcet.staffs.ac.uk

1. BSc (Hons) Computing

Level

1

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level

2

Study Period 1	Networked Computer Systems	Object Oriented Methods	Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Other Subject	Other Subject	General Option

Level

3

Honours

Study Period 1	Specific Option	Specific Option	Other Subject	General Option
Study Period 2	Specific Option	Other Subject	Other Subject	General Option

Level

3

Ordinary

Study Period 1	Specific Option	Other Subject
Study Period 2	Specific Option	Other Subject

Computing Major**Level****1**

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Networked Computer Systems	Specific Option	Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Object Oriented Methods	Other Subject	General Option

Level**3****Honours**

Study Period 1	Specific Option	Specific Option	Other Subject	General Option
Study Period 2	Specific Option	Specific Option	Other Subject	General Option

Computing Minor**Level****1**

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Networked Computer Systems	Other Subject	Other Subject	General Option
Study Period 2	Object Oriented Methods	Other Subject	Other Subject	General Option

Level**3****Honours**

Study Period 1	Specific Option	Other Subject	Other Subject	General Option
Study Period 2	Specific Option	Other Subject	Other Subject	General Option

2. BSc (Hons) Internet Commerce

Level

1

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level

2

Study Period 1	E-Commerce	Developing Server Applications	Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Other Subject	Other Subject	General Option

Level 3

Honours

Study Period 1	Developing E-Commerce Applications	Specific Option	Other Subject	General Option
Study Period 2	Java for the World Wide Web	Other Subject	Other Subject	General Option

Level 3

Ordinary

Study Period 1	Developing E-Commerce Applications	Other Subject
Study Period 2	Java for the World Wide Web	Other Subject

Internet Commerce Major**Level****1**

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	E-Commerce	Developing Server Applications	Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Other Subject	Other Subject	General Option

Level**3****Honours**

Study Period 1	Developing E-Commerce Applications	Specific Option	Other Subject	General Option
Study Period 2	Java for the World Wide Web	Specific Option	Other Subject	General Option

Internet Commerce Minor**Level****1**

Study Period 1	Software Development	Fundamentals of Computer Networks	Other Subject	General Option
Study Period 2	Publishing for the World Wide Web	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	E-Commerce	Developing Server Applications	Other Subject	General Option
Study Period 2	Other Subject	Other Subject	Other Subject	General Option

**Level
3****Honours**

Study Period 1	Developing E-Commerce Applications	Other Subject	Other Subject	General Option
Study Period 2	Java for the World Wide Web	Other Subject	Other Subject	General Option

3. BSc (Hons) Data Analysis

Level 1

Study Period 1	Business Systems Analysis, Design and Construction	Other Subject	Other Subject	General Option
Study Period 2		Quantitative Tools for Computing	Other Subject	General Option

Level 2

Study Period 1	Relational Database Systems Development	Spreadsheet Modelling Techniques	Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Other Subject	Other Subject	General Option

Level 3 Honours

Study Period 1	Spreadsheet Automation with VBA	Specific Option	Other Subject	General Option
Study Period 2	Survey Design and Analysis	Other Subject	Other Subject	General Option

Level 3 Ordinary

Study Period 1	Spreadsheet Automation with VBA	Other Subject
Study Period 2	Survey Design and Analysis	Other Subject

Data Analysis Major
Level

1

Study Period 1	Business Systems Analysis, Design and Construction	Quantitative Tools for Computing	Other Subject	General Option
Study Period 2			Other Subject	General Option

Level

2

Study Period 1	Relational Database Systems Development		Other Subject	General Option
Study Period 2	Applied Research Methods and Professional Development	Spreadsheet Modelling Techniques	Other Subject	General Option

Level

3

Honours

Study Period 1	Spreadsheet Automation with VBA		Other Subject	General Option
Study Period 2	Survey Design and Analysis		Other Subject	General Option

Data Analysis Minor
Level

1

Study Period 1	Business Systems Analysis, Design and Construction	Quantitative Tools for Computing	Other Subject	General Option
Study Period 2			Other Subject	General Option

Level
2

Study Period 1	Relational Database Systems Development	Other Subject	Other Subject	General Option
Study Period 2	Spreadsheet Modelling Techniques	Other Subject	Other Subject	General Option

Level
3 Honours

Study Period 1	Spreadsheet Automation with VBA	Other Subject	Other Subject	General Option
Study Period 2	Survey Design and Analysis	Other Subject	Other Subject	General Option

4. BSc (Hons) Information Systems

Level 1

Study Period 1	Business Systems Analysis, Design and Construction	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2		Other Subject	Other Subject	General Option

Level 2

Study Period 1	Relational Database Systems Development	Other Subject	Other Subject	General Option
Study Period 2	Information Systems Organisation & Management	Applied Research Methods and Professional Development	Other Subject	General Option

Level 3 Honours

Study Period 1	Perspectives in Systems Analysis and Design	Specific Option	Other Subject	General Option
Study Period 2	Specific Option	Other Subject	Other Subject	General Option

Level 3 Ordinary

Study Period 1	Perspectives in Systems Analysis and Design	Other Subject
Study Period 2	Specific Option	Other Subject

Information Systems Major**Level****1**

Study Period 1	Business Systems Analysis, Design and Construction	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2		Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Relational Database Systems Development	Specific Option	Other Subject	General Option
Study Period 2	Information Systems Organisation & Management	Applied Research Methods and Professional Development	Other Subject	General Option

Level**3****Honours**

Study Period 1	Perspectives in Systems Analysis and Design	Specific Option	Other Subject	General Option
Study Period 2	Specific Option	Specific Option	Other Subject	General Option

Information Systems Minor**Level****1**

Study Period 1	Business Systems Analysis, Design and Construction	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2		Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Relational Database Systems Development	Other Subject	Other Subject	General Option
Study Period 2	Information Systems Organisation & Management	Other Subject	Other Subject	General Option

Level**3****Honours**

Study Period 1	Perspectives in Systems Analysis and Design	Other Subject	Other Subject	General Option
Study Period 2	Specific Option	Other Subject	Other Subject	General Option

5. BSc (Hons) Multimedia Systems

Level

1

Study Period 1	Software Development	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2	Introduction to Multimedia	Other Subject	Other Subject	General Option

Level

2

Study Period 1	Developing Interactive Multimedia	Other Subject	Other Subject	General Option
Study Period 2	Applied Human Computer Interaction	Applied Research Methods and Professional Development	Other Subject	General Option

Level 3

Honours

Study Period 1	Advanced Multimedia Systems	Specific Option	Other Subject	General Option
Study Period 2	User Interface Design and Modelling	Other Subject	Other Subject	General Option

Level 3

Ordinary

Study Period 1	Advanced Multimedia Systems	Other Subject
Study Period 2	User Interface Design and Modelling	Other Subject

Multimedia Systems Major**Level****1**

Study Period 1	Software Development	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2	Introduction to Multimedia	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Developing Interactive Multimedia	Specific Option	Other Subject	General Option
Study Period 2	Applied Human Computer Interaction	Applied Research Methods and Professional Development	Other Subject	General Option

Level**3****Honours**

Study Period 1	Advanced Multimedia Systems	Specific Option	Other Subject	General Option
Study Period 2	User Interface Design and Modelling	Specific Option	Other Subject	General Option

Multimedia Systems Minor**Level****1**

Study Period 1	Software Development	Publishing for the World Wide Web	Other Subject	General Option
Study Period 2	Introduction to Multimedia	Other Subject	Other Subject	General Option

Level**2**

Study Period 1	Developing Interactive Multimedia	Other Subject	Other Subject	General Option
Study Period 2	Applied Human Computer Interaction	Other Subject	Other Subject	General Option

Level**3****Honours**

Study Period 1	Advanced Multimedia Systems	Other Subject	Other Subject	General Option
Study Period 2	User Interface Design and Modelling	Other Subject	Other Subject	General Option

Employability

The Scheme aims to foster the knowledge and skills necessary to maximise your employability. It does so in line with the Universities Employability policy. It addresses employment and career development skills in the level I Applied Research Methods and Professional Development (covering such topics as recruitment processes, interviews, and career planning).

All students on a sandwich award undertake a mandatory period of industrial work experience, where the student is expected to engage in professionally valid work. This is usually during the third year, following completion of level I studies. This is normally a salaried year, the company employer paying any such students for their work. During this period, considerable experience of the practical application of the theoretical topics underpinning the various awards is obtained. This direct and responsible experience of work greatly enhances your employability. You are expected to reflect upon that experience to enhance your general as well as specific employment skills. The process of finding a placement involves you in the completion of CVs, applications, interviews and the whole employment selection process, thus providing excellent experience ahead of the final year.

Alternatively, if you do not want to do a placement but feel that you need some industrial experience, you may be able to do the Work Experience Module. This is a level H module but effectively is a mini placement which you do during the break between level I and level H. It will involve you working on a real project in a real work environment.

The final year project may be one which has been wholly or partly commissioned by an external agency, which either you have found yourself or via a member of staff.

Volunteering

One way in which you can improve both your general skills and your CV is by becoming involved in some form of voluntary work. This not only helps other people, but helps you as well. The University is committed to helping you improve your skills and is also committed to supporting socially beneficial activity. To this end the University has 2 modules that can be taken as general options:

AIM25313-1 Volunteering: Action and Experience

AIM25316-2 Volunteering: Action and Experience

These modules allow you to gain credit for the volunteering activity and your reflection upon that activity. For more details see the module description website

<http://www.staffs.ac.uk/current/student/modules/>

Entrepreneurship

The University is aware that some of its students would wish to start their own business on leaving the University. The University wishes to support this aspiration as far as it can and therefore offers a number of business modules which may be taken as general options which explicitly address enterprise skills and knowledge.

BLB10085-1 Enterprise for Non-Business Learners

BLB10086-2 Enterprising Management

BLB10006-3 Strategic Entrepreneurship

For more details see the module description website

<http://www.staffs.ac.uk/current/student/modules/>

Personal Development Planning (PDP) within the Scheme

Personal Development Planning (PDP) is a set of activities and an approach to your studies which the University wants to encourage all students to engage in. Essentially, it encourages you to reflect on your life and career goals and expectations, in order to analyse what skills and knowledge you need in order to accomplish those goals. It encourages you to try to integrate your academic studies with the rest of your life and aims to try to help you appreciate the relevance and context of your studies. It also will try to help you become equipped with the set of skills that will help you take a more proactive approach to your life and the place of academic study and lifelong learning within it.

You will first encounter Personal Development Planning (PDP) during induction when you will be given a brief talk, meet your personal tutor, take the Motivated Strategies for Learning Quiz and be given your PDP handbook.

At level C it involves various meetings with your personal tutor, individually and as a group. It is essential that you read your PDP handbook and do the exercises in the book before you attend the meetings as this is what will form the basis of discussions in the meetings. The meetings will also allow you to discuss any personal and academic issues you may have with regard to your studies. You can also discuss any issues with your Level Tutor if you prefer.

At level I, the Applied Research Methods and Professional Development module explicitly requires you as part of your developing professionalism, to reflect upon your career/life goals and what actions and learning objectives you need to pursue in order to facilitate the achievement of those goals. You will also be expected to attend another meeting with your personal tutor.

In the industrial placement there is an explicit requirement to reflect upon the placement experience and relate it to your personal development. Finally, the project supervisor's role in the final year will include facilitating your reflection upon your development in the final year ahead of progression into employment, research or training.

Your other half will also offer PDP experience.

Award Support

Personal Tutors

You will be assigned a personal tutor in your first year. In your industrial placement, another tutor will visit you and act as your personal tutor. In your final year, your project supervisor will become your personal tutor. Sometimes, of course, these may be the same person, but it is felt to be important for you always to have someone who is in close contact with you and therefore who knows you very well. You will be able to discuss your problems with your personal tutor who will be aware of your progress and provide advice and support when necessary.

Level Tutors

Each Level has a Level tutor who is responsible for the management and control of that Level. He/she will monitor the progress of all students within the Award level and therefore needs to be kept informed of any difficulties encountered during each semester. If you are ill or have extenuating circumstances which prevent you from attending classes, completing an assignment or sitting an exam, it is vital that you complete an Extenuating Circumstances form, it may also be advisable to talk to your Level Tutor to make them aware of the situation. If you need any special requirements for examinations or tests, the Level Tutor should be informed as soon as possible so that appropriate measures may be taken.

Joint Management Team

		E-mail	Room	Telephone
Award Director	Andy Jones	a.e.jones@staffs.ac.uk	B176	01782 294915
Level 1 tutor	Lesley Drumm	l.e.drumm@staffs.ac.uk	B180	01782 294281
Level 2 tutor	Joy Harding	j.e.harding@staffs.ac.uk	B173	01782 294023
Level 3 tutor	Helen Shaw	h.e.shaw@staffs.ac.uk	B173	01782 294160

Communication

1. Email

You should check your student email regularly (at least once per week, preferably more often) as this is the main method used to communicate with you. Please note that email will normally be sent to your student account and you should ensure that you delete old messages as if your quota becomes full, messages cannot be delivered.

2. The Award Notice Board

Award notices, results, room changes, etc., will be displayed on the Award notice board, which is located in the Brindley Building on the First Floor. You should check the notice boards regularly. Additional notices may be displayed on the screen by the Faculty Office.

3. Post Trays

Outside B173 are a set of post trays. Generally messages are sent via e-mail but if that is not possible, messages will be left in these post trays.

Special Needs

If you have special needs requirements concerning assessment then you should be assessed by University Welfare Services who will then inform the Faculty's examination administrator, Richard Allies, who are based in the Award Support Office. You should note that it is **your** responsibility to ensure that you have been assessed by Welfare Services for any special needs that you may have.

You also have an obligation to take responsibility to ensure that your special needs requirements are taken into account for all appropriate assessment. This means keeping in touch with the Faculty's examination administrator.

Opportunities for flexible transfer to other Awards in the University

The Faculty of Computing, Engineering and Technology offer a number of awards in computing and computing related fields as well as awards in technological areas that may be of interest to students who have broadly technical interests. It may become apparent that you have made a mistake in your choice. You may feel that an award with greater computing coverage would suit you better, or one that focuses on various media technologies and their application, or you need something with more substantial low level electronic hardware content. In these cases you may be able to transfer to an award in the Applied IT Degree Scheme or Computing Degrees Scheme or to one of the awards in the technology or engineering areas offered by the Faculty. If you feel that you may have made a mistake over the general area of study, then you are advised in the first instance to **contact your Personal Tutor or Level Tutor** who can then discuss with you various options for transfer to other awards, should you wish to do so.

Learning

The University and the Faculty of Computing, Engineering and Technology, as a whole are mindful of the demands being made by a large number of students and increasingly diverse cohorts.

The University has a policy aimed at ensuring that you have opportunities to develop the study skills and outlook necessary to support your currency with the subject studied throughout a future career. The University teaching and learning strategy aims to create a resource based learning environment, with an emphasis on student opportunity for learning rather than simple directed teaching. Each student is a partner in the learning experience, and is expected to take responsibility for his/her study. As a result the Faculty sees the role of lecturer as a learning facilitator.

The resource based approach to facilitating your learning is enhanced by the availability of on-line learning facilities such as Blackboard or websites. Both of these are already used extensively across the Faculty.

You are encouraged to undertake independent learning to extend the material presented. The value of self-gained knowledge and understanding is emphasised, both as an essential skill/practice for life (lifelong learning) and as an expectation on computing professionals (continuing professional development).

The following are points to be considered by you:

- always remember - learning is about you doing things, not having them done to you
- manage your time - get yourself to the right session at the right time
- use and look after learning materials and bring them to the appropriate sessions - replacements are not always available
- get used to using the library and other learning resources, independently
- if you don't understand something - ask
- please respect staff privacy - they may operate an appointment system
- be flexible in your thinking

The University will provide :

- a learning environment that is appropriate for each module
- feedback on your work
- guidance and direction in your studies
- advice on study techniques
- support with your use of educational resources and materials
- help in pointing you in the right direction if you have personal problems
- all round support for your growth as an independent learner
- a variety of methods of course presentation

Throughout all your studies, you will be introduced to differing study skills. Special care has been taken in the design, particularly of the Level C modules, to ensure you are provided with the right foundation for you to take advantage of all methods of delivery, assessment and study.

Study Skills

This Handbook cannot act as a manual on study skills. However, the following books are recommended to you:

Rowntree, Derek, **Learn How To Study: A Guide for Students of All Ages**, Time Warner Paperbacks, 1998, ISBN: 0751520888.

Cottrell, Stella, **The Study Skills Handbook**, Palgrave Macmillan, 2003, ISBN: 1403911355.

Organisation of Independent Study Time

Each module has a total number of learning hours associated with it. For a 15 Credit module this is 150 hours (it is worked out at 10 hours per credit). These learning hours are intended to give an indication of the total number of hours that are likely to be involved in studying and completing the assessment for a given module. However, some of you may need to spend more time than the hours indicated (some may spend need to spend less), largely depending on your prior familiarity and level of competence with the skills and knowledge required as an admission's requirement for the module, or actually covered by the module.

Out of this total learning hours some of the hours will have been allocated to class contact (lectures, tutorials, practicals, etc.). However, the bulk of the learning hours will be given over to independent (non-class contact) learning activity (which includes assessments and preparation for them). It is up to you to plan the time available and allocate appropriate amounts of time to the various activities you must do for the module.

Example time allocation:

The following is intended to be an example of how you could allocate time among the different activities for a typical 15 Credit module (with 36 hours of class contact at 3 per week, 50% assignment, 50% 2 hour exam). However, the exact allocation of hours is dependent upon you and the module you are taking.

Total learning hours = 150 hours. Subtracting 36 hours for class contact, gives 114 hours for independent activity. 2 hours is given to the exam, leaving 112 hours which you need to allocate between,

- i) exam preparation;
- ii) assignment completion;
- iii) weekly lecture/tutorial/practical preparation, reading and exercise completion.

Please note that in the following **work hours** are taken as hours of productive work and not total elapsed time between starting and finishing some task e.g. coffee, meal, comfort and relaxation breaks and breaks for any other activity are not included.

You could allow 48 work hours in total for the weekly work on the material covered in the lectures, tutorials, practicals for that week – associated reading, note-taking, completion of tutorial/practical exercises, etc. This gives you 4 work hours to be spent each week (in addition to the class hours) working on the material being covered that week. This leaves 64 hours for the assessment. This could be divided into 32 work hours of exam revision (= 4 ½ days of full-time work on revision) and 32

work hours spent on the assignment (= 4 ½ days of full-time work on the assignment).

There is of course a trade-off in the allocation of time between the various different activities. To a large extent if you decide not to give much time to the weekly lecture/tutorial/practical material, then your level of understanding of the material will be much poorer when it comes to the revision for the exam. This would require you to spend many more hours in exam revision to achieve the same level of preparedness as you would have achieved had you spent some significant proportion of your time on the weekly work. Similarly, the completion of the assignment activities would normally be facilitated by having achieved a foundation of knowledge, understanding and skills in the weekly work. Thus, if you were to allocate 0 hours to the weekly work in addition to the class contact time, then it may be possible that you would need to spend an additional 24 work hours on revision for the exam (= almost 3 ½ days of full-time exam revision) and 24 work hours on the assignment (= almost 3 ½ days of full-time assignment work) in order to achieve the same level of exam preparedness and assignment completion as under the allocation of time given above as an example. Given the limited total time available, it is likely that there would be insufficient actual time available for you to complete either the exam preparation or assignment work to a standard that you might otherwise be capable of. **Thus time spent on lecture review and doing associated reading, completion of weekly tutorial/practical exercises and note-taking are all very well worth activities.**

Also it should be noted that **attendance at timetabled classes** is not only a requirement placed on you by a regulation of the university, but it is also very time-effective. If you attend a lecture for example, then subsequent review of the lecture and reading associated with it will be much easier than attempting to understand the lecture notes/slides without having attended the lecture. It will probably take you more than 1 work hour to achieve the same level of understanding as someone who has attended the lecture. Thus non-attendance at classes is actually only increasing your total workload.

Preparation for examinations and tests

Apart from ensuring that you allocate sufficient time for exam/test revision (see previous section), there are a number of other activities you would be well advised to do in preparation for the exam:

- Attend any revision classes and take due note of any information and advice given.
- Make sure you understand the format of the exam and conditions under which the exam is to be taken i.e. how many questions of various types you are expected to complete, exam length, any materials you are allowed/provided with or not allowed e.g. calculator or mathematics equation sheet, etc.
- Find out when and where the exam is to be held and produce a revision timetable and stick to it.
- Read through the lecture notes, tutorial/practical work and any model answers that might have been provided in order to make sure that:
 - you understand the content of the lectures, tutorials, practical work, etc. If you don't understand then you will need to do additional work with background reading and asking colleagues and members of staff for additional explanation.

- make revision notes of your own which re-expresses the content of the module in your own words – these may be very summary if you understand the concepts covered very well. Remember the revision notes should cover the tutorial work as well as the lectures.
- Review your revision notes regularly ideally until you no longer need to consult them i.e. you can run through the revision notes accurately without looking at them.
- Do not become discouraged if you do not understand something the first time you look at it. It is very common that something will need to be reviewed several times before you understand it.
- Try to explain some idea/concept to another person or even to yourself. Does it appear to make sense the way you have explained it? If it doesn't then you probably need to do some more work on your understanding.
- Try and relate what has been covered to other things you already understand.
- Obtain and work through any past papers if you can hold of them – it is best to do so only after you have done some revision.
- Work through the tutorial exercises without looking at any model answers to see if you can solve them for yourself. If you can't then you need to extra work until you can.
- Try and make up your own exam paper – think of possible questions that could be asked and try to produce a marking scheme (how many marks to be given for each point someone might correctly cover/explain in an answer). Then try and answer your questions. You can do this under exam conditions and then check your answers i.e. mark them for yourself. See how you do. Then revise further your weak points.

Coursework submission

Assessment takes many forms, e.g. a piece of coursework, an essay, a multi-choice test, an examination, a presentation, a demonstration etc. To discover what type of assessment is planned for a particular module, you will find the detail in the module specification. It will also tell you the weighting of coursework and examination. Please make sure that you read through the assignment/coursework specification very carefully so that you know exactly what is required from you for the assignment. If you have any queries then ask the module leader of the module.

Assessments are timetabled and the hand-in date is not normally negotiable. Strict hand-in procedures exist for any coursework which has to be submitted. Late submission is not allowed. If you hand-in a piece of coursework late, it will automatically be given 0. Should you feel that you have a valid reason for not being able to hand your work in on time, you should inform your module and level tutors, complete and submit an extenuating circumstances form available from the Faculty Office and submit your assignment if appropriate, within 10 working days of the original deadline if this is possible.

You will need to fill in a standard assessment hand-in/feedback sheet which you will need to sign to indicate that the assignment does not breach the University regulations on plagiarism and academic dishonesty. This will be handed in with your assignment. You, in general, must hand-in a hard copy of the assignment in a specified folder and an electronic copy (this will be retained by the University for audit purposes). Modules may have different hand-in procedures so it is always worthwhile checking on the assignment specification to make sure that you have handed in as

required. The standard assessment hand-in/feedback sheet will also normally be used by staff to return feedback on your work to you. Your actual assignment work (not normally tests or exams) will either be handed back to you during normal classes (where the work is submitted during the first 9 weeks of a teaching block) or at a special hand-back event organised after the end of the relevant teaching block and any associated assessment processing period. You will be given information about the organisation of these events by the Faculty staff at the appropriate time.

Due to the flexibility of choice of modules at each level, it is not always possible to balance the hand-in dates of all assessments, however, the Level Tutor may have some control particularly with core modules. If you have a problem, inform your Level Tutor as soon as you can.

Not all modules require examinations, so make sure you are aware of those that do. It is your responsibility to be aware of where and when they occur.

Faculty Office
Assignment Submission Times
Monday – Thursday 9am – 5pm
Friday 9am – 4.30pm

Some of the information given above is specific to FCET, it would be wise to check procedures with your other half as they may be slightly different.

University Undergraduate Modular Framework Regulations

All Awards at Staffordshire University are regulated by a set of rules, common across all Faculties. The rules are set out in the Staffordshire University Undergraduate Modular Framework Regulations available at:
www.staffs.ac.uk/current/regulations/academic/index.php).

Additional Faculty Rules

In order to achieve a pass in a module it is necessary to receive a minimum of 20% (grade point 2 standard) in each component of assessment of that module. Achieving < 20% in any component of assessment will result in a fail grade point being recorded (a grade point 3 if the aggregate mark is $\geq 40\%$). This obviously means that it is important to ensure that you make a good attempt at every assessment for a module. You will **not** be able to omit an assessment or do very little towards an assessment in the hope that your aggregate mark will give you a pass in the module.

The reason this policy has been introduced is so that we can ensure that, as far as it is practically possible, students who pass a module will have achieved the learning outcomes of the module, at least at the standard of a compensatable pass.

Extenuating circumstances

If you have had difficulties completing an assessment for reasons of illness or other incapacity which is supported by medical evidence or other authenticated good cause, then you should complete an extenuating circumstances claim form. These forms are available from the Faculty Office. The claim will be considered by a Panel, but your claim will be dealt with anonymously to ensure fairness in the treatment of students. You will be informed in writing of the decision of the Panel.

Please note that there are deadlines associated with the submission of claims for extenuating circumstances. These should be available from the Faculty Office.

If your claim for extenuating circumstances is rejected, then the results from the assessment will stand on the basis of whatever work you actually handed-in by the hand-in date or the work produced during the test or exam, etc. If your claim for extenuating circumstances is upheld, then that information will be given to the appropriate Assessment or Award Board when they consider your results. These Boards may make various decisions as a result of your extenuating circumstances being upheld. You have the right to re-take the assessment again as if you had not failed/missed the earlier attempt. The Boards may make an estimate of the result you might otherwise have attained and they may offer you that as your result rather than re-taking the assessment. There are other things that could be done, but the previous 2 are the most common.

Plagiarism and academic dishonesty

Academic dishonesty, in plain terms '**cheating**', is taken very seriously at Staffordshire University. **The penalties** for academic dishonesty are severe, reflecting the seriousness of the offence.

Academic dishonesty includes

- plagiarism,
- misconduct in examinations, e.g. use of crib sheets, copying from or communicating with a neighbour,
- collusion (as opposed to collaboration),
- bribery,
- commissioning,
- any other form of cheating to gain an unfair advantage.

Plagiarism, the most common form of academic dishonesty, means presenting someone else's work, without acknowledgement of the source, as if it were your own work, whether intentionally or not.

Examples of plagiarism are:

- use of more than a single phrase from another person's work,
- summarising another person's work by simply changing a few words,
- copying diagrams, photographs, pictures, graphs, tables etc.,
- copying work from the internet,
- copying work from books, journals, etc.
- copying computer programs
- copying work from other students without proper referencing.

Plagiarism also includes

- allowing your work to be copied by another student,
- submitting a piece of work which has previously been assessed at this university or any other institution as if it were new work.

By committing plagiarism or other form of academic dishonesty you are not cheating Staffordshire University, you are cheating your fellow students and ultimately yourself! If you gain your degree by cheating you will have to continue cheating afterwards to maintain your credibility, possibly for the rest of your life. Your aim in attending university must be to learn and gain knowledge, skills and understanding, not just to gain a piece of paper.

To avoid committing plagiarism you will need to learn how to reference work correctly. The following website gives information and examples on how to avoid unintentional plagiarism and how to reference properly.

http://ec.hku.hk/plagiarism/content_brief.htm

Appeals

You have the right of appeal against the decisions of the Award Boards in accordance with regulations, there is a time limit of 5 working days after the publication of the results within which to lodge your intent to appeal. If you wish to make an appeal, then you should consult with your Level Tutor who will give you more advice and any relevant documentation.

Attendance and Authorised Absence

Your attention is drawn to the General Regulations for Students, requiring you to formally notify the University of absences due to sickness, and to attend all lectures, tutorials, practicals and seminars and at any other time required by the University. In particular, you should study the regulations which give the University the right to withdraw you from your Award for reasons of poor attendance.

Applied IT Modules

A full list of modules including all core and computing option modules for this Scheme are available at <http://gawain.soc.staffs.ac.uk/modules/modules.htm>

Module specification for all modules can be found at <http://www.staffs.ac.uk/current/student/modules/>

PART TWO – STUDENT GUIDE

Introduction

This part of your Award Handbook is for you to use as a reference point during your time in the Faculty of Computing Engineering and Technology at Staffordshire University.

It tries to answer many of the questions you may have during your time here and tells you where you can get more information and further guidance and support. You should also make use of the Faculty Office and the University Information Centre - ground floor of the Beacon Building Stafford and on the first floor of the Flaxman Building Stoke - where staff are available to deal with any queries you may have.

Section 1: Who's Who in the Faculty

The Faculty Office

The Faculty Offices are on the 1st floor of the Octagon Building (Stafford) and the 1st floor of the Brindley Building (Stoke) and should be your first port of call if you have any queries or problems relating to the Faculty or if you are unsure of how to deal with other queries. The contact details of the University Services for students are listed in Section 3. The Faculty Office comprises a team who are responsible for supporting students and academic colleagues within the Faculty. You'll get to know some of the staff quite well as it is here you'll hand in your module registration forms and assignments.

The Faculty Office can help with:

- Modules
- University regulations
- Information about your study here: award and module records, local and home address information, etc
- Any changes to your award or programme of study
- Registration events for level 2 and level 3 study

It is important that you get to know staff in the Faculty Office as they are responsible for keeping all the information on your period of study accurate and up-to-date.

In particular, make sure that you:-

- Check your e-mail account regularly for any information or queries sent to you by Faculty administrators or by academic staff. This means your university e-mail account – not your personal one!
- Always let the Faculty Office know of any changes in your contact details. This includes mobile numbers as well as home and term addresses and any landline telephone numbers. It really is important that we know how to get in touch with you.

- Always ensure that the Faculty Office is aware of any changes you make to your academic profile (modules/award) by completing the appropriate module amendment/award transfer forms.

Opening Times

Monday - Thursday	9.00 am - 5.00 pm
Friday only	9.00 am – 4.30 pm

Please feel free to call into the Faculty Office between these times. All queries, no matter how small or large, are welcome as they ensure that your records are always correct – and this does prevent delays or difficulties in confirming results at the end of each Academic Year. And if you have a problem which the Faculty Office can't help you with, it usually knows somebody who can.

The Faculty Management Team

The Dean of Faculty

- At the head of the Faculty is the Dean, Professor Mike Goodwin

Faculty Academic Directors

- Mike Goodwin is supported in running the faculty by 3 Faculty Academic Directors:
- Dr Mike Hamlyn, Teaching and Learning (C236, m.g.hamlyn@staffs.ac.uk)
- Professor Adrian Low, Research and Enterprise (K232, a.a.low@staffs.ac.uk)
- Ms Liz Thursfield, Recruitment (C240, e.thursfield@staffs.ac.uk)

Programme Areas

The Faculty of Computing Engineering and Technology is divided into four Programme Areas, each managed by a Programme Area Manager:

- Applied Computing Programme Area Manager – Carol Greswell
- Applied Technology Programme Area Manager – Gordon Bancroft
- Computing Systems Programme Area Manager – Tracy Lewis
- Entertainment Technology Programme Area Manager – Peter Hoornaert

Awards Managers and Award Leaders

Groups of Awards within Programme Areas are managed by Award Leaders

- Your Award Leader is always your most important point of contact for any information relating to your programme of academic work at Staffordshire University.

Section 2: Administration

Each academic year, you will need to complete some formal procedures including enrolment with the University and Faculty and module registration.

Enrolment

Your first task when you arrive at the University will be to enrol as a student of Staffordshire University. You will be asked to complete an enrolment form (full or part-time, depending on how you're studying). This may be pre-printed which you will have to check or blank for you to fill in. Once you have completed this, it will be signed by one of the tutors who has special responsibility for you during the induction process. This is Stage 1. You will complete Stage 2 with other students from the Faculty and at this point you will be issued with your student card.

Student Card

This one card is also your Library card and Students Union card; if you lose it, a first replacement will cost £5.00. If you lose your second card a further replacement costs £7.00. Any subsequent cards will cost £10.00 each. You can be asked to produce it at any time and will need to do so as a means of identification for examinations.

Data Protection Act

Throughout your time at the University, we will gather data about you, from your initial application to us, through to your graduation and beyond. When you enrol, you will be asked to sign a consent form for the release of data under the Data Protection Act 1998. This is to allow us to disclose information to prospective employers or other universities. This consent will remain in perpetuity unless, at any time, you tell us that you wish to withdraw your permission.

We have a responsibility under the Act to ensure that your data is kept safe and secure and is as up-to-date as possible. We will rely on you to tell us when certain data changes, e.g. term-time address, home address, name, etc.

The data we gather will be used in accordance with our registration under the Data Protection Act 1998. We have a statutory and legal requirement to supply some of the data to third parties, such as the higher Education Funding Council for England, the Higher Education Statistics Agency, Social Security, your Local Education Authority (to allow us to claim tuition fees, for instance), the Student Loans Company, and the Police (in connection with potential criminal offences). Under our registration we are able also to pass your data to other named categories of third parties such as the Students' Union (to enable you to have membership), your term-time Local Education Authority or Borough Council (to enable you to claim exemption from Council Tax), our Alumni Office, and Professional Bodies. This list is not exhaustive.

Sometimes, particularly as you get to the end of your course, prospective employers or other universities could contact us to verify details about you, such as your assessment results and degree classification, your attendance record, or to ask for a reference. We will only provide this information if you have explicitly agreed for us to do so (see paragraph 1 above). If you have not given your consent to disclosure, we will require you to contact us directly to give permission to release the information, or require that the third party sends us a statement from you agreeing to the disclosure.

Obviously, this can be very time-consuming - and could jeopardise your chances of a job.

If, at any time, you wish to object to the accessing, processing or disclosure of your personal data, you can do so in writing to:

Bernard Shaw
University Data Protection Officer
Staffordshire University
College Road
Stoke-on-Trent
Staffordshire ST4 2DE

Module Registration

You would normally be expected to study a total of 120 credits for each level of your award. This will give you an overall total of 360 credits at the end of level 3 which is the amount you need to be considered for the award of your honours degree. Each year you will need to register for your modules. There are 3 types of module:

- Core – you must take these modules. The information provided to you for module registration will indicate to you which modules on your award structure are core, together with their credit rating.
- Award-specific Option – you make your module choice from a group of options specifically associated with your award. Again, the information provided to you for module registration will indicate to you which modules are included in the specific option list for your award, and your award structure will show you how many credits of specific options you need to choose.
- Non-Specific (General Credit) Option – these are modules which you can take from any subject (and from any level) provided you can fit them into your timetable. The Faculty produces its own directory of modules which you can take as General Credit. There are also, however, some useful modules available offered by other Faculties. Details of all the programmes available can be found on the University's web pages (go to <http://www.staffs.ac.uk/modules/options/>).

Your award structure will show you how many general credit options you may choose. Note that you may also choose further options from the award specific option list as your general credit opportunity. Nothing hangs on this – except at Level 3, where the number of specific credits studied can, in certain cases, affect the classification of your award. It is a good idea, therefore, to check the University Undergraduate Framework Regulations (http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm45-7188.pdf - see especially Section 1.6.2), and to discuss your module choice with your tutors, before registering for your Level 3 modules.

Level C (Certificate of Higher Education, Year One)

In your first week, you will be asked to choose the modules you want to study in the first year of your award. Before you make your choices you will receive a talk from your Award/s Manager to help you. If you are following a joint or combined Honours

award, you will have 2 subject talks as appropriate. The times of these talks will be in the Induction Week Programme.

On some awards, nearly all your modules will be core modules and therefore the only choices you will have to make will be your non-specific (general credit) option modules.

Registering for your first set of modules is one of the most important things you do during your first (induction) week at the University. Your tutors will help you to do this, and will help you to construct your timetable for both teaching blocks (Teaching Block I, before Christmas; Teaching Block II, after Christmas).

You will use a module registration form to record your core, specific option and general credit modules. Your personal tutor, Level Tutor or Award Leader will check that you have done this correctly, will sign the form, and will either return it to the Faculty Office (reception) themselves, or ask you to do this.

This piece of paper is very important – it allows the Faculty's administrators to establish your academic profile on our electronic data management system (THESIS+).

So you do need to inform the Faculty Office if you change any of the modules you originally registered for (see below 'Amending Your Module Choices')

Levels I (Diploma in Higher Education, Year Two) and H (Honours Degree, Year Three)

If you are a continuing student, the Faculty will have sent you a reminder before enrolment of what module choices you made in the previous April. You should check this for accuracy, and for conformity with the requirements of your Award. If in any doubt, see your Level Tutor and/or contact the Faculty Office. If you did not complete your module registration during April 06, you must rectify this as a matter of priority when you return to University. See your Award Leader for advice and guidance.

Then, toward the end of Years One and Two, usually around Easter, you will be asked to make your module choices for the next year of your award. The process will be very similar to that you experienced in your first year.

Amending Your Module Choices

Sometimes you may wish to change the modules you chose originally. To do this, you will need to collect a module amendment form from the Faculty Office. You also need to obtain the signature of the tutor whose module you are leaving and the one whose module you wish to join. The form must then be signed by your Award Leader before handing it in to the Faculty Office via Reception.

If you do not complete the paperwork, your student profile will not be correct and it may be that we are unable to process your results properly at the end of the year. You may, for example, be told by the Faculty Office that you have failed, and must therefore resubmit work for modules you never actually took – and similarly that you have not got credit for modules that you in fact completed.

At Level C, any changes you make to your choice of modules must be made within 3 weeks of the start of module. At Levels I and H, the time limit is 2 weeks.

It is your responsibility to ensure correct enrolment on 120 credits for the year's study, if you are Full time, and it is ultimately your responsibility to ensure that these modules are the appropriate ones, as specified by your award structure, for the award you are registered for.

If you have any queries regarding any of these matters, staff in the Faculty Office, your Level Tutor or your Award Leader will be pleased to help.

Changing Awards

The Undergraduate Modular Framework is designed to be flexible, and it may be possible for you to change award.

The possibilities of change, however, are not unlimited. Tutors need to satisfy themselves that you have met, or will be able to meet, the learning outcomes of your new award. Generally, the earlier in your career as an undergraduate you make the decision to change award, the easier it is. By your third year, it is much more difficult. In any event, your personal tutor, Level Tutor or Award Leader can advise.

It is worth noting that a change of award may be the only progression route available to you should you fail for the second (and final time) one of the core modules on your original award. If you find yourself in this situation, make your way as soon as you can to the door of your Level Tutor or Award Leader.

Welcome to University Programme

You will be given information about the Welcome to the University Programme during induction week. Activities will involve the Faculty and also some of the very important services, such as Finance, which the University provides. It is important that you attend all the induction sessions so that you have all the information to help you succeed in your studies.

If you are unsure about what you should be doing during the Welcome to the University Programme, consult any of the subject tutors who are introduced to you from the Monday onwards or the Faculty Office.

Post

Unfortunately, the Faculty is only able to deal with internal mail for students. You should not give correspondents the Faculty's address because we cannot guarantee your receipt of anything that is sent to you via Royal Mail. Always use your term or home address for any correspondence likely to come to you via snail mail from external contacts.

Amendments to Personal Details

It is important that you notify the Faculty Office of any changes to your personal details such as your home or local address, your name, or your landline or mobile telephone number. Notification of your end of year results, or of any referral requirements, will be sent to the home address we have on file. *Please tell the office if you will not be there over the summer and want your results sending elsewhere.* Your certificate will bear your name as it appears on your student record.

Registration with a General Practice

It is essential to register with a General Practice in the Stoke/Stafford area in order to ensure access to medical help if you become ill. The process can be completed by taking your medical card to the local GP of your choice and asking to register. A list of local GPs can be obtained from the Student Health Service. If you wish to register with either of the General Practices offered to students you can do this during Arrival Weekend or during their normal working hours. Contact details for the Student Health Service can be found in Section 3.

Award and Module information

Tutors will tell you where notices will be posted for your award and for the modules you are taking.

General notices

Increasingly, tutors and the Faculty Office are using email as the main way of distributing information, so it is very important that you check your student email account regularly and get rid of old messages to ensure that emails are delivered to you (if your email quota is full, you will not be able to receive messages). Emails will normally be sent to your student email account not your personal one.

**IT IS ESSENTIAL THAT YOU CHECK NOTICEBOARDS AND YOUR
STUDENT E-MAIL ACCOUNT REGULARLY**

Section 3: Services for Students

We want you to enjoy your time here and understand that you will need information and advice from the University Services for students in order to support you with your studies and your future careers. We have in place services and support which you can call on to discuss your needs or to seek support with a particular problem.

Services are delivered at two levels: specific services for students provided by the University, and those provided at Faculty/subject level for students in Computing Engineering and Technology Section 5 summarises the support and opportunities available to you which relate to enhancing your employability.

University Services

- University support is delivered by;
- Accommodation Office
- Employability and Student Support
- Financial Services
- Information Services
- Student Administrative Services
- Student Guidance Officer
- Students' Union

Accommodation Office/Residences

For information and assistance regarding University managed Halls of Residence and private sector housing contact:

Email – accommodation_stoke@staffs.ac.uk or accommodation_stafford@staffs.ac.uk

Contact: Stoke 01782 294217/8/9 1st Floor, Flaxman Building.

Contact: Stafford 01785 353563 Stafford Court, Beaconside

Employability and Student Support

- **Careers & Employability Service**
 - The service holds information from employers offering job opportunities, work experience and vacation work at home and abroad, information from professional bodies, postgraduate study, reference books, videos and careers software.
 - sessions with Careers Advisers
 - Enhances the employability of students
 - Open 9.00am - 5.00pm Monday to Friday at Stoke & Stafford Campus.
 - careersS@staffs.ac.uk www.staffs.ac.uk/uniservices
 - Contact: 01782 294991. Stoke: Cadman Building
 - Contact: 01785 353233 Stafford: Information Centre, Beacon Building.

- **Childcare Service**
 - We can provide you with quality affordable childcare and education delivered by a highly qualified and experienced team.
 - Two registered nurseries offering care and education for children up to five
 - Stoke opening times: 8.00am–6.00pm (8.45-5.15 in the vacation)
 - Stafford opening times: 8.30am-5.30pm (9.00am-5.00pm in the vacation)
 - Please apply early to avoid disappointment.
 - e-mail: a.j.sherratt@staffs.ac.uk www.staffs.ac.uk/uniservices
 - Contact: Stoke: 01782 294981 or Stafford: 01785 353371

- **Counselling Service**
 - There is a core staff team of professionally trained counsellors
 - We offer one to one counselling in a supportive and confidential setting.
 - You can talk about anything affecting your academic or personal life.
 - We can refer you to other sources of support where appropriate.
 - Open 9am – 5pm Monday – Friday (including vacations)
www.staffs.ac.uk/uniservices
 - Contact: Stoke: 01782 294977 4/5 Winton Square, Station Road.
 - Contact: Stafford 01785 353302, Ground Floor, Beacon Building.

- **Disability Advisory Service**
 - The service provides a range of information, advice and facilities for disabled students.
 - Visit www.staffs.ac.uk/uniservices
 - Help to apply for the Disabled Students' Allowance
 - Offers study needs assessments
 - Provides dyslexia support services & study support assistants
 - Contact: 01782 294977 Stoke - 4/5 Winton Square
 - Stafford: 01785 353302 – Ground Floor, Beacon Building.

- **Multi-faith Chaplaincy**
 - The multi faith Chaplaincy offers pastoral & spiritual support, advice & friendship for people from all faiths & none.
 - www.staffs.ac.uk/uniservices
 - Help in exploring issues of faith & spirituality with a place to meditate and pray.
 - A quiet place to spend time with friends
 - Information on places of worship and faith groups.
 - chaplains@staffs.ac.uk
 - Contact: 01782 294982, Faith House, Stoke,
 - Contact: 01785 353302. Ground Floor, Beacon Building, Stafford,

- **Student Health Service**
 - NHS Medical Services are available at Stoke & Stafford Campuses.
 - A variety of services including treatments for minor ailments and injuries.
 - Contraceptive advice, pregnancy testing and free condoms are offered.
 - There is a wealth of information available from the surgeries in the form of free leaflets.
 - Contact: Stoke 01782 747174 Federation House, Station Road.
Open: 9am-5pm Monday to Friday (Thursday until 12.30). **OR**
01782 212305/212066 Harley Street Medical Centre, Hanley, Stoke during vacations.
 - Contact: Stafford 01785 353570 Beaconside Health Centre,
 - Open 8.30-6.00 Monday to Friday (7pm on Monday & 5pm on Wednesday)

Financial Services

To pay your tuition and accommodation fees:

- Cashier's Office, Beaconside, Stafford
- Cashiers Office, Flaxman Building, College Road, Stoke.

Please also see Students Union Student Advice Centre for advice relating to debt and the University Information Centres for guidance on tuition fees.

www.staffs.ac.uk/services/financial

Contact: 01785 353342

Information Services

Information Services assists you with your learning by providing, managing and supporting integrated, open access learning, teaching, research, Library, IT, Network and all on-line services for all students and staff across all campuses at Staffordshire University <http://www.staffs.ac.uk/uniservices/infoservices/>

The Service also provides a range of support materials which will help you to enhance your 'information literacy'. Particularly useful in this regard are the website links to 'keyskills' <http://www.staffs.ac.uk/keyskills/> and <http://www.staffs.ac.uk/uniservices/infoservices/infozone>

Student Administrative Services – Information Centres

There are Information Centres at Stoke and Stafford. Staff are helpful and friendly and are trained to answer most queries or point you in the right direction for help. You can talk to us for help on many aspects of your student life.

Visit - www.staffs.ac.uk/informationcentre

Stoke: Flaxman Building, College Road, Stoke-on-Trent, Staffordshire ST4 2DE.

Stafford: Beacon Building, Beaconside, Stafford, Staffordshire, ST18 0AD

Contact: Stoke 01782 295705 Stafford 01785 353253

Student Guidance Officer

The University's Student Guidance Officer is based within the University Information Centre at Stoke and in Stafford on most Tuesday and Thursday afternoons.

Provides advice, guidance and information on a range of educational issues.

- [If you concerned that you have chosen the wrong course?](#)
- [If you are considering taking time out \(intermitting\) or leaving your course?](#)
- [Need advice on how to appeal against your examination results?](#)
- [Need advice on how to make a complaint?](#)
- [Need advice on submitting extenuating circumstances?](#)
- [If you are unsure how you will pay your fees or if you can pay in instalments?](#)
- [If you are unsure who to contact to arrange your student loan?](#)
- [Need special arrangements for your exams?](#)

Conducts exit interviews for those students who are taking time out

Visit: <http://www.staffs.ac.uk/current/student/guidance>

Email: n.j.gardener@staffs.ac.uk

Mail: Nicola Gardener, Student Guidance Officer, Information Centre, Flaxman Building, College Road, Stoke-on-Trent, Staffordshire, ST4 2DE.

Telephone: 01782 292768

Students' Union

Students' Union “Striving for the best experience for students”

The Students' Union is an organisation that is here to help you. We are responsible for providing a wide range of services that ensure your time at University is the best it can possibly be. <http://www.staffsunion.com>

Contact: Stoke 01782 294629 - Above the Ember Lounge, College Road.

Contact: Stafford 01785 353311 C Block, Beaconside.

- **Students' Union Information Centres**

The Students' Union Information Centres are the first point of contact for students, staff and visitors at the Students' Union. The centres provide information on a wide range of subjects and try to answer all questions posed to them.

Contact: Stoke 01782 294629 Students' Union building on College Road. Open from 9am to 8pm, Monday to Friday. Contact: Stafford 01785 353311 Students' Union Office in Block C, Open from 9am to 5pm, Monday to Thursday and till 4.30pm on Fridays.

Students' Union Student Advice Centre

The Students' Union Student Advice Centre is one of the core services operated by the Students' Union. Their work is directed by Student Officers and the service is student led offering:

- Free, independent and confidential advice to the student body.
- Up to date information on funding, benefits, housing laws, course regulations, legal matters etc
- The fully trained and experienced advisers are student specialists and the Service has been awarded the Community Legal Service Quality Kite Mark for Student Casework.

Contact: Stoke 01782 294469 College Road, Stoke On Trent, ST4 2DE,
Fax 01782 295736. above the Ember Lounge in the Student's Union
Open 9.00am till 4pm daily.

Contact: Stafford 01785 353311 Beaconside, Stafford, ST18 0AD, ,
Fax 01785 353599 Engineering Block Beacon Building. Open from 9.00am till 4pm daily. Email: sac@staffs.ac.uk

Faculty/Subject Level Services and Support

Personal Tutors

- All students will be assigned a Personal Tutor as soon as they arrive: they will remain in contact with you throughout your time here (although, depending on your particular award, tutorial responsibilities may be re-negotiated in your third year in line with arrangements for the supervision of dissertations and similar projects)
- Your Personal Tutor will help you through your Personal Development Planning by offering regular tutorials. You can discuss personal or academic issues with your Personal Tutor or your Level Tutor

Level Tutors

- Level tutors will help you with personal and academic issues related to your studies.

- They are responsible for the production of results letters and will arrange meetings with students who's results are a cause for concern. Either the Level Tutor or the module leader may contact you if your attendance is poor.

Student Representation

The Faculty is committed to obtaining feedback from students regarding the quality of their learning experience. We obtain your views in a number of ways including questionnaires and representation on Faculty committees.

- **SSLGs (Student Staff Liaison Groups)**

Meetings of the SSLGs are an effective way of monitoring the modular scheme in the Faculty and identifying and resolving any difficulties that may arise. Each subject area has a Student Staff Liaison Group which is chaired by the Award Leader.

New students will be asked in the first few weeks of being here to nominate representatives; representatives for Levels 2 and 3 will normally be organised in May of the preceding academic year. Students on each award will need to elect two representatives from each level. Training for this role is available from the Students' Union. We inform them of the names of elected representatives and they will contact you about the training events.

The SSLG for your award usually meets once during each teaching block, though at your request it can be convened more frequently. Its remit is wide-ranging discussion about your learning experience. If you are a representative you should discuss your experience of your award with other students working in the subject so that you can fairly reflect their views and should let your colleagues know how they can contact you.

- **Other Committees**

In addition there are a number of other Committees both in the Faculty and in the University as a whole, which have student members. Within the Faculty, as well as the SSLGs, there is the Faculty Board on which students have the right to representation.

The Faculty Board is the main Faculty committee, chaired by the Dean, which has formal responsibility for overseeing the running of the Faculty and its awards. Membership includes members of academic and non-teaching staff from the Faculty, representatives from other faculties, the Library and Information Technology Services, and student representatives.

If you are interested in becoming a student member of the Faculty Board, you should contact the Students' Union.

- **Other Feedback Mechanisms**

You will also be presented with a variety of other ways of giving feedback to your tutors and the Faculty/University about your overall experience. You will be able to talk, of course, to your personal or level tutor. You will find that subject tutors will ask you to evaluate your learning experience on their modules. You will be asked to

complete a questionnaire at the end of each module about your experience as a student on that module. In addition, the University conducts an annual 'Student Viewfinder' survey which seeks your views on all services.

Your views do matter – they are incorporated into annual quality assurance processes via 'course monitoring', and each Award and Faculty in the University is required to draw up an action plan on the basis of course monitoring reports which seek to address any issues which have adversely affected your experience as a student

Appeals, Complaints and Conduct

Where generic issues are concerned (for example, the resources available properly to support the delivery of a particular module have been in some way deficient), the appropriate procedure is to raise the problem via SSLGs.

Any issues that you are not happy about in relation to your individual experience, whether it be to do with the teaching you receive or as a consequence of administrative processes, can usually be resolved informally by consultation with a module tutor, or with your personal tutor, or with your Award Leader or Manager, or with the Faculty Office. Typical examples here might be that you have been unable to find a particular member of staff to obtain feedback on your assignment, or that the Faculty Office promised to return your telephone call and failed to do so, or gave you some wrong information, or failed to amend your record on THESIS+ in line with your written instructions.

In general, it is always a good idea to try to resolve issues informally. But where this has not succeeded, or is not appropriate, (for example, you want to appeal against the decision of an Assessment or Award Board or of the Extenuating Circumstances Panel, or you need to complain) then you always have the option of using the University's formal processes. You can access these formal procedures on the University website www.staffs.ac.uk. Appeals are called 'Procedure for Review of an Examination Board Decision' and can be found by following the link http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf. The Extenuating Circumstances procedure can be found at www.staffs.ac.uk/images/extenuating_cir_tcm-15855.pdf. You can also locate the Student Complaints Procedure at www.staffs.ac.uk/images/complaints_tcm68-15862.pdf.

You should note, of course, that the complaints procedure is a two way process. You have an obligation as a student, and as a member of the University community, always to conduct yourself in an appropriate manner. At the most general level, this means an obligation always to behave in a way which does not cause distress or anxiety to others. Your obligations in this regard are spelt out more clearly in the document 'Regulations: General Student' (7.1 to 7.12), which you can also access via the University website at www.staffs.ac.uk/images/generalstudentregs_tcm68-12714.pdf. Appendix 3 of this document indicates the disciplinary procedures which ensue should you abrogate the code of conduct

If you would like advice on how to appeal or make a complaint, please contact either your Personal Tutor, or for independent advice contact either the Students' Union Advice Centre or Student Guidance Officer.

Supporting Disabled Students

The University and the Faculty have embraced the implications of the Special Educational Needs and Disability Act 2001 (now effectively Part IV of the Disability Discrimination Act 1995), and of the Disability Discrimination Act 2005. We recognise that under this legislation we have a duty to anticipate the needs of any disabled student and to make reasonable adjustments to enable you to achieve the learning outcomes of your programme of study. The Faculty is participating in the University strategy to meet its obligations of promoting disability equality.

We want to make sure that, if you tell the University that you are a disabled person, we work together with you to meet your individual support needs. This is a shared responsibility between yourself and the University community and reflects our commitment to promoting equality for disabled people.

- **Faculty Support**

Within your Faculty, there are designated members of staff, Disability Officers, whose role it is to support you through the academic part of your programme. In relation to supporting your learning, they can deal with your day-to-day issues, provide advice and guidance and can help you in making additional arrangements. Your Disability Officers is Dr Robert Round.

To this end, subject tutors share good practice concerning teaching, learning and assessment issues which arise from working with disabled students. This is done via peer review of teaching and subject meeting discussions.

Information about your disability is circulated, provided you have consented to this, to relevant tutors, so that they are aware of any necessary adjustments which may need to be made to your learning environment. Our reference point here is the assessment and statement of your needs by Disability Advisory Service. This information is also important to your personal tutor, who will agree with your 'personal evacuation plan' in the event of any emergency.

You should use the Student Staff Liaison Group (SSLG) meetings as an important mechanism for reporting any instances where the 'reasonable adjustments' you require to achieve the learning outcomes associated with your programme of study have been found wanting. The Faculty also has representation on the University's Disability Forum, which shares good practice across the University and keeps itself informed of strategic issues as they arise.

Obviously you can also consult your Personal Tutor or the Faculty's Disability Co-ordinator if you need further advice or guidance

- **Disability Advisory Services**

The Disability Advisory Service will work with you to ensure that the most comprehensive support package available to meet your individual needs is fully explored. We take our duty to make reasonable adjustments on your behalf seriously. Again, your responsibility is to work with us to achieve this and, if you haven't already done so, you should contact the Disability Advisory Service immediately. We can help you with some or all of the following:

- Support with your application for Disabled Students' Allowance and other sources of additional funding
- In conjunction with your Faculty, making individual examination and assessment arrangements
- Provision of information, advice and guidance on any disability related matter
- Negotiating specialist support if you have a sensory or mobility impairment
- Screening and diagnostic assessment for dyslexia
- Referral to other organisations, where appropriate

This list is not exhaustive; if you are not sure of something or it isn't mentioned above, contact the Disability Advisory Service for advice:

Telephone on: 01782 294977 (Stoke Campus) 01785 353302 (Stafford Campus)

Minicom: 01782 294564 Text to: 07766520358 e-mail to: e.l.jones@staffs.ac.uk

By post to:

Disability Advisory Service
4/5 Winton Square
Station Road
Stoke on Trent ST4 2AD

or by calling into the Disability Advisory Service in Stoke between 9 – 5 Monday to Friday.

- **Students' Union**

The Students' Union is also very active in supporting disabled people. They recognise your right to participate fully in all aspects of University life. For Further information, contact the Students' Union direct or join the Disabled Students' Association.

We realise that many disabled people have no wish to disclose their disability or do not recognise their impairments as a disability. We would, however, encourage you to disclose to us in order that the University can fully meet its' obligations. We also recognise that you may feel that you do not need support. The University has made many anticipatory changes to its facilities and practices and will continue to do so in order to remove the barriers experienced by disabled people. We need your help with this. If you wish to become involved in any way, please contact the Disability Advisory Service.

You can contact the Student's Union: In person at any of the Students' Union Offices or by telephone on: 01782 294469 (Stoke campus) 01785 353311(Stafford Campus)

Section 4: Teaching Learning and Assessment

Attendance and Absence

Attendance for all **formal teaching** is **compulsory**. On some occasions, owing to illness or other commitments, your absence may be unavoidable. All tutors recognise this, and on such occasions you should have a word with the tutor concerned rather than to assume that no-one has noticed. If you cannot contact your tutor, you should leave a message with the Faculty Office.

Longer periods of absence due to illness will be covered by a sick note from your GP. In these cases you might need to claim extenuating circumstances (see below) in relation to your learning and assessment. Discuss this with your module or personal tutor. Your doctor's note will be a key piece of evidence required by the Extenuating Circumstances Panel in considering your claim.

The University regulations state that after four consecutive absences any tutor may exercise discretion in to withdrawing you from a module, in the absence of a valid reason such as illness.

The University has a legal obligation to inform Local Education Authorities of students whose attendance or academic progress is not satisfactory, and payment of monies may be terminated. It is important that you discuss any difficulties with your Level Tutor or Personal Tutor at an early stage so that you do not find yourself in this position.

Lectures and Seminars

Most lectures and seminars start on the hour. Although they are timetabled for an hour, the tutor will aim to finish after 50 minutes in order to allow you time to get to your next session. If tutors do not finish classes at ten minutes to the hour, do remind them to do so – and also raise this at SSLG if the problem persists.

Assignments

- **Minimum Mark Requirement for Assessments**

The Faculty requires that in order to pass a module, you must obtain a minimum mark of at least 20% on each component of assessment.

- **Deadlines for coursework**

You should check carefully the dates for the submission of any assignments you are required to do. If you have any queries, ask the module tutor concerned for clarification. Written assignments due in the assessment period must be submitted on or before the date you have been given by your Module Tutor. If you are unable to hand in a piece of work by the given date for a reason such as illness, you should talk to your tutor who will be able to advise you what to do (see 'Extenuating Circumstances' below)

The deadlines for the receipt of coursework will be stated in your module handbooks. It is important that you note that no coursework will be accepted after these dates unless there are extenuating circumstances (see below) and tutors cannot give

deadline extensions beyond these dates. If you are making a claim for late submission due to extenuating circumstances, you have 10 working days from the original deadline in which to hand in your assignment. If you hand in work beyond the 10 working days, it will normally be classed as a non-submission even if your claim is upheld.

- **Ethical Clearance**

In a few cases you will need to make sure that the work that you do for a particular module has appropriate ethical approval. This will only apply to cases where the activities you undertake to achieve the learning outcomes of the module involve research or work with other people where the issues of consent, confidentiality and the research participants' welfare are involved.

Normally, modules involving this kind of activity would only be available to Level 3 students where project or dissertation work or their equivalents is concerned.

In these cases your module tutor will ensure that appropriate ethical scrutiny of your project is undertaken before you have approval to begin work.

- **Handing in Your Assignments**

You will always be required to hand in written assignments relating to Faculty of Computing Engineering and Technology to the appropriate Faculty Office either in Stafford or Stoke. Instructions for the submission of practical assignments will be included in the relevant module handbooks.

It is your responsibility to ensure that you submit assignments on time and at the appropriate place.

Written assignments to be submitted to the Faculty Office should have stapled to them an *assignment receipt form*, available from the Office.

Please ensure that you fill in *all* sections, particularly the module title and tutor's name before coming into the Office to have it stamped; space is at a premium and the Office is very busy on assignment submission days. Nevertheless, you are advised to plan to submit your work in good time on these days.

Note that assignments are marked anonymously, and that you are asked to fold and stick down the right hand flap of the assignment receipt form to conceal your name before handing in your work to the Faculty Office. This is an important tool in helping to safeguard the integrity of the assessment process. Anonymous marking, however, is usually confined to conventional essay type assessments, as with other kinds of assessment (for example, an artefact or presentation report or dissertation) the tutor would normally be aware of the author's identity.

If you have a problem with dyslexia, make sure that you ask for one of the yellow labels (available from Faculty Office) to attach to your work to signal to the tutor that the assignment needs to be marked on content and understanding rather than on syntactical and grammatical competence.

The form you will complete is in duplicate. It is most important that you use a biro so that both copies are marked. Having completed it go into the Office where a member

of staff will date stamp and sign both copies of the form and return one copy of it to you.

KEEP THIS SAFE! IT IS A RECEIPT, WHICH YOU CAN PRODUCE TO SHOW THAT YOU HAVE SUBMITTED YOUR ASSIGNMENT.

We would normally expect you to hand in your work in person, but recognise that this may not always be possible. If you are unable to hand in your written assignments in person, you can submit them via the post, using recorded delivery. This is important as should your work not arrive, we need to be able to find out what happened to it. All work which is submitted in this way will be dated according to the postmark.

YOU SHOULD ALSO NOTE THAT NO WORK WILL BE ACCEPTED WHICH HAS BEEN SENT BY FAX

Finally, it hardly needs to be said that it is always, of course, good practice to keep a hard or (backed up) electronic copy of any assignment you submit. Should the assignment you submitted get lost, then you will have the receipt to prove that you handed it in, and a copy to replace what has been lost.

Examinations and Class Tests

- **Class Tests**

If any of your modules are assessed either wholly or in part by class tests the tutor responsible for the module will inform you of the arrangements.

- **Examinations**

If any of your modules are assessed either wholly or in part by examinations at the end of semester 2 then the relevant timetable details will be posted in the Faculty as soon as these have been confirmed by the Examination Office.

It is your responsibility to make yourself aware of the date, time and venue for your examinations.

The University publishes a *draft* examination timetable in January which will be posted on the University's web pages. You should look at this draft timetable to see if any of your examinations clash. If they do, you must report this to the Faculty Office by the deadline given. After this deadline, the university will make any necessary changes and a final version of the timetable will be published in March. You must check this in case any changes have been made to your examinations.

- **Special Examination Arrangements**

If you have a medical or other difficulty, which might necessitate special examination arrangements, you should notify the Faculty Office well before the examination period, so that appropriate arrangements can be made. You should also ensure that you inform your Personal Tutor or Award Leader.

If you have undergone a formal assessment for a disability which indicates that special examination arrangements are required (for example, extra time or separate

invigilation or an amanuensis) then the examinations office will already have details of your requirements – but it is still always a good idea to check with the Faculty Office to make sure that the arrangements are underway.

Extenuating Circumstances

We recognise that there may be times when you are unable to complete work due to circumstances beyond your control e.g. personal illness or personal difficulties. If you find yourself in such a position, you must make a claim for extenuating circumstances (EC). This is a system operated across the University to ensure that all students are treated fairly.

Claim forms can be collected from the Faculty Office and once completed should be handed in to that office. The form includes full instructions on how it should be completed and what kind of evidence you will need to support your claim.

Note that there are only three types of claim which you can make:-

- **‘M’, for ‘mitigation’** which means that you were able to hand work in on time but its quality has been affected by your extenuating circumstances. If your claim is upheld you will be given a ‘further assessment opportunity’ i.e. you can submit the assessment again to try for a better mark.
- **‘L’, for ‘late’** which means that you are allowed an extra 10 working days (i.e. week days) to complete the assessment. If your claim is upheld and you submit your work within this time frame there is no mark penalty, but if you submit after the 10 days your work will be marked at zero.
- **‘N’, for ‘non-submission’** which means that your circumstances were such that you were unable to submit the work at all at this assessment point. If your claim is upheld you will then be required to submit your work at the next assessment point (May for teaching block I; August for teaching block II.) No mark penalty will be incurred.

You must claim either ‘M’ or ‘L’ or ‘N’ against EACH element of assessment for EACH module you want to include in your claim. Attention to this detail is very important if the Faculty’s Extenuating Circumstances Panel (ECP) is to make the correct decisions in relation to your claim.

If you experience difficulty in completing the form or with the process, please ask for advice in the Faculty Office, Students’ Union Advice Centre or from your Level Tutor.

The bases of any successful claim for EC are that:

- the circumstances affecting your assessment were **unforeseeable or unpreventable**
- you have provided evidence of these circumstances (e.g. a doctor’s note, a statement from a student counsellor or practice nurse, a crime number and police contact, a death certificate, or, sometimes, a supporting statement from your personal tutor)

Claims *likely* to be approved by the ECP include claims for sickness, personal or family issues (psychological, family illness or problems, relationship breakdown),

university IT problems, work obligations for part-time students and chronic medical conditions or disability.

Claims *unlikely* to be approved include claims based on holiday commitments, traffic problems, financial difficulties, ignorance of assessment deadlines, poor time management, problems with personal IT equipment, acute medical conditions outside the assessment period, failure to provide appropriate evidence, foreseeable or preventable problems, minor illness and poor IT practice (e.g. failure to 'back-up' work).

Always remember to submit your claim for extenuation by the due dates advertised by the Faculty Office. Claims submitted after these dates are only considered at the particular discretion of the Chair of the ECP.

All claims are considered by the Faculty's ECP. This is chaired by Gordon Bancroft, one of the Programme Area Managers, and only he and the administrator(s) preparing the information will know the identity of any students submitting a claim.

You will be notified in writing of the result of your claim. If you are not happy with the Panel's decision, we suggest that you contact the Faculty office in the first instance. If you still feel that the situation has not been satisfactorily resolved, then you can appeal in writing to the Dean of Students, Francesca Francis.

Teaching Learning and Assessment (TLA) and Disability

If you enter the University as a disabled student, or are assessed for a disability during your time as a student, a copy of your assessment is placed on your personal file, and the tutors with whom you come into contact will be apprised of your particular requirements (provided you have agreed to disclosure) in relation to TLA.

These details are circulated on a 'need to know' basis only.

If your statement indicates the need for special examination arrangements, you should contact the Faculty Office as soon as the draft examination timetable is posted.

If you are dyslexic, remember to ask at Faculty reception for a yellow sticker to attach to your coursework when you submit it. This sticker indicates to tutors that they should mark your work on content, knowledge and understanding rather than on your use of English.

Assessment

- **How is my work marked?**

Essays and exams are marked on a scale of 1-15: grades 4-15 are passes and 1-3 fails. A full explanation of the grades is contained on page 8 of the 'Academic Award Regulations: Undergraduate Modular Framework' (http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf).

Your Module Handbooks or information on Blackboard or the module website will provide you with *marking criteria* i.e. an explanation of what you need to do to achieve these grades in relation to particular kinds of assignments.

All conventional forms of assessment (examinations and essays) are marked anonymously.

Students' work at Levels 2 and 3 is also 'internally moderated' (sample second marked) as well as 'externally moderated' by a subject based 'external examiner' – always someone who is an expert in the field, and usually a senior academic at another university.

The external examiner is responsible for ensuring that the marking is appropriate across the range modules comprising a particular subject area, and that the standards achieved by students on those modules are comparable with those of students on similar awards at other universities, as well as with the level and subject benchmarks established at the national level by the Quality Assurance Agency (QAA) for Higher Education.

Assessment Boards, attended by the relevant external examiner(s), confirm the marks for all modules in particular subject areas. These Boards meet in February and June of each year.

The Award Board, which meets in June, as well as determining the date by which any other failed modules must be recovered (usually August, but it could be May of the following year if there are multiple fails), has some additional functions:-

- It can, if your profile of results is otherwise strong enough, compensate up to 30 credits of modules failed at Grade Points 3 and 2 per level (this means that your result for the module is recorded as a '4C'; you do not therefore have to resubmit any work)
- It determines the class of your degree if you are a final year student (see Section 1.6 and especially 1.6.3 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf for an explanation of how this works)
- It determines whether you have sufficient credits to progress as a full time student to Levels 2 and 3 (see here page 14 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf) and below 'Progression to the Next Level of Your Award'
- **Plagiarism**

Plagiarism is the use of the ideas and/or words of others without due acknowledgement. Plagiarism is an assessment offence, and carries major penalties.

In all work you must, of course, always avoid plagiarism. Plagiarism is defined in the University Regulations as: 'a candidate submitting the work of others as his/her own for the purposes of satisfying formal assessment requirements for coursework. ..' This regulation includes material from the Internet as well as library books and the work of other students. You must avoid the copying of another person's work without the use of quotation marks and/or acknowledgement of the source. Equally, summarising another person's work by simply changing a few words or the presentation without acknowledgement also constitutes plagiarism.

Guidance is available on avoiding plagiarism. Consult the KeySkills website (<http://www.staffs.ac.uk/keyskills/>) for details.

Within your Award, you will be also be given advice on how to reference works that you consult. The proper use of quotation marks and correct referencing of sources are the key defences to avoiding plagiarism.

We take a very serious view of plagiarism in the Faculty and if it is suspected there is a set process to be followed: The tutor suspecting plagiarism has occurred will consult with the Faculty Director for Learning and Teaching who will request the student concerned to attend for interview by the Faculty's Assessment Offences Panel.

At the interview the student concerned will be shown the source(s) from which the plagiarised passages in their assignment has been taken, and asked to explain how and why this occurred. Any student invited to such an interview may bring a friend or a representative from the Students' Union. If plagiarism is admitted the student will be asked to sign a declaration to that effect and the result will be reported to the Assessment and Award Boards and the Dean of Students / Academic Registrar. Where it is not admitted the case will be forwarded for the consideration of the Assessment Disciplinary Committee.

The Assessment Offences Panel will make a recommendation to the Assessment and Award Boards in relation to any penalties to be imposed for the offence, and any resubmission requirements. The Award Board, however, will take the final decision – on the penalty to be imposed and where a student's profile shows several offences, the Award Board may impose severe penalties.

For full details of the university regulations regarding the treatment of plagiarism, see the 'Academic Award Regulations: Procedure for Dealing with Breaches of Assessment Regulations: Academic Dishonesty' (http://www.staffs.ac.uk/images/academic_dishonesty_tcm68-12681.pdf)

- **What if I fail a module?**

You are allowed 2 attempts at any one module: i.e. the original attempt and one retrieval opportunity. At the discretion of the Award Board, you may be offered the opportunity to retake the module with attendance if, having made use of the first retrieval opportunity, you have still not passed the module. This discretion is very important where you have failed a core module for the second time, and the Award Board takes care to make the appropriate decision.

If you achieve an overall grade point of 3 or less for any module you may be **referred**. This usually means that you will be required to **resubmit** coursework or **resit** an examination (or both depending upon the assessment mode for that module).

Please note that you cannot pass a module unless you have attempted **all** of the assessment components. You will not be required to repeat any elements you have passed.

The conditions for retrieving a failed module will be confirmed by the Award Board, which will have access to your profile across all modules. The Award Board also has the power to compensate a failed module (see above), but this is discretionary and

depends upon many other factors. You should never *assume* that compensation will occur.

For more information about compensation, please see the 'Academic Award Regulations: Undergraduate Modular Framework' (page 12 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf)

If you are referred in any assessment then the maximum grade point awarded for that assessment will be 4. The overall grade point for the module will have an 'R' attached to show that it is a retrieved module. So if you there was only one piece of assessment for a module, the mark for the module, if your resubmitted work passed, would be recorded as a 4R. If a module had two pieces of assessment each weighted at 50%, and you had passed one element at a grade point 6, and had to resubmit the other element, the overall mark would show as a 5R.

However, if there are documented extenuating circumstances (see above) which explain the non-submission of coursework or non-attendance at an exam or poor or failing performance, then the Award Board may allow you either a chance to submit the coursework or take the exam without penalty, or a further assessment opportunity to improve your performance.

- **When can I retrieve a failed module?**

The Progress Review and Award Boards will set the date by which you are required to retrieve the fail. If you fail a module in the first teaching block, the Progress Review Board will ask you to retrieve this by the following May. If you fail a module in teaching block II, the Award Board (if it does not exercise its discretion to compensate) will ask you to retrieve this either mid to late August, or by May of the following year.

The exact dates will be on the University Calendar which is drawn up each year – and the Faculty Office will, anyway, inform you of the dates when it contacts you about your results and any referral recommendations. But when you are planning your activities for the year, including holidays, you are advised to keep these weeks in August free just in case you are referred in a module where you are required to take an examination.

If your final attempt to retrieve a failed module is not successful, you will fail the module. The Award Board may, however, at its discretion, offer you one final attempt, with attendance. This is particularly important where the module you have failed is a *core* module. If you do not pass any one of your core modules, you are no longer eligible for the award on which you are registered. Should you find yourself in the position where you have failed a core module for the second time and have not been allowed a third attempt, or have failed a core module for the third time, you should see your Level Tutor as a matter of priority to see if there are other possibilities, such as changing awards, which still might allow you to progress and achieve a degree.

If the module you fail is an *option* module, then you may choose to *replace* it with another option module (However, this will depend on availability and your timetable.) Award-specific option modules may only be replaced by modules from the Award Specific Option list, and if you fail all the modules in that list you will not be able to continue on your award.

If you replace a module, then you regain the 'lives' allowed, but if you do this, the maximum grade point you can achieve is 4 and this will be recorded as 4+ to indicate that it is a replacement module.

- **What if I am unable to meet the submission deadline for my coursework?**

Please see the section on 'Extenuating Circumstances' procedures above. You should note that your tutor cannot give you an extension to any deadlines.

Results

In the summer, your results will be posted on the Notice Board as soon as they have been confirmed by Award Boards and prepared for publication by the Faculty Office. Publication is done using student numbers rather than names in order to be compliant with the Data Protection Act.

In the summer, details of your results for the year will also be sent to your home address. You should notify the Faculty Office if this has changed from the home address on your enrolment form or if you would like your results sent to another address.

Please note: If you are classed as a debtor by the University, your results will be withheld until we are told by Finance that we can release them. This may mean that you will not receive details of referral work and this may impact on your progression to the next level of your award.

Collecting Your Work

Getting feedback from tutors on your coursework is a vital part of your learning. Once a module tutor has finished marking your work, and internal moderation has been completed, they will let you know that it is available for collection via the Faculty Office.

Progression to the Next Level of Your Award and Graduation

The following information is intended to give you a quick outline of the University regulations governing progression and graduation. It is not exhaustive and you are recommended to look at the University's web pages for a fuller explanation. See 'Academic Award Regulations, Undergraduate Modular Framework', page 14 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

- **From Level 1 to Level 2**
 - If you have passed 120 credits, you have successfully completed Level 1 and may proceed to Level 2.
 - If you have passed 90 or 105 credits (at least 75 of which are award specific credits), you may still proceed to Level 2 **BUT** must complete the outstanding 30 or 15 credits. Your results letter and profile you receive in the summer will tell you when you need to do these.
 - If you have less than 90 credits, or less than 75 award specific credits, you **CANNOT** proceed to Level 2 **UNLESS** you bring your credit total

to a minimum of 90 (including 75 award specific credits) during the resit period. Any remaining credits required to complete the 120 required for Level 1 would then need to be taken during the next academic year alongside your Level 2 modules.

- If you have either 90 or fewer than 90 credits you should **ALWAYS** discuss your situation with your personal tutor, who will advise you on the best way to proceed.

- **From Level 2 to Level 3**

- If you have a total of 240 credits from Levels 1 and 2, you have successfully completed Levels 1 and 2 and may proceed to Level 3.
- If you have a total of 210 or 225 credits from Levels 1 and 2 including all required award specific Level 1 credits and at least 75 award specific credits at Level 2, you may still proceed to Level 3, **BUT** must complete the outstanding 30 or 15 credits. Your results letter and profile you receive in the summer will tell you when you need to do these.
- If you have less than 210 credits from Levels 1 and 2 OR do not have all required award specific Level 1 credits and at least 75 award specific credits at Level 2, you **CANNOT** proceed to Level 2 **UNLESS** you bring your credit total to a minimum of 210, including all required award specific Level 1 credits and at least 75 award specific credits at Level 2 during the resit period. Any remaining credits required to complete your total of 240 credits would then need to be taken alongside your Level 3 modules.
- If you have either 210 or fewer than 210 credits you should **ALWAYS** discuss your situation with your personal tutor, who will advise you on the best way to proceed.

- **Graduation**

- In order to be considered for a degree, you need to have studied 360 credits across all levels including at least the minimum number of specific credits required for your award. Your degree class is based on something called an overall score which we get by taking 30% of your Level 2 average (the total of all your level 2 module grades) and adding it to 70% of your Level 3 average. This then places you in a 'base' classification as follows:

<u>Overall Score</u>	<u>Degree Class</u>
○ 13+	First
○ 10.0 – 12.99	Upper Second (2:1)
○ 7.0 – 9.99	Lower Second (2:2)
○ 4.0 – 6.99	Third
○ 3.99 or below	May be eligible for award of
○ Ordinary Degree	

- If you have met the requirements for your award you will be awarded at least your 'base' classification.

- However, in certain circumstances, the Award Board can use its discretion to award you a higher classification. Among the things the Award Board will look at in exercising its discretion is your performance in your Level 3 award specific modules, any claims for extenuating circumstances and any modules which have been awarded a compensated pass.
- Please remember that the information above is just to give you the briefest of guides to the key principles underpinning the classification of your degree. The University's web pages have the full academic award regulations and you should consult these if you want to know more. See the 'Academic Award Regulations: Undergraduate Modular Framework' Section 1.6, and especially 1.6.3 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

Section 5: Employability

One of the distinctive features of Staffordshire University is its focus on ensuring that its graduates leave the university with a range of skills and experience that employers value. This commitment is enshrined in the University's 'employability policy' – a summary of which is provided immediately below:-

Staffordshire University Employability Policy – Summary

University Commitments

The Staffordshire University Employability Policy was approved by Academic Board in January 2004. Below is a summary of the commitments to students. A full version of the Policy, including the background and implementation, can be found at: http://www.staffs.ac.uk/images/employability_policy_tcm68-12729.pdf

1 Work Experience, Volunteering and Projects

Aim: All students will have the opportunity to *gain work / community-related experience through the wealth of curriculum based and extra-curricular opportunities* available at the University.

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

The above awards will provide the opportunity for students to gain experience of the professional environment related to their field of study. This could be achieved through, for example, employer visits, project briefs set by employers or community organisations, employer based mentoring, and placements.

2 Transferable and Professional Skills Development

Aim: All students will have the opportunity to *enhance their professional skills* relevant to their discipline *and transferable skills* (such as problem-solving and analytical skills) through a combination of curricular and extra-curricular activities.

By 2004/5: All undergraduate and relevant postgraduate awards were mapped against the Award Outcomes, which means that they should develop students' transferable skills such as analysis, problem solving and communication.

3 Career Planning and Management Skills

Aim: All students will develop the ability to *make and implement realistic, well-informed decisions about their careers*.

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

All students will have access to career management skills through the curriculum. This could be through a specific module, embedded within different relevant modules, through PDP or a combination of these.

4 Learning, Reflection and Articulation through Personal Development Planning

Aim: All students will have the opportunity to engage in a Personal Development Planning programme while at the University, as well as having access to tailored support and relevant opportunities.

From 2005/6 Staffordshire University Level 1 campus-based undergraduate awards:

All students will be able to engage in a continuous personal development planning process, which will encourage them to learn how to:

- Take responsibility for their own personal and professional development
- Identify areas for self development and set goals for that development
- Reflect continuously on their learning and skills development (gained from their academic, work-based and other experience both before and whilst at university)
- Articulate their learning (for example, to employers)

5 Enterprise and Entrepreneurship

Aim: Staffordshire University students will be encouraged to view starting and running a business as a genuine career choice, and where appropriate will gain access to practical support to make this happen.

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

All students who are interested will have support to develop their management skills and knowledge to help them start and grow successful businesses.

6 Accreditation

There is currently some provision for students to gain accreditation for employability-related activity through certain modules mentioned above. Some awards have external accreditation.

2005/6: The Academic Development Institute has implemented a new policy in relation to APEL. The new policy enables students to APL up to 75% of an award through either APEL or APCL. Students are encouraged to match either their accredited or experiential learning against module learning outcomes. In the case of APEL where there is a clear match students are asked to engage in a negotiated assessment in order to demonstrate they have successfully met the learning

outcomes at the required level. There is also the opportunity for students to gain general credit through discrete Negotiated APL modules. In consultation with course leasers students negotiate learning outcomes commiserate with a specific level and credit, before submitting a negotiated assessment. More detailed information on APL is available in the policy document.

http://www.staffs.ac.uk/images/apel_policy_tcm68-12703.pdf

7 Student Commitments

Students are expected to actively utilise the positive opportunities provided to them by the University to enhance their employability, while also at all time presenting themselves appropriately as representatives of Staffordshire University.

Opportunities, Resources, Support, Guidance and Information

In practice, this policy is delivered in the following ways:-

- Through ensuring that the Learning Outcomes of your degree map on to a grid of skills relating to (as a minimum) the acquisition of knowledge and understanding, learning, enquiry, analysis, problem solving, communication, application of knowledge and reflection. These 'key skills' are all 'transferable': that is to say, although you acquire them in relation to a specific subject while you are studying at university, they are skills which can be applied in other contexts and situations. This is why they are useful to employers.
- Through providing you with access to key skills resources: see <http://www.staffs.ac.uk/keyskills/> and <http://www.staffs.ac.uk/uniservices/infoservices/infozone/>
- Through introducing you to 'Personal Development Planning' (PDP) as an embedded part of your core curriculum at Level 1 of your award. PDP helps you systematically to address your profile of skills, identify areas of weakness, and to plan strategically to address them. Although the PDP begins at Level 1, you will have opportunities to continue to engage in this process throughout your time as an undergraduate, and are encouraged to do so. PDP also provides a way of recording your development in an accessible, permanent and reflective way. This is useful for you – and, potentially, during application/interview for employment.
- Through providing you with guides to resources, services and opportunities specifically related to 'employability': such as:-
 - The 'Careers and Employability Service'. This enables you to make realistic and well-informed decisions about career choices; enhances your employability; provides you with professional staff who can offer support, guidance and information: and give you access to a good careers library.
 - Ground Floor, Cadman Building, Stoke. Tel: 01782 294991_E-mail careers@staffs.ac.uk
 - Ground Floor, Beacon Building, Stafford. Tel: 01785 353233. E-mail careers@staffs.ac.uk
 - Open: 09.00–17.00 Monday to Friday. Website (<http://www.staffs.ac.uk/services/careers/careersweb/home.htm>)

- Workbank. Provides part-time work to students while studying and offers graduate opportunities.
 - Ground Floor, Cadman Building (next to Careers), Stoke.
 - Tel: 01782 294861. E-mail cbell@theworkbank.co.uk
 - Open 09.00 – 17.30 Monday to Friday. Website (<http://www.theworkbank.co.uk/>)

- The 'Sponte Community Volunteer Scheme' (a joint initiative run by the University and the Students' Union which aims to provide interested students and staff members the opportunity to volunteer in their local community) (see <http://www.staffs.ac.uk/sponte/>). See also the opportunity to gain credit for volunteering work below via AM25413-1 'Volunteering: Action and Experience 1

- Through drawing your attention, in particular, to the following university/national 'employability' opportunities provided via:-

E2 – The Station: situated in the premises of the old Waterstones bookshop on Station Road in Stoke. Provides a wide range of facilities for staff and students and the wider community to assist with business start-up and enterprise. Running programme of events also offered Wednesday afternoons. Contact Helen A. Davis on 294187. E-mail H.A.Davis@exchange.staffs.ac.uk

E2O – Provides an opportunity to students to set up a business of their own during a work placement period. The idea is that a company will be formed, that will be continued throughout the final year of study. On graduation, this will then form the career path for the individual(s) concerned. Instead of going to work for a company, students will be working for themselves – in a company they have developed and nurtured, thereby maximising the chances of long-term success. The E2O scheme is designed to provide students with the facilities and resources necessary to undertake this initiative, such as top quality campus based accommodation, financial help and business support. Contact Chris Birch (C.J.Birch@staffs.ac.uk)

HE Full Circle – Helps you to start your own business by providing bursaries of up to £1000 for graduates, by putting you in touch with a business mentor, and by offering workshops on entrepreneurship. HE Full Circle will also help you to write a business plan, market your business and help you to engage with business support agencies. Contact Chris Garner on 07766 520335 or e-mail c.garner@staffs.ac.uk

Enterprise Fellowship Scheme – Designed to create high growth businesses by transferring technology from the University to the local economy. The main aim of EFS is to encourage potential entrepreneurs, who have links to any of the partner universities in the scheme, to develop a bright, innovative design or technology based idea into a viable business with growth potential. The EFS thus offers a one year placement on either a full time or part time basis during which you will have access to business advice and University facilities to help in progressing your business idea and in determining its commercial viability. The scheme offers a wide ranging package of support, including a personal interest free loan of up to £10,000

repayable over a five year period. Contact Research and Enterprise, The Octagon K162, 01785 353350

National Council for Graduate Entrepreneurship – the University sponsors places on the Council's 'Flying Start Rally' each year. The Rally helps to unlock doors to accessing support, creates options, builds confidence, and enables you to 'network'. Contact Alexandra Abbotts on 01785 353329 or e-mail alex.abbotts@staffs.ac.uk

Tech Transfer Office – funded by Mercia Spinner, this is an initiative designed to provide advice and support to people in the West Midlands with innovative products, services or business ideas. Very useful for those with a business idea that could become a commercial success. Wide ranging support package available, including access to up to £15,000 for feasibility studies and up to a further £50,000 for post business formation support. Contact the Tech Transfer Office, 01785 353329 or e-mail alex.abbotts@staffs.ac.uk

The University's own 'Enterprise Fest' – a 'one-stop-shop' for the exciting world of entrepreneurship. Useful if you have a fantastic product idea but are unsure how to make it a reality. Go to www.enterprisefest.com for more details

STEP and Staffordshire Graduate Link. 'STEP' stands for Shell Technology Enterprise Programme. The programme matches selected students with the specific needs of small businesses. Students would be responsible for a key development project for the host company and have the opportunity to research, create, improve and innovate. Projects would normally take place over eight weeks in July and August, but could be part-time during term time. Your contact is Peter Knight at the North Staffordshire Chamber of Commerce on 01782 202222.

Graduate Futures – a free course for unemployed graduates. Open to graduates from any University. Courses run on a monthly basis from September onwards in Stoke and Stafford. Contact Clare Keegan on 01785 353247 or e-mail clare.keegan@staffs.ac.uk or call in to the Careers Office ground floor Cadman Building or go to www.staffs.ac.uk/graduatefutures

Section 6 Useful Contacts

We have designed a Guide to provide simple and straightforward information on where to get advice and help on a range of issues. It provides information on the many services which the University and the Students' Union offer plus useful telephone numbers. The Guide will be kept up-to-date on the University website at <http://www.staffs.ac.uk/a2z4u>. We hope that you will find it useful.

Section 7: Glossary

Module	A unit of study with a defined learning outcome, curriculum and assessment. The module definition is to be found in the module specification for the module. Each module has a number of CATS points (Credit Accumulation and Transfer Scheme points) associated with it. CATS points are often known by the simpler name of credits. A single module is worth 15 Credits and notionally requires 150 hours of learning activity to complete. This learning activity being divided between time for class contact hours with staff, independent study and assessment. The number of allocated learning hours rises in proportion to the number of Credits attributed to a module at the rate of 10 hour per credit. All modules are multiples of the basic unit of 15 Credits. So for example, a double module will be worth 30 Credits and will have a learning time of 300 hours. Further details are given in the Undergraduate Modular Framework Regulations.
Core module	This is a module that you must take and pass to qualify for a given award title or range of titles.
Award Option	This is a module chosen from a list of Award Option modules. Award Option modules are studied in conjunction with the core modules and form the prescribed set of modules for a particular named award e.g. Applied Internet Commerce
General Option	<p>This is a module which you can choose from a set of modules which have been designed to complement your Award. This is to allow you to broaden your knowledge and skills base if you wish by taking some supplementary studies in addition to your main subject area. More specifically for students on the Applied IT Degrees Scheme, a general option slot is where modules can be chosen from either,</p> <p>a) the full list of Applied IT Degrees Scheme modules at the relevant level (see Section 23), provided the modules have not already been taken and any module specific admission requirements are met;</p> <p>Or</p> <p>b) the modules on the University General Option list, again provided the module has not already been taken and any module specific admission requirements are met.</p> <p>The available modules may be subject to constraints such as timetabling, disqualified combinations and pre-requisites.</p>

Curriculum	The subject content of your studies. This can be used to refer to a single module or to the content of a package of modules.
Co-requisites	Co-requisites are those modules that you must take as a package. All the Level C core modules can be considered to be co-requisites. We have defined co-requisites to make sure that there is sufficient shape and coherence in your programme of study to make it a rewarding and interesting experience. A co-requisite is therefore a module which must be studied in addition to and normally at the same time as a particular module.
Designated Award	This refers to the award onto which a student is registered. It defines a programme of study i.e. a combination of modules that will lead to a degree with a specific name e.g. BSc (Hons) Applied Internet Commerce.
Disqualified Combinations	Disqualified combinations are those modules which you cannot study together. This is normally because the content of the modules overlaps in some way, such that by taking both you would not cover the equivalent of two-modules learning.
Grade (Point)	On completion of the assessment of a module, you will be assigned a grade for that module in the range 0 to 15. In considering your performance at the end of a Level, grades will be averaged to produce grade point average for the Level. For further details, please refer to the Undergraduate Modular Framework Regulations.
Level	This indicates the academic level at which study is to be undertaken – Certificate level (module level 1), Intermediate level (module level 2) and Honours level (module level 3). Normally it corresponds to one year of study for full-time students. However, students may take modules from different levels at the same time, provided that they meet the requirements for their award.
Learning Time	The total time needed to complete the classes, private study and assessments for a module.
Programme of Study	This refers to the collection of core and option modules which make up your Award.
Pre-requisites	A pre-requisite is defined as a specific requirement that you must meet before you can take a module. In a similar way as entry to an Award was dependent on your achieving A-Level or BTEC passes for example, or having other prior knowledge, for some modules you will have to be 'qualified' to take them. This will normally mean studying for a module at an earlier level in the Award. Pre-requisites are specified to make sure that you have the knowledge and skills you will need to be successful in your chosen modules. Please refer to the Undergraduate Modular Framework Regulations for a more detailed description of this

	term in particular the distinction between the terms 'Pre-requisites' and 'Special Admissions Requirements'.
Route	A route is the specification of core and option modules which define a named Award e.g. Applied Internet Commerce.
Scheme	The term Scheme is used to refer to a collection of awards that belong together academically e.g. the various computing award titles all fall under the general area of computing. Schemes define a structure of study which ensures coverage of fundamental knowledge and skills within a particular academic area, while permitting some specialisation in specific areas within the area e.g. Applied Internet Commerce in the Applied IT Degree Scheme.
Special Admissions Requirements	The information given here provides you with the details as to the type of background knowledge you will be expected to have accumulated prior to the start of a module. This knowledge may have been acquired by studies which you have undertaken before entering the University. Further details are given in the Undergraduate Modular Framework Regulations handbook, in particular the distinction between the terms 'Special Admissions Requirements' and 'Pre-requisites'.
Teaching block	A period of study into which the year is divided, that may include induction, learning, assessment and academic counselling. There are currently two teaching blocks in each academic year.