Staffordshire University Faculty of Computing, Engineering and Technology

The Applied IT Degree Scheme 2009-2010

Student Handbook

BSc, BSc(Hons), **Applied Information Technology**
BSc, BSc(Hons), **Applied Internet Commerce**
BSc, BSc(Hons), **Applied Multimedia Systems**
BSc, BSc(Hons), **Applied Network Management**
BSc, BSc(Hons), **Business Computing/ Computer Applications for Business**
BSc, BSc(Hons), **Business Information Technology/ Information and Communication Technology for Business**
BSc, BSc(Hons), **Business Data Analysis/Business Decision Analysis**
BSc, BSc(Hons), **Database Administration and Management**
BSc, BSc(Hons), **Educational Software Development**
BSc, BSc(Hons), **Mobile Applications Development**
BSc, BSc(Hons), **Technology for Teaching and Learning**
BSc, BSc(Hons), **User Support Systems**

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Welcome to the Faculty

Welcome to the Faculty of Computing, Engineering and Technology at Staffordshire University. You are now a student in one of the largest such faculties in UK universities, and we are delighted that you are one of our students. The faculty is host to one of the first UK university computing provisions, to technology programmes that are amongst the leaders in the UK, and to an engineering scheme founded on large engineering employer needs. Your course of study will therefore be up to date and appropriate, will be serviced by well qualified staff, and will also be geared to preparing you for life and employment after university. Staffordshire University aims to 'create the difference' by helping all of its students to achieve what they want to in life.

As one of our students we expect you to work hard, to set high standards for yourself. To help you to succeed you will have access to excellent staff and facilities, and also to a range of student support services to help deal with your particular needs. Of course, in addition the academic, administration and technical staff that you come across as part of your studies will also be delighted to advise and support you. Your part is to take your study seriously, to set appropriate time aside for your study, and to make full use of lectures and other scheduled class contact. It is important to us that you are successful and that you go on to be a good ambassador for the university.

You are now part of the Faculty 'family', and we look forward to working with you to help you to 'create the difference'!

Very best wishes,

Professor Michael J Goodwin
Dean
Faculty of Computing, Engineering and Technology

We are pleased that you have decided to study on the Applied IT Degree Scheme at Stoke and we will do everything we can to make your study with us as enjoyable as possible. At Stoke we have been told we are friendly and approachable, we will do our best to make sure your experience will be the same.

You are obviously at University to study, but we hope you will be able to find the right balance between work and pleasure. There are lots of activities that you can get involved with at Stoke, Students Union will have more details. Don't forget to set your alarm for those early morning lectures though!

Remember that if you have any difficulties, there are lots of us here willing to help you.

Andy Jones (and the Award Team)

INTRODUCTION

This handbook is presented in two parts. Part One provides information about the Award you have enrolled on (the rationale and contents of the Applied IT Degree Scheme which your award is part of while Part Two provides generic information which may be useful throughout your study at Staffordshire University.

PART ONE

Award Support

Personal Tutors

You will be assigned a personal tutor for your first and second 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.

Faculty Student Guidance Advisor

Rose Arnold is a very valuable non-academic member of staff. She is available to offer you advice and guidance should you have any problems. You can speak to Rose confidentially about any personal or academic problems you have. Rose is in B164 and can be contacted on 01782 294047, or you can email her on rose.arnold@staffs.ac.uk.

Applied IT Degree Scheme Management Team

		E-mail	Room	Telephone
Award Director	Lesley Drumm	l.e.drumm@staffs.ac.uk	B170	01782 294281
Level 1 tutor	Des Keiher	d.keiher@staffs.ac.uk	B177	01782 294284
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

A full list of academic staff contacts can be found at http://www.staffs.ac.uk/faculties/comp_eng_tech/new_students/General_Faculty_Information.jsp
A full list of administrative staff contacts can be found at http://www.staffs.ac.uk/faculties/comp_eng_tech/new_students/General_Faculty_Information.jsp

Details of technical staff can be found at

http://www.staffs.ac.uk/faculties/comp_eng_tech/new_students/General_Faculty_Information.jsp

Useful Internet Resources

The Faculty website can be found at: http://www.staffs.ac.uk/fcet.
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
Note: you can only get access to those modules that you are studying – if you cannot gain access to material, it may be that you are not correctly enrolled on the module – make sure you let your module tutor know.

The library can be accessed from:
http://www.staffs.ac.uk/uniservices/infoservices/library/

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/

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

Near the notice board are a set of post trays. Generally messages are sent via e-mail but if that is not possible, messages will be left in the 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 is 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 of award scheme (not just award title within the Applied IT Degrees Scheme). 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 Computing Degrees Scheme, to one of the awards in the technology or engineering areas offered by the Faculty or even to an award in another 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.

Educational Aims and Overview of the Applied IT Degree Scheme

Guiding Philosophy

The guiding academic philosophy of the computing subject area is that of fostering excellence in practical scholarship, by which is meant the fostering of the achievement of academic potential focused on the development of subject areas and techniques that maximise your ability to solve professional problems within computing. To this end the programme aims to help you to develop sufficient computing knowledge and skills to be of significant value within industry, commerce and academic research, but also to have the ability to develop your skills and understanding, after you have qualified, as new ideas and products emerge.

Professional accreditation by the British Computer Society and the Institute for the Management of Information Systems is vital and influences the engineering aspects included in the design of the Scheme. What this means to you is that your degree is recognised by Computing Professional bodies and on completion you may apply for professional membership of these societies.

Educational Aims of the Programme

The guiding philosophy is realised by a programme of study with the following educational aims:

1. national qualifications, with detailed common standards internationally recognised by educational institutions, students and employers
2. a focus on practical and applied knowledge and skills in computing
3. a common core of study with opportunity for specialisation
4. the generation and fostering of good practice
5. the capacity to respond to a changing computing environment
6. the opportunity for students to manage their own learning
7. the opportunity to progress to further study and/or research in computing

Overview of the Applied IT Degree Scheme

The Applied IT Degree Scheme has 15 award titles. These consist of one general award and 14 more focused award titles.

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The **general award** (Applied Information Technology) is very flexible and allows the opportunity for study across all the different areas of computing. It permits you to develop a programme of study from the modules on offer at the various different levels, and allows you to develop your own pattern of expertise. However, it does not provide a guarantor as to the development of any specific (named) areas of expertise within computing.

The **focused awards** define a focus of study (through specific core and option groups) within a specified field of computing, allowing some specialisation whilst still providing a broad base of foundation knowledge. In the case of focused awards, the award title is intended to provide a guarantor of the development of a level of expertise within a specific area of computing and provides a mechanism by which that expertise can be branded.

The Scheme is designed so that the general award is constituted by the core modules for the Scheme and thus all students on all awards will cover that Scheme core and thus meet the requirements for the general award. The general award thus provides a fall-back award for any student who fails a core module on one of the focused awards.

Intermediate awards of **Certificate of Higher Education and Diploma in Higher Education** are available to you if you do not wish to proceed beyond levels C (Certificate) and I (Intermediate) respectively, provided you meet the qualification requirements..

An **ordinary degree** is offered if you have difficulty in completing the Honours degree due to academic or other problems, thus allowing you to transfer onto a degree that will make it easier to complete an award successfully. The ordinary degree is unclassified and does not require a placement or a project. You need to be aware, however, that an ordinary degree is a lower award than an Honours degree, although it is a higher award than a Diploma of Higher Education.

You may enrol onto a **sandwich or non-sandwich** version of all award titles. However, we strongly encourage you to enrol onto a sandwich version. This is because the Faculty believes that students gain great benefit from the completion of an industrial placement and wish to reflect that belief by giving students a strong recommendation to pursue a sandwich version. It is possible to transfer between sandwich and non-sandwich awards but your Local Education Authority will need to be informed.

Learning Outcomes

The Applied IT Degrees Scheme provides you with opportunities to develop and demonstrate knowledge, understanding, cognitive and practical skills, within the discipline of computing. Learning outcomes identify the nature of the abilities and skills you are expected to achieve, by the time you graduate from the Scheme.

The learning outcomes are structured into generic learning outcomes that are shared by all award titles in the Scheme, and additional specific learning outcomes for each award title. Applied IT is the generic computing award and thus the generic learning outcomes for the Scheme are the learning outcomes for that award.

Learning outcomes for the Scheme core:

The Scheme learning outcomes are mappable onto the abilities and skills identified by the Computing Benchmark Statement. The Computing Benchmark Statement is a statement developed by senior academics in computing under the auspices of the Qualifications Assurance Agency (QAA) to provide a statement identifying the sort of knowledge and skills that a Bachelors degree in computing should aim to develop in it's students. These abilities and skills broadly fall into three categories of computing-related cognitive abilities, computing related practical abilities, and transferable skills, all of which are developed within the context of the computing discipline.

Please note that the learning outcomes represent the learning outcomes associated with the achievement of the award of an Honours degree (level H), Diploma in Higher Education (level I) and Certificate of Higher Education (level C) and the Ordinary degree. The learning outcomes given for a particular level are therefore cumulative and do not solely relate to the learning achieved at a given level, but to the learning achieved over the award period that culminates in that level.

1. Scheme learning outcomes (Honours)

On completion of each level of study, the student will be able to:

Certificate	Intermediate	Higher
Demonstrate knowledge and understanding of basic theories, principles and concepts relating to computing and computer applications	Demonstrate knowledge and critical understanding of underlying concepts and principles relating to computer technology	Demonstrate a systematic understanding of the main areas of the body of knowledge within information technology, with an ability to exercise critical judgment across a range of issues including pertinent aspects at the leading edge of their subject domain.
Develop lines of argument and make sound judgments in accordance with basic computing theories and concepts	Understand the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge	Demonstrate an understanding of the uncertainty, ambiguity and limits of knowledge. Critically reflect on their own learning.
Present and evaluate qualitative and quantitative data in a variety of ways	Use a range of established techniques to initiate and undertake analysis of information	Deploy accurately established techniques of analysis and enquiry. Carry out projects within the field of computing and technology.
Analyse, interpret and apply elementary principles, concepts and techniques to basic technological solutions	Expand on a range of techniques and methodologies used to critically analyse information and situations. Select appropriate analysis tools.	Describe and comment both critically and constructively on current research in computing. Synthesise, model and prepare valid arguments showing effective judgment in the selection and use of tools and techniques.
Evaluate the appropriateness of different problem solving techniques within the computing field	Evaluate critically the appropriateness of different approaches to problem solving and propose solutions to problems arising from analysis	Develop appropriate techniques involved in solving complex and loosely specified problems, problem definition and design. Use decision making in complex and unpredictable contexts
Communicate ideas and solutions accurately and reliably in oral and written form and with structured and coherent arguments	Communicate effectively information and arguments in a variety of forms to specialists and non-specialists alike and deploy key techniques of the discipline effectively	Communicate, analyse and critically appraise information, ideas, problems and solutions to technical and non-technical experts.
Undertake further training and develop new skills within a structured and managed environment. Apply practical computing techniques and concepts to simple problems. Use appropriate tools and undertake programming development tasks.	Apply a range of concepts, principles and practice of the subject in an appropriate manner in the context of loosely defined scenarios	Apply methodologies and techniques that they have learned to review, consolidate and extend their knowledge, taking into account current and emerging technologies and the practicalities of the real world. Apply and adapt abstract concepts to practical solutions.
Develop transferable skills working as an individual or as a member of a team, gaining effective information retrieval skills and use of general IT facilities	Demonstrate qualities, competencies, organisational and transferable skills as part of their own personal development. Deploy these skills in extension and enhancement of their own learning	Manage their own learning and time, exercise initiative, appreciate legal, moral and ethical issues, gain personal responsibility and development in preparation for professional employment or further study

2. Scheme learning outcomes (Ordinary degree)

Certificate	Intermediate	Intermediate (Ordinary)
Demonstrate knowledge and understanding of basic theories, principles and concepts relating to computing and computer applications	Demonstrate knowledge and critical understanding of underlying concepts and principles relating to computer technology	Demonstrate a systematic understanding of the main areas of information technology, with an ability to exercise critical judgment across a range of issues.
Develop lines of argument and make sound judgments in accordance with basic computing theories and concepts	Understand the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge	Demonstrate an understanding of the uncertainty, ambiguity and limits of knowledge.
Present and evaluate qualitative and quantitative data in a variety of ways	Use a range of established techniques to initiate and undertake analysis of information	Deploy accurately established techniques of analysis and enquiry.
Analyse, interpret and apply elementary principles, concepts and techniques to basic technological solutions	Expand on a range of techniques and methodologies used to critically analyse information and situations. Select appropriate analysis tools.	Synthesise, model and prepare valid arguments showing effective judgment in the selection and use of tools and techniques
Evaluate the appropriateness of different problem solving techniques within the computing field	Evaluate critically the appropriateness of different approaches to problem solving and propose solutions to problems arising from analysis	Develop appropriate techniques involved in solving problems, problem definition and design. Use decision making in complex and unpredictable contexts
Communicate ideas and solutions accurately and reliably in oral and written form and with structured and coherent arguments	Communicate effectively information and arguments in a variety of forms to specialists and non-specialists alike and deploy key techniques of the discipline effectively	Communicate and analyse information, ideas, problems and solutions to technical and non-technical experts.
Undertake further training and develop new skills within a structured and managed environment. Apply practical computing techniques and concepts to simple problems. Use appropriate tools and undertake programming development tasks.	Apply a range of concepts, principles and practice of the subject in an appropriate manner in the context of loosely defined scenarios	Apply methodologies and techniques that they have learned to review, consolidate and extend their knowledge.
Develop transferable skills working as an individual or as a member of a team, gaining effective information retrieval skills and use of general IT facilities	Demonstrate qualities, competencies, organisational and transferable skills as part of their own personal development. Deploy these skills in extension and enhancement of their own learning	Manage their own learning and time, appreciate legal, moral and ethical issues, gain personal responsibility and development in preparation for professional employment.

What each award is about

Applied IT

This course will give you a wide range of knowledge in the application of information technology (IT). You will learn the advantages and disadvantages of applying IT in business and social applications and develop suitable IT solutions to real world problems.

Applied Internet Commerce

Electronic commerce is playing an increasing role in enabling business-to-business commerce, through dedicated electronic data interchange (EDI) and by exploiting the commercial potential of the internet.

Applied Multimedia Systems

This award will give you a wide range of knowledge in the design and development of multimedia systems. With the increasing power of information technology and the increasing demands of the users for visually appealing applications, the person able to produce appropriate multimedia systems will be much in demand.

Applied Network Management

The increasing complexity of computer networks needs expertise not just in the technical aspects but also in the planning, monitoring and deployment stages.

Business Computing / Computer Applications for Business

This course will provide you with the skills to use computer-based systems to solve business problems and support business processes. You will also gain a sound knowledge of business areas such as finance, law and business resource management and learn how to design and use some of the latest computer-based systems.

Business Information Technology / Information and Communications Technology for Business

In today's competitive business world, information technology (IT) plays a major role in exploiting commercial potential. In many business sectors the special combination of IT and business skills is the key to being a market leader. The Business Information Technology course focuses on using IT to solve business problems.

Business Data Analysis/Business Decision Analysis

A graduate of this award will have a sound knowledge of business problems and will be able to use decision-making techniques and work comfortably within an IT environment. The award is primarily designed for commercial and industrial practitioners, in both the

manufacturing and service sectors, private and public, in the areas of operational research, planning, forecasting, accounting and IT, for example in areas such as electricity demand forecasting in the National Health Service.

Database Administration and Management

This course will provide you with an understanding of the complexities of database environments.

All organisations use databases and most internal databases are mission critical in that any problems have the potential to bring the business to a standstill. Anyone who has the skills and knowledge to prevent this and/or cure the problem will be a very valuable asset.

Educational Software Development

This award will give you a wide range of knowledge in the design and development of systems aimed at enhancing the learning process. The movement towards more flexible and efficient methods of learning has created a need for professionals who are able to use the capabilities of new technology in the development of such systems.

Mobile Applications Development

Mobile applications are the fastest moving development aspects of Information and Communication Technology (ICT). This award will help you to understand how existing mobile applications work, to develop applications for mobile devices yourself and to consider where future developments are heading.

Technology for Teaching and Learning

This award will give you a wide range of knowledge in the application of information technology (IT) in learning environments. IT is increasingly used to support learners and educators and there is a need for expertise in ensuring that such systems work efficiently to enhance the learning experience.

User Support Systems

This course will provide you with an understanding of information technology (IT) based systems that aim to improve the service given to users and customers when they seek help. Typically these might be computer supported help desks, call centre systems, etc.

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 follow any of the routes in the scheme in part-time mode as long as they observe the structure and general phasing of the equivalent full-time route they are following.

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The ordinary degree is only available to students after the end of level 2 or for direct entrants with suitable qualifications. An ordinary degree student will normally study level C and level I as honours degree students but only half the level H diet of modules (that does not include the Honours project).

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 the Scheme has a Scheme core of modules forming a pyramid with a mainly common level C, less but significant Scheme core at level I and level H. The remaining credits at each level thus form an inverted pyramid. For the general award Applied IT, these credits provide an increasing number of option choices through the different levels. For the focused awards these credits allow more specialist core/option modules to be defined permitting increasing specialisation through the different levels.

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. In the Applied IT Degrees Scheme each level consists of 105 credits of core or specific option modules that form the programme of study for a given award title at each level. In addition 15 credits must to be taken in the general option slot, either as a further specific credit 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 (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 the module you choose is from a) above then the module will count as a specific option module (specifically a computing option module). If the module you choose is from b) above, then it will count as a general option module. The further study within computing that you could take within the general option slot includes modules from the list from an earlier level (so you can fill in some gaps from an earlier level if you want). However, please remember this is only when a module is being counted as your general option slot choice.

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.

Level C

90 Credits of modules at Level C are common to all the awards in the Applied IT Degree Scheme. In addition there is a 15 credit general option and either a specific option (for Applied IT or a further defined 15 credit core (for specialist awards).
Careful choice of the specific option could allow easy transfer between awards within the Scheme at the end of level C.

Level I

At Level I the various awards begin to diverge away from each other in terms of the award cores and option groups.
Since the Scheme core is equivalent to the general award (AIT), then all students who pass the Scheme core will fulfil the award structure requirements for the AIT award and may thus revert back to that award should they find that their choice of focused award in due course becomes unsuitable.

Industrial Placement

The industrial year of the programme follows level I and normally requires the completion of 48 weeks in relevant supervised work experience. The supervised work experience is essential for all sandwich routes within this scheme. As far as possible the work experience should be related to the route followed by the student.
The placement is represented by a placement module which is core to all the sandwich awards on the Scheme, 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.

The optional placement allows students to develop their skills in a working environment but, although encouraged, not all students are able or willing to do one. As an

alternative, students can undertake the Work Experience module, during the summer gap between years 2 and 3, which allows them to get work related experience but does not lengthen their degree duration. The Placement or Work Experience report requires the student to reflect upon their skills and achievements during their time at work.

Level H

At level H all awards, except the ordinary degree, have a 30 Credit major project Students registered on a focused award title are required to complete a project within the academic area of that award title. No Honours student can achieve an Honours award without passing the project module.

Except for the AIT award, all the other awards carry forward their focus into level H through the specification of award cores or award option groups. The ordinary degree only requires 60 level H credits, and those 60 credits will not normally include the Honours project.

Ordinary degrees are non-honours degrees. It is recognized that some students are more suited to a level of study that does not fulfill a honours classification. It is important that this should not be seen as failure but an award that is appropriate to the student. The essential difference between a honours and non-honours award, in this scheme, is that the student is not required to undertake a project or case study. The concentration is on the coverage of the subject matter in the remaining four modules (cores and/or specific options) that are studied at level H.

If a student gains a good ordinary degree, it may be possible for them to upgrade to a honours degree after by completing a project, group case study and a general option.

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 at the following
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Applied%20Information%20Technology%20Degree%20Scheme.htm

Please note that the availability of some modules may be constrained by lack of resources and insufficient student numbers (your Level Tutor will be able to let you know which may not be available).

1. Applied IT

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)	General Option (15 credits)

GENERAL OPTION:

The general option can be chosen from the following or from the University General Option list provided the module has not already been taken and any module specific admission requirements are met, Please note that the availability of some modules may be constrained by lack of resources and insufficient student numbers (your Level Tutor will be able to let you know which may not be available):

CE61005-1 Elementary Quantitative Methods*

CE61001-1 Applied Quantitative Methods

CE51300-1 Introduction to Multimedia

CE51800-1 Business Information Systems & Organisations

CE51903-1 Creative Communication Technology

*It is required that students who do not have Maths GCSE Grade A-C do this module in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

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LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2	Specific Option (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Perspectives in Systems Analysis & Design CE53502-3 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Specific Option (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm
for an indication of the modules offered as options this year.

2. Applied Internet Commerce

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop the necessary creative skills required to design effective commercial Internet sites
LEVEL H - Demonstrate the necessary creative skills required to design effective commercial Internet sites

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Electronic Commerce CE52302-2 (15 credits)	Developing Server Applications CE52103-2 (15 credits)
	Semester 2	Applied Human Computer Interaction CE52401-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Perspectives in Systems Analysis & Design CE53502-3 (15 credits)	Developing E-Commerce Applications CE53305-3 (15 credits)	General Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Java for the World Wide Web CE53602-3 (15 credits)	Applied Communications Technology CE53105-3 (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

3. Applied Multimedia Systems

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of multimedia applications in modern business and social systems

LEVEL I - Develop skills and knowledge to be able to produce effective and useable multimedia systems

LEVEL H – Specify and construct robust multimedia systems for a variety of environments

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Introduction to Multimedia CE51300-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Developing Interactive Multimedia CE52301-2 (15 credits)	Developing Server Applications CE52103-2 (15 credits)
	Semester 2	Applied Human Computer Interaction CE52401-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Advanced Multimedia Systems CE53304-3 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	User Interface Design and Modelling CE53403-2 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

4. Applied Network Management

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of networks and networking in modern business envrionments
LEVEL I - Develop skills and knowledge to be able to produce appropriate network solutions for business
LEVEL H – Analyse business scenarios and develop and justify appropriate network solutions

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE5102-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems in Organisations (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.
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LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2	Client Server Systems CE52102-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Design of Corporate Communications Systems CE53106-3 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Applied Communications Technology CE53105-3 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

5. Computer Applications for Business / Business Computing

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop an understanding of IT within a business environment
LEVEL H - Demonstrate an ability to formulate IT solutions to business problems

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Law of Business Management BLL50029-2 (15 credits)	Specific Option (15 credits)
	Semester 2	Information Systems Organisation & Management CE52801-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Perspectives in Systems Analysis & Design CE53502-3 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Information Systems Strategy CE53802-3 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

6. Business Information Technology / Information and Communication Technology for Business

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop skills and knowledge required to provide IT business solutions
LEVEL H - Demonstrate an ability to develop IT solutions to business problems

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Electronic Commerce CE52302-2 (15 credits)	Specific Option (15 credits)
	Semester 2	Information Systems Organisation & Management CE52801-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Perspectives in Systems Analysis & Design CE53502-3 (15 credits)	Specific Option (15 credits)	General Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Information Systems Strategy CE53802-3 (15 credits)	Applied Communications Technology (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

7. Business Data Analysis / Business Decision Analysis

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop skills and knowledge required to analyse data for assisting in making business decisions
LEVEL H - Demonstrate an ability to analyse data for assisting in making business decisions

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Spreadsheet Modelling Techniques CE62025-2 (15 credits)	General Option (15 credits)
	Semester 2	Business Decision Techniques CE62026-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	Business Forecasting & Planning CE62020-2 (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Operational Research CE63033-3 (15 credits)	Spreadsheet Automation with VBA CE63025-3 (15 credits)	General Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Financial Modelling with Decision Making CE63031-3 (15 credits)	Survey Design & Analysis CE63024-3 (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this

8. Database Administration and Management

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop skills and knowledge required to develop database solutions for business and industry
LEVEL H - Demonstrate an ability to manage the database resource in organizations

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Developing Server Applications CE52103-2 (15 credits)	Specific Option (15 credits)
	Semester 2	Information Systems Organisation & Management CE52801-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Database Administration & Management CE53701-3 (15 credits)	Specific Option (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Applied Database Management CE53702-3 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

9. Educational Software Development

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C – Understand the role of multimedia applications in learning systems
LEVEL I - Develop skills and knowledge required to develop pedagogic software
LEVEL H – Critically appraise pedagogic software for its appropriateness and efficiency

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Introduction to Multimedia CE51300-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	IT for Learning CE52402-2 (15 credits)	Developing Interactive Multimedia CE52301-2 (15 credits)
	Semester 2	Applied Human Computer Interaction CE52401-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Interactive Learning Systems CE53402-3 (15 credits)	Advanced Multimedia Systems CE53304-3 (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	User Interface Design and Modelling CE53403-3 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

10. Mobile Applications Development

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C – Describe the range of current applications in personal and mobile computing
LEVEL I - Develop skills and knowledge required to implement effective applications for users of personal mobile systems
LEVEL H – Critically appraise software solutions in personal mobile technology

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Creative Communications Technology CE51903-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Developing Server Applications CE52103-2 (15 credits)	General Option (15 credits)
	Semester 2	Applied Human Computer Interaction CE52401-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	New Technology CE52901-2 (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Java for the World Wide Web CE53602-3 (15 credits)	Specific Option (15 credits)	General Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	User Interface Design and Modelling CE53403-3 (15 credits)	Applied Communications Technology CE53105-3 (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

11. Technology for Teaching and Learning

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of multimedia applications in modern business and social systems
LEVEL I - Develop the knowledge and skills required to manage IT resources in a teaching and learning environment
LEVEL H - Demonstrate an ability to manage IT resources in a teaching and learning environment

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Introduction to Multimedia CE51300-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Developing Interactive Multimedia CE52301-2 (15 credits)	IT for Learning CE52402-2 (15 credits)
	Semester 2	Information Systems Organisation & Management CE52801-2 (15 Credits)	Applied Human Computer Interaction CE52401-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Interactive Learning Systems CE (15 credits)	Database Administration and Management (15 credits)	Design of Corporate Communication Systems (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Specific Option (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

12. User Support Systems

In addition to the learning outcomes for the general AIT award, you will be able to do the following on completion of each level

LEVEL C - Understand the role of IT in modern business environments
LEVEL I - Develop the knowledge and skills required to use IT resources to assist users and customers in a variety of business environments
LEVEL H - Demonstrate an ability to develop and manage IT systems to users and customers in a variety of business environments

LEVEL C	**Semester 1**	Business Systems Analysis & Design Construction CE51500-1 (30 credits)	Learning For Success CE51402-1 (15 credits)	Software Development CE51600-1 (15 credits)	Publishing for the WWW CE51200-1 (15 credits)
	Semester 2		Quantitative Tools for Computing CE61700-1 (15 credits)	Business Information Systems & Organisations CE51800-1 (15 credits)	Fundamentals of Computer Networks CE51100-1 (15 credits)

It is required that students who do not have Maths GCSE Grade A-C do CE61005-1 Elementary Quantitative Methods in preparation for Quantitative Tools for Computing. In which case, Elementary Quantitative Methods will be taken in semester 2 and Quantitative Tools for Computing will be taken alongside Level I (second year) modules. The extra Level C option that you do will count as your General Option at Level I.

LEVEL I	**Semester 1**	Relational Database Systems Development CE52700-2 (15 credits)	Networked Computer Systems CE52104-2 (15 credits)	Dev eloping Server Applications CE52103-2 (15 credits)	IT User Support CE52902-2 (15 credits)
	Semester 2	Information Systems Organisations & Management CE52801-2 (15 Credits)	Object Oriented Methods CE52602-2 (15 credits)	Applied Research Methods & Professional Development CE52501-2 (15 credits)	General Option (15 credits)

SPECIFIC OPTION & GENERAL OPTION. As you will not be choosing these until next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at
http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level2/Level2Menu.htm
for an indication of the modules offered as options this year.

If you are registered for a sandwich degree you must do an industrial placement between levels I and H, usually lasting one year. Otherwise you must transfer to the non-sandwich version of your award.

LEVEL H	**Semester 1**	Applied IT Project (30 Credits)	Perspectives in Systems Analysis & Design CE53502-3 (15 credits)	Database Administration & Management CE53701-3 (15 credits)	Specific Option (15 credits)
	Semester 2		Residential Case Study/Group Case Study CE53005-3/CE53004-3 (15 credits)	Information Systems Strategy CE53802-3 (15 credits)	General Option (15 credits)

***SPECIFIC OPTION & GENERAL OPTION*.** As you will not be choosing these until a year next April you will receive an up-to-date list of options together with other relevant information nearer the time. See the web site at http://gawain.soc.staffs.ac.uk/modules/moduleInfo/Level3/Level3Menu.htm for an indication of the modules offered as options this year.

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/

Enterpreneurship

The University is aware that some of its students may 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 and meet your personal tutor..

At level C it involves various meetings with your personal tutor but is mainly considered in the Learning For Success module where you will be expected to create a portfolio of PDP related activities/task such as getting to know yourself and goal setting.

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 to further develop skills to help you attain the job of your dreams.

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.

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 hours 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 worthwhile 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

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 30% (grade point 3 standard) in each component of assessment of that module**. Achieving < 30% in any component of assessment will result in a fail grade point being recorded** (a grade point 3 if the aggregate mark is >= 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.

It should also be noted that, in your final year, the final year project will not be compensated should you achieve less than 40% overall.

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 of treatment. 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 others 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.

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	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, 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; 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. The available modules may be subject to constraints such as timetabling, disqualified combinations and pre-requisites.

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.

PART TWO Student Guide

See Faculty Website