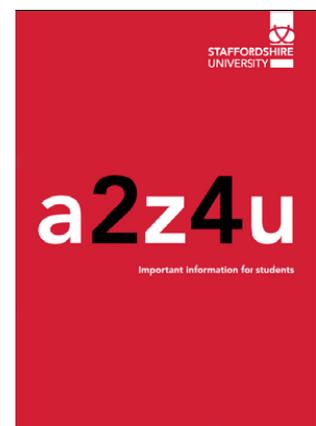


Faculty of Arts, Media & Design Student Guide

2009/10



Undergraduate



This handbook is a supplement to the "a2z4u" guide produced by the university.

Part Two - Student Guide

Introduction

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

It tries to answer many of the questions you may have during your time here and tells you where you can get more information and further guidance and support. You should also make use of the Faculty Office (L507, Flaxman Building) and the University Information Centre - on the first floor of the Flaxman Building Stoke and ground floor of the Beacon Building Stafford - where staff are available to deal with any queries you may have.

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(1) AM25413-1 'Volunteering: Action and Experience 1' (contact b.emadi-coffin@staffs.ac.uk)	45
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Section 1: Who's Who in the Faculty

The Faculty/ School Office

Faculty Reception is on the 5th floor of the Flaxman Building, Room L507, and should be your first port of call if you have any queries or problems relating to the Faculty or if you are unsure of how to deal with other queries. The contact details of the University Services for students are listed in Section 3. The Faculty Office comprises a team of some 20 staff who are responsible for managing the wide range of activities and processes necessary to support students and academic colleagues within the Faculty. You'll get to know some of the staff quite well as it is here you'll hand in your module registration forms and assignments. However, Rosemary Hambleton (L507, 01782 294415, E-mail r.hambleton@staffs.ac.uk) covers the Reception Desk and she will become the most familiar to you, although other members of the administrative team do 'stand in' for Rosemary when she is at lunch or on leave.

All enquiries should be made via the Reception desk in the first instance. The Receptionist will assess whether they are able to help you immediately or whether you need to talk to another member of the team. Hence they may call on colleagues who can advise on queries concerning:

- Modules
- University regulations
- Your credit and progression status
- Referral opportunities
- Claims for extenuating circumstances you may have made in relation to assessment
- Information about your study here: award and module records, local and home address information, etc
- Any changes to your award or programme of study
- Registration events for level 2 and level 3 study

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

In particular, make sure that you:-

- Check your e-mail account regularly for any information or queries sent to you by Faculty/School administrators or by academic staff. This means your university e-mail account – not your personal one!
- Check your post-tray (L414, Flaxman Building) regularly for the same reason. This is really important: anything (and this might include some of your assignments) not collected by 31.07 of each year will be incinerated!
- Always let the Faculty/School Office know of any changes in your contact details. This includes mobile numbers as well as home and term addresses and any landline telephone numbers. It really is important that we know how to get in touch with you. Remember to make sure that you have any important University correspondence forwarded to you if you are away from your home address for any extended time during vacation periods.
- Always ensure that the Faculty/School Office is aware of any changes you make to your academic profile (modules/award) by completing the appropriate module amendment/award transfer forms.

Opening Times

Monday - Thursday	8.45 am – 4.30 pm
Friday only	8.45 am – 4.00 pm

The Faculty Office is open to take your assignments at the following times:

Monday to Friday 8.45 am – 3.30 pm

ASSIGNMENTS WILL ONLY BE ACCEPTED DURING THESE HOURS

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

The Faculty/School Management Team

The Dean of Faculty/School

At the head of the Faculty is the Dean, Ann Parry (L525 Flaxman, 01782 294545, E-mail a.j.parry@staffs.ac.uk)

In this role, Ann has responsibility for the strategic development, operation and management of the faculty. Should you need to speak with her, you should normally make an appointment with her secretary, Chris Clowes. Chris can be found in Room L530, Flaxman Building and her telephone number is 01782 294426 (E-mail c.clowes@staffs.ac.uk)

Faculty/School Academic Directors

Ann is supported in running the faculty by 3 Faculty Academic Directors:

Dr Astrid Herhoffer, Teaching and Learning (L523, 01782 294803, a.herhoffer@staffs.ac.uk)
Professor Shaun Richards, Research and Enterprise (L515, 01782 294521, c.s.richards@staffs.ac.uk)
Dr Helen Chapman, Recruitment (L519, 01782 294645, h.c.chapman@staffs.ac.uk)

Faculty Academic Support Manager

Professor Phil Nicholls (L513, 01782 294655, p.a.nicholls@staffs.ac.uk)

Phil works closely with the Faculty Director for Teaching and Learning, and can be consulted on issues relating to, for example, the regulations and your academic progression, extenuating circumstances, assessment offence procedures, disability, induction, and the Students' Union.

Programme Areas

The Faculty of Arts Media and Design is divided into two Programme Areas, each managed by a Programme Area Manager:

The 'Arts, Culture and Design' Programme Area is managed by Catherine Fehily (L209, 01782 294528, c.fehily@staffs.ac.uk)

The 'Media, Arts and Design' Programme Area is managed by Chris Priestman (L517, 01782 294361, c.j.priestman@staffs.ac.uk)

The award which you enrol for will belong to one of the Programme Areas – and this programme area will therefore be responsible for managing issues relating to your academic progression and welfare during your time with the Faculty as an undergraduate.

Awards Managers and Award Leaders

Groups of Awards within Programme Areas are managed by Awards Managers. Individual Awards, however, are managed by Awards Leaders (AL in the list below).

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

You can always get their contact details from Rosemary at Reception, or by using the address book which you can access from your e-mail account.

The easiest way of locating yourself and your award within this structure is through the use of an organisation chart. The diagrams on the following two pages illustrate the composition of each of the two Programme Areas in the Faculty in terms of academic staff on full time or fractional contracts (detail correct as at July 08). Be prepared, however, to expect some changes during the year (almost inevitably, some colleagues will take up other posts or leave or retire and new people will be recruited), and to meet a variety of valued academic colleagues who work for us on a part-time/casual basis who do not feature on either organisation chart. In addition, you will meet a number of technical staff, also missing from the organisation charts, who you will find invaluable in supporting your learning experience

Faculty of Arts Media and Design

Media Arts & Design Programme Area (Programme Area Manager: Chris Priestman)

07-05-2009			
Awards Manager:	Awards Manager:	Awards Manager:	Awards Manager:
Graphics awards Multimedia Graphics awards Animation awards Advertising & Brand Management	History awards Politics awards Media Studies Drama, Performance & Theatre Arts awards	Media Production awards Film, Television & Radio Studies awards scheme	Journalism awards schemes
Barbara	Alan	Vacancy	Sarah Rowlands
Ridley	Russell		
BA Graphics, BA Illustration BA Publication Design AL Barbara Ridley Sarah Rushton Mark Garner (Recruitment rep) Vicky Shields (0.6) Bobbie Jones (0.5) Jim Williams(0.4)	BA History (joints) BA Modern & Popular History BA Modern & International History AL Pauline Elkes (Recruitment rep) Martin Brown Maggie Andrews	BA FTVRS AL Stephen Griffiths (Recruitment rep) BA Film Studies BA Scriptwriting (inc joints) AL Ulrike Sieglöhr BA Music B'casting & BA TV/Radio Documentary AL David Corser John Manuel Ray Johnson (R&E Rep) Glen Jones Margaret Leclere (0.6) Sheila McCormick (0.5) Anne Duffell (0.4) MA Social & Cultural Theory MA Film Pdtn: Theory & Practice MA Film and Visual Cultures MA Negotiated Study AL Barbara Kennedy (R&E rep)	BA Journalism AL Pete Leydon BA Ethical World Journalism BA Music Journalism & Broadcasting AL John Rafferty (& Recruitment Rep) BA Broadcast Journalism AL Gary Hudson MA Broadcast Journalism AL Sarah Rowlands BA Sports Journalism MA Sports Broadcast Journalism AL Mitch Pryce BA Pro Sportswriting & Broadcasting AL Lawrie Madden Mick Temple (R&E rep) Jo Goodall Peter Brookes Ian Bayley (0.5) Sue Greenwood (0.5) Paul Gubbins (0.5) Alan Russell Jackie Gregory Ross Hawkes (On-line)
BA Multimedia Graphics AL Colin Chambers	MA International History MA International Policy & Diplomacy MA International Relations AL Sita Bali Alan Russell		
MA Interactive Multimedia AL Melissa Lee Price (R&E rep)			
BA Advertising & Brand Management AL John Delacruz BA Animation AL Tony Smith* Laura Weston (0.4) BA Stop Motion Animation & Puppet Making AL Daryl Marsh	BA Drama, Performance & Theatre Arts (inc joints) AL Paul Jones Derrick Cameron Chris Martin (0.4) Shelley Piasecka Robert Marsden (0.6)		

BA VFX (aka Visual Effects)	BA Media Studies (joint)	BA Media Production
ALHuw Thomas*	AL Victor Horboken	BA Experimental Film
BA 3D Character Anim.n & Special Effects	Gary Kelsall (0.7)	BA Advertising & Commercial Film Production
AL Adrian	Joy Sisley (0.7)	AL John Holden
Tooth	MA Media Futures	David Wheeler
* Tony Smith & Huw Thomas in joint overall charge of this scheme	AL Liz Poole (0.5)	Daniel Hopkins
		John Rosie (0.5)

Flexible Provision Coordinator (cross-faculty): Lou Reynolds (Programme Leader, Medical Illustration awards)

Foundation Degrees Coordinator (cross-faculty): Rowena Beighton-Dykes

Faculty of Arts Media and Design

Arts, Culture and Design Programme Area (Programme Area Manager: Catherine Fehily)

<p>Awards Manager: Sociology, Crime, Deviance & Society, Cultural Studies & Creative Communities Unit</p> <p>Pam Cotterill</p>	<p>Awards Manager: Surface Pattern Design, Crafts, Contextual Studies, Ceramics, Product Design, Design Management</p> <p>Sarah Peart</p>	<p>Awards Manager: English, Creative Writing, Philosophy, Contemporary Art Theory</p> <p>Professor Douglas Burnham</p>	<p>Awards Manager: Fine Art, Photography, Introductory Studies in Art & Design</p> <p>Elizabeth Coulter-Smith</p>
<p>Sociology: David Gatley (AL)</p> <p>Crime, Deviance and Society: Peter Beaney (AL) Mike Ball Rainer Anders Ruth Waterhouse (0.5)</p> <p>Admissions: Sandie Hope-Forest</p> <p>Mentoring Sarah Duffy (0.6) AL</p> <p>FD in Youth and Community Work: Peter Twilley</p> <p>Creative Communities Unit: Mark Webster Barbara Emadi-Coffin (AL) Penny Vincent (0.6) Janet Hetherington (0.4)</p>	<p>Surface Pattern: Sarah Peart (AL) Mike Whitehead Kathy Ridge (0.4) Colette Dobson (0.6)</p> <p>3D Design Scheme: John Grayson (AL) Gareth Neal (0.5) Rajesh Gogna (0.5) Phil Eglin (0.4)</p> <p>Contextual Studies: David Heap (1.0)</p> <p>Ceramics: David Sanderson (AL, MA Ceramics & KTP manager)</p> <p>Product Design & Transport Design: Hugh Williamson (AL) David Jaquin (0.6)</p> <p>Product Innovation & Grad Cert Design Management: Paul Flemming (AL)</p> <p>MA Design Management: David Hands (AL)</p>	<p>Creative Writing: Paul Houghton (AL) Lisa Mansell (0.4)</p> <p>English: Martin Jesinghausen (AL) Barry Taylor Melanie Ebdon</p> <p>English and Contemporary Culture: Douglas Field (AL)</p> <p>Philosophy: David Webb (AL)</p>	<p>Fine Art: Elizabeth Coulter-Smith (AL) Keith Weston Steven Boyd Liz Lemon (0.5) Michael Day (0.5) Graham Coulter-Smith (0.8)</p> <p>MA Fine Art: Ian Brown (AL)</p> <p>Photography: David Noble (AL) Rick Barks Roger Brown (0.6) Kate Newton (0.6)</p> <p>Photojournalism Rachel McHaffie (AL)</p> <p>Introductory Studies in Art & Design: Sarah Thirlwell (0.6) Malcolm Hague (0.2) Tim Jones (0.2)</p>

Flexible Provision Coordinator (cross-faculty): Lou Reynolds (Programme Leader, Medical Illustration awards)

Foundation Degrees Coordinator (cross-faculty): Rowena Beighton-Dykes

Keeper of the Design Collection (cross-faculty): Ruth Brown

MA by Negotiated Study (cross-faculty): Barbara Kennedy

Section 2 Administration

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

Enrolment

All Full-time Undergraduates and Postgraduates, most Part-time Undergraduates and Postgraduates

- From 2008 all full-time undergraduate students will enrol online. Most part-time undergraduates and postgraduates will also enrol online. You will be asked to log on via the University web portal, and confirm your personal and award details. You will receive notification of when you will be able to use the online enrolment system. When you have completed the process you will receive an email, in your University account, containing your enrolment certificate. This enrolment certificate will include information on how to collect your Student Card, arrange release of your first student loan instalment (if applicable) into your bank account. New full-time students will also be asked to provide proof of identity when they collect their Student Card. International students will be required to bring their original passport along with a copy of their passport personal details page and visa entry.

Some Part-time Undergraduates and Postgraduates

- A small number of part-time undergraduate and postgraduate students, on non standard courses (e.g. > 60 credits) will be asked to complete a paper enrolment form when they arrive in the first week of term. You will then take your enrolment form to the next stage where you will collect your Student Card. At this stage new students will be asked to provide proof of identity.

Student Card

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

Data Protection Act

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

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

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

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

disclosure, we will require you to contact us directly to give permission to release the information, or require that the third party sends us a statement from you agreeing to the disclosure. Obviously, this can be very time-consuming - and could jeopardise your chances of a job.

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

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

Module Registration

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

Core – you must take these modules. The information provided to you for module registration will indicate to you which modules on your award structure (see Part I of this Handbook) are core, together with their credit rating.

Award-specific Option – you make your module choice from a group of options specifically associated with your award. Again, the information provided to you for module registration will indicate to you which modules are included in the specific option list for your award, and your award structure will show you how many credits of specific options you need to choose.

Non-Specific (General Credit) Option – these are modules which you can take from other subject areas (and levels) provided you can fit them into your timetable. The Faculty produces its own directory of modules which you can take as General Credit. There are also, however, some useful modules available offered by other Faculties/Schools. Details of all the programmes available can be found on the University's web pages (go to <http://www.staffs.ac.uk/modules/options/>).

Your award structure will show you how many general credit options you may choose. Note that you may also choose further options from the award specific option list as your general credit opportunity. Nothing hangs on this – except at Level 3, where the number of specific credits studied can, in certain cases, affect the classification of your award. It is a good idea, therefore, to check the University Undergraduate Framework Regulations (http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf - see especially Section 1.6.2), and to discuss your module choice with your tutors, before registering for your Level 3 modules.

Level C (Certificate of Higher Education, Year One)

In your first week, you will be asked to choose the modules you want to study in the first year of your award. Before you make your choices you will receive a talk from your Award/s Manager to help you. If you are following a joint or combined Honours award, you will have 2 subject talks as appropriate. The times of these talks will be in the Induction Week Programme.

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

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

A sensible strategy in constructing your timetable is to slot in first of all your core module sessions; then your award specific option classes; and finally – when you know what space you have left in the week – choose your general credit modules.

You will use a module registration form to record your core, specific option and general credit modules. Your personal tutor or Award Leader will check that you have done this correctly, will sign the form, and will either return it to Faculty Reception (L507) themselves, or ask you to do this. The Faculty, however, is increasingly moving towards electronic procedures, and these will eventually embrace the whole process of module registration. You will, of course, be advised on how to access and manage this.

The module registration form is very important – it allows the Faculty's administrators to establish your academic profile on our electronic data management system (THESIS +).

Note that it is very important for you to inform the Faculty/School Office if you change any of the modules you originally registered for (see below 'Amending Your Module Choices')

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

If you are a continuing student, the Faculty/School will have sent you a reminder before enrolment of what module choices you made in the previous April. You should check this for accuracy, and for conformity with the requirements of your Award. If in any doubt, see your Award Leader and/or contact the Faculty/School Office (01782 294415).

If you did not complete your module registration during April 09, you must rectify this as a matter of priority when you return to University. See your Award Leader for advice and guidance.

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

Amending Your Module Choices

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

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

At Level C, University Regulations do *not* allow you to change or withdraw from any module for which you have registered after *three* weeks. At Levels I and H, the time limit is 2 weeks.

It is your responsibility to ensure correct enrolment on credits needed for your award, and it is ultimately your responsibility to ensure that these modules are the appropriate ones, as specified by your award structure, for the award you are registered for.

Note that, to qualify as a full time student at the University, you must be registered on a minimum of 105 credits for the academic year. Anything less than this and the University will regard you as a part time student.

If you have any queries regarding any of these matters, staff in the Faculty Office (contact via Reception. L507, 01782 294415), or your Award Leader (see the Programme Area Organisation Charts in Section 1), will be pleased to help.

Changing Awards

The Undergraduate Modular Framework is designed to be flexible, and it is usually possible to change your award from, for example, Single Honours to a Major/Minor or Joint, or from Joint or Major/Minor to Single. You will need to collect and complete an 'Award Amendment Form' from Reception (L507).

The way in which you use your general credit opportunities could be key here in building up the modules you require on your new award – so if you think, at the start of your first year, that you might wish to change award in Teaching Block II or in Year Two, it is a good idea to work out a pro-active strategy with your personal tutor or Award Leader in terms of module selection.

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

It is worth noting that a change of award may be the only progression route available to you should you fail for the second (and final time) one of the core modules on your original award. If you find yourself in this situation, make your way as soon as you can to the door of your Personal Tutor, or Award Leader – or, failing them, to the Faculty Academic Support Manager (Professor Phil Nicholls, L513, 01782 294655, p.a.nicholls@staffs.ac.uk)

Welcome to University Programme

You will have been able to access the programme for induction week from the AMD website (<http://www.staffs.ac.uk/helloamd>). This gives details of subject and Faculty activities during Induction Week. Your Personal Tutor will also have details should you need further advice or contact Faculty Reception, L507, in the Flaxman Building.

If you are unsure about what you should be doing during Induction Week, consult any of the subject tutors who are introduced to you from the Monday onwards, or a student mentor, or the Receptionist in the Faculty Office (L507).

You will be advised as to module choice and on how to build your timetable when you meet with your Personal Tutor. You do not have to make a final choice of modules until the end of your first week here, i.e. on Thursday and Friday.

Watch out, also, for additional induction related activities organised by the Students' Union and/or by the University during the first teaching block. These are likely to be streamed to 'MyPortal'.

Post

All post for students and staff in the Faculty of Arts Media and Design is received in the Faculty Office. It is then sorted and can be collected from the pigeonholes in L414 (the Student Post Room) in the Flaxman Building.

Tutors may also return assignments via the special pigeonholes in this room, but *only* if you have not taken advantage of the opportunity to collect and discuss your marked assignments from your tutors' offices.

If you fail to see your tutors for face-to-face assessment feedback, even if you have been able to access tutors' comments electronically, you are missing out on an extremely valuable resource to enhance your learning and achievement. Always try to take advantage of the advertised opportunities (outside module tutors' doors, within 25 days of the deadline) to avail yourself of such opportunities.

BUT NOTE THAT THE POST ROOM WILL BE CLEARED OF ALL MAIL AND ALL UNCOLLECTED ASSIGNMENTS AT THE END OF JULY EACH YEAR. YOU WILL NOT BE ABLE TO RETRIEVE

ANYTHING YOU HAVE NOT COLLECTED AFTER THAT DATE SINCE IT WILL HAVE BEEN INCINERATED.

So, you should check your post regularly

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

Amendments to Personal Details

It is important that you notify the Faculty Office (via Reception, L507, 01782 294415) of any changes to your personal details such as your home or local address, your name, or your landline or mobile telephone number. The personal details we hold on you will be displayed via your My Portal account. You can email any changes throughout the academic session. Notification of your end of year results, or of any referral requirements, will be sent to the home address we have on file. *Please tell the office if you will not be there over the summer and want your results sending elsewhere.* Any certificate stating that you have achieved a particular award will bear your name as it appears on your student record.

Registration with a General Practice

It is essential to register with a General Practice within a 3 mile radius of your accommodation in order to ensure access to medical help if you become ill. If you wish to register with either of the General Practices offered to students by the University, you can do so during Arrival Weekend or during their normal working hours. Contact details for the Student Health Service and the Beaconside Health Centre can be found in Section 3.

If you are a UK student, the process can also be completed by taking your medical card to the local GP of your choice and asking to register. If you are an International Student, you can also register at a GP of your choice. A list of local GPs can be obtained from the Student Health Service and the Beaconside Health Centre.

Notices and Information

Award and Module information

Tutors will tell you where hard copy notices will be posted for your award and for the modules you are taking. Increasingly, however, tutors will use 'MyPortal' as the main method of communication, but do familiarise yourself with the location of the notice boards for hard copy information relating to your subject(s).

General notices

General notices (hard copy) for all students in the Faculty of Arts Media and Design, including the examination timetable and end-of-semester results, will be posted on the notice boards along the 5th floor corridor of the Flaxman Building.

Students' Union notices and notices relating to Disability (hard copy) will also be found on the 5th floor of Flaxman.

You will also receive messages from tutors and the Faculty Office via 'MyPortal' or your student e-mail account. Even if you generally use a different e-mail account you should check your student account regularly (ideally once a day, but certainly twice a week as a minimum). This account is the one tutors will use to get in touch with you (as an individual) or as a member of a seminar/tutorial/module/award.

IT IS ESSENTIAL THAT YOU CHECK NOTICEBOARDS, 'MYPORAL' AND YOUR STUDENT E-MAIL ACCOUNT REGULARLY FOR NEWS, MESSAGES AND INFORMATION.

Section 3 Services for Students

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

Services are delivered at two levels: specific services for students provided by the University, and those provided at Faculty/subject level for students in Arts Media and Design.

Section 5 summarises the support and opportunities available to you which relate to enhancing your employability.

University Services

University support is delivered by;

(A) Accommodation Office/Residences (www.staffs.ac.uk/facilities_management)

(B) Student Office

1) Careers Centres

2) Nursery

3) Counselling

4) Disabled Students Centre

5) Multi Faith Chaplaincy

6) Student Health Service

7) Information Centres (www.staffs.ac.uk/informationcentre)

8) Student Guidance Officers & Advisors

(http://www.staffs.ac.uk/uniservices/information_centre/guidance/guidancehome)

(C) Equality and Diversity (www.staffs.ac.uk/diversity)

(D) Financial Services (www.staffs.ac.uk/uniservices/finance)

(E) Information Services (<http://www.staffs.ac.uk/uniservices/infoservices/>)

(F) Information Centres

(G) 'Students' Union' (<http://www.staffsunion.com>)

(H) International Student Centre (www.staffs.ac.uk/isc)

(I) Study Skills Centre (<http://www.staffs.ac.uk/uniservices/infoservices/studyskills/centres/index.php>)

(J) Catering Services

(K) Sports Centres

(A) Accommodation Office/Residences

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

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

Web: www.staffs.ac.uk/facilities_management

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

Contact: Stafford 01785 353563 Stafford Court, Beaconside

(B) Student Office

Careers Centre

There's loads going on over in Careers to get you ready for life after Uni – yes you will have to leave one day, there's no point ignoring the fact! You can be doing things from the very start of your course to build your skills and experience – although we know it's the last thing on your mind! Visit our website, or call in and say 'Hi', to find out about our full range of services.

In a nutshell, though, we can help you: plan your career; get work experience; find part-time, and vacation work; write a CV and apply for jobs; prepare for interviews; get a graduate job; find a mentor. You can book an appointment to see a Careers Adviser about your career ideas, or to check a CV and you can attend one of our regular Bite size workshops on things like writing a CV and applying for jobs. Employers visit to give talks throughout the academic year and we have regular CV Clinics too. What's more - its all completely FREE!

You can find out about it all on our website at www.staffs.ac.uk/careers. Alternatively you can give us a call using the numbers below, email us at careers@staffs.ac.uk or pop in to one of our Careers Centres and chat to our friendly staff.

Stoke Careers is on the Ground Floor of the Cadman Building (Thompson Library), opposite B:10, telephone 01782 294991. Stafford Careers is in the Beacon Building, opposite Dolce Vita, telephone 01785 353233. Both offices are open 9 – 5 pm Monday – Friday.

Nursery

The nursery provides places for 0-5 years olds all year round. We provide excellent childcare at an affordable price.

- Nurseries in Stoke and Stafford offering care and education for children up to five years old
- Opening times: 8.00am–6.00pm
- Convenient campus location
- Delivered by a highly qualified and experienced team.
- Funding for 3-5 year olds and grants from your local authority
- Please apply early to avoid disappointment.

e-mail: nursery@staffs.ac.uk www.staffs.ac.uk/nursery
Contact: Stoke: 01782 294981 or Stafford: 01785 353371

Counselling

There is a core staff team of professionally trained counsellors

- We offer one to one counselling in a supportive and confidential setting.
- You can talk about anything affecting your academic or personal life.
- We can refer you to other sources of support where appropriate.

Open 9am – 5pm Monday – Friday (including vacations) www.staffs.ac.uk/counsellingservice

Contact: Stoke: 01782 294977 4/5 Winton Square, Station Road.

Contact: Stafford 01785 353302, Ground Floor, Beacon Building.

Disabled Student Centre

The service provides a range of information, advice and facilities for disabled students. It helps you to arrange and manage support necessary to meet your individual needs.

Visit www.staffs.ac.uk/uniservices

- Help to apply for the Disabled Students' Allowances
- Offers study needs assessments
- Provides dyslexia support services & study support assistants

Contact: 01782 294977 Stoke - 4/5 Winton Square

Stafford: 01785 353302 – D001 Ground Floor, Beacon Building.

Multi-faith Chaplaincy

The Multi Faith Chaplaincy offers pastoral & spiritual support, advice & friendship for people from all faiths & none. www.staffs.ac.uk/uniservices

- Help in exploring issues of faith & spirituality with a place to meditate and pray.
- A quiet place to spend time with friends
- Information on places of worship and faith groups
- Prayer space for Muslim Students

Email: chaplains@staffs.ac.uk

Contact: 01782 294974, Faith House, Stoke.

Contact: 01785 353382. Ground Floor, Beacon Building, Stafford.

Contact: 07901952381. Senior Chaplain's mobile.

Student Health Service

NHS (National Health Service) Medical Services are available at Stoke & Stafford Campuses.

- A variety of services including treatments for minor ailments and injuries, chronic disease management, smoking cessation service, National Screening Programmes & Travel Health
- Contraceptive & Sexual Health advice
- There is a wealth of information available from the surgeries in the form of free leaflets.

Contact: Stoke 01782 747174 Federation House, Station Road.
Open: 8am-5pm Monday to Friday (Thursday until 12.30). **OR**
01782 212305/212066 Harley Street Medical Centre, Hanley, Stoke during vacations.
Contact: Stafford 01785 353570 Beaconside Health Centre,
Open 8.00-6.00 Monday to Friday (5pm on Wednesday & Friday)

Student Guidance Officers and Faculty Student Guidance Advisors

If you need advice, guidance or information on the academic side of your student career, the Student Guidance Advisor is here to help. The Student Guidance Advisor is situated within the Faculty but their services are confidential and impartial.

The Student Guidance Advisor can provide advice, guidance and information on a wide range of educational issues as well as specialist advice and support. A drop in service is available for initial advice and longer booked appointments for more in depth issues. Please contact the Student Guidance Advisor directly to book an appointment.

There is also a Student Guidance Officer based in the Information Centre in Stoke and the One-Stop-Shop in Stafford. These Officers provide the same advice, guidance and information as the Advisors and can be used as an alternative.

The Student Guidance Advisor can offer advice and guidance:

If you...

- Are concerned that you have chosen the wrong course?
- Are considering taking time out (intermittent) or leaving your course?
- Need advice on how to appeal against your examination results?
- Need advice on how to make a complaint?
- Need advice on submitting extenuating circumstances?
- Need advice on any aspect of the University's Regulations?

If you want to talk to someone but you don't know who to ask just call into your Faculty to see a Student Guidance Advisor or call into the Information Centre Stoke or the One-Stop-Shop Stafford to see one of the Student Guidance Officers.

Student Guidance Advisor for Faculty of Arts, Media and Design

Rachel Thompson
L526 Flaxman Building, College Road, Stoke-on-Trent, ST4 2DE.
Tel: 01782 294715
Email: r.thompson@staffs.ac.uk

Student Guidance Advisor for Business School

Lesley Mountford
B239 Brindley Building, Leek Road, Stoke-on-Trent,
Tel: 01782 294073
Email: l.s.mountford@staffs.ac.uk

Student Guidance Advisor for Faculty of Computing, Engineering and Technology

Rose Arnold
B164 Brindley Building, Leek Road, Stoke-on-Trent.
Tel: 01782 294047
K228 Octagon Building, Beaconside, Stafford, ST18 0AD
Tel: 01785 353866
Email: mailto:r.e.arnold@staffs.ac.uk

Student Guidance Advisor for Faculty of Health

Andrea Alker & Amanda Holt
BL016 Blackheath Lane, Stafford

Tel: 01785 353795 or Andrea 07824694589 or Amanda 07767433943
Email: andrea.alker@staffs.ac.uk & Amanda.holt@staffs.ac.uk

Student Guidance Advisor for Law School

Lisa Benson
LW106 Law Building, Leek Road, Stoke-on-Trent.
Tel: 01782 294684
Email: l.j.benson@staffs.ac.uk

Student Guidance Advisor for Faculty of Sciences

Jean Simpson
Room 031, Ground floor Mellor Building, College Road, Stoke-on-Trent, ST4 2DE
Tel: 01782 294691
Email: j.simpson@staffs.ac.uk

Student Guidance Officers

Stoke - Nicola Laurie, Information Centre, Flaxman Building, College Road, Stoke-on-Trent.
Tel: 01782 292768, Email: n.j.laurie@staffs.ac.uk

Stafford – Paulette Morgan, One-Stop-Shop, Beacon Building, Beaconside, Stafford.
Tel: 01785 353749, Email: p.a.morgan@staffs.ac.uk

(C) Equality and Diversity

We are committed to building and supporting a diverse and inclusive University community. We value the widest possible range of inputs from students, staff and partners alike as we recognise that this will improve and strengthen our University. We will not tolerate discrimination, harassment or victimisation because of someone's age, disability, gender, race, religion or belief or sexual orientation.

We have a number of schemes and policies in place that support our commitment to equality and diversity:

- Race Equality Scheme
- Disability Equality Scheme
- Gender Equality Scheme
- Equality and Diversity Policy

To access these documents or for more information about any aspect of equality and diversity at the University visit our website at (www.staffs.ac.uk/diversity)

(D) Financial Services

To pay your tuition and accommodation fees:

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

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

www.staffs.ac.uk/uniservices/finance

Contact: 01785 353614

e: income@staffs.ac.uk

Opening Hours:

Stafford: Monday to Thursday: 8.30am - 4.30pm, Friday: 8.30am - 4.00pm

Stoke: Monday to Thursday: 8.45am - 12.30pm & 1.30pm - 4.30pm, Friday: 8.45am - 12.30pm and 1.30pm - 4.00pm

(E) Information Services

Information Services is an integral part of your studies at Staffordshire University.

Our team of experienced, knowledgeable staff are available to offer support and guidance for all your learning needs, delivered in ways that suit you.

We can help you adapt and develop the study skills you need to make the most of all the resources we provide and support, which includes learning, teaching, research, libraries, information technology and all the online services available at Staffordshire University.

Our induction sessions during your first weeks with us will help you to get started and then with our top up workshops, on line live help, help desk facilities, our award winning “assignment survival guide” and study skills department, we are there for you every step of the way.

<http://www.staffs.ac.uk/uniservices/infoservices/>

My Portal

MyPortal is your personalised web page, with extra windows opening onto many of the systems and services you access in your job or studies. Using MyPortal you can access:

- Your university email account
- Your library account details including books you have previously had on loan
- e-resources
- Links to help and advice
- News, announcements and events that are specific to who you are
- Important University announcements which affect you
- Students can also check their personnel, module and award details

All of this can be accessed both on and off campus

To access the portal go to the <http://myportal.staffs.ac.uk>

Study Skills Centres

The Study Skills Centres offer a range of support and training for all students who are keen to improve their study and academic skills. Students can make appointments with the Centres to improve e.g. their academic writing, time planning, presentation skills etc.

The Study Skills Centres offer a real opportunity to gain transferable skills, comprising one-to-one sessions, workshops and tutorials dedicated to specific areas of study, helping to give a real edge to student's academic work.

Locations

We have a Study Skills Centre at each of our main Campus Libraries:

- Stafford Campus Study Skills Centre is in the [Nelson Library](#)
- Stoke Campus Study Skills Centre is in the [Thompson Library](#), Room B17a (near to the University Bookshop).

Contact Details

For more information or study skills help and advice.

Email: studyskills@staffs.ac.uk, or contact:

Liz Tomkinson
Study Skills Co-ordinator
Nelson Library
Tel: 01785 353288

Jane Ball
Study Skills Co-ordinator
Thompson Library
Tel: 01782 294988

Soo Plant
Study Skills Co-ordinator
Tel: 01785 353288

Sam Watts
Study Skills Admin Assistant
Tel: 01782 294593

Study Skills Centre (Nelson Library) - Opening Times
Monday - Friday: 9.00am - 5.00pm

Study Skills Centre (Thompson Library) - Opening Times
Monday - Friday: 9.00am - 5.00pm

In addition to the Centres, Information Services have also developed an on-line resource aimed at undergraduate students faced with their first assignment (ASK). Simply by entering the assignment start and deadline dates, a detailed 10 step schedule is returned, mapping out key dates, how to plan, how to do research, how to find, use and evaluate materials, how to cite references and suggested timescales and activities.

(F) Information Centres

There are Information Centres at Stoke and Stafford. We can help to answer your query or point you in the right direction for help.

- You can talk to us for help on many aspects of your student life.

- Visit - www.staffs.ac.uk/informationcentre

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

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

Contact: Stoke 01782 295705 Stafford 01785 353253

(G) Students' Union

Independent from the University, the Students' Union is a members' organisation that is run by students for students.

We are constantly striving to ensure the best possible experience for all students at Staffs and free membership of the Students' Union is automatic when you enrol unless you choose to opt out. If you need advice, want to take part in student activities, try something different, or just access social space on campus, then the Union is the place for you.

The Students' Union is run by a team of elected Student Officers who are there to represent your views and want to hear from you - the more you talk to the Union, the better it will be able to respond to student needs and aspirations.

The Union represents students at all levels, with Officers sitting on key Committees and Boards throughout the University - as well as having a national voice on student issues. They also train and support a network of Student Academic Representatives who represent groups of students studying on the same course.

For details of how the Union operates and information on how to get involved check out: <http://www.staffsunion.com/union/>

Students' Union Reception

Our Reception is the first point of contact for students, staff and visitors to the Students' Union. Predominantly staffed by students who offer a warm and friendly service and can provide information on a wide range of subjects, or if necessary, signpost as appropriate. They are located in the Students' Union building on College Road, Stoke (01782 294629) and in the Students' Union in the Beacon

Building (next to Dolche Vita), Stafford (01785 353311). Opening hours are 9am to 8pm, Monday to Friday during term time (shorter opening hours apply over the vacation periods).

Students' Union Student Advice Centre

The Students' Union Student Advice Centre is one of the core services operated by the Students' Union and we provide advice and information on a wide range of subjects. There is no hidden agenda - we aim to deal with whatever you bring to us. We have up to date information on grants, benefits, housing law, course regulations, legal matters etc. - and if we can't help personally, we we'll pretty much always know someone who can.

Our advice is given free of charge and is completely confidential. We strive to be non-judgmental and operate an equal opportunities policy. We believe in empowerment and will not tell you what to do, but present you with a range of possible options and do what we can to enable you to resolve whatever difficulties you are experiencing. For more information go to:

<http://www.staffsunion.com/advice/advicecentre/>

Our Advice Centre is also home to the innovative *Money Doctors* project.

For further information about how we can help you keep your finances healthy and make your money achieve what you want it to, go to: www.staffsunion.com/moneydoctors

A range of other services are offered including Funding Clinics, Money Makeovers, Access to Learning Fund Workshops, and appointments with external organisations such as Victim Support.

The fully trained and experienced advisers are student specialists and the Service is licensed by the Office of Fair Trading to provide debt advice.

The Advice Centres are located above the Ember Lounge in the Students' Union at College Road, Stoke and next to the University's One Stop Shop at Stafford in the Beacon Building. Opening hours are 10.00am to 12pm and 1pm till 4pm Mon-Fri at Stoke and 10-12 and 1-4 Mon, Tues, Thurs & Fri at Stafford during term time.

The Advisers can be seen by pre-booked appointments on Mon, Tues, Thurs & Fri mornings during term time or accessed briefly during "drop in sessions" in the afternoons on a first come first served basis (Adviser availability reduces over the vacation periods - please check beforehand by calling 01782 294469 for Stoke and 01785 353425 for Stafford).

Student Activities Department

Getting involved with a student activity really helps students get the most out of University life.

You can volunteer, play sports, continue an interest or hobby, develop formal skills or try something completely new - so don't hang about, get involved! <http://www.staffsunion.com/activities/>

Get active

Joining a club or society will bring you together with people who enjoy similar interests. Most groups meet weekly for events, training, or socials and all members are 'sponsored' by the Students' Union - so your membership is great value and will provide a whole year of fun.

Each club and society has space on the Union website containing an introduction to their activity, their plans for the next academic year and forthcoming events. You will also find details of meeting and training times, as well as a main contact name and email address. If you can't find what you're looking for, get in touch with Student Activities on activities@staffs.ac.uk.

Sports clubs train a couple of times a week at our university or local facilities and most play regular fixtures on Wednesday (BUCS) or Sunday afternoons (American football, Lacrosse and Women's Rugby League). Or if you're looking for something less competitive, we have more than 20 teams playing 5-a-side football.

The range of Societies on offer depends on student demand and currently includes everything from the Afro-Caribbean Society to Motorsports. Society events include performances, cultural activities, fashion shows, trips, debates and fundraisers.

Both Clubs and Societies have their own annual Recognition Evenings, The Sports Presentation Evening and the Societies and Volunteers Awards Night. These events give the Students' Union the opportunity to recognise and reward the hard work involved in running a club or society and celebrate the achievements made by students over the previous year.

And you can always trial an activity yourself. Go to the 'Setting up a new activity' page on our website <http://www.staffsunion.com/activities/newactivity/>, complete the funding application form and email to activities@staffs.ac.uk or hand into a Students' Union Reception.

If you fancy just trialling an activity and seeing if it's for you before joining, try out our Give It A Go scheme which gives students a range of activities, events and opportunities for trying out new things with no commitment. <http://www.staffsunion.com/activities/giveitago/>

Social space for students

We pride ourselves on providing fantastic social space for students - whether that's in our bars and nightclubs, juice bar or just relaxing in space that's made just for you.

At Stoke campus, we have Ember Lounge – our modern but comfy bar on College Road – that gives you everything from regular comedy nights to karaoke as well as our ever popular Curry and Mexican nights and a fantastic range of food throughout the day and evening too. LRV is our Stoke nightclub based on Leek Road that plays host to a range of club nights and one off events – from Wednesday night's Gobble to The Hoosiers.

In Stafford you'll find our bar The Lounge with Wii competitions, live football, acoustic nights and tasty food including gourmet pies and burgers. Right next door is Legends, our Stafford nightclub, again with a weekly run down of fantastic club nights catering for everything from dance to cheese, drum 'n bass to rock and with a bit of fancy dress in between.

Not that we're ones to boast, but all of our bars and nightclubs have received the prestigious Best Bar None awards – a national recognition of great customer service and trading standards.

In 2007 the Students' Union opened Squeeze Box – a smoothie and juice bar which also sells tasty paninis, delicious soups and healthy sushi to keep you going on campus.

Finally, we've got some great spaces on campus for you to just bring in food, read the paper, watch the news, chat with friends or study. At both Stafford and Stoke, our comfy SU areas have sofas and bean bags for you to relax on, free internet and wifi and are great spaces for you to enjoy between lectures.

GKMedia

GKMedia is the student-run and managed campus media service, comprising of newspaper (GKNews), Radio Station (GKRadio) and online on-demand TV service (GKTV).

All students are free and welcome to get involved with GKMedia – whether it be contributing news articles for GKNews, having your own radio show, getting involved with photography or getting involved behind the scenes with camera action for GKTV. Not only is it loads of fun, it's also great for your CV and if you're interested in a career in the media – you'll get great experience to give you a real competitive edge as well.

For more on GKMedia go to <http://www.staffsunion.com/gkmedia/>.

Campaigning

It's also important to remember that the Students' Union is here to represent you and help you fight for the things you believe in. Each year, our officers run campaigns to make change in the Union, University, Community and country (even the world!). This year, our campaigns have succeeded in obtaining a 24 hour library, raising awareness of issues affecting unequal pay for women and supporting Fairtrade. What do you want to change / achieve / celebrate? Tell us what matters to you or join in with Union campaigns to really make a difference.

Shops

While you're on campus, you'll be able to get most things you need from the Students' Union shops (at College and Leek Roads, Stoke and Beaconside, Stafford) - from snacks and stationery to food staples, clothing and drinks.

(H) International Student Centre

The International Student Centre provides a wide range of support for international students. The Centre is staffed with a big team of very friendly and experienced English language tutors and an international student advisor. The services provided by the Centre include:

1) English language and culture support provided by the subject specific language tutors

The language tutors work closely with your subject tutors to provide subject specific language and academic skills teaching and advice. This takes two forms:

- **Language and Culture Workshops for Your Subject** (weekly and timetabled).
- **One-on-one tutorials** - This is an opportunity for you to seek individual advice from the language tutors on many aspects of your study.

2) General Option modules for all international students which are:

- English for Academic Purposes (15 credits)
- English for University Studies (15 credits)
- Advanced English Language Skills (15 credits)
- Proficiency English Language Skills (15 credits)

3) Advice provided by the International Student Advisor

- Specialist advice on immigration, visa extension and work permit advice
- Other general pastoral support and advice for international students

4) Organisation of cultural and social events

At least once every month, the Centre organises a social event and/or a trip to a holiday resort or a site of cultural heritage. If you wish to participate, remember to check the News and Events in 'MyPortal' regularly and book a place well in advance.

5) Intercultural mentoring programme

The Centre operates an intercultural mentoring programme in which new international students are paired with current students or staff in order to obtain advice on living and studying in Staffordshire University. As the mentoring moves on, it is hoped that the programme will be more mutually beneficial by offering opportunities for both mentors and mentees to develop cultural awareness and long-lasting international friendships. If you would like to take advantage of the programme either as a mentor or a mentee, information on how to apply is available on the website www.interculturalmentoring.org.uk.

Key contacts:

Website: www.staffs.ac.uk/isc
Centre E-mail: isc@staffs.ac.uk

Centre Administrator

Tracy Walker (t.walker@staffs.ac.uk)
B4 Cadman Building, Stoke Campus, College Road
Tel: 01782 29 4639

International Student Advisers

Julie Dunn and Debra Graddon
B4 Cadman Building, Stoke Campus, College Road One Stop Shop, Ground Floor, Beacon Building,
Stafford Campus (every Tuesday, Wednesday and Thursday)
Tel: 01782 29 4711 (Stoke), 01785 353818 (Stafford)

Subject Specific Language Tutor – Faculty of Art, Media and Design

Ms Michelle Nixon (E-mail M.Nixon@staffs.ac.uk)
Room 600, Flaxman Building, Stoke Campus, College Road

Subject Specific Language Tutor – Business School

Mrs Angela Ghadery (for postgraduate students. E-mail A.M.Ghadery@staffs.ac.uk)
Room 602, Flaxman Building, Stoke Campus, College Road

Subject specific language tutor – Faculty of Computing, Engineering and Technology

Dr Steve Brewer (for Computing students, E-mail s.j.brewer@staffs.ac.uk)
Room 620, Flaxman Building, Stoke Campus, College Road

Mr Lorenzo Ball (for Engineering students, E-mail l.ball@staffs.ac.uk)
Room 620, Flaxman Building, Stoke Campus, College Road

Subject specific language tutor – School of Law

Mr Markus Klingelfuss (E-mail m.j.klingelfuss@staffs.ac.uk)
Room 600, Flaxman Building, Stoke Campus, College Road

Subject specific language tutor – School of Health

Mrs Mary Thomas (E-mail m.thomas@staffs.ac.uk)
Room 602, Flaxman Building, Stoke Campus, College Road

Subject specific language tutor – School of Sciences

Mr Peter Thomas (E-mail p.thomas@staffs.ac.uk)
Room 602, Flaxman Building, Stoke Campus, College Road

For one-on-one appointments to see the English language tutors, please e-mail isc@staffs.ac.uk or go to B4, Cadman Building.

(J) Catering Services

Student restaurants are available at all campus sites serving a variety of regional and international food, sandwiches, salads and confectionery. Fairtrade coffee and tea are also available.

- Stoke:College Road – The Courtyard and Dolc*He Vita, Pavilion; Leek Road – Bush House & Dolc*He Vita, Brindley Building
- Stafford: Beaconside–Terrace Cafe, The Gallery, Dolc*He Vita, Beacon Building and Dolc*He Vita, Ruxton Foyer
- Blackheath Lane–Food for Thought

A wide variety of food and drink is also available from the Union shops and bars, located at College Road, Leek Road and Beaconside. A wide range of healthy eating options including freshly made smoothies and organic soups are available from the Students' Unions Squeeze Box' on College Road.

(K) Sports Centres

There is a Sports Centre at each campus offering a wide range of sporting activities, fitness suites and leisure activities delivered by fully qualified instructors.

Sir Stanley Matthews Sports Centre, Leek Road, Stoke
t: 01782 294124
Beaconside Sports Centre, Beaconside Stafford
t: 01785 353286

Faculty/Subject Level Services and Support

(1) Personal Tutors, Student Mentors and Student Ambassador Scheme

➤ Personal Tutors

All students will be assigned a Personal Tutor (PT) as soon as they arrive: they will remain in contact with you throughout your time here (although, depending on your particular award, tutorial responsibilities may be re-negotiated in your third year in line with arrangements for the supervision of dissertations and similar projects)

Your PT is there to do two things – (1) to review with you your academic progress, and to provide you with academic guidance (for example, on module choice, on changing award routes, on developing a strategy to recover failed modules, or on improving your performance following your assessment results at the end of each teaching block), and (2) to provide pastoral support.

You should always keep your PT informed of any circumstances which are impeding your progress and achievement on your degree. What you say will be confidential – and your PT can offer valuable advice in terms of claiming ‘extenuating circumstances’ (see below) when something happens (like illness, for example) which affects your ability to meet assessment deadlines.

Your PT can also talk through with you and advise on issues such as intermission (if you need to take a year out of your studies), changing your study mode (from full time to part time), completing your award at another university, or withdrawing from your course.

You will be allocated a PT during induction week. Your subject notice boards should provide a list summarising the distribution of tutorial responsibilities. You will meet your PT, probably in a ‘tutor group’, during the induction process. This will give you a chance to raise any questions about the induction arrangements, or your course or any other problem that you wish to discuss. It also allows your PT to explain more about their role, their availability (i.e. their ‘office hours’, appointments system and contact details) – and for you to understand your obligations as a personal tutee.

Although the appointments system will allow you to book in to see your PT when you wish to discuss something, s/he will also invite you to a scheduled ‘academic guidance’ tutorial at the end of each teaching block to discuss with you your progress on your award. If you have run into difficulties in completing some of your modules, your PT may want to arrange to meet with you again in order to discuss your best strategy for recovering any outstanding credits. Such meetings will usually occur after your results have been confirmed by the Faculty’s Assessment Boards.

Scheduled meetings will also give you the chance to arrange any additional meetings to discuss pastoral issues should you wish or need to do so. Where the issues are serious and beyond the competence of your PT to deal with you will be referred to an appropriate University Support Service (see above) – but your tutor will make a note that you have discussed any circumstances affecting your academic or personal well-being and put this on your file – and, where appropriate, will offer you advice on claiming ‘extenuating circumstances’ in relation to your assessment obligations.

You can give feedback on the functioning of the PT system through your student representatives who attend the biannual ‘Student Staff Liaison Group’ (SSLG) meetings (see below). A discussion of the operation of the PT system is a standing item on the agenda of these meetings.

The best advice we can offer you is to seek help early if you feel you have a problem. Try not to brood or become depressed; most problems are solvable. Personal Tutors are anxious to develop an informed relationship with you, but this can only work if you allow it to develop.

If for any reason you find it difficult to get on with your Personal Tutor you can always request a change by going to see your Award Leader (see the Programme Area Organisation charts in Section 1). Further information can be located at the ‘Personal Tutoring website’ www.staffs.ac.uk/personaltutoring.

➤ Student Mentors

You will also meet in your first week here our *Student Mentors*. They are in their second or third year of study and 'know the ropes': sometimes you may prefer to talk to other students rather than to a member of staff. Where and when the mentors are available beyond the first week will be posted on Award Notice Boards.

➤ **Student Ambassador Scheme**

Students can play an active role in helping others to find out about higher education, life as a student and about Staffordshire University in particular.

Student ambassadors help out at campus visits, HE fairs and conventions, corporate and faculty open days where the objective is recruitment to Staffordshire University.

There are also many "specialist" areas of work that involve delivery of activities in local schools and colleges, summer schools, mentoring, e-mentoring, associates (working with groups of young people) all of which raise aspirations, attainment and awareness of Higher Education to young people in Stoke on Trent and Staffordshire.

Being a student ambassador helps to develop social, organisational, problem solving, time management and communications skills in a practical context. You shouldn't leave University without gaining this experience!

What's in it for you?

- Flexible work hours to fit in with your study
- A competitive hourly rate of pay is offered
- Wide range of training is available which will look great on your C.V
- Build your transferable skills package
- Meet new people (and make new friends)
- Learn more about the university and get more involved with the local community
- Work with young people from Year 7 to Year 13 pupils
- Gain great practical work experience
- Be involved in teamwork and use your own initiative
-

How do I get involved?

Recruitment to the student ambassador scheme takes place on a bi-annual cycle – there are compulsory training sessions that must be attended if you wish to gain a place on the scheme. Email: j.burgess@staffs.ac.uk for more information.

(2) Faculty Studying and Writing Guide

Whenever you are writing an assignment, you are strongly advised to consult the excellent studying and writing guide, Studying Independently and Producing Better Written Work, produced by Dr Douglas Burnham, a senior lecturer in philosophy in this faculty, available on-line at <http://www.staffs.ac.uk/study>. You should do this until you are thoroughly familiar with all the appropriate and expected academic standards and conventions. The guide covers the essentials needed to plan, study research and write to successfully to meet these expectations – and you will be expected, of course, to write academic essays at all levels of your award.

(3) Study and Employability Skills Modules

Most awards in the Faculty will have modules which help to develop your study/employability skills embedded as part of the curriculum you are required to follow. However, a variety of modules which aim specifically to enhance these skills are also available and can be taken as general options (go to the General Option on-line Directory at www.staffs.ac.uk/amdoptions for more information on what is available.

You can always seek advice from your personal tutor, your Award Leader, the Careers Centre, or staff in the Study Skills Centres as to which of the available modules is most suitable to support the development of the skills you need for a successful career as an undergraduate at Staffordshire University.

You may find, in particular, that following the assessment periods your tutors will advise you (in February and/or in July/September) that you would benefit from registering for one of more of the above modules.

Student Representation

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

(1) SSLGs (Student Staff Liaison Groups)

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

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

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

(2) Other Committees

In addition there are a number of other Committees both in the Faculty and in the University as a whole, which have student members. At Faculty level, the most important of these is Faculty Board.

This is chaired by the Dean. It has formal responsibility for overseeing the running of the Faculty and its awards. Membership includes members of academic and non-teaching staff from the Faculty, as well as representatives from the Library, Information Technology Services and the Students' Union.

(3) Other Feedback Mechanisms

At Staffordshire University we value your views and want to hear more of them. We are committed to obtaining feedback from students regarding the quality of their learning experience. You will be able to talk, of course, to your personal tutor. You will find that subject tutors will ask you to evaluate your learning experience on their modules. You may be invited to complete a questionnaire at the end of the year about your general experience as a student following a particular award. In addition, there are two other surveys of your experience which you are encouraged to engage with:-

Student Viewfinder Survey

Usually conducted in February, the annual survey is a great opportunity to help us to improve your overall experience as a student. All Faculties, Schools and Services are asked to give consideration to the Survey and to produce Action Plans to address any issues that students have identified. There are two prizes of £500 available to students who complete the survey, so it's worth while taking part and telling us what you think.

Please visit the Student Viewfinder Survey pages for more details and to see your Faculty/School action plan from the last survey.

http://www.staffs.ac.uk/study_here/student_life/student_feedback/viewfinder/index.jsp

National Student Survey (NSS)

The National Student Survey (NSS) is a survey of mostly final year undergraduates and is an opportunity to report on your overall student experience. Your views will also help to inform the choices of prospective Higher Education students about where and what to study. The Survey runs from January to the end of April.

For more information see the National Student Survey at www.thestudentsurvey.com

For more information about what your feedback can influence or for ways to get involved please visit: www.staffs.ac.uk/feedback.

Appeals, Complaints and Conduct

Where generic issues are concerned (for example, the resources available properly to support the delivery of a particular module have been in some way deficient), the appropriate procedure is to raise the problem via SSLGs and Faculty Board. See your student representative on each of these committees.

Any issues that you are not happy about in relation to your individual experience, whether it be to do with the teaching you receive or as a consequence of administrative processes, can usually be resolved informally by consultation with your Personal Tutor, or with a Module Tutor, or with your Award Leader or Manager (see the Programme Area Organisation charts in Section 1), or with the Faculty/School Office. Typical examples here might be that you have been unable to find a particular member of staff to obtain feedback on your assignment, or that the Faculty Office promised to return your telephone call and failed to do so, or gave you some wrong information, or failed to amend your record on THESIS+ in line with your written instructions.

In general, it is always a good idea to try to resolve issues informally. But where this has not succeeded, or is not appropriate, (for example, you want to appeal against the decision of an Assessment or Award Board or of the Extenuating Circumstances Panel, or you need to complain) then you always have the option of using the University's formal processes. You can access these formal procedures on the University website www.staffs.ac.uk. Appeals are called 'Procedure for Review of an Examination Board Decision' and can be found by following the link http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf. The Extenuating Circumstances procedure can be found at www.staffs.ac.uk/images/extenuating_cir_tcm68-15855.pdf. You can also locate the Student Complaints Procedure at www.staffs.ac.uk/images/complaints_tcm68-15862.pdf.

If you would like advice on how to appeal or make a complaint, please contact either your Personal Tutor, or Award Leader, or the Faculty Student Guidance Advisor (Rachel Thompson), or go to the Students' Union Advice Centre. All can help.

You should note, of course, that the complaints procedure is a two way process.

You have an obligation as a student, and as a member of the University community, always to conduct yourself in an appropriate manner. At the most general level, this means an obligation always to behave in a way which does not cause distress or anxiety to others.

Your obligations in this regard are spelt out more clearly in the document 'Regulations: General Student' (7.1 to 7.12), which you can also access via the University website at www.staffs.ac.uk/images/generalstudentregs_tcm68-12714.pdf. **Appendix 3 of this document indicates the disciplinary procedures which ensue should you abrogate the code of conduct.**

Part of the induction process will include an opportunity for you, in a collaborative discussion with tutors and your peers, to agree some of the expectations which academic staff might reasonably have of you in your role as an undergraduate – and which you might reasonably have of staff (see the 'House Rules' section on the AMD website: http://www.staffs.ac.uk/schools/art_and_design/induction/). These expectations are likely to include the following:-

Students should have the right to expect teaching staff

- To behave in a professional manner
- To keep abreast of current developments in their discipline
- To treat them with respect and to take into account their individual needs

- Not to harass or bully
- To arrive for classes on time and to let them know if they are likely to be late or need to cancel
- To be available to help them at reasonable times, and during their 'office hours'
- To mark and give feedback on their work in a reasonable time, and always within 25 working days

Tutors have the right to expect students

- To arrive at lectures and seminars on time
- To let tutors know if they are likely to be late
- Not to interrupt others in class
- Not to disrupt or compromise the experience of other students in any learning situation (e.g in a lecture, through eating, holding a private conversation, using an MP3 player/iPod, reading a magazine or newspaper)
- To turn off mobile phones in class (if you are expecting an urgent call please warn the tutor beforehand and sit at the back of the class near the door)
- Not to plagiarise or cheat
- To give essays and other assignments in on time
- Not to bully or harass
- To keep their tutors informed of any issues affecting their attendance or performance

Supporting Disabled Students.

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

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

Faculty Support

The Law defines disability as an impairment that has a substantial effect on the individual, which is long-term (over 1 year), and which adversely affects the ability to perform day-to-day activities (see the Disability Rights Commission's website at www.drc.org.uk). Hence 'disability' includes much impairment that is 'hidden' (e.g. dyslexia, diabetes, and some mental health issues). Probably one in five people of working age are considered to be disabled by reference to the legal definition.

The law also imposes an obligation on the University to make 'reasonable adjustments' to ensure that you have the best possible chance of demonstrating the learning outcomes appropriate to your award, and to anticipate your needs where we know about your disability.

For the University to discharge these duties effectively, however, means that you need, first, *to declare* your disability – either before you start your programme of study or during it. We would then further encourage you to seek an assessment of your learning support needs (a 'learning support agreement') with the help of the Disabled Student Centre. Once tutors and technical and administrative staff have a clear statement and understanding of your needs, we can give you the best possible chance of achieving the competencies associated with your programme of undergraduate study.

Academic, technical and administrative and support staff in the Faculty now have considerable experience in supporting the learning of students with disabilities. As a matter of routine, subject tutors share good practice concerning teaching, learning and assessment issues which arise from working with disabled students. This is done via peer review of teaching and subject meeting discussions.

Within the Faculties, however, there are designated members of staff (Disability Officers/Coordinators and Student Guidance Advisors), who are also there to support you through the academic part of your programme. They can help to deal with some of your day-to-day issues, provide advice and guidance and can help you in making additional support arrangements.

Your Disability Officer/Coordinator for the Faculty of Arts Media and Design is Professor Phil Nicholls (Academic Support Manager, Flaxman L513, Tel 01782 294655, e-mail p.a.nicholls@staffs.ac.uk). Phil is supported by the Faculty's 'Student Guidance Advisor' (Rachel Thompson, Flaxman L526, Tel 01782 294715, e-mail r.thompson@staffs.ac.uk, and by Alison McHugh, Flaxman L526, Tel 01782 294671, e-mail A.J.McHugh@staffs.ac.uk).

Information about your learning support needs is circulated, provided you have consented to this, to relevant tutors, administrative and technical staff, so that they are aware of any necessary adjustments which may need to be made to your learning environment. Circulation of information is overseen by the Faculty Academic Support Manager (Professor Phil Nicholls). The key document here is the assessment and summary statement of your needs made by the Disabled Student Centre (your 'Learning Support Agreement'). **This information is also important to your personal tutor, who will, if necessary, agree with you your 'personal evacuation plan' in the event of any emergency.**

If we know that you have a disability, your Award Leader (see the Programme Area Organisation Charts in Section 1) will be nominated as your Personal Tutor. If you experience any difficulties in terms of day-to-day support (for example, some tutors might be forgetting to provide you with copies of teaching material prior to the class), then you should, in the first instance, remind the tutors concerned of your needs, and then see your Personal Tutor/Award Leader. If you can't find your Personal Tutor/Award Leader, then see Rachel Thompson (L526, 01782 294715, r.thompson@staffs.ac.uk), your Student Guidance Advisor, or Professor Phil Nicholls (L513, 01782 294655, p.a.nicholls@staffs.ac.uk), the Academic Support Manager in the Faculty.

If your Learning Support Agreement says that you may need extra time to complete assignments, you will be expected to negotiate any extensions with your personal tutor/Award Leader (see Section 4 below). You must do this at least 10 working days before the deadline for any given piece of assessment. Your Personal Tutor/Award Leader must agree the amount of extra time with you as 'reasonable'. You will be asked to sign a white sticker to attach to your work when you do submit it so the module tutor knows by what date you have agreed to hand it in. Note that if you miss this date your work will be treated as 'late', and will be given a mark of zero (unless Extenuating Circumstances have intervened – see Section 4 below – or you have legitimately re-negotiated the deadline)

If you have been diagnosed as dyslexic or have a hearing impairment there are yellow and green stickers (available from Faculty Reception L507 Flaxman or from your Award Leader/Personal Tutor) to attach to your work when you submit it to remind module tutors to mark your work on 'knowledge, content and understanding' rather than on use of English.

You might also want to use the Student Staff Liaison Group (SSLG) meetings as an important mechanism for reporting any instances where the 'reasonable adjustments' you require to achieve the learning outcomes associated with your *particular award* have been found wanting.

The Faculty will also be holding two Forums (one in each Teaching Block) to which all students who have declared a disability will be invited. Students who have an undeclared disability will also, of course, be welcome to participate. These Forums are a new initiative, launched in response to our Disability Equality Duty under the 2005 Disability legislation. Each Forum will be a chance to consult with you on *generic issues* relating to the learning experience of disabled students in the Faculty, and to ensure that, in the development of policy and procedure, we *consult* with you to ensure that we continue to promote the principle of inclusivity.

In 2009-10 these Forums will be held on 20.11.09 and 12.03.10. Reminders about these events will come through to you via e-mail.

The Faculty also has representation on the University's Disability Forum, which shares good practice across the University and keeps itself informed of strategic issues as they arise. If you wish to bring any issues to the attention of the Forum, see Phil Nicholls, who is the Faculty's representative on this group.

The University is compliant, of course, with current legislation which requires public bodies to have an approved 'Disability Equality Scheme'. Each scheme has three years to achieve full implementation. You can access full details of Staffordshire's Scheme from the website at <http://www.staffs.ac.uk/des/>

The 'Disability' Notice Board by Reception on the fifth floor of Flaxman provides details of Faculty Progress towards meeting our Disability Equality Duty, as well as hard copies of the minutes of Faculty Student Disability Forums.

Disabled Student Centre

The Disabled Student Centre will work with you to ensure that the most comprehensive support package available to meet your individual needs is fully explored. We take our duty to make reasonable adjustments on your behalf seriously. **However, you must also recognise that you have a responsibility to be pro-active in working with us to achieve this** and, if you haven't already done so, you should contact the Disabled Student Centre immediately. We can help you with some or all of the following:

- Support with your application for Disabled Students' Allowance and other sources of additional funding
- In conjunction with your Faculty, making individual examination and assessment arrangements
- Provision of information, advice and guidance on any disability related matter
- Negotiating specialist support if you have a sensory or mobility impairment
- If you have a mental health problem, a chance to talk to our Specialist Student Advisor (Elsa Heffernan, Tel 01782 294517, e-mail Elsa.Heffernan@staffs.ac.uk)
- Screening and diagnostic assessment for dyslexia
- Referral to other organisations, where appropriate

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

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

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

By post to: Disabled Student Centre
4/5 Winton Square
Station Road
Stoke on Trent ST4 2AD

or by calling into the Disabled Student Centre in Stoke between 9 – 5 Monday to Friday.

Section 4 Teaching Learning and Assessment

Attendance and Absence

Attendance for all **formal teaching** is **compulsory**. On some occasions, owing to illness or other commitments, your absence may be unavoidable. All tutors recognise this, and on such occasions you should tell the tutor concerned rather than to assume that he/she has noticed. If you cannot contact your tutor, you should leave a message with the Faculty/School Office. In the case of absence for a period of up to and including five working days, full-time students **must** complete a self-certification form. These can be obtained from the Faculty/School Office.

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

If a tutor notices that you are absent from a class they will normally try to get in touch with you to make sure that everything is OK. If you are absent from a class on two consecutive occasions Faculty policy is for the Faculty Office to write to you asking you to make contact with the tutor to explain your non-attendance. If you do not reply to this letter the tutor may withdraw you from the module. The University regulations state that after four consecutive absences any tutor discretion in relation to withdrawing you from a module, in the absence of a valid reason such as illness, is suspended.

If you are withdrawn from a module where there are no valid extenuating circumstances to explain your absence you will be required to re-take the module with attendance as a referral (i.e you can only achieve a maximum of Grade Point 4 = 40% = minimum pass mark in the assessment for that module). Where you have been withdrawn because of illness or other valid extenuating circumstances you will be required to take the module with attendance, but 'as if for the first time'.

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

International Students – Monitoring of Attendance

If you are an international student from outside the EEA, you will most likely have entered the UK under Tier 4 of the Points Based System for immigration. Included in this new immigration system is the requirement for the University to have a Tier 4 sponsor licence. As part of the conditions of obtaining the licence, **we are required, by law**, to inform the Home Office UK Border Agency if you are not engaging in your studies, withdraw, transfer institution, go onto a placement or return to your home country without permission. We want to make this as simple and straightforward a process as possible for you. **You will receive a letter at enrolment, detailing the arrangements for monitoring your engagement with your studies.** This will require you to have an attendance form signed by one of your tutors on ten different occasions throughout the academic year. If you attend your studies on a regular basis and complete your assessments as required for all courses at the University, you have absolutely nothing to worry about. It is very important that you comply with these arrangements, as your student visa depends on this.

Lectures and Seminars

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

Assignments

Deadlines for coursework

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

The deadlines for the receipt of coursework will be stated in your module handbooks. It is important that you note that no coursework will be accepted after these dates unless there are extenuating circumstances (see below) and tutors cannot give deadline extensions beyond these dates. If you are making a claim for late submission due to extenuating circumstances, you have 10 working days from the original deadline in which to hand in your assignment. If you hand in work beyond the 10 working days, it will normally be classed as a non-submission even if your claim is upheld.

Ethical Clearance

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

Most modules involving this kind of activity occur at Level 3 students where project or dissertation work or their equivalents is undertaken. There will be occasions, however, at levels 1 and 2, where you will also need to ensure compliance with the university's ethical procedures and principles.

You will be asked to agree to 'abide by Staffordshire University Code of Conduct for Research and Enterprise' (www.staff.ac.uk/images/code_conduct_research_tcom68-24423.pdf) when you enrol.

Your subject tutors will include in module handbooks details of how appropriate ethical scrutiny of any work you need to undertake has been, or needs to be, ensured. *This is particularly important for final year students: where the University has not given ethical clearance for project or dissertation work being undertaken by students at Level 3, then such students will be withdrawn from the module(s) concerned until such time as compliance with the required ethical clearance procedure has been demonstrated. If no such compliance is forthcoming, then such students will not be able to graduate with an Honours degree at the end of the academic year.*

Handing in Your Assignments

You will always be required to hand in written assignments relating to Faculty of Arts Media and Design modules to the Faculty/School Office (5th Floor Flaxman, room L507). Instructions for the submission of practical assignments will be included in the relevant module handbooks.

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

The Faculty Office is open to take your assignments at the following times:

Monday to Friday 8.45 am – 3.30 pm

ASSIGNMENTS WILL ONLY BE ACCEPTED DURING THESE HOURS.

Written assignments to be submitted to the Faculty Office should have stapled to them an *assignment receipt form*, available from the Office or Student Post Room (L414)

Please ensure that you fill in *all* sections, particularly the module title and tutor's name before coming into the Office to have it stamped; space is at a premium and the Office is very busy on assignment submission days, so do plan to submit your work in plenty of time. Space to complete the assessment receipt form by using the Student Post Room (L414).

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

If you have dyslexia or are hearing impaired, make sure that you ask for one of the yellow (dyslexia) or green (hearing impaired) labels (available from your Award Leader/Personal Tutor – see the Programme Area Organisation chart in Section 1 – or, if at the last minute, the Faculty/School Office) to attach to your work to signal to the tutor that the assignment needs to be marked on content and understanding rather than on syntactical and grammatical competence.

The form you will complete is in duplicate. It is most important that you use a biro so that both copies are marked. Having completed it go into the Office where a member of staff will date stamp and sign both copies of the form and return one copy of it to you.

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

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

YOU SHOULD ALSO NOTE THAT NO WORK WILL BE ACCEPTED WHICH HAS BEEN SENT BY FAX OR E-MAIL.

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

Examinations and Class Tests

Class Tests

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

Examinations

If any of your modules are assessed either wholly or in part by examinations at the end of semester 2 then the relevant timetable details will either be made available to you electronically or displayed in the Faculty (outside the Faculty Office, L507, March each year) as soon as these have been confirmed by the Examination Office.

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

The University publishes a draft examination timetable in January which will be posted on the notice board outside the Faculty/School Office. You can also look at it on the University's web pages. You should look at this draft timetable to see if any of your examinations clash. If they do, you must report this to the Faculty/School Office by the deadline given. After this deadline, the university will make any

necessary changes and a final version of the timetable will be published in March. You must check this in case any changes have been made to your examinations.

Special Examination Arrangements

If you have a medical or other difficulty, which might necessitate special examination arrangements, you should notify the Faculty/School Office (contact Caroline Ferguson, L526, 01782 294823, e-mail c.ferguson@staffs.ac.uk) well before the examination period, so that appropriate arrangements can be made. You should also ensure that you inform your Personal Tutor or Award Leader (see the Programme Area Organisation charts in Section 1).

If you have undergone a formal assessment for a disability which indicates that special examination arrangements are required (for example, extra time or separate invigilation or a note taker) then the examinations office will already have details of your requirements – but it is still always a good idea to check with the Faculty/School Office to make sure that the arrangements are underway.

Extenuating Circumstances

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

Claim forms can be collected from the Faculty Office or the Information Centre, or downloaded from the web (under policies and procedures) and once completed should be handed in to the Faculty/School Receptionist (usually Rosemary Hambleton). The form includes full instructions on how it should be completed and what kind of evidence you will need to support your claim.

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

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

Note that you can't claim ‘N’ for an assessment deadline – and then submit the work for the current assessment round, as this can be equivalent to gaining more than 10 extra working days for a late submission. In such instances, the Faculty would hold your mark over until the following assessment board (June for teaching block 1; August or February for teaching block 2)

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

If you experience difficulty in completing the form or with the process, please ask for advice from your Award Leader or Personal Tutor (see the Programme Area Organisation Chart in Section 1), from the Faculty Office (ask for Alison McHugh, Flaxman L526, Tel 01782 294671, e-mail A.J.McHugh@staffs.ac.uk), the Students' Union Advice Centre (see Section 3) or from the Faculty

Student Guidance Advisor (Rachel Thompson, Flaxman L526, Tel 01782 294715, e-mail r.thompson@staffs.ac.uk)

The bases of any successful claim for EC are that:-

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

Claims likely to be approved by the ECP include claims for sickness, personal or family issues (psychological, family illness or problems, relationship breakdown), university IT problems, work obligations for part-time students and chronic medical conditions or recently diagnosed/assessed disability.

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

Always remember to submit your claim for extenuation by the due dates advertised by the Faculty Office on Flaxman Notice Boards. Watch out for reminders on your e-mail. Claims submitted after these dates are only considered at the discretion of the Chair of the ECP or (after the Assessment Boards) as appeals to the Dean of Students, Francesca Francis (F.Francis@staffs.ac.uk).

All claims are considered by the Faculty's/School's ECP. This is chaired by the Faculty Academic Support Manager (Phil Nicholls). Only Phil and the administrator(s) preparing the information will know the identity of any students submitting a claim.

You will be notified in writing of the result of your claim. If you are not happy with the Panel's decision, we suggest that you contact the Faculty office in the first instance (ask for Alison McHugh, or for Professor Phil Nicholls, L513, 01782 294655, E-mail p.a.nicholls@staffs.ac.uk). If you still feel that the situation has not been satisfactorily resolved, then you can appeal in writing to the Dean of Students, Francesca Francis (F.Francis@staffs.ac.uk).

Straightforward claims are dealt with by the Chair of the ECP and an administrator soon after they have been received. Decisions relating to these claims are then reported to formal ECP meeting held at the end of each teaching block. This Panel also deals with more complex claims referred to it by the Chair for further discussion.

Teaching Learning and Assessment (TLA) and Disability

If you enter the University as a disabled student, or are assessed for a disability during your time as an undergraduate, the Faculty's Academic Support Manager (Phil Nicholls, L513 Flaxman, ext 4655, p.a.nicholls@staffs.ac.uk) will ensure that a copy of your assessment is placed on our Faculty files, and that the tutors with whom you come into contact are apprised of your particular requirements (provided you have agreed to disclosure) in relation to TLA.

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

If your statement indicates the need for special examination arrangements, you should contact Caroline Ferguson in the Faculty Office (Flaxman L526, 01782 294823, E-mail c.ferguson@staffs.ac.uk) as soon as the draft examination timetable is posted outside the Reception (L507, Flaxman Building) in January. (Caroline will normally be aware of your requirements via the Examinations Office, but it is always as well to make sure that she has the information required so that the provision you need can be made available)

If you are dyslexic, remember to ask your Award Leader/Personal Tutor (see the Programme Area Organisation charts in Section 1) or Faculty reception for a yellow sticker (green for hearing impairment)

to attach to your coursework when you submit it. This sticker indicates to tutors that they should mark your work on content, knowledge and understanding rather than on your use of English.

Where the assessment of your disability indicates that you may require extra time to complete your assignments we will negotiate an individualised schedule of deadlines with you in order to ensure that we have made a ‘reasonable adjustment’ to our assessment requirements as far as your particular needs are concerned. Your Award Leader/Personal Tutor will do this with you. You will need to initiate the request, however – and you will need to do this not later than 10 working days before the first assessment deadline falls due.

Once you have re-negotiated a deadline for a piece of assessment, your Award Leader/Personal Tutor will give you a white sticker to attach to the work when you hand it in to Reception. The white sticker will record details of the re-negotiated deadline, module and assignment details, the date of the agreement and the signature of yourself and your Award Leader/Personal Tutor. The white sticker will signal to the marker that you have a legitimate extension to the coursework deadline.

If you hand work in after a re-negotiated deadline, it will be treated as ‘late’, and will be marked at zero (or, at the award board’s discretion, a 4R provided it was a pass – signalling that the Board is prepared to accept the work as the work you would have done for the referral). So, if having once re-negotiated a deadline you find that, as it approaches, you are going to need a further extension, you will need to go back to your Award Leader/Personal Tutor to authorise this. Your Award Leader/Personal Tutor will use the test of ‘reasonableness’ in agreeing to any further extension.

If you need to adjust the assignment schedule agreed with your Award Leader/Personal Tutor for reasons that are unrelated to your disability, then you will need to use the normal Extenuating Circumstances procedure (see above).

Note also that if you are waiting for an assessment of your learning support needs from the Disability Advisory Service, you should continue to use the Extenuating Circumstances procedure (see above) to claim any additional time you need as a consequence of your disability. When you have had an assessment of your learning support needs completed, however, and this *does not* explicitly state that you should be allowed extra time to complete coursework, then you will be expected to meet the normal deadlines. In this instance deadlines cannot be ‘re-negotiated’ either via tutors or via the Extenuating Circumstances procedure.

Assessment

How is my work marked?

Essays and exams are marked on a scale of 1-15: grades 4-15 are passes and 1-3 fails. A full explanation of the grades is contained on page 8 of the ‘Academic Award Regulations: Undergraduate Modular Framework’ (http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf). Your Module Handbooks will provide you with *marking criteria* i.e. an explanation of what you need to do to achieve these grades in relation to particular kinds of assignments.

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

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

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

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

The Progress Review Board, which meets after teaching block 1, looks at credit profiles by individual student, and may invite students who have failed any modules at that point of the academic year to resubmit/resit the assessment(s) in May of that year or, where more than 30 credits have been failed, some referral work may be asked for in August or even January of the following year.

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

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

Plagiarism

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

In all work you must, of course, always avoid plagiarism. Plagiarism is defined in the University Regulations as: 'the representation of another persons work, without acknowledgement of the source, as his/her own for the purposes of satisfying formal assessment requirements for coursework. ...' (see page 3 of 'Academic Award Regulations: Procedure for Dealing with Breaches of Assessment Regulations: Academic Dishonesty' http://www.staffs.ac.uk/images/academic_dishonesty_tcm68-12681.pdf).

This regulation covers material from the Internet as well as library books and the work of other students. You must avoid the copying of another person's work without the use of quotation marks and/or acknowledgement of the source. Equally, summarising another person's work by simply changing a few words or the presentation without acknowledgement also constitutes plagiarism.

Guidance is available on avoiding plagiarism. Consult the Study skills website (<http://www.staffs.ac.uk/studyskills>) and/or the Faculty's *Studying Independently* guide (<http://www.staffs.ac.uk/study>) for details. A new 'plagiarism' website has been produced for students and is available at www.staffs.ac.uk/plagiarism. This provides updated guidance on how to ensure good academic practice in your writing.

Note, too, that the University has introduced plagiarism detection software called 'Turnitin' which will be used by all Faculties and Schools from 2009/10 onwards. You will be told which assignment(s) you will be required to submit **via** Turnitin and you will be given guidance as to how to use the software. In addition, the University **Libraries and Study Skills Centres** will provide advice on using the software. You will also be given the facility to submit any other assignments through Turnitin so that you can better understand how not to plagiarise. See <http://www.staffs.ac.uk/refzone> for advice on **referencing and how to avoid plagiarism**.

Within your Award, you will be also be given advice on how to avoid plagiarism, how to reference your essays and present bibliographies, and on the proper use and acknowledgement of quotations in your writing. In your first year this is likely to take the form of one or more teaching sessions specifically devoted to the conventions of good academic practice: the proper use and recognition of quotation, and the correct referencing of sources, are the key defences to avoiding plagiarism.

Cutting and pasting text from the internet without acknowledgement is plagiarism. If you have picked up this bad habit at school or college prepare to get rid of it!

(Note that an essay consisting entirely of properly acknowledged 'cut and paste' text would also fail – not because of plagiarism, but because none of the writing in the assignment would be yours, and what assignments are trying to assess is your knowledge and understanding, not someone else's)

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

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

The Assessment Offences Panel will make a recommendation to the Assessment and Award Boards in relation to any penalties to be imposed for the offence, and any resubmission requirements. The Award Board, however, will confirm the final decision on the appropriate penalty prescribed by the University's regulations (see 'Academic Award Regulations' below). Where a student's profile shows more than one offence (committed in discrete assessment periods), the Award Board is likely to impose more severe penalties, such as the restriction of the class of degree to be achieved.

The penalties for plagiarism can be severe – where the standards of professional accreditation need to be defended (for example, in Journalism), or where a third offence has been committed, a student can be dismissed from their course. The Faculty of Arts Media and Design has not hesitated to do this where appropriate. In 2008-09 the Faculty dealt with over 30 cases of plagiarism. Where the offence was proven, all students – including those who had not realised that what they had done constituted plagiarism - were regarded as having failed the assessment attempt and were required to undertake a referral. Where third year students were involved, this meant that they were unable to graduate with Honours in July. Don't put yourself in a position where you might have to explain something like this to your family!

Remember: plagiarism is easy to spot and easy to trace – tutors don't expect you to be able to write with the fluency and precision of an experienced academic so if you do it is usually obvious that the writing is not your own.

In the end, note that we are trying to assess your level of knowledge, understanding and skill, and to do that we must look at work which you have produced, not work which you have copied from another source and presented as your own.

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

What if I fail a module?

You are allowed 2 attempts at any one module: i.e. the original attempt and one retrieval opportunity. At the discretion of the Award Board, you may be offered the opportunity to retake the module (with or without attendance) if, having made use of the first retrieval opportunity, you have still not passed the

module. This discretion is very important where you have failed a core module for (you must pass all the core modules on your award to get your degree) for the second time.

Note, however, that the Award Board can only offer a third attempt where you have made *at least one* genuine attempt to pass the module on either of the two previous occasions (so where you have failed to submit anything on your first two attempts, a third attempt will not be available to you). In any third attempt, however, you will only be required to pass the elements of assessment for that module which you have failed.

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

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

The conditions for retrieving a failed module will be confirmed by the Award Board, which will have access to your profile across all modules. The Award Board also has the power to compensate/condone up to 30 credits of failed modules per level of your award (see above: 'how is my work marked?') but this is *discretionary and depends upon many other factors*. *You should never assume that compensation will occur*.

For more information about compensation, please see the 'Academic Award Regulations: Undergraduate Modular Framework' (page 14 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf)

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

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

When can I retrieve a failed module?

The Progress Review and Award Boards will set the date by which you are required to retrieve the fail. If you fail a module in the first teaching block, the Progress Review Board will ask you to retrieve this by the following May (or where more than 30 credits have been failed, May and August). If you fail a module in teaching block II, the Award Board (if it does not exercise its discretion to compensate/condone) will ask you to retrieve this either mid to late August, or by January or May of the following year.

The exact dates will be on the University Calendar which is drawn up each year – and the Faculty Office will, anyway, inform you of the dates when it contacts you about your results and any referral recommendations.

But when you are planning your activities for the year, including holidays, you are advised to keep these weeks in August free just in case you are referred in a module *where you are required to take an examination*.

If your final attempt to retrieve a failed module is not successful, you will fail the module. The Award Board may, however, *at its discretion*, offer you one final attempt.

This is particularly important where the module you have failed is a *core* module. If you do not pass any one of your core modules, you are no longer eligible for the award on which you are registered. Should you find yourself in the position where you have failed a core module for the second time and have not

been allowed a third attempt, or have failed a core module for the third time, you should see your personal tutor as a matter of priority to see if there are other possibilities, such as changing awards, which still might allow you to progress and achieve a degree.

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

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

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

Please see the section on 'Extenuating Circumstances' procedures above. Remember that your tutor cannot give you an extension to any deadlines. The only exception to this is where you have a disability and your Learning Support Agreement says that you are allowed extra time to complete your coursework (see above: 'Teaching, Learning and Assessment and Disability')

Results

Following the Progress Review Boards in February of each year you will be asked to collect a profile of your marks from the Faculty Office (L507) and/or you will be advised how to access them on-line.

In the summer, your results will be accessible to you via a password protected web-page, which will also provide you with details of any referral work you need to do. (http://www.staffs.ac.uk/schools/art_and_design/results/). Your results will also be sent to your home address. You should notify the Faculty Office if this has changed from the home address on your enrolment form or if you would like your results sent to another address.

Please note: If you are classed as a debtor by the University, your results will not be considered by the Award Board. Once your debt has been paid your results will be forward to the next scheduled Award board. This may impact on your progression to the next level of your award.

Collecting Your Work

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

This should be no later than 25 working days from the deadline. Check outside the tutor's office for times when s/he is available to give you your work, and to go through the written comments with you. Your tutor will remind you that the mark is still provisional at this point, as it will not have been confirmed by the relevant external examiner and Assessment Board.

If you do not collect your work from tutors by the date of the February Progress Review Board (for teaching block I) or by the date of the June Award Board (for teaching block II), then tutors will either use the Student Post Room (L414, Flaxman) to return your work individually to you in an envelope, or they will retain it in their office.

But tutors cannot file your work in perpetuity, and the Post Room needs to be cleared for the coming academic year.

**SO BY THE END OF JULY ANY COURSEWORK NOT COLLECTED IS LIKELY TO BE DESTROYED.
This is certainly the case for anything left in the Post Room**

Progression to the Next Level of Your Award and Graduation

The following information is intended to give you a quick outline of the University regulations governing progression and graduation. It is not exhaustive and you are recommended to look at the University's

web pages for a fuller explanation. See 'Academic Award Regulations, Undergraduate Modular Framework', page 17 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

From Level 1 to Level 2

If you have passed 120 credits, you have successfully completed Level 1 and may proceed to Level 2.

If you have passed 90 or 105 credits (at least 75 of which are award specific credits), you may still proceed to Level 2 **BUT** must complete the outstanding 30 or 15 credits. Your results letter and profile you receive in the summer will tell you when you need to do these.

If you have less than 90 credits, or less than 75 award specific credits, you **CANNOT** proceed to Level 2 **UNLESS** you bring your credit total to a minimum of 90 (including 75 award specific credits) during the resit period. Any remaining credits required to complete the 120 required for Level 1 would then need to be taken during the next academic year alongside your Level 2 modules.

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

From Level 2 to Level 3

If you have a total of 240 credits from Levels 1 and 2, you have successfully completed Levels 1 and 2 and may proceed to Level 3.

If you have a total of 210 or 225 credits from Levels 1 and 2 including all required award specific Level 1 credits and at least 75 award specific credits at Level 2, you may still proceed to Level 3, **BUT** must complete the outstanding 30 or 15 credits. Your results letter and profile you receive in the summer will tell you when you need to do these.

If you have less than 210 credits from Levels 1 and 2 OR do not have all required award specific Level 1 credits and at least 75 award specific credits at Level 2, you **CANNOT** proceed to Level 2 **UNLESS** you bring your credit total to a minimum of 210, including all required award specific Level 1 credits and at least 75 award specific credits at Level 2 during the resit period. Any remaining credits required to complete your total of 240 credits would then need to be taken alongside your Level 3 modules.

If you have either 210 or fewer than 210 credits you should **ALWAYS** discuss your situation with your personal tutor, who will advise you on the best way to proceed.

Graduation

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

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

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

However, in certain circumstances, the Award Board can use its discretion to award you a higher classification. Among the things the Award Board will look at in exercising its discretion is your performance in your Level 3 award specific modules, any claims for extenuating circumstances and any modules which have been awarded a compensated pass.

Where you have not achieved 360 credits, but have modules you still need to complete because you failed them or because you claimed Extenuating Circumstances ('non-submission'), then providing that

you have 300 credits (minimum of 60 at Level 3 and a minimum of 90 at each of Levels 1 and 2) you would still be eligible to attend the Graduation Ceremony for an Ordinary degree. Your Honours classification would then be determined once you have completed the outstanding modules.

Please remember that the information above is just to give you the briefest of guides to the key principles underpinning the classification of your degree. The University's web pages have the full academic award regulations and you should consult these if you want to know more. See the 'Academic Award Regulations: Undergraduate Modular Framework' at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

Section 5 Employability

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

Student Employability and Enterprise Policy - summary

Staffordshire University's Employability and Enterprise Policy was approved by Academic Board in April 2009. The Policy has endorsement by the North Staffordshire Chamber of Commerce. Below is a summary of the University's commitments to students

1 Careers Information, Advice and Guidance and Career Planning and Management Skills

Included:

All Staffordshire University campus-based undergraduate awards

Non SURF UK awards

Work-based learners

All University Awards delivered in SURF Colleges

All Staffordshire University campus-based postgraduate (taught & research) awards

All Distance Learning Awards – employability relevant to the UK graduate labour market

Aim: all students (as outlined above) will have the opportunity to develop the ability to *make and implement realistic, well-informed decisions about their careers*. All students will have access to an effective and responsive information, advice and guidance service delivered by the Careers Centre. All students will have access to career management skills through the curriculum.

2 Learning from Experience

Included:

All Staffordshire University campus-based undergraduate awards

All University Awards delivered in SURF Colleges

Non SURF UK awards

All Staffordshire University campus-based postgraduate (taught & research) awards:

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

3 Endorsement by Employers and Accreditation

This Policy is endorsed by the North Staffordshire Chamber of Commerce.

The Careers Centre is currently developing '**Making Work Count**', a 15-credit module that will accredit learning and reflection centred on student experience. There is currently some provision for students to gain accreditation for employability-related activity through certain modules. Some awards have external accreditation.

4 Transferable and Professional Skills Development

Aim: skills development will be integrated into the curriculum. All students will have the opportunity to *enhance their professional skills* relevant to their discipline *and transferable skills* (such as problem-solving and analytical skills) through a combination of curricular and extra-curricular activities and the support available through e.g. the University's Study Skills Centre.

5 Learning, Reflection and Articulation through Personal Development Planning

Included: all Staffordshire University Level 1 campus-based undergraduate awards:

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

6 Enterprise and Entrepreneurship

Included:

All Staffordshire University campus-based undergraduate awards

Non SURF UK awards

All University Awards delivered in SURF Colleges

All Staffordshire University campus-based postgraduate (taught & research) awards

All Staffordshire University distance learning awards – where relevant to the UK labour market

Aim: the University aims to formally embed enterprise into the curriculum so that all students have the opportunity to enhance their enterprising capacities.

7 Developing Staff who are Knowledgeable about and Committed to Employability

All staff will be familiar with employability policy and practice and will know how to access related development opportunities and resources and how to refer effectively.

8 Marketing of Employability

- Prospective applicants, applicants and new students will be actively encouraged and helped to understand and invest in employability regardless of their background.
- An inclusive approach will be taken to marketing, which will demonstrate that all students can be successful.
- Students will be made aware of the need to be employable, encouraged to engage in employability learning and to access careers information, advice and guidance and enabled to feed back their needs and views.
- A coherent approach will be developed in order to:
 - Enable employers to understand the benefits of and implement the employment of students and graduates of Staffordshire University, including those who have an impairment and are from diverse backgrounds.
 - Engage employers in curriculum development.

Student Commitments

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

Opportunities, Resources, Support, Guidance and Information

In practice, the University's commitment to ensuring that all graduates of the Faculty of Arts Media and Design are equipped with the kinds of skills valued by employers, and articulated in the policy statement above, is delivered in the following ways:-

- Through ensuring that the Learning Outcomes of your degree map on to a grid of skills relating to (as a minimum) the acquisition of knowledge and understanding, learning, enquiry, analysis, problem solving, communication, application of knowledge and reflection. These 'key skills' are all 'transferable': that is to say, although you acquire them in relation to a specific subject while you are studying at university, they are skills which can be applied in other contexts and situations. This is why they are useful to employers.

- Through providing you with access to key skills resources: see, for example, the information relating to the Study Skills Centres, the 'Studying Independently' guide, and the support, including the 'Assignment Survival Guide' from Information Services, all detailed in Section 3 above, as well as the University 'key skills' website at <http://www.staffs.ac.uk/studyskills>.
- Through providing you with access to Faculty based 'key skills' modules (See Section 3 above), which are available either as general credit or as part embedded parts of the core curriculum for your award.
- Through introducing you to 'Personal Development Planning' (PDP) as an embedded part of your core curriculum at Level 1 of your award. PDP helps you systematically to address your profile of skills, identify areas of weakness, and to plan strategically to address them. Although the PDP begins at Level 1, you will have opportunities to continue to engage in this process throughout your time as an undergraduate, and are encouraged to do so. PDP also provides a way of recording your development in an accessible, permanent and reflective way. This is useful for you – and, potentially, during application/interview for employment.
- Through providing you with guides to resources, services and opportunities specifically related to 'employability'. See (1) to (4) below:-

(1) The Careers Centre

The Careers Centres at Staffordshire University offer a wide range of innovative FREE services to students, including:

JobZone:

- A JobShop for part-time and vacation work
- Graduate Jobs online
- gradFairZ – online national and regional careers fairs
- MentorVista – mentoring for students with professionals
- Graduate Advantage – paid projects and work experience

Workshops & Courses:

- Bitesize workshops run in the Careers Centres (topics include CV Writing, Job Hunting, Going for Interviews)
- Bigger Picture – longer sessions (topics include Psychometric Testing and Assessment Centres)
- CV Clinics – a chance to get your CV checked by a Careers Adviser
- Careers on Tour – careers help in faculty
- JobZone Talks – employer talks and visits on campus
- Managing Your Career & Work Experience modules

Information, Advice & Guidance

- One to one appointments with a Careers Adviser
- Interview practice with a Careers Adviser
- Eguidance for students who are unable to visit the Careers Centre in person
- Information rooms with books, free magazines & directories and careers software.
- Careers website with information, links and online jobs database and interactive diary.

Find out about it all online at www.staffs.ac.uk/careers

Stoke Careers Centre, Ground Floor, Cadman Building (Thompson Library). T: 01782 294991
 Stafford Careers Centre, Ground Floor, Beacon Building. T: 01785 353233
 E: careers@staffs.ac.uk. Open 9-5, Mon-Fri.

General Option Modules from the Careers Centre

Make your work count - module number AI00076-2

Are you working part time while you study?

Do you want to gain 15 credits for learning from your work?

If so, you could sign up for this **new** module.

- The course is spread over 2 semesters to ease your workload.
- It requires only 30 hours of employment over 15 weeks (which is just 2 hours a week or a more intensive period, for example a holiday job).
- 3 half-day workshops on Wednesday afternoons.
- Discover networking, mentoring, CV writing, presentation and interview skills.
- Meet local employers and find out what they have to say about recruitment.
- Endorsed by the North Staffordshire Chamber of Commerce.

Manage your career - module number AI00089-2

This module gives you a chance to take time out from your other studies to concentrate on you and your future.

- What do you want from your working life?
- What skills have you got?
- What jobs would suit you?
- Learn to write stunning CVs, make effective applications and prepare for interviews
- Make the most of your contacts
- Develop networking skills
- Plan for the future
- Level 2 module running in semesters 1 and 2

You can enrol/register for these modules by calling in to the Careers Centre, Ground Floor, Cadman Building (Thompson Library) during the week commencing 23rd March, or send an email with your details to careers@staffs.ac.uk and we'll add you to the list. If you have any questions, call in to the Careers Centre and have a chat with Julia or Janet.

(2) inVOLved Community Volunteer Scheme

inVOLved is an established joint initiative by the Students' Union and University which aims to provide interested students and staff members with the opportunity to volunteer in their local community. Volunteering opportunities range from participating in a sponsored event, running your own community project, gaining valuable work experience, community sports coaching or volunteering at a festival ... the list is endless! Some people volunteer on a regular basis each week or month, others simply give their time when they have an hour to spare. Whatever your interests and availability, inVOLved will have something to suit you.

inVOLved operates out of the Students' Union Offices in Stoke and Stafford. If you're interested in volunteering, get in touch - we can offer ongoing training and support and assistance with your expenses. For more information go to:

<http://www.staffsunion.com/activities/volunteering/>

(3) Experiential Learning Modules

There are opportunities for you to take either as award specific or as general credit the following Faculty based modules which focus specifically on work experience/volunteering or mentoring:-

- (1) AM25413-1 'Volunteering: Action and Experience I'**
(contact b.emadi-coffin@staffs.ac.uk)

(2) AM25469-1 'Theory and Practice of Mentoring'
(contact r.l.waterhouse@staffs.ac.uk)

(4) Employability Opportunities

There are university/national 'employability' opportunities available in the form of :-

(a) Staffordshire University Business Villages : situated on all 4 campus locations:

- Lichfield Centre in shared property with Tamworth and Lichfield College
- Stafford adjacent to the University Beaconside Campus and Staffordshire Technology Park
- Stoke in refurbished premises on the Leek Road Campus in Stoke.
- Creative village workspaces adjacent to the Faculty of Arts, Media and Design on College Road campus in Stoke on Trent.

These provide a wide range of facilities for graduates, and workplacement students and the wider community to assist with business start-up and enterprise. Running programme of events also offered regularly on business development skills. Contact Libby Griffin on 294187. E-mail e.j.griffin@staffs.ac.uk

(b) SPEED

Provides an opportunity to students to set up a business of their own during a work placement period. The idea is that a company will be formed, that will be continued throughout the final year of study. On graduation, this will then form the career path for the individual(s) concerned. Instead of going to work for a company, students will be working for themselves – in a company they have developed and nurtured, thereby maximising the chances of long-term success. The SPEED scheme is designed to provide students with the facilities and resources necessary to undertake this initiative, such as top quality campus based accommodation in one of our business villages, financial help and business support. Contact [mailto: Dani Payne on 01785 353809](mailto:mailto:Dani Payne on 01785 353809) Email: d.j.payne@staffs.ac.uk

(c) Enterprise Fellowship Scheme

Designed to create high growth businesses by transferring technology from the University to the local economy. The main aim of EFS is to encourage potential entrepreneurs, who have links to any of the partner universities in the scheme, to develop a bright, innovative design or technology based idea into a viable business with growth potential. The EFS thus offers a one year placement on either a full time or part time basis during which you will have access to business advice and University facilities to help in progressing your business idea and in determining its commercial viability. Contact Enterprise and Commercial Development, Sylvia Rowe on 01785 353495 or Email s.a.rowe@staffs.ac.uk

(d) Foundation degree in Business Start-up

This 2-year programme gives entrepreneurs opportunity to gain a qualification THROUGH the growth and development of their business idea. For more information see www.staffs.ac.uk/study_here/courses/business-startup-tcm4213275.jsp, Email bsadm@staffs.ac.uk or Tel: 01782 294922.

Section 6 Useful Contacts

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

Finally, good luck with your studies, and do enjoy your time at Staffordshire!

Phil Nicholls, Faculty Academic Support Manager

L513, Ext 4655, p.a.nicholls@staffs.ac.uk