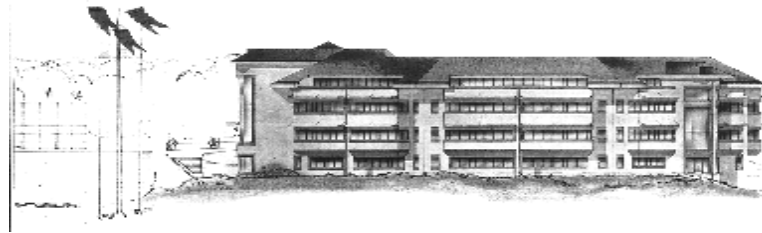


Faculty of Computing, Engineering & Technology



***HND Level 2 Enrolment Handbook
Entertainment Technology Awards
2009 – 2010***

Contents

	Page
General Information	1
Award Specific Information:	
HND Media Technology	3
HND Media Technology: Film	5
HND Media Technology: Music	7
HND Media Technology: Games Design	8
List of useful contacts and resources	9
Academic Calendar	11

General Information

Entering Level 2

The details of the staff associated with the HND awards can be found on page 9 of this booklet.

This booklet is intended to provide you with information about the structure of your award during year two and the modules that you will be studying as core together with the recommended modules that can be chosen as options.

Timetables

You will usually need to develop your own timetable that is based upon the timetable information that can be found on the Faculty Web site (see page 9 for further details).

Start by finding out the attendance requirements for each module – usually one lecture and one tutorial / practical or two lectures and one tutorial / practical but it may be quite different.

Next, using a suitable grid for the days and one hour sessions, place the lectures first.

Now, place all of the available tutorial / practical sessions onto your grid ignoring only those which coincide with lecture times.

You should now have a grid with a large number of tutorial / practical sessions, some of which will probably be occupying the same time slot.

Finally, decide which tutorial / practical sessions you prefer.

A number of important issues to remember and consider carefully....

1. It is quite likely that the Faculty timetable will change.
The Faculty has a dedicated person that develops the timetable, it is a very challenging job. The development of the current timetable was started several months ago and was based upon projected figures. Only when we know exactly how many students have enrolled and how many have enrolled upon the various modules available can the timetable be finalised. Because of this you must assume that the timetable will be amended during the initial weeks of teaching, **it is your responsibility** to monitor the timetable system together with your email accounts and note any changes. Timetable changes affect both students and academics and the changes can be very frustrating for everyone – they are not undertaken lightly.
2. You may not be able to attend your preferred tutorial / practical session.
Some sessions will inevitably be more popular than others and are likely to be oversubscribed as there is a limit on the number of students that can attend any one session. You will often find that the earlier (9am) and later (4pm) sessions are less popular resulting in a more favourable staff / student ratio. Please be prepared to move, in some situations it may not be possible to change to a different session but if you can it may make way for someone else that cannot attend an alternative.
3. Capping
Some modules may be capped to a maximum number. In such situations the administrators will be working on a “first come, first served” basis. If a capped module has reached its maximum you will be asked to select a different module. To avoid the request you are advised to submit your module enrolment forms as soon as possible.

4. Changing modules
The University Regulations state that you are allowed to change none core modules at any time during the first two weeks of teaching. Should you wish to make any changes you are required to complete a form which is available from the Faculty Reception and consider any timetabling issues.
5. Changing awards
You may, if you wish, change awards – you should seek advice before doing so. Any changes will need to be academically approved.
6. Timetable clashes
You may find that some module combinations are not possible as their delivery (tutorials and lectures) occur at the same time and day. If it is just tutorials that overlap it should be possible to switch tutorial sessions (see item 2 above). If lectures overlap it is recommended that you choose a different module as it is highly unlikely that lectures can be moved.

Change of Personal Information

If at any time throughout the year you have any changes to the details that you have entered onto any of the forms associated with the enrolment process, please contact the HND Administrative staff who will help you to complete the necessary paperwork.

It is important that you inform us of any changes as quickly as possible, there have been instances where students have not informed the University resulting in important documents being sent to the wrong address.

Teaching

Teaching commences on Monday 28th September 2009.

Assessment

Most modules within the University will have more than one assessment element, this may be an assignment as well as an examination.

The pass mark is set at 40%. This means that your aggregate score must be 40% or above in order to achieve a pass. However, the regulations also state that you must achieve at least 30% for each of the assessment elements.

For example.....

A module has two assessment elements, each weighted at 50%. A student achieves 90% for the one element and 10% for the second. Whilst the average mark is 50% the student will be referred in the module as they have not achieved 30% for the second element.

Alternatively, a student that achieves 45% in each element will pass the module even though they have a lower aggregate score as they have surpassed the 30% mark in each of the elements.

If you are unsure of how this rule is applied to a particular module you should ask a member of the teaching staff for clarification.

Assessment Marking Conversion Chart

A chart that shows the relationship between percentages, grade points and HND Classifications is available on the Faculty web site.

http://www.fcet.staffs.ac.uk/current_students/grade_table.htm

HND Project

For those of you that are taking the HND Project module, the procedure and requirements will be detailed during the first individual project session which is shown on your award timetable.

Higher National Diploma Media Technology

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
CE00416-2 Higher National Diploma Technology Project	
OPTION*	CE00085-2 Time Based Multimedia
OPTION*	OPTION*
OPTION*	OPTION*

All of the modules shown within the above table are mandatory (core) for this award, you will be given a brief introduction to some of the modules during the enrolment process

*Option requirements

Select 4 Award Options, using the Media Technology: Award Option List

Select 1 General Option

This General Option module can be any university module at any level. However, those students who wish to complement their award should refer to the Media Technology: Recommended General Options List.

Media Technology Award Options

Semester 1 and Semester 2 Double/Combinations.

DOUBLE [Ce00500-2](#) Studio Production Technology

DOUBLE [CE00758-2](#) Film Technology 2 *

COMBINATION OF [Ce00541-2](#) 3d Computer Animation (Sem 1) AND [CE00540-2](#) 3d Character Animation (Sem 2) *

COMBINATION OF [Ce00547-2](#) 3d Facial Modelling (Sem 1) AND [Ce00546-2](#) 3d Body Modelling (Sem 2) *

COMBINATION OF [Ce00074-2](#) 3D Modelling For Film (Sem 1) AND [Ce00078-2](#) 3D Graphics Technology For Film (Sem 2)

COMBINATION OF [Ce00136-2](#) Studio Technology (Sem 1) AND [Ce00144-2](#) Studio Techniques (Sem 2) *

COMBINATION OF [Ce00140-2](#) Principles Of Acoustics (Sem 1) AND [Ce00429-2](#) Applications Of Acoustics (Sem 2)

[Ce00020-2](#) Visual Media Applications (Sem 1)

[CE00714-2](#) Audio for Production 2 (Sem 2) *

[CE00614-2](#) Sound Synthesis And Midi (Sem 2)

[CE00586-2](#) Applications Of Control (Sem 2)

[CE00587-2](#) Materials For Technologists (Sem 2) *

[CE00613-2](#) Film Sound And Foley (Sem 1)

[CE00616-2](#) Film Sound And Synchronisation (Sem 2) *

* = Special Admission requirements – check Module Specification

MEDIA TECHNOLOGY Recommended General Options

[Ce00140-2](#) Principles Of Acoustics **(Sem 1)**

[Ce00136-2](#) Studio Technology **(Sem 1) ***

[Ce00504-2](#) Business And Law Of The Film And Television Industry **(Sem 2) ***

[Ce00506-2](#) Advanced Scriptwriting For Technologists **(Sem 2) ***

[Ce00020-2](#) Visual Media Applications **(Sem 1)**

[CE00760-2](#) Video Editing Technology 1 **(Sem 1) ***

[CE00614-2](#) Sound Synthesis And Midi **(Sem 2)**

[CE00714-2](#) Audio For Production 2 **(Sem 2) ***

[CE00660-2](#) Video Editing Technology 2 **(Sem 2)**

*** = Special Admission requirements / Disqualified combination – check
Module Specification**

Higher National Diploma Media Technology: Film

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
CE00416-2 Higher National Diploma Technology Project	
CE00758-2 Film Technology 2	
CE00020-2 Visual Media Applications	CE00085-2 Time Based Multimedia
OPTION*	OPTION*

All of the modules shown within the above table are mandatory (core) for this award, you will be given a brief introduction to some of the modules during the enrolment process

*Option requirements

Select 1 Award Option, using the Film: Award Options List.

Select 1 General Option

This General Option module can be any university module at any level. However, students who wish to complement their award should refer to the Media Technology: Film Recommended General Options List.

FILM: Award Option List

DOUBLE [Ce00500-2](#) Studio Production Technology

[Ce00015-2](#) Computer Games Design 2a : High Concept And Preproduction (Sem 1)

[Ce00017-2](#) Computer Games Design 2b : Production And Testing (Sem 2) *

[CE00714-2](#) Audio for Production 2 (Sem 2) *

[Ce00504-2](#) Business And Law Of The Film And Television Industry (Sem 2) *

[Ce00760-2](#) Video Editing Technology 1 (Sem 1) *

[Ce00506-2](#) Advanced Scriptwriting For Technologists (Sem 2) *

[CE00074-2](#) 3D Modelling for Film (Sem 1)

[CE00613-2](#) Film Sound and Foley (Sem 1)

[CE00784-1](#) Audio for Production 1 (Sem 1) *

[CE00755-2](#) Cinematography Technology (Sem 1)

[CE00660-2](#) Video Editing Technology 2 (Sem 2)

*** = Special Admission requirements / Disqualified combination – check Module Specification**

MEDIA TECHNOLOGY: Film Recommended General Options

[Ce00140-2](#) Principles Of Acoustics (Sem 1)

[Ce00136-2](#) Studio Technology (Sem 1) *

[Ce00504-2](#) Business And Law Of The Film And Television Industry (Sem 2) *

[Ce00506-2](#) Advanced Scriptwriting For Technologists (Sem 2) *

[Ce00020-2](#) Visual Media Applications (Sem 1)

[Ce00714-2](#) Audio for Production 2 (Sem 2) *

[CE00614-2](#) Sound Synthesis And Midi (Sem 2)

*** = Special Admission requirements / Disqualified combination – check
Module Specification**

Higher National Diploma Media Technology: Music

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
CE00416-2 Higher National Diploma Technology Project	
CE00136-2 Studio Technology	CE00144-2 Studio Techniques
CE00140-2 Principles of Acoustics	CE00429-2 Applications of Acoustics
OPTION*	OPTION*

All of the modules shown within the above table are mandatory (core) for this award, you will be given a brief introduction to some of the modules during the enrolment process

*Option requirements

Select 1 Specific Option, using the Music Award Option List.

Select 1 General Option

This General Option can be any university module at any level. However, those students who wish to complement their award should select another module from the Music Award Option list.

MUSIC: Award Option List

[Ce00085-2](#) Time Based Multimedia (Sem 2)

[Ce00135-2](#) Creative Music Design (Sem 2) *

[CE00614-2](#) Sound Synthesis And Midi (Sem 2)

[CE00714-2](#) Audio For Production 2 (Sem 2) *

[CE00015-2](#) Computer Games Design 2a : High Concept And Preproduction (Sem 1)

[CE00017-2](#) Computer Games Design 2b : Production And Testing (Sem 2) *

[CE00500-2](#) Studio Production Technology (Double)

[CE00518-2](#) Live Application Of Music Technology (Sem 1 or 2) *

[CE00613-2](#) Film Sound And Foley (Sem 1)

[CE00784-1](#) Audio For Production 1 (Sem 1) *

*** = Special Admission requirements / Disqualified combination – check Module Specification**

Higher National Diploma Media Technology: Games Design

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
CE00416-2 Higher National Diploma Technology Project	
CE00547-2 3d Facial Modelling	CE00546-2 3D Body Modelling
CE00541-2 3d Computer Animation	CE00540-2 3d Character Animation
CE00015-2 Computer Games Design 2a : High Concept And Preproduction	OPTION*

All of the modules shown within the above table are mandatory (core) for this award, you will be given a brief introduction to some of the modules during the enrolment process

*Option requirements

Select 1 General Option

This General Option module can be any university module at any level. However, those students who wish to complement their award should select a module using the Games: Recommended General Option List.

GAMES: General Option List

[Ce00017-2](#) Computer Games Design 2b : Production And Testing (Sem 2) *

[CE00545-2](#) Optical Motion Capture (Sem 2) *

[CE00768-2](#) Advanced Narratology (Sem 2)

[CE00467-1](#) Geometry And Dynamic Character Design (Sem 2)

[CE01036-2](#) Massively Multiplayer Online Gaming Communities And Services (Sem 2)

*** = Special Admission requirements – check Module Specification**

Useful contacts and resources

HND Entertainment Technology Scheme Leader – John Bradburn
HND Media Technology: Film Award Leader
Room / Telephone no - Beacon Building: D101 / 01785 353384
Email: j.p.bradburn@staffs.ac.uk

HND Media Technology: Music Award Leader – Carl Barton
Room / Telephone no – Beacon Building: C217 / 01785 353297
Email: c.barton@staffs.ac.uk

HND Media Technology: Games Design Award Leader – Alex Jackson
Room / Telephone no – Beacon Building: C160 / 01785 353716
Email: a.jackson@staffs.ac.uk

HND Administrators Kath Shenton (Mon - Wed) & Rachel Jardine (Wed - Fri)
Room / Telephone No – Octagon Building: K266 / 01785 353436
Email: hndcadmin@staffs.ac.uk

Student Advisors

Janice Kalisz

Room / Telephone No – Octagon Building: K232 / 01785 353345
email j.c.kalisz@staffs.ac.uk

Rose Arnold

Room / Telephone No: Octagon Building: K228 / 01785 353625
Email: r.e.arnold@staffs.ac.uk

Web Site for further information

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

Student Timetables

FCET [è](#)
Current Students - Stafford [è](#)
Timetables [è](#)
HND [è](#)

URLs

HND information / Award Handbook / Module Specifications

http://www.staffs.ac.uk/faculties/comp_eng_tech/about_the_faculty/currstu.jsp

Module Timetable & Attendance

http://www.fcet.staffs.ac.uk/timetable/module_attendance.htm

Academic Calendar

Important

On the following page you will find a copy of this year's calendar. Do not underestimate the importance of this calendar

When planning any activities you must take into account this calendar as it is your responsibility to make yourself available to attend lectures, tutorials, examinations.

For example, it will not be acceptable to claim extenuating circumstances for missing an examination because you were on holiday or working.

Don't forget that this applies to referrals as well as the main teaching / assessment periods.

2009 – 10	Standard Undergraduate Calendar
21-Sep-09	Induction Week
28-Sep-09	Teaching Block 1 12 weeks
05-Oct-09	
12-Oct-09	
19-Oct-09	
26-Oct-09	
02-Nov-09	
09-Nov-09	
16-Nov-09	
23-Nov-09	
30-Nov-09	
07-Dec-09	
14-Dec-09	
21-Dec-09	Non-teaching time 3 weeks
28-Dec-09	
04-Jan-10	
11-Jan-10	Assessment
18-Jan-10	Teaching Block 2 10 weeks
25-Jan-10	
01-Feb-10	
08-Feb-10	
15-Feb-10	
22-Feb-10	
01-Mar-10	
08-Mar-10	
15-Mar-10	
22-Mar-10	
29-Mar-10	Non-teaching time 2 weeks
05-Apr-10	Teaching Block 2 2 weeks
12-Apr-10	
19-Apr-10	Revision week
26-Apr-10	
03-May-10	Assessment
10-May-10	
17-May-10	
24-May-10	Marking/Assessment processing
31-May-10	
07-Jun-10	
14-Jun-10	
21-Jun-10	Results / counselling
28-Jun-10	
05-Jul-10	Award Ceremonies
12-Jul-10	
19-Jul-10	
26-Jul-10	Reassessment
02-Aug-10	
09-Aug-10	
16-Aug-10	Marking/Assessment Processing
23-Aug-10	
30-Aug-10	
06-Sep-10	
13-Sep-10	Results / Counselling