

Postgraduate Distance Learning Programme

**MSc in Crime Scene Investigation
Fire Investigation
Firearm Investigation
Questioned Documents**

By Distance Learning
+
Laboratory Based Learning

STUDENT HANDBOOK

September 2011

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Welcome

My name is Dr. Andy Platt and I am the Programme Leader for postgraduate courses in Forensic Science.

Whilst most aspects of your research project will be laboratory based there is useful information on Blackboard on literature searching and presentation of scientific findings and the use of statistics which you may find useful in the analysis of your results.

The use of distance learning will require you to be computer-literate, and be comfortable using 'standard' software on a computer (at home/work or here at the University).

As you will be completing your MSc by topping up your post-graduate FSSoc Diploma you will have to carry out an extensive research project. The experimental part of this will need to be undertaken at the University unless you can provide satisfactory evidence that you can carry out the work elsewhere. As most of you are forensic practitioners we anticipate that you will prefer to use your own facilities. Preparation for the project will involve discussions with potential supervisors on the exact nature of your project and the likely time scale involved. These discussions can be by email, telephone or face to face.

The information in this handbook is in addition to that given in the Faculty Student handbook which can be found at www.staffs.ac.uk/assets/FacultyStudentHandbook0910_tcm44-23631.pdf

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1.0 WHAT DO I STUDY?

Our courses are offered on a credit rated modular scheme. There is only one core module on your programme – the Independent project.

1.1 COURSE STRUCTURE (CORE MODULES) and module leaders

There is a single 60 credit module for your programme – the Independent Project. The module leader is Dr Andrew Jackson and once you have enrolled he will contact you for a preliminary discussion on the nature of your proposed work and allocate a member of staff to act as your supervisor.

1.2 MODULE CONTENT: INDEPENDENT RESEARCH PROJECT

The research project is the culmination of the Masters award and its importance is reflected in the 60 credits (equivalent to four modules) allocated to it. Those aiming to complete in the minimum time period will normally start the practical work promptly after enrolment in September, or if working at the university in the following summer. The total number of learning hours for the project is 600 hours. Part of this time will have been taken up in the preparation before you start the practical work, and more will be taken up during interpretation of results and producing the dissertation, but it is estimated that you will need 6 - 8 weeks to carry out the practical work. It is possible to spread the work over a longer period of time should you wish. If you wish to carry out your work in the University laboratories you will have to bear in mind that in normal term time they will be heavily used for undergraduate classes and you may find it better to arrange to carry out your work in the summer. These matters can be arranged in consultation with your supervisor.

It is worthwhile discussing potential ideas for an area of study at an early stage. The project dissertation is likely to amount to about 20,000 words and will require much dedication, initiative and original thinking. You will have a supervisor to discuss development of the practical work, analysis and evaluation of results, and writing and presentation of the dissertation. You will probably find writing of the report to be one of the most difficult and testing experiences. It is important that you keep in regular contact with your supervisor and set yourself a strict timetable for completing the write-up of your dissertation to meet the stipulated deadline for handing in.

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For The Independent Project module all members of the academic staff of the Forensic and Crime Science Department can act as module tutors.

1.3 MODE OF DELIVERY

The project can be carried out at the University or in your own laboratory. The timescale will depend on the amount of time you are able to devote to your research and will vary with the demands of your other duties. We would anticipate that the experimental part could be completed in 3 months of full time work, with a maximum of one year if there are other demands on your time.

1.4 BLACKBOARD – THE VLE SYSTEM

Although the majority of your work will be self directed there is some useful information on Blackboard, which also provides a useful means of submitting samples or work and communicating with tutors. Details of how to use Blackboard can be found at

http://www.staffs.ac.uk/study_here/courses/distance_learning/index.jsp

Until you are enrolled on the programme you will not have access to the module. For this you will need a **username** and **password**, both of which you will receive once you have enrolled.

Just to preview what will happen when you have access to the module, you should firstly come across an **Announcement Page**, welcoming you to the module and informing you of what you need to do to study on the module. You will be directed to **Course Documents** which will have the various activities listed.

All students enrolled on the programme should have access to Blackboard by **1st September**. This will allow time for you to become familiar with the system before learning commences, as well as ask questions to resolve problems. For those of you attending the **Induction Session** (and we strongly recommend that you make every effort to do so) there will be tutorials on the use of Blackboard and on Library Resources.

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2.0 PROGRAMME AIMS AND OUTCOMES

2.1 PROGRAMME AIMS

- To develop skills in the operation of specialised equipment and instrumentation in the analysis of forensic evidence.
- To widen the experience of the use of VLE in the delivery of educational material and to develop skills in independent learning.
- To develop your research skills and innovative thinking especially in the carrying out of a substantial independent research project.
- To develop your transferable skills further, especially in the communication and reporting of evidence in a fashion to be understood by the general public.
- To provide an enjoyable (and value for money) learning experience.

2.2 COMMENTARY ON AIMS

The programme aims are devised to meet three challenges:

1. To reach a standard of education expected at masters level.
2. To achieve this through the use of a combination of distance learning and self directed research.

Section 2.3 on Programme Outcomes provides concise statements of what should be achieved at each stage of the postgraduate programme.

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2.3 PROGRAMME OUTCOMES

Overarching outcomes

1. Understand comprehensively the theory and practice of the operation and limits of modern methods in order to make informed selection of methodologies and instrumentation for analysis of particular forensic evidence.
2. Critically evaluate results from the analysis of evidence and appraise their value within the explicit context of research and development activities in forensic science.
3. Devise and carry out a substantial coherent experimental programme in a specific area of forensic science to produce novel results and demonstrate originality in application, theory and practice, whilst showing compliance with current standards of safety and ethics.
4. Produce an extensive independent report which demonstrates a synoptic and systematic understanding of concepts and which relates findings and conclusions to current practice and research in forensic science.

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2.4 MAPPING OF OUTCOMES

Table 1 maps award outcomes to the eight categories of:

- Knowledge and understanding
- Learning
- Enquiry
- Analysis
- Problem Solving
- Communication
- Application
- Reflection

Table 1. Programme Outcomes Mapped Against Staffordshire University Learning Outcomes

Programme Outcomes	SU Learning Outcomes							
	Knowledge and understanding	Learning	Enquiry	Analysis	Problem Solving	Communication	Application	Reflection
Overarching outcomes								
1	✓	✓	✓				✓	✓
2	✓	✓		✓	✓	✓		
Masters								
3	✓	✓		✓	✓		✓	
4	✓	✓	✓	✓	✓	✓	✓	✓

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2.5 Learning outcomes of the Independent Research Project

- Search literature sources, to produce a critical appraisal of the current research in a specific area of forensic science (*knowledge, learning, enquiry, analysis*).
- Devise and carry out an appropriate experimental programme to meet a series of set aims and objectives (*knowledge, problem solving, application*).
- Interpret a range of novel results making use of initiative and originality of thinking (*enquiry, problem solving, analysis, application*).
- Produce an extensive report which effectively describes the research carried out and demonstrates a sound understanding of both the practical and theoretical aspects, especially in the synthesis, evaluation and analysis of results and concepts (*knowledge, learning, enquiry, analysis, problem solving, communication, application, reflection*).

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3.0 HOW WILL I BE ASSESSED?

There are three elements of assessment to the project.

You will firstly produce a project proposal to outline the subject you wish to study and at this stage you will need to consider any health and safety and ethical issues associated with your work. This is weighted at 10%

Throughout your project you will keep a laboratory notebook. This is also assessed and must be submitted with your final report. This is weighted at 20%

The final report makes up the final 70% of the mark for the project and must be passed for you to be awarded your masters.

Once you have finished writing your report you submit two copies to the faculty. These are marked independently by your supervisor and another member of staff. If the marks differ significantly a third tutor marks the project.

The mark remains provisional until it is verified by the external examiners. It is current practice that all projects are scrutinised by the external examiners to ensure comparability of standards across UK universities.

For the masters to be awarded the written dissertation has to receive a pass mark (Grade Point 7 or higher).

3.1 PLAGIARISM

You will also need to carefully read the University policy on academic dishonesty – particularly on **cheating and plagiarism**, which can be found here:

<http://www.staffs.ac.uk/schools/sciences/projects/plagiarism/>

Plagiarism is a serious matter. It is defined in the University's Award Regulations as "*the representation of another person's work, without acknowledgement of the source, as the student's own for the purpose of satisfying formal assessment requirements*". It is a form of cheating and the consequences will be the same as if you were caught cheating in any exam - your award may not be granted or your classification may be reduced severely.

One obvious form of plagiarism is copying large chunks from a textbook, journal article or web site. *Your dissertation should be original!* Merely changing the odd word or making slight alterations to the order of words taken from another source still constitutes plagiarism. It is a requirement that you make reference to the work of others. It is even acceptable to have

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quotations from other sources **but** it is *not* acceptable to include material from another source without citing that source. Increasingly, we are using plagiarism detection software to screen work prior to assessment

3.2 SUBMITTING WORK

The principal method of submitting work will be through sending **two** hard copies to the Faculty through the post. Blackboard provides a means of making electronic submissions via the Digital Dropbox" facility. This provides a record of when the work was submitted. However, for large files it is anticipated that Blackboard be used only as a backup to submission of a hard copy.

You also can e-mail your file as an attachment to your supervisor. Make sure that you indicate clearly in the main text of the e-mail that your assignment is attached, and copy the e-mail to the award leader (a.platt@staffs.ac.uk) as a precautionary measure. The tutor should reply to confirm receipt of the e-mail and the assignment.

Whatever the approach you adopt, always keep at least one back-up (electronic and/or hard) of your work - it is better to be safe than sorry.

3.3 DEADLINES

There are two deadlines for the submission of projects. The dissertation would normally be submitted in June for consideration at the September assessment board with the possibility of graduating in the summer the following year. Submission in November for consideration in the February/March board will allow graduation in the summer. This is summarised below.

Start	September '11	
Submit	June '12	November '12
Award MSc	September '12	February'13
Graduation ceremony	July '13	July'13

Attempting ALL Assessments

It is important that you attempt ALL assessments for all your modules. You should ensure that the appropriate coursework is submitted on time and required timed assessments (including exams, class-tests, presentations, vivas) are attended. The University has changed its regulations to minimise

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the number of students who do non-complete modules. Now, **your right to a second (referral) attempt at a failed assessment(s) will be conditional on whether you have or have not made a first attempt (unless a successful claim for extenuating circumstances has been made) at the assessment(s)**. What does that mean? It means that in most cases, unless a successful claim for extenuation is made, students who have not attempted assessments will not be allowed a referral for the module, will therefore fail the module and if a core module, fail the award! **Attempting all assessments is therefore ESSENTIAL.**

This re-enforces the fact that it is always better **to submit a half-finished assignment than not submit anything or attempt an examination you are not confident about than not attend** – you may gain sufficient marks to pass the module or at least allow the possibility for compensation between modules (if allowed by your award).

If there are **extenuating circumstances** that prevent you from submitting / attending assessments then **ensure you gather evidence to support an extenuating claim**. If you do not attend a timed-assessment make sure as well that you **inform the Faculty at the earliest opportunity**. Again, submitting a draft assignment by the required deadline is better than nothing and if the extenuation claim is successful a further assessment opportunity can always be offered.

Summative Assessment Feedback Return Period

The University's Academic Board has been considering the outcomes of the last National Student Survey and discussing how it can provide quicker feedback to students. It has agreed that, from September 2011, you will receive feedback on your coursework and class test summative assessments normally within 20 working days (this was previously 25 days) following the coursework submission date or date of the class test. For some assessments the feedback period will be less than 20 working days. However, it may be the case that the 20 day rule for some assessments cannot be met for justified reasons (for example, modules on which a large number of students are enrolled). However, it is anticipated that this will apply to only a small number of modules on your award and, in those cases, the feedback return period will not exceed 25 days. The anticipated feedback return times for all assessments will be published in your Module handbooks.

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In order to ensure that feedback is provided within 20 days, in some cases, the marks for your work will be provisional and will be subject to final ratification by the appropriate Assessment Board in due course.

The University hopes that you will also play your part by ensuring that you collect feedback from your module tutor as soon as it is available.

3.4 EXTENUATING CIRCUMSTANCES

Sometimes things go wrong that are outside your control. The university recognises this and allows appeals for extensions of deadlines via the extenuating circumstances procedure. Should you be in the position of considering such an application you will need to provide documentary evidence to support your claim.

For further details on extenuating circumstances, please refer to this URL:

http://www.staffs.ac.uk/images/extenuating_cir_tcm68-15855.pdf

3.5 WITHDRAWALS AND INTERMITTING ON AWARDS

You may not withdraw from a module later than 3 weeks after the start of the module.

You are permitted to intermit on awards in the usual way, taking into account the position above with regard to module withdrawal.

3.6 ASSESSMENT REGULATIONS

A copy of the University Postgraduate Academic Award Regulations can be obtained here:

<http://www.staffs.ac.uk/current/regulations/academic/>

These assessment regulations specify the levels of performance that can be achieved – in the case of this award, these are pass, merit and distinction. Below, you will find a précis of the criteria (percentage and description) that apply to these levels of performance.

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- **Pass (Grade Point 7- 9)** - You will demonstrate a sound awareness and understanding of the subject matter. Assignments are expressed reasonably and coherently. Work is academically sound, evidencing focussed observations and acknowledging key questions. There is evidence of sound reading and thorough critical analysis of the available literature.
- **Merit (Grade Point 10-12)** - You will demonstrate a very good awareness and understanding of the subject matter. Assignments are expressed cogently and lucidly. Work is of good quality academically, evidencing well-focussed observations and the addressing of all of the obvious key questions. There is evidence of sound reading and a thorough critical analysis of the available literature, leading to an output which may have potential for wider use.
- **Distinction (Grade Point 13-15)** - You will demonstrate an excellent awareness and understanding of the subject matter. Assignments are well argued and excellently organised. Work is academically excellent, evidencing perceptiveness, insight and demonstrating creativity and originality. There is evidence of excellent reading and systematic review

3.7 CLASSIFICATION OF YOUR AWARD

The Award Board has the discretion to make awards at pass, merit and distinction. See the University Postgraduate Academic Award Regulations for details of the points needed to achieve a particular level.

http://www.staffs.ac.uk/assets/postgrad_regs_tcm44-26797.pdf

4 HOW WILL I STUDY AND WHAT RESOURCES WILL I NEED?

Although much of your work will be laboratory based, some aspects of your work on the dissertation will require you to study by distance learning. In particular aspects of literature searching, writing a scientific account of your work and citing references will be covered on Blackboard which you will be able to access remotely.

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4.1 INDUCTION AND ENROLMENT ONTO THE COURSE

Once you have been accepted onto the course, and have confirmed that you will take up the offer of a place, you will be allocated a temporary account within our Blackboard VLE. In addition, you will be invited to an induction workshop. Attendance at the workshop is not compulsory, but is highly recommended. You will meet other learners on the awards, and be able to put a face to a person at the other end of a computer keyboard. In addition, you will meet the staff, see the facilities and have an introductory session on how to use Blackboard. For those of you unable to attend do not worry, information on how to use Blackboard is contained within Blackboard itself. This information is both easy to locate, once you have logged on to the system, and easy to follow so that you can become familiar with it very quickly.

For this induction workshop, I hope to be able to arrange University accommodation if required. However, you will be responsible for paying travel, accommodation and all other costs incurred for attendance.

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4.2 COMPUTER HARDWARE/SOFTWARE REQUIREMENTS

As far as hardware is concerned, we recommend that you use a computer (either a PC or a modern Mac) with the following specifications as a minimum:

900 MHz processor (or faster)
128 Mb of RAM
At least 6 GB of hard disc space
Broadband preferably or fast modem connection

If your modem or processor speed is slow, or if you have less RAM, then you will find the connection to the University server will be too slow. Whichever ISP you use, you also really need to establish a connection speed of at least 44,000 bps or the same may well apply. Make sure that you comply with all of the guidance and advice (particularly that relating to the safe use of the equipment and any Health & Safety implications) provided by the computer manufacturers and/or your employers.

As far as software is concerned, you will need to have pre-loaded a standard Java-enabled web browser – the two most common are Netscape and Explorer. You will need to have Acrobat Reader[®] installed on your computer – and, again, this is a freely available download. This program allows you to read the many web-based files to which you will be directed which are in 'portable document format' (PDF). You will be able to download one copy of some of these if you wish, and save them on disc for off-line personal reading and study. You should also have access to Microsoft Word, Excel and PowerPoint, as some of the web-based documents to which you will be directed during the study programme are available in one or other of these formats.

4.3 WHAT TO DO IF COMPUTER ACCESS FAILS

Computer-based systems are far from infallible. You may find a number of reasons why your computer access to necessary resources and facilities fails you. One option that you will always have is to use the various sources of technical and academic support that are available.

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However, the following back-up methods may provide you with a fallback position – we would advise that where appropriate you set these up in advance as a precaution.

- **Your computer breaks down or is stolen** – in order to keep up with the work on the module, try and find an alternative computer that you can use. This may be at a friend's house, at work, or a local internet café, library or school. There may be problems with using Blackboard from such machines (because of the 'plug-in') but if you can still get onto the web you can temporarily manage without Blackboard by:
 - using a paper study guide if you printed one earlier
 - submitting work to tutors by e-mail attachment (having notified us that you need to do this)
 - interacting or sharing files with other students using standard e-mail
 - regularly looking at the 'Award Web-Page' at the Staffordshire University web-site for notices regarding any changes to the study guide or problems we are aware of with accessing particular web pages
- **Your Internet service provider is down** – this can happen occasionally! One precaution is to be signed up with more than one ISP – your back-up can be one such as Freeserve or BT which currently only charges you for telephone time at local call rate without any fee payable if you don't actually use it.
- **You have problems with your phone line** – use the advice above for computer breakdown.
- **Something just won't work!** – ring the technical support line for help in diagnosing the source of the problem.

4.4 ACCESS TO LEARNING RESOURCES

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You will need to make use of other learning resources in carrying out some of the specified tasks, doing follow-up work and researching topics. The key ones are as follows:

Web sites – you will be directed to particular web sites as part of module study guides and should become (if you're not already) a proficient user of the web. You can simply click on the web addresses from within Blackboard rather than having to type them in. Searching the web for material will be a bit more involved and we will provide guidance on how to best make use of Internet 'search engines'. A good general web site, which we suggest you make regular use of, provides an electronic version of the Encyclopedia of Forensic Science and can be accessed at:

<http://eresources.staffs.ac.uk/eresources/title.asp?Name=forensic+science>

Electronic Journals – there are a wide range of electronic journals now available because the University subscribes to them and you will need specific password and access information to get to these. Full details on how to access these will be provided to you during the first workshop.

E-net books - a list of books available electronically will be provided. You can use these e-net books as if they were a library book, but you access them electronically. You should find these a valuable reference source.

4.5 STAFFORDSHIRE UNIVERISTY LIBRARY AND LEARNING RESOURCES (LLRS)

The URL address for the library, which includes services for online distance learners is:

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

(in particular, follow the "online library" and "off campus links that are on that web age).

This University web portal is being developed in line with the Faculty and distance learning course homepages, and offers:

- ◆ Postal book loans from stock
- ◆ Inter-library loans for books not in LLRS stock

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- ◆ Book reservations
- ◆ Journal article and book chapter photocopies from stock
- ◆ Inter-library loans for journal articles not in our stock
- ◆ Help Desk and Reference enquiries online and real time
- ◆ Electronic access to subject specialists for detailed advice and guidance
- ◆ Induction to LLRS services off campus
- ◆ Online guides to sources of information
- ◆ Access to on-line databases and resources
- ◆ Access to digitised collections of material
- ◆ Negotiated access to other University libraries and information services

4.6 UNIVERISTY LIBRARIES

Under a recent agreement between University libraries (*UK Libraries Plus*) all distance learning students can now join their local University library (with a few exceptions) and use most of the facilities available including borrowing books. If you live reasonably close to a University this should prove a very valuable resource particularly when you are undertaking your dissertation. Details of this facility will be provided. Clearly, if you live within travelling distance of Stoke or Stafford you can make use of our own libraries as well – our catalogues can be searched over the web to find out what materials are held and whether or not they are available.

4.7 PUBLIC LIBRARIES

Public libraries may hold some books of relevance to the course. They may also provide searching facilities and facilities for ordering inter-library loans.

4.8 INTER-LIBRARY LOANS

These will cost you money but provide a way of borrowing a copy of *any* published book or a photocopy of journal papers for your own use. You should be able to order these through any library you are a member of. On-line bibliographic databases and on-line library catalogues will provide you with a way of finding the books or papers you want to access.

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WHAT SUPPORT WILL I RECEIVE?

Support from others whilst studying on a course is important for all sorts of reasons. You may need support in the form of guidance on academic matters so that you can, for example, clarify instructions, ask for further explanation and talk over ideas on essays or research work. You may need support from others who are studying. For example, this might involve giving you reassurance that you are not the only one finding the course difficult (or easy!). You may need assistance in trying to track down particular papers or books, or in using a piece of software or in solving technical computing problems. You may be looking for help in finding out about future career opportunities.

These types of support are all important regardless of how you are studying – whether it is face-to-face or at a distance. However, some types of support can become more important and/or more problematical because you are not on-campus and physically proximate to tutors, other students and support services. We have tried to provide access to and standards of support that will work for you as a distance-learning student. There are limits to what can be done, for example, we can't sign you up with the University Doctor (home-visits could be a problem!), but in many respects you should be able to achieve a comparable level of support to campus-based students.

5.1 ACADEMIC SUPPORT

There are a number of people who can provide academic support during your period of study:

- Module Tutor – for matters relating to the specific module you are studying at the time.
- Programme Leader – for matters relating to the award, such as general problems you are having with studying or accessing learning resources, changes to award routes etc...
- Distance Learning Office – for general information and matters relating to enrolment, payment of fees, etc.

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PROTOCOLS

In contacting academic staff we would request that YOU follow the following protocol:

- URGENT enquiries/messages, EITHER use email - including the word URGENT at the beginning of the message title and copying the message to sas2@staffs.ac.uk - OR telephone +44 (0) 1782 294 354. Telephoning between 9.00 and 5.00 may enable you to speak to the relevant person directly. At other times, messages can be left on answer phones.
- OTHER enquiries/messages that are *not urgent*, use email, fax or telephone if discussion is necessary.

The standards that we will aim to follow in dealing with enquiries are:

- URGENT enquiries/messages will be replied to as soon as possible but normally within a maximum period of 24 hours of the message being received. All urgent emails/messages sent over the weekend will be dealt with as soon as possible on Monday morning.
- OTHER non-urgent enquiries/messages - we will normally reply within 72 hours of the message being sent.

If any key member of staff is to be unavailable for an extended period due to other commitments or illness, we will notify you that this is the case and whom you should contact as an alternative.

5.2 IT SUPPORT

IT support is available from the University Information Technology Service (ITS). If you have a problem with using your computer, the IT e-mail

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addresses and phone numbers (available by following links from <http://www.staffs.ac.uk/uniservices/infoservices/>) will provide a diagnostic service to try to identify the type of problem that you are having. This applies to issues such as the technical specification of hardware, software support and ISP problems. ***You might like to make a note of the phone numbers in case you cannot access the site for some reason!***

Library and Learning Resources Service Support

For all students the first 'port of call' is the Help Desk Telephone: +44 (0) 1782 294771 which is staffed during term-time between the following hours:

9am – 10pm Monday to Friday
9am – 5pm Saturdays
1pm – 5pm Sundays

During University vacations the Help Desk is staffed from 9am – 5pm.

Staff on the Help Desk can assist and give general advice on all electronic services (e-journals and databases). For specialist subject help, staff at the Help Desk will refer students on to the Sciences and Health Team. These are:

Andrea Hatton tel: +44 (0)1782 294513 e-mail: a.hatton@staffs.ac.uk
Science Team tel: +44 (0)1782 294448 e-mail: science.team@staffs.ac.uk

Field Code Changed

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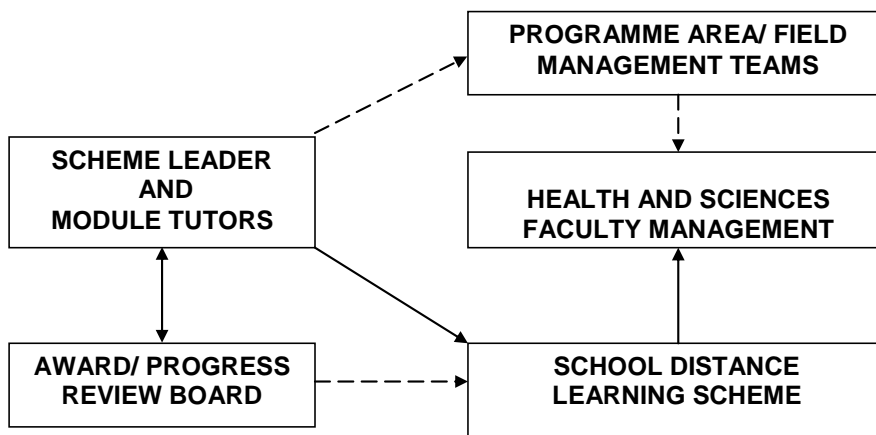
6 HOW IS THE AWARD MANAGED?

There are a number of people with key roles in the management of this award. They are:

Award Tutor – has overall responsibility for managing the postgraduate award.

Module Tutors – have responsibility for the writing, delivery, support and assessment of individual modules in the programme.

These members of staff are involved in a number of formal committees and boards which meet to oversee the running of the award and to make decisions on assessment. The diagram below shows how these are interconnected:



There will be a student representative for distance learning students on each postgraduate award, who will participate in a Board of Studies convened to coincide with attendance at a workshop. These representatives will have the role of communicating by e-mail with other students on their award in order to identify any issues that need to be raised. This representative will then communicate with the Award Tutor and/or Leader of the School Distance Learning Scheme.

MSc in:
Crime Scene Investigation
Fire Investigation
Firearm Investigation
Questioned Documents

All modules will be formally evaluated using an online feedback form. These evaluations are then fed into an annual process of quality monitoring which examines student feedback and how the course team is responding to this.

An Award/Progress Review Board will be convened at specified times (usually in February and August) in order to review progress, decide upon module grades and the overall level of performance of students. The external examiner will normally attend the Award/Examination Board on these occasions.

7.0 YOUR TUTORS

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