

Faculty of Computing Engineering and Technology

AWARD HANDBOOK 2011-12

*University Undergraduate Modular Framework
Joint Honours Awards BSc(Hons)
3 years full time 4 years sandwich*

Aeronautical Technology
Applied Statistics
Computer Games Design
Computer Games Programming
Computing
Electronics
Film Production Technology
Forensic Computing

Mathematics
Mechanical Engineering
Multimedia Computing
Music Technology
Network Computing
Software Engineering
Web Design
Web Development

Author: Patricia Lewis
Date of Issue: September 2011

1. Welcome to the Faculty

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

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

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

Very best wishes,

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

2. Welcome to your Award

On behalf of the Joint Award Team I would like to welcome you to Staffordshire University and the Faculty of Computing Engineering & Technology. My name is Patricia Lewis and I am the Award Leader for the Joint Awards on the Stafford campus. I am also your Level 4 and 5 tutor. The other members of the Award team are the Level 6 tutor, Phil Windridge; the project co-ordinator Martin Paisley and the Award administrator Tracy Windridge. If you have any queries please do not hesitate to contact any of us. If we are unable to answer your question then we will find someone who can. We will do our best to make your time at University enjoyable and rewarding.

The purpose of this Handbook is to provide you with information concerning the Joint Awards. It attempts to answer many of the questions you may ask throughout your study at Staffordshire University

3. Useful Contacts and Resources

3.1 Academic Contacts

The Award Leader: Dr Patricia Lewis
Contact Details: Room: K219, Octagon
Telephone: (01785) 353549
Email: P.A.Lewis@staffs.ac.uk

Level 3 Tutor: Mr Philip Windridge
Contact Details: Room: K222, Octagon
Telephone: (01785) 353419
Email: p.c.windridge@staffs.ac.uk

Project Co-ordinator: Dr Martin Paisley
Contact Details: Room: K219, Octagon
Telephone: (01785) 353549
Email: M.F.Paisley@staffs.ac.uk

Placement Tutor: Mr Ian Sunley
Contact Details: Room: K340, Octagon
Telephone: (01785) 353418
Email: G.I.Sunley@staffs.ac.uk

A full list of staff contacts can be found at

http://www.staffs.ac.uk/faculties/comp_eng_tech/current_students_and_staff/fcetwhoswho.jsp

3.2 Administrative Contacts

Administrator: Mrs Tracy Windridge
Contact Details: Room: K241, Octagon
Telephone: (01785) 353834
Email: t.windridge@staffs.ac.uk

Student Advisor

We hope that you will not have any problems during your time at the University, but just in case you do, the **Student Advisor**, Janice Kalisz, is there to help. Her contact details are:

Janice Kalisz Room: K232, Octagon
Telephone: 01785 353345
Email: j.c.kalisz@staffs.ac.uk

Janice can

- advise you on both general and academic issues relating to your ward
- assist with problems that are course related or of a personal nature
- refer you to sources of professional help/advice if necessary
- provide advice and guidance with the Extenuating Circumstances procedure
- deal with Hardship Fund Applications

If you are unwell and have to miss lectures you should make sure that Janice is aware of this as soon as possible so that she can inform your lecturers and help with any resulting extenuating circumstances claims.

3.3 Useful Internet Resources

The Faculty website can be found at: http://www.staffs.ac.uk/faculties/comp_eng_tech/ . Here you will find details of timetables, contacts and news regarding the Faculty.

The Faculty uses Blackboard as an online learning environment, and information on modules on which you are enrolled can be accessed from this. Note: you can only get access to those modules that you are studying – if you cannot gain access to material, it may be that you are not correctly enrolled on the module – make sure you let your module tutor or award administrator know.

Blackboard can be found at: <http://blackboard.staffs.ac.uk>

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

The Information Services webpages may be found at <http://www.staffs.ac.uk/uniservices/infoservices/>

3.4 The Faculty Office

Faculty Reception is on the 2nd Floor of the Octagon, Room K266 and first floor of Brindley building in Stoke (B161) 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 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.

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:

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- 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 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!

- Always let the Faculty Office know of any changes in your contact details. This includes mobile numbers as well as home and term addresses and any landline telephone numbers. It really is important that we know how to get in touch with you.
- Always ensure that the Faculty Office is aware of any changes you make to your academic profile (modules/award) by completing the appropriate module amendment/award transfer forms.

Opening Times

Monday - Thursday	8.45 am – 5.00 pm
Friday only	8.45 am – 4.00 pm

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

3.5 The Faculty Management Team

The Dean of Faculty

At the head of the Faculty is the Dean, Mike Goodwin (K260 Octagon, 01785 353295, E-mail m.j.goodwin@staffs.ac.uk)

In this role, Mike has responsibility for the strategic development, operation and management of the faculty. Should you need to speak with him, you should normally make an appointment with his secretary, Heather West. Heather can be found in Room K260, Octagon Building and her telephone number is 01782 353295 (E-mail h.n.west@staffs.ac.uk)

Faculty Academic Directors

Mike Goodwin is supported in running the faculty by 2 Faculty Academic Directors:

Dr Mike Hamlyn, Teaching and Learning (C236, Beacon, 01785 353220, m.g.hamlyn@staffs.ac.uk)

Professor Adrian Low, Research and Enterprise (K252 Octagon, 01785 353307, a.a.low@staffs.ac.uk),

4. What are the aims and outcomes of the award?

The aim of the programme is to provide you with an undergraduate education in your chosen fields. For the aims and outcomes of the particular halves you have chosen, please read the appropriate Award Handbooks for your chosen Joint Award degree

5. How is the award structured?

5.1 Available Halves

The joint degree in the Faculty at Stafford is a combination of two halves. The current halves that are available are

Aeronautical Technology	Mathematics
Applied Statistics	Mechanical Engineering
Computer Games Design	Multimedia Computing
Computer Games Programming	Music Technology
Computing	Network Computing
Electronics	Software Engineering
Film Production Technology	Web Design
Forensic Computing	Web Development

although some combinations are not allowed. Most of the halves have a single honours award equivalent. For an overview of the aims and learning outcomes of each individual half, please visit

https://myportal.staffs.ac.uk/portal/page/portal/student/student_life/news

and read the award documentation for the relevant single honours award.

5.2 The academic year

The academic year is split into two teaching blocks. The length of each teaching block is twelve weeks. During each teaching block you will typically study four modules. A module is a unit of study, which has a number of credits associated with it. A single module is worth 15 Credits (CATS points) and is the equivalent of 150 hours of learning time. A single module will usually last for one semester. Sometimes you will study double modules (worth 30 credits and 300 hours of learning time), which may span two teaching blocks. Once you have passed a module you are credited with those CATS points. Your mark for the module is given as a Grade Point (see section 4.6).

5.3 The Joint Award structure

A BSc Honours Joint Award usually takes 3 years full time (or 4 if a placement is taken). The maximum number of years you can be registered on an award is 8 and the maximum number of years you can be registered on a level is 4.

You will study various types of modules. **Core** modules are ones that you **must** take and pass. **Award Options** are modules chosen from a restricted list of modules relevant to your award. **General Options** can be chosen from a wide range of University wide modules (see section 2.5) and do not have to be directly relevant to your award. It gives you the opportunity to broaden your knowledge and skills base by studying, for example, business modules or a foreign language.

Year 1 – Certificate Level – Level 4

During your first year you will study 3 core modules from each half of your chosen award; a study skills module and you will have a General Option.

LEVEL 4	Subject A	Subject A	Study Skills	Subject B
	Subject A	General Option	Subject B	Subject B

Year 2 – Intermediate Level – Level 5

During your second year you will study 3 core modules from each half of your chosen award and you have two General Options.

LEVEL 5	Subject A	Subject A	General Option	Subject B
	Subject A	General Option	Subject B	Subject B

Optional Placement Year

Between Level 5 and Level 6 you may choose to undertake a placement year. See the placement section for further details.

Final Year – Higher Level – Level 6

During your final year you will study 2 core modules from each half of your chosen award; you must undertake a 45 Credit project and you have a General Option.

LEVEL 6	Subject A	Project: Research	General Option	Subject B
	Subject A	Project: Design	Project: Implementation	Subject B

Note: In all of the above the General Options may move between semesters to accommodate the core modules for your chosen halves. For example, if you choose two awards which both have two cores in semester 1 at Level 4, then you will have 4 core modules in the first semester and 2 General Options in semester 2.

5.4 The core modules

To find out which are your core modules you will need to visit the Joint Awards website:

<http://www.fcet.staffs.ac.uk/joints/tjtable.asp>

If you select your two halves, you will be presented with a page that shows the modules you **must** study and some modules that you might wish to study. If you click on the relevant module you will then be taken to a description of that module. Alternatively, if you know the name or code of the module then simply visit the University module webpage:

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

5.5 Timetables

Lecture slots and tutorials are usually allocated for core modules. To find out which slots you have been allocated you should visit the timetable website:

<http://www.fcet.staffs.ac.uk/timetable/joint.htm>

The lectures/tutorials/practicals for option modules will **not** be shown on your timetable. You should go to the timetable for that particular module

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

You can attend whichever lecture/tutorial best suits your timetable provided there are enough spaces.

You should check your timetables and emails regularly, particularly during the first two weeks of the semester for amendments and cancellations.

5.6 General Option choices

The majority of undergraduate awards at the University include an opportunity for students to take modules which are not directly related to the main subject(s) of their award - these are **general options**. General Options carry **general** credit, which means that they contribute to the overall total credits needed for your award and Level 2 or 3 general credit modules count towards the calculation of your base classification. However, they do not count in the calculations used to determine whether to raise your classification.

You may choose any faculty module at your current level of study, provided you satisfy the necessary pre-requisites. Alternatively you can choose any module at any level from the University General Option list

<http://www.staffs.ac.uk/modules/options/index.php>

except those listed in the University IT Programme. University-wide General Options are available in a wide range of subject areas, including Management, Forensic Science, Law, Ethics, Exercise & Health, Careers, Volunteering, Mentoring and Study Skills.

For first year students, a Module Fair will be held during induction week, where you will have the opportunity to discuss modules with lecturers from Computing, Engineering and Entertainment. A follow-up session will be arranged with your Level tutors, where you will be able to ask for advice

and consult the relevant timetables to ensure that you can attend the module you have chosen. At Levels 2 and 3 you will be asked to choose your General Options towards the end of semester 2 (usually in April).

Note: You must ensure that you are able to attend **all** of the required sessions for your General Option. If your chosen General Option clashes with any core modules then you must choose a different General Option.

6. How will I learn on this award?

We use a combination of teaching methods on the awards. Some of the modules are delivered through lectures, laboratories and seminars. These are given by a specialist tutors in the appropriate academic field. Other modules are more open ended in the learning outcomes and involve teams of tutors in the delivery. An essential part of this learning process is seen to be the development of your interpersonal and communication skills. To this end project work and teamwork are central to the learning experience. All modules have an element of student centred learning associated with them - this learning undertaken by the student outside normal class contact time. It is essential that you take this aspect of learning seriously, and dedicate a sufficient amount of your time to it, if you are to succeed on the course.

6.1 Independent Study Hours

The undergraduate modular framework specifies 120 CATS points at each of the level, 4,5 and 6. Typical modules are 15 CATS points rated and are specified as being 150 hours total student learning of which up to 48 hours is timetabled contact hours. The remaining hours are defined as student centred and you are expected to use this time to consolidate material delivered in lectures, to read around the topics covered, to work on any directed learning or tutorials given and to work on assignments.

As a guideline figure, you are expected to work about 3 hours per module per week in addition to the timetabled class contact hours. It is essential that you treat this requirement seriously and that you manage your time effectively in order to gain maximum benefit from it. If you do not allocate sufficient time to this aspect of your learning, it is unlikely that you will be successful with your studies.

6.2 Attendance

Attendance is a university requirement **not** an option.

Students are expected to attend **all** scheduled classes, be they lectures, tutorials or laboratory sessions. Please note that under the regulations of the University you may be withdrawn from your module if you miss more than 4 consecutive sessions as detailed in Section 1.3 of the Undergraduate Modular Framework

http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

The Faculty will monitor your attendance. Registers will be taken in all tutorials and practical session. The tutors will pass these registers to the student advisor, Janice Kalisz on a regular basis. If you are not attending, the student advisor will contact you to discuss the reasons for your non-attendance. If you are unable to provide a satisfactory explanation, or do not attend an interview with the student advisor, then you will be referred to your level leader with a view to **withdrawing** you from that module. If the module is core then you will not be able to continue with your award. Failure to attend **3 consecutive classes** can lead the University to deem that have withdrawn from your programme of study.

If you have legitimate reasons for non-attendance, for example illness, then please notify the module tutor as soon as possible, so that your absence is not counted as an absence without cause.

Students who do not attend, tend not to achieve. If you are experiencing difficulties with attending, or have other problems, please contact the student advisor, Janice Kalisz (J.C.Kalisz@staffs.ac.uk) as soon as possible. If we do not know that you are having problems, then we won't be able to help you.

6.3 Lectures

Lectures will involve a lecturer presenting information to you. Arrive on time and make sure that you have sufficient paper and pens with you so that you can make notes. It does help if you keep a folder for each subject area, so that you can keep all the lecture material for one subject in one place.

It is most important that you can identify the main concepts which are introduced within the lecture. Do not attempt to write down everything that is said, listen to what is said and write down the key points. You can then build up your own understanding of the lecture within your study time by reading about the subject area, relating the topics introduced within the lecture to those introduced previously, and writing more complete notes. Discuss lectures with your fellow students, but it is essential that you supplement your lecture notes with private study.

Below are some useful pointers in obtaining the most information from a lecture:

- arrive prepared, having reviewed the previous lecture's content
- keep up to date with all the background reading
- listen to what is being said and think about how it relates to your current understanding of the subject
- take short and clear notes, always thinking about what is being said throughout the lecture
- after the lecture spend time understanding the content of the lecture and make more complete notes

It is not necessarily the function of lectures to provide large amounts of detailed facts. In many cases this can only be done by yourself, making use of the books on the reading list, journals or papers to which you are referred and hand-outs which you may be given. The lectures will help you to structure the subject and to understand its main points. The Blackboard Virtual Learning environment also provides very useful support material for your learning.

6.4 Tutorials

Tutorials are normally group-based and so you will get to know most of the people in your group quite well. The aim of a tutorial is to clarify your understanding of the lecture material. This is when you can ask questions about the lecture material and discuss the material with your a member of staff who is a member of the subject teaching team. You will usually be set tutorial work - it helps if you arrive at the tutorial having attempted the task and then in the tutorial you can sort out any misunderstandings that you may have. You should always remember that you should try to attend every tutorial for several reasons:

- this is the time when you can obtain individual help
- ask questions
- be prepared to take the initiative for discussion. Tutorials should not develop into mini lectures

- be prepared for the tutorial by ensuring that you have attempted any tutorial work and have brought this work and also the lecture material with you

At first, everyone is afraid of admitting that they do not understand how to tackle a particular problem. So speak up and ask questions. You may be doing everyone else a favour by raising a point. Successful tutorials are fun and valuable. They allow you to develop many interpersonal skills. Make the most of them!

6.5 Virtual Learning Environments

Our Faculty is strongly committed to delivering suitable modules in innovative and flexible ways. A number of your modules may be partly or wholly delivered in a virtual learning environment-lecture notes, tutorial work, discussions, documentation and even assessment may be undertaken in Blackboard or similar environments. Access to the material is via secure website and thus may be done from University facilities or from home, often at a time of your choosing.

6.6 Practical Laboratory Work

You will often be expected to undertake practical work using laboratory facilities. Some of this work will be assessed. It is important that you keep up-to-date with your practical work. This type of work will often reinforce the material which has been presented within the lecture. Your practical skills will be important when you start your first job. Many of the tasks with which you will be presented, such as learning to use a piece of software, can only be learned by practice.

6.7 Group work

Much of your professional life will probably be spent working as a member of a team. So whilst you are studying you can expect, as part of your development, to undertake group work. Working as a member of a group is rarely easy. Sometimes the people in the group simply do not like each other. There may be members of your group who seem to do little work. People do possess different strengths and weaknesses. It is up to you to deal with these situations. It is important that all the members of the group have a clear understanding of the group's purpose. Make sure that your role within the group is well understood and the expected outcomes of your work are documented. Ensure that you fulfil your role in the group to the best of your ability. Remember that staff have plenty of experience in managing and assessing group work and that most module assessments where group work is used will employ a scheme to apportion the marks according to the amount of work which each group member has done.

7. How do I hand in assignments?

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

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

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

Monday to Thursday	8.45 am – 3.30 pm
Friday only	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.

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.

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 a problem with dyslexia, make sure that you ask for one of the yellow labels (available from your Award Leader/Personal Tutor 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.

8 Feedback on Your Work

The University's Academic Board has been considering the outcomes of the last National Student Survey and discussing how it can provide quicker assessment feedback to students. This guidance refers to summative (actual) rather than formative (practice) assessments. In relation to this, the following has been agreed:

Coursework and other assessments, excluding examinations

You will normally receive feedback on all your assessments, other than examinations, within 20 working days following the date of submission of your assessment or actual date of the assessment (in the case of class tests). 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.

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

Formal University examinations

Feedback for examinations will always be provided and should be available as soon as possible after the relevant examination. Where appropriate, feedback on examinations at the end of the last teaching block in the final year should be provided in the form of generic, group feedback through the University VLE.

At the latest, feedback should be provided at least four weeks before the next examination period.

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

9. Personal Development Planning and Personal Tutoring

On enrolment you will be allocated a Personal Tutor. You will keep the same Personal Tutor in Levels 4 and 5. The Faculty organizes Personal Tutor group meetings several times during the course of the year. However, if you have any problems or queries, you should contact your Personal Tutor to discuss them, as soon as possible – don't wait for a scheduled meeting. If you undertake a placement then your visiting tutor will be your Personal Tutor for that year and at Level 3 your project supervisor is your Personal Tutor.

10. Accreditation of Prior Learning

The Accreditation of Prior Learning is the term used when a student uses his or her previous experiences to gain admission to a programme of study; admission to a module; admission at an intermediate stage in a programme (advanced standing); or to gain exemption from part of a programme of study. These previous experiences may be work-based learning, general learning experiences (experiential) or certificated qualifications.

You should normally apply for exemptions or admission with advanced standing through the AP(E)L scheme when you apply for a place on the award, or immediately upon registration for your modules. You will not be allowed to apply for AP(E)L in a module once you have submitted any assessment for that module. If you apply for exemptions or admission with advanced standing through the AP(E)L scheme you may be required to undergo some assessment to determine the relevance of your experiences/qualifications.

The APL and AP(E)L forms can be obtained from the Faculty of Computing Engineering and Technology Office. The APL and AP(E)L Board meets in early October. It is chaired by one of the Faculty's Programme Area Managers and its purpose is to consider all the APL and AP(E)L applications received from students and uphold or reject these applications dependant on the evidence provided.

11. Award Regulations

Your award is regulated by the Undergraduate Modular Framework or the Regulations for Postgraduate awards.

These can be accessed at : <http://www.staffs.ac.uk/current/regulations/academic/index.php>

An important new regulation for 2010-11 relates to referrals and resits on assessments.

Module Failure - what happens if I fail a module?

If you have failed to satisfy the assessment criteria of the module, you will be awarded a **fail grade** (Grade Points 3, 2, 1 or 0). If you have failed to submit any assessment for the module, you will be given a **Grade Point N** (Fail due to non-submission) for the element(s) of that module and you will only be allowed a further attempt at that element(s) of the module at the discretion of the appropriate Board.

If I fail a module, can I resit it?

(i) **If you made an attempt at your assessments at the first attempt:**
You will only be guaranteed an opportunity to attempt referrals **once IF, and only if**, you have made an attempt at the assessment(s) on the first occasion unless a claim for Extenuating Circumstances has been successful.

(ii) **If you did not make an attempt at your assessments at the first attempt:**
If you do not submit work or attend assessments at the first attempt, that guarantee of a referral is lost and the appropriate Board will decide whether or not to allow you a referral. In making its decision, the Board may take account of your engagement with that module.

If the Board does allow you a referral(s) and you do not take the referral(s) at the time notified to you by your Faculty/School, no further referral opportunity will be given to you and you may fail the award.

When can I take my resit(s)?

In all cases, if you are allowed a referral(s), the referral(s) must be taken at the next resit opportunity. For most students, this will be in August 2012 but will depend on the nature of the award and the timing of your assessments.

It is your responsibility to make sure that you know when you are required to resit.

12. Award Specific Regulations

You are required to gain at least 30% in each component of assessment, and get an aggregate mark of over 40%/50% (delete as appropriate) in order to pass a module.

In order to qualify for the award of an Honours degree all 3 project modules must be passed (this includes passes by compensation and/or referral). A maximum of one project module may be compensated and compensation will only be applied if the project module to be compensated has a grade point 3. A grade point 2, 1 or 0 will not be compensated.

If, at the first attempt, one or more of the project modules are failed and have not been compensated (subject to the compensation regulation above), then upon successful completion of referrals in those modules, the maximum degree classification that can be awarded is limited to the base classification the student achieved as a result of their first attempt at level H, except where the overall score is less than 4, in which case a third class honours degree is specified as the maximum.

Note that referral does not refer to re-assessment that is being undertaken as if for the first time.

13. Placements

The Faculty Placements Office is in C012 Beacon. Staff in these offices will provide you with support in finding a placement.

The member of academic staff responsible for placements on you award is Mr Ian Sunley

Contact Details: Room: K340, Octagon
 Telephone: (01785) 353418
 Email: G.I.Sunley@staffs.ac.uk

All students can undertake an optional period of industrial work experience. This is usually during the third year, following completion of level I (level 5) studies. This is normally a salaried year, the company employer paying the students for their work.

During this period, the experience of work greatly enhances your employability. The process of finding a placement involves you in the completion of CVs, applications, interviews and the whole employment selection process, thus providing excellent experience ahead of the final year.

There are hundreds of companies who have links with the University. Over the years students have managed to find work all over the world. The Faculty has a Placement Office that will help you to get your placement organised. Their responsibility is to act as a link between you and organisations that are willing to take students on a placement. They will advertise vacancies and advise you on your CV. You must contact them to apply for any position that they advertise. Firms have their own methods for dealing with applications. You will be invited for interview and may find yourself competing not only with your fellow students, but also with students from other institutions. Obviously, it is up to you to get the job! The majority of these placements are paid so you will be earning a decent salary perhaps for the first time. You have to work for at least 48 weeks in continuous employment and are required to produce a report at the end of your placement which forms part of your assessment. You are allocated a Faculty tutor who will visit you normally twice a year to keep track of your progress.

In order to qualify for the award of a sandwich degree the industrial placement period must be passed. You will be required to submit a report (usually mid-July) and are assessed by a company tutor and a visiting tutor. To pass the industrial placement you must

- complete (usually) 48 weeks of relevant work experience
- achieve at least 40% in the placement report,
- achieve an aggregate mark of 40% or more.

If a mark of over 40% is achieved, but any of the first two conditions are not met, then you will receive a grade point 3 and be referred in the placement.

The industrial placement cannot be subject to compensation and does not have any credits associated with it. For more detail on the requirements and processes involved in finding and undertaking a placement see the placement website at

http://www.staffs.ac.uk/faculties/comp_eng_tech/placements/

14. Final Year Project

Your final year project is a major piece of academic work and gives you the opportunity to demonstrate your skills in managing a project from inception to completion. You cannot be awarded an honours degree without successfully completing a project. The project comprises the following three modules:

Semester 1: Research module
Semester 2: Design module & Implementation module

Your project supervisor will be assigned by the project co-ordinator. You are able to suggest a possible supervisor, but we cannot guarantee that your choice will be available, due to that lecturers other commitments. You should choose your project and once a supervisor has been allocated to you, you will have regular (normally weekly) progress meetings. Projects are second assessed by another academic to ensure consistency. The project manager will provide advice and guidance should problems arise that cannot be solved between yourself and your project supervisor or second assessor

The Research module will be completed and assessed in semester 1. You are assessed on your project proposal; project management skills and research. You are required to submit a project proposal and an interim report detailing your research findings. There will also be a presentation with a second assessor. You are required to submit a Grad-ex entry.

The Design & Implementation modules will be assessed at the end of semester 2 by a demonstration to your supervisor and assessor and a final report - which for completeness should include your research from interim report - even though that portion of the report will not be re-assessed. The report you produce should conform to prescribed standards of referencing.

Further details are available from the Joint Award Project website

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

This website will provide you with comprehensive guidelines concerning the Joint Award project, including a list of previous projects.

15. Academic Misconduct and Plagiarism

The University and faculty take the issues of academic dishonesty, plagiarism or cheating very seriously. If you get caught breaking the University's rules, you can expect to be punished – this might mean failing an assignment, failing a module or even failing your award and being asked to leave the University.

It is vitally important that you understand the rule regarding plagiarism. These can be found at: http://www.staffs.ac.uk/images/academic_dishonesty_tcm68-12681.pdf

There are several resources available to help you in writing and preparing assignments so that you do not break the rules. You might want to look at the following resources. <http://www.staffs.ac.uk/uniservices/infoservices/studyskills/>

If in doubt, make sure you ask your tutor before you submit work, or arrange to see someone in the Study Skills Centre (located in the library).

Appendix A – Glossary of Terms

Module	<p>A unit of study with a defined learning outcomes, curriculum and assessment.</p> <p>The module definition is to found in the module specification for the module.</p> <p>Each module has a number of Credits, associated with it. A single module is worth 15 Credits and notionally requires 150 hours of learning activity to complete. This learning activity being divided between time for class contact hours with staff, independent study and assessment. The number of allocated learning hours rises in proportion to the number of Credits attributed to a module at the rate of 10 hour per credit. All modules are multiples of the basic unit of 15 Credits. So for example, a double module will be worth 30 Credits and will have a learning time of 300 hours.</p>
Core module	<p>This is a module that you must take and pass to qualify for a given award title or range of titles.</p>
Award Option	<p>This is a module chosen from a list of Award Option modules. Award Option modules are studied in conjunction with the core modules and from the prescribed set of modules for a particular named award</p>
General Option	<p>This is a module which you can choose from a set of modules which have been designed to complement your Award. This is to allow you to broaden your knowledge and skills base if you wish by taking some supplementary studies in addition to your main subject area.</p>
Co-requisites	<p>Co-requisites are those modules that you must take as a package. All the Level C core modules can be considered to be co-requisites. We have defined co-requisites to make sure that there is sufficient shape and coherence in your programme of study to make it a rewarding and interesting experience. A corequisite is therefore a module which must be studied in addition to and normally at the same time as a particular module.</p>
Pre-requisites	<p>A pre-requisite is defined as a specific requirement that you must meet before you can take a module. In a similar way as entry to an Award was dependent on your achieving A-Level or BTEC passes for example, or having other prior knowledge, for some modules you will have to be 'qualified' to take them. This will normally mean studying for a module at an earlier level in the Award.</p> <p>Pre-requisites are specified to make sure that you have the knowledge and skills you will need to be successful in your chosen modules. Please refer to the Undergraduate Modular Framework Regulations for a more detailed description of this term in particular the distinction between the terms pre-requisites' and 'Special Admissions Requirements'.</p>
Disqualified Combinations	<p>Although rare, disqualified combinations are those modules which you cannot study together. This is normally because the content of the modules overlaps in some way, such that by taking both you would not cover the equivalent of two-modules learning.</p>
Grade (Point)	<p>On completion of the assessment of a module, you will be assigned a grade for that module in the range 0 to 15. In considering your performance at the end of a Level, grades will be averaged to produce grade point average for the Level (weighted by the size of the module). Grade points run from 0 to 15, with 0-3 being fail grades for undergraduate module, and 0-6 being fail grades for postgraduate modules.</p>

<p>Level</p>	<p>This indicates the academic level at which study is to be undertaken – Certificate level (module level 1), Intermediate level (module level 2) and Honours level (module level 3). Normally it corresponds to one year of study for full-time students. However, students may take modules from different levels at the same time, provided that they meet the requirements for their award.</p>
<p>Teaching block</p>	<p>A period of study into which the year is divided, that may include induction learning, assessment and academic counselling. There are currently two teaching blocks in each academic year.</p>

Appendix B Learning Outcomes of the Award

Please consult the Award Handbook for the individual Halves you are studying for a list of the Learning Outcomes for each Half.

Appendix C Curriculum Maps

Please consult the Award Handbook for the individual Halves you are studying for the Curriculum Maps for each Half.