



## **Faculty of Computing, Engineering & Technology**

PgC 3D Games Modelling  
PgD 3D Games Modelling  
M.Sc. 3D Games Modelling

**Student Award Handbook 09/10**

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## **Section One – 3D Games Modelling Award**

### **Welcome to the Faculty of Computing, Engineering and Technology**

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

## Faculty Information

The Faculty of Computing, Engineering and Technology (FCET) is recognised nationally for being dynamic and innovative in educational provision. We are dedicated to providing the educational formation for computing, engineering and technology who create and sustain the technological products and services for wealth creation and improving the quality of life. Our portfolio of courses is designed for the 21st century and the new technology knowledge based evolution that includes digital electronics, communications and leisure industries. Our aim is to produce the technology innovators of the future. We want you to be one of them.

During 2003 the School of Computing and the School of Engineering and Advanced Technology (SEAT) were merged to form a new faculty. Previous to this SEAT and Computing were formed in 1992 when Staffordshire Polytechnic became Staffordshire University. Based at the Beacon side campus on the outskirts of Stafford we share our facilities and lecture rooms with the Faculty of Health and Sciences. This adds to the excellent atmosphere of the university as different students all study in the same place.

- Courses

We offer a wide range of areas of study, from Computing, Engineering to Technology, these could not be more further apart as disciplines, but the school prides itself on being a diverse school.

- Student Numbers

Staffordshire University has around 15,000 students of which around 3600 are studying within the Faculty of Computing, Engineering and Technology.

University Students 15000 (Full Time – 10000, Part Time – 4500, Overseas – 500)

FCET Students 3600 (Full Time – 2600, Part Time – 800, Overseas – 200)

- Staff Numbers

There is approximately 200 staff in the FCET department at Staffordshire. The University staff includes the Dean, Directors, Academics, Researchers, Technicians and Administration staff, all of whom play a vital role in the running of the faculty and aiding students with their studies.

## Useful Contacts and Resources

### Academic Contacts

Award leader                      Greg Penninck, C160, Extension 3716  
[g.s.penninck@staffs.ac.uk](mailto:g.s.penninck@staffs.ac.uk)

A full list of academic staff contacts can be found at  
[http://www.staffs.ac.uk/faculties//comp\\_eng\\_tech/new\\_students/General Faculty\\_Information.jsp](http://www.staffs.ac.uk/faculties//comp_eng_tech/new_students/General_Faculty_Information.jsp)

### Administrative Contacts

Award Administrator(s)

Student Advisor                      Janice Kalisz Room K232, Octagon, 01785 353345  
[j.c.kalisz@staffs.ac.uk](mailto:j.c.kalisz@staffs.ac.uk)

A full list of administrative staff contacts can be found at  
[http://www.staffs.ac.uk/faculties//comp\\_eng\\_tech/new\\_students/General Faculty\\_Information.jsp](http://www.staffs.ac.uk/faculties//comp_eng_tech/new_students/General_Faculty_Information.jsp)

Details of technical staff can be found at  
[http://www.staffs.ac.uk/faculties//comp\\_eng\\_tech/new\\_students/General Faculty\\_Information.jsp](http://www.staffs.ac.uk/faculties//comp_eng_tech/new_students/General_Faculty_Information.jsp)

### Useful Internet Resources

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

The Faculty aims to use 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 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/>

## **M.Sc. 3D Games Modelling Handbook**

### **How to use this handbook**

This handbook is specific to the M.Sc. 3D Games Modelling award. In it you will find information such as the structure of your award, contact details of staff, and other useful information.

### **What awards and qualifications are available?**

There are three awards available; Post-Graduate Certificate, Post-Graduate Diploma, and Master of Science (M.Sc.)

You are eligible for the Post-Graduate Certificate when you have successfully completed your first stage, which consists of 3 core modules and an option.

You are eligible for the Post-Graduate Diploma when you have successfully completed 3 core computer games award modules and an optional module in the second study period.

The M.Sc. is awarded on successful completion of the final Masters Dissertation,

### **What modes of study are available?**

This course can be taken in full and part time modes. Each mode requires that you attend the university for a full study period, but the number of modules that you take in that period defines the mode for study. Four modules defines full-time mode.

### **What institutions are involved in delivering all or part of the award?**

Staffordshire University, FCET is responsible for modules within this award. The Faculty has many links with other Faculties within the university which are involved in both under-graduate and post-graduate awards both in the UK and overseas.

### **What qualifications do I need to get on the award?**

The normal admissions requirement for entry onto the M.Sc. award is a 2:2 undergraduate degree or higher or equivalent in any discipline related to the design or development of computer games. This may include backgrounds in 3D Computer Graphics, Film Studies, Games Design and CGI / Animatronics. Students will need a passion for 3D Modelling and a clear personal view of how their background discipline fits into the field of computer design.

### **When can I start?**

See Academic Calendar in the Post-Graduate (Masters) Scheme handbook, available at <http://www.staffs.ac.uk/fcet>

**What is the philosophy of the award?**

The digital modelling industry is specialising, demanding a need for advanced skills in all areas of Computer Graphics. The M.Sc. in 3D Games Modelling is the only MSc available that provides students with the opportunity to develop skills that are state of art. It allows for students to utilize their skills from a wide range of undergraduate backgrounds and consolidate them in the area of 3D modelling within its negotiated study elements.

The Computer Graphics industry itself prefers to take people from a range of backgrounds in order to maintain its vibrancy. This award has been designed to be flexible and allow students' to tailor their research aspirations, resulting with a final semester demo reel which will help complete their study and progression into industry. The award also aims to instil sound academic and professional skills related to lifelong learning and development.

The Faculty has numerous research and business contacts that have contributed to the award's development, and will continue to advise and contribute to award delivery.

**What are the aims of the award?**

- To deliver up-to-date subject contents that are relevant to current and future gaming and film industry demands
- To build on knowledge and skills acquired at undergraduate level. Expanding into professional areas of CG based modelling.
- To enhance abilities in research, problem-solving and management
- To encourage students to apply knowledge and skills to solving a problem related to modelling during their dissertation project
- To enable students to acquire advanced knowledge, skills, experience and confidence to pursue a successful career in academia or industry.

**What teaching and learning methods are used?**

As a student studying on a M.Sc. we expect you to take a student centred approach and work both collaboratively and individually to complement the Faculties resource centred teaching mechanisms. Many of the modules you study will have different teaching and learning methods, including traditional time-tabled lectures and tutorials, whilst also using practical laboratory sessions, surgeries, group-based activities, case studies and investigations, seminars, supervision, independent reading, independent resource based learning, and problem based learning. What follows is a brief description of these methods.

- *Independent resource based learning* where you are expected to achieve specific goals using your own personal efforts. This approach will help you build up your research skills and develop your own individual study approaches and strategies whilst using resources. This will not only benefit you on your award, but should also help you to continue lifelong learning after completing your course;
- *Independent reading* often you will be set passages of text or research papers to read in your own time;
- *Practical laboratory sessions* normally take the form of intensive coding on machine, with the support of a tutor;
- *Staff-directed learning* where, through individual or group contact (e.g. in a formal lecture, tutorial or workshop), a member of staff directs your learning experience. Such an approach mixes students with diverse backgrounds, and enables different perspectives to be put forward in learning activities;
- *Surgeries* may take place where a tutor sets you an activity, and allows you later to visit them in an informal setting to discuss and get guidance on your progress;
- *Problem based learning* often within a module you will be set a specific problem that requires a solution to be found. To solve this problem you will need to think, and reason towards a good final solution. This approach to learning will be used both within groups and as individuals;
- *Group-based activities* where you are expected to work together within groups (of specified sizes) to achieve a collective goal;
- *Supervision* all students at the M.Sc. stage of the award are required to write a dissertation, a major factor related to this is learning how to work independently and be guided by a project supervisor;
- *Case studies and investigations* on modules it is often the case that a real life scenario is used for you to investigate in order to understand how theories taught relate to the real world;
- *Seminars* during some aspects of your award you may be asked to research a topic with others and give a mini seminar in order that others learn from your perspective.

**What assessment criteria and methods will be used?**

All modules are assessed via a number of methods, according to the requirements of that module. These may include examination, presentations, demonstrations, oral viva, in-course practical assessment and individual/group assignments. In relation to the criteria by which you are assessed, each module assignment shows the individual assessment criteria for that module.

- *Coursework assignments* these can both be individual or group based, and can involve written work or code based assignments. Each assignment will have its own specification and criteria that you need to address to pass the component. You are graded against criteria based on grade points shown on page 16 of the postgraduate handbook;
- *Presentations* this forms a method of assessment which will be used within several modules in order that you get the opportunity to present your assignment findings and develop your communication skills;
- *Demonstrations* similar in the sense to presentations in that you are given the opportunity to explain your work, but this time you will demonstrate an artefact.
- *End of module examinations* on your award you will often undertake several examinations that assess how well you have learned what has been taught. You may be exposed to short answer, essay questions and multiple choice answer formats.
- *Oral viva* all students are required to do a viva presentation of their dissertation work at the end of the award. This typically involves a brief presentation, in depth discussion, questions on the work, and a demonstration of any artefact created.

**Is there an overall strategy used in applying assessment methods?**

Yes, we plan assessments carefully and produce a schedule for you in the first week of starting your study. You will be exposed to a rich mix of assessment methods in order that you grow accustomed to learning by many different styles. Our underlying goal is not only to assess you but to instil the skills required for lifelong learning. On most modules you will find a mix of end of module exams, coupled with a written or practical element as described in the paragraphs above.

**Certificate stage**

All four modules must be passed at the required level in order to obtain a Post-Graduate Certificate (PGC).

**Diploma stage**

This stage contains two computer games award core modules, the Research Methods and Proposal module and one option module. All elements must be passed to gain a Post-Graduate Diploma (PGD). Note the Research Methods and Proposal module must be passed prior to the start of the dissertation.

**What are the stages of my award?**

**Masters stage**

This stage consists of 1 element. The dissertation must be passed to obtain the Masters award.

### **What are the learning outcomes of the award?**

The awards in this programme are designed to develop in the student and assess attainment against Staffordshire University's interpretation of the Framework for Higher Education Qualifications. The University defines 8 generic outcomes:

1. Knowledge and Understanding,
2. Learning,
3. Enquiry,
4. Analysis,
5. Problem Solving,
6. Application,
7. Reflection,
8. Communication.

The programme also provides opportunities to develop the benchmark's *knowledge and understanding, intellectual abilities, practical skills* and *general transferable skills*. In addition to confirming the above, outcomes can also be explicitly linked to the UK Standard for Professional Engineering Competence (UK-SPEC) 2004 statements<sup>1</sup> included within Engineering benchmark statement<sup>2</sup> under the headings of:

- a. Underpinning Science and Mathematics and Associate Engineering Discipline.
- b. Engineering Analysis
- c. Design,
- d. Economic Social and Environmental Context,
- e. Engineering Practice

### **MSc 3D Games Modelling Award**

On completion of the MSc 3D Games Modelling award, students will be able to:

1. Demonstrate a systematic understanding of a substantial body of knowledge at the forefront of their Games Modelling discipline (knowledge and understanding).
2. Demonstrate the independent learning ability required (1) to advance their knowledge and understanding within their Games Modelling discipline, and (2) to develop new skills to a high level of continuing professional development (learning).
3. Demonstrate a comprehensive understanding and critical evaluation of methodologies and techniques applicable to their Games Modelling discipline (enquiry).

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<sup>1</sup> [http://www.engc.org.uk/documents/CEng\\_IEng\\_Standard.pdf](http://www.engc.org.uk/documents/CEng_IEng_Standard.pdf)

<sup>2</sup> <http://www.qaa.ac.uk/academicinfrastructure/benchmark/statements/Engineering06.pdf>

4. Demonstrate a critical awareness and evaluation of current research, contemporary problems and new insights, much of which are at, or informed by, the forefront of Games Modelling (analysis).
5. Evaluate complex issues both systematically and creatively, make sound judgments in the absence of complete data, and employ appropriate decision-making in complex and unpredictable situations occurring within Games Modelling (problem solving).
6. Communicate their conclusions clearly to specialist and non-specialist audiences (communication).
7. Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge within Games Modelling (application).
8. Demonstrate the qualities and transferable skills necessary for employment requiring (1) exercise of initiative and personal responsibility, (2) self-direction and originality in tackling and solving Games Modelling problems, and (3) autonomous planning and execution of tasks at a professional level (reflection).

#### **PgD 3D Games Modelling Award**

On completion of the PgD 3D Games Modelling award, students will be able to:

1. Demonstrate an understanding of a substantial body of knowledge at the forefront of the Games Modelling discipline and the effect the implementation of this knowledge can have on the business performance of a company (knowledge and understanding).
2. Demonstrate the independent learning ability required to advance their knowledge and understanding within the Games Modelling discipline.
3. Demonstrate understanding and ability to evaluate methodologies and techniques applicable to Games Modelling (enquiry).
4. Demonstrate awareness of current research and contemporary problems, much of which is informed by the forefront of Games Modelling (analysis).
5. Communicate their conclusions clearly to specialist and non-specialist audiences (communication).
6. Demonstrate the qualities and transferable skills necessary for employment requiring (1) exercise of initiative and personal responsibility, (2) self-direction in tackling and solving Games Modelling problems (reflection).

### **PgC 3D Games Modelling award**

On completion of the PgC Games Modelling award, students will be able to:

1. Demonstrate an understanding of a significant body of knowledge at the forefront of their Games Modelling discipline (knowledge and understanding).
  2. Demonstrate the learning ability required to advance their knowledge and understanding within the Games Modelling discipline.
  3. Demonstrate understanding of methodologies and techniques applicable to Games Modelling (enquiry).
  4. Communicate their conclusions clearly to specialist and non-specialist audiences (communication).
  5. Demonstrate the qualities and transferable skills necessary for employment requiring (1) exercise of initiative and personal responsibility, (2) self-direction in tackling and solving Games Modelling problems (reflection).
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## Award Grading Calculation

Overall Grade Point for Module	Associated Classification for Postgraduate (level M) modules
15 14 13	Equivalent to Pass with Distinction (defined in numerical terms as 70% and above)
12 11 10	Equivalent to Pass with Merit (Defined in numerical terms as 60-69%)
9 8 7	Equivalent to Pass (Defined in numerical terms as 50-59%)
6 5 4 3 2 1	Fail
0	Non Submission - Fail

Masters modules are graded by the following terms Distinction, Merit, Pass and Fail. The University's policy on Post Graduate Assessment can be found at the following Web Link.

[http://www.staffs.ac.uk/images/postgrad\\_regs\\_tcm68-12690.pdf](http://www.staffs.ac.uk/images/postgrad_regs_tcm68-12690.pdf)

## What is the overall structure of the award?

Durations of Award:

Award	Full-time	Part-time
M.Sc. 3D Games Modelling	1 year	Up to 5 years

### Cores

<b>Study Period 1 September-January (12 Weeks)</b>	<b>Study Period 2 January-May (12 Weeks)</b>	<b>Study Period 3 May-September (12 Weeks)</b>
Z-Brush 1 (15 credits)	Z-Brush 2 (15 credits)	MSc Dissertation
Advanced Rigging (15 credits)	Mechanical Modelling (15 credits)	
Specific Option 1	Specific Option 2	
Games Creation (15 credits)		
Personal Development and Research Methods (15 credits)		

### Specific Options

Chose 1 from each column

Specific Option 1	Specific Option 2
<b>Synergy of Games and Film (15 credits)</b>	<b>Games Artificial Intelligence(15 credits)</b>
<b>Ludology 1 (15 credits)</b>	<b>Games Theory and Behavioural Analysis (15 credits)</b>
Hand Held Games Design (15 credits)	Games Marketing (15 credits)
Advanced Multiplayer Online Games Design (15 credits)	Motion Capture Data Handling (15 credits)
Audio For Games (15 credits)	
Advanced Modelling Portfolio (15 Credits)	Advanced Modelling in the Game Engines (15 Credits)

**The Timetable for the core modules can be found at**

[http://www.fcet.staffs.ac.uk/current\\_students/eng\\_postgrad.htm](http://www.fcet.staffs.ac.uk/current_students/eng_postgrad.htm)

**You must pick at least one of the options highlighted in bold text.**

## **Award Management and Regulations**

### **Who can I contact about my studies?**

Award Leader MSc 3D Games Modelling  
Greg Penninck Room C160  
Tel. 01785-353716 e-mail [g.s.penninck@staffs.ac.uk](mailto:g.s.penninck@staffs.ac.uk)

### **How will my project supervisor help me?**

All levels managed by award leader. Individual project supervisors allocated during the dissertation period. For details of your own supervisor see [http://www.fcet.staffs.ac.uk/faculty\\_staff/fac\\_staff\\_main.htm](http://www.fcet.staffs.ac.uk/faculty_staff/fac_staff_main.htm)

Key contacts –

Staffordshire University :

Award Administrator

Chris Hanks Room k266

Tel: 01785-353462

### **What are Award and Assessment Boards?**

At the end of each teaching semester an assessment board is held to confirm your grades. The results you achieve are recorded and these determine whether you can progress on your award. When you have completed your studies an exam board sits and reviews your module results in order to determine the classification of award you will receive.

### **Who attends Award Boards?**

Chair : Dean of Faculty,  
External Examiner,  
Award Programme Manager,  
Level Leader,  
Project/assessment supervisors  
All Teaching staff involved

### **When do assignments have to be handed in?**

Each module defines its assignment schedule. The university runs a policy where by all hand-ins must be submitted by the required date and missing this milestone will result in a mark of Zero. An Extenuating Circumstances procedure complements this process allowing extenuating circumstances to be taken into account at the appropriate stage. Hand in at K266.

### **How do I hand in an assignment?**

Each assignment should be handed into the main Faculty Office in the Octagon by the appropriate time. The closing time for the Faculty Office is displayed close to the office hatch. Assignments should be submitted in the appropriate folder. It will then be forwarded to the relevant tutor for review.

### **What about Project Approval and Management?**

Project proposals are completed within the Research Methods and Proposal Module with the help of the module team. The module leader will review your proposal for approval. If your proposal is considered weak, resource hungry or in general inappropriate you will be required to improve it before starting the dissertation.

Proposals from students should:

- identify the area of study;
- show how the area of study relates to the award;
- include a project development plan, project milestones and development schedule;
- identify appropriate research areas and development methods;
- discuss relevant ethical issues related to the project
- identify the resources necessary for the successful completion of the project; and provide evidence that the student will have adequate access to these resources;
- Describe the anticipated results and the products.

On completion of your Research Methods and Proposal module the Project Co-ordinator will assign you a project supervisor. During the duration of the dissertation period you will be in regular contact with your supervisor (normally a weekly meeting). Your supervisor will be allocated to you on the grounds of their expertise and fit to your dissertation topic. Their role is to specifically guide you academically, advise on literature to review, keep you progressing on schedule, provide regular feedback on your work, and guide you on ethical issues associated with the project. Please note that it is your responsibility to attend meetings regularly.

A full project dissertation handbook will be given to you when you start the dissertation period.

You will be assessed in relation to how well you complete the work set out in your proposal. Your supervisor and a second assessor will read the dissertation, and you yourself will have the opportunity to discuss and clarify aspects in a formal viva. The dissertation will be graded in the form of Pass, Merit, or Distinction.

You will be given the opportunity to re-submit on one subsequent occasion and to a time-scale determined by the examination board at the time of initial failure, usually within the period of two calendar years from the date of the examination board, either in a revised form or based upon a new title. Any new title must be approved by the Faculty. A second failure will result in the student failing the Masters stage of the award.

### **Ethical Clearance**

In a few cases you will need to make sure that the work that you do for a particular module has appropriate ethical approval. This will only apply to cases where the activities you undertake to achieve the learning outcomes of the module involve research or work with other people where the issues of consent, confidentiality and the research participants' welfare are involved. Normally, modules involving this kind of activity would only be available to students completing the dissertation project.

**Are there any Award Specific Regulations?**

*No*

**What am I letting myself in for?**

*This course requires a high level of commitment for one year, or eighteen months or two years (if a placement or integrated project is undertaken). You will need to be able to devote a considerable amount of your time to intense study but having made that commitment you should gain extensive knowledge in your chosen areas and on completion be able to attempt a vast range of employment.*

**Part Time study and modes of study**

Below is an example of a part time study of MSc 3D Games Modelling. Study patterns maybe negotiated with students to suit their schedule.

Year 1	
Semester 1	Semester 2
Z-Brush 1	Z-Brush 2
Specific Option 1	Specific Option
Year 2	
Semester 1	Semester 2
Advanced Rigging	Mechanical Modelling
Games Creation	Games Creation
PDRM	
Year 3	
Semester 1	Semester 2
MSc Dissertation	MSc Dissertation

Period	Module Content	Stage of Award
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Z-brush 1</li> <li>• Advanced Rigging</li> <li>• Personal Development and Research Methods</li> <li>• One Specific Option</li> </ul>	PgC
1 <sup>st</sup> and 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Z-brush 2</li> <li>• Mechanical Modelling</li> <li>• Games Creation project</li> <li>• One Specific Option</li> </ul>	PgD
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• 3D Games Modelling Dissertation</li> </ul>	MSc

*Each stage constitutes 60 credits; therefore a PGC is 60 Credits, gaining a PGD is 120 credits and gaining the Masters award is 180 credits.*

## **Section Two – Services for Students**

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

Services are delivered at two levels: specific services for students provided by the University, and those provided at Faculty/School/subject level for students in Computing Engineering and Technology.

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

### **University Services**

University support is delivered by;

(A) Accommodation Office (Facilities Management Department

[www.staffs.ac.uk/facilities\\_management](http://www.staffs.ac.uk/facilities_management)

(B) Employability and Student Support (<http://www.staffs.ac.uk/uniservices>)

(C) Equality and Diversity

(D) Financial Services [www.staffs.ac.uk/services/financial](http://www.staffs.ac.uk/services/financial)

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

(F) Student Administrative Services –Information Centres [www.staffs.ac.uk/informationcentre](http://www.staffs.ac.uk/informationcentre)

(G) ‘Student Guidance Officers’ and Advisors’’

(<http://www.staffs.ac.uk/current/student/guidance/index.php>)

(H) ‘Students’ Union’ (<http://www.staffsunion.com>)

(I) International Student Centre (<http://www.staffs.ac.uk/isc>)

### **(A) Accommodation Office**

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

Email – [accommodation\\_stoke@staffs.ac.uk](mailto:accommodation_stoke@staffs.ac.uk) or [accommodation\\_stafford@staffs.ac.uk](mailto:accommodation_stafford@staffs.ac.uk)

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

Contact: Stafford 01785 353563 Stafford Court, Beaconside

## **(B) Employability and Student Support**

### **Careers & Employability Service**

The service holds information from employers offering job opportunities, work experience and vacation work at home and abroad, information from professional bodies, postgraduate study, reference books, videos and careers software.

- 1-1 sessions with Careers Advisers
- Enhances the employability of students

Open 9.00am - 5.00pm Monday to Friday at Stoke & Stafford Campus.

[www.staffs.ac.uk/careeradvice](http://www.staffs.ac.uk/careeradvice) [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

Contact: 01782 294991. Stoke: Cadman Building

Contact: 01785 353233 Stafford: Beacon Building.

### **Childcare Service**

We can provide you with quality affordable childcare and education delivered by a highly qualified and experienced team.

- Two registered nurseries offering care and education for children up to five
- Stoke opening times: 8.00am–6.00pm (8.45-5.15 in the vacation)
- Stafford opening times: 8.30am-5.30pm (9.00am-5.00pm in the vacation)
- Please apply early to avoid disappointment.

e-mail: [a.j.sherratt@staffs.ac.uk](mailto:a.j.sherratt@staffs.ac.uk) [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

Contact: Stoke: 01782 294981 or Stafford: 01785 353371

### **Counselling Service**

There is a core staff team of professionally trained counsellors

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

Open 9am – 5pm Monday – Friday (including vacations) [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

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

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

### **Disability Advisory Service**

The service provides a range of information, advice and facilities for disabled students. Visit [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

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

Contact: 01782 294977 Stoke - 4/5 Winton Square

Stafford: 01785 353302 – Ground Floor, Beacon Building.

### **Multi-faith Chaplaincy**

The multi faith Chaplaincy offers pastoral & spiritual support, advice & friendship for people from all faiths & none. [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

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

[chaplains@staffs.ac.uk](mailto:chaplains@staffs.ac.uk)

Contact: 01782 294982. Faith House, Stoke.

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

Contact: 07901952381. Senior Chaplain's mobile.

### **Student Health Service**

NHS Medical Services are available at Stoke & Stafford Campuses.

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

Contact: Stoke 01782 747174 Federation House, Station Road.

Open: 9am-5pm Monday to Friday (Thursday until 12.30). **OR**

01782 212305/212066 Harley Street Medical Centre, Hanley, Stoke during vacations.

Contact: Stafford 01785 353570 Beaconside Health Centre,

Open 8.30-6.00 Monday to Friday (5pm on Wednesday & Friday)

### **(C) Equality and Diversity**

The University is committed to building and supporting a diverse and inclusive University community. We value the widest possible range of cultural inputs from students, staff and partners alike as we recognise that this will improve and strengthen our University.

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

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

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

### **(D) Financial Services**

To pay your tuition and accommodation fees:

Cashier's Office, Beaconside, Stafford

Cashiers Office, Flaxman Building, College Road, Stoke.

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

[www.staffs.ac.uk/services/financial](http://www.staffs.ac.uk/services/financial)

Contact: 01785 353614

### **(E) Information Services**

Information Services assists you with your learning by providing, managing and supporting integrated, open access learning, teaching, research, Library, IT, Network and all on-line services for all students and staff across all campuses at Staffordshire University <http://www.staffs.ac.uk/uniservices/infoservices/>

The Service also provides a range of support materials which will help you to enhance your 'information literacy'. Particularly useful in this regard are the website links to 'keyskills'

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

### **(F) Student Administrative Services – Information Centres**

There are Information Centres at Stoke and Stafford. Staff are helpful and friendly and are trained to answer most queries or point you in the right direction for help.

- You can talk to us for help on many aspects of your student life.
- Visit - [www.staffs.ac.uk/informationcentre](http://www.staffs.ac.uk/informationcentre)

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

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

Contact: Stoke 01782 295705 Stafford 01785 353253

### **(G) Student Guidance Advisors**

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

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

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

The Student Guidance Advisor can offer advice and guidance:

If you...

Are concerned that you have chosen the wrong course?

Are considering taking time out (intermitting) or leaving your course?

Need advice on how to appeal against your examination results?

Need advice on how to make a complaint?

Need advice on submitting extenuating circumstances?

Need advice on any aspect of the University's Regulations?

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

### **Student Guidance Officer's**

Stoke - Nicola Gardener, Information Centre, Flaxman Building, College Road, Stoke-on-Trent.

Tel: 01782 292768, Email: [n.j.gardener@staffs.ac.uk](mailto:n.j.gardener@staffs.ac.uk)

Stafford – Paulette Morgan, One-Stop-Shop, Beacon Building, Beaconside, Stafford.

Tel: 01785 353749, Email: [p.a.morgan@staffs.ac.uk](mailto:p.a.morgan@staffs.ac.uk)

### **(H) Students' Union**

The Students Union strives for the best experience for all students. You automatically join the Union when you enrol; unless you choose to "opt out". If you need advice, want to take part in many organised student activities, start something new, or just access social space on campus, then the Union may well be the place to visit.

How involved you get is up to you: you can ignore it, be a customer, give it feedback, or even stand for election and maybe end up part of the team that runs it - the choice is wholly yours; but the more you talk to the Union the better it will be able to respond to your needs and ideas.

The Union's representation structures change to meet students' demands and based on who has stood for office; so who to contact about specific issues can change from time to time. We'd suggest: begin with the main Union switchboards and ask for what you need - they'll direct you appropriately - or email in or call into the Union.

<http://www.staffsunion.com>

### **Students' Union Information Centre's**

The Students' Union Information Centre's are the first point of contact for students, staff and visitors to the Students' Union. The centre's are for the most part staffed by students who offer a warm and friendly service and can provide information on a wide range of subjects or if necessary signpost as appropriate..

Contact: Stoke 01782 294629 Students' Union building on College Road. Open from 9am to 10pm, Monday to Friday.

Contact: Stafford 01785 353311 Students' Union Office in the Beacon Building next to Legends, Open from 9am to 10pm, Monday to Friday (Shorter opening hours may apply over the vacation periods).

### **Students' Union Student Advice Centre**

The Students' Union Student Advice Centre is one of the core services operated by the Students' Union. Their work is directed by Student Officers and the service is student led offering

- Free, independent and confidential advice to students.
- Up to date information on funding, benefits, housing, academic regulations, legal matters etc
- A range of other services including a legal surgery, funding clinics and sessions with Victim Support and North Staffs Mediation.

The fully trained and experienced advisers are student specialists and the Service has been awarded the Community Legal Service Quality Kite Mark for Student Casework and is licensed with the Office of Fair Trading to provide debt advice.

Contact: **Stoke** 01782 294469 College Road, Stoke On Trent, ST4 2DE, above the Ember Lounge in the Student's Union. Open 10.00am till 4pm Monday-Friday

Contact: **Stafford** 01785 353425 Beaconside, Stafford, ST18 0AD,

Fax 01785 353599 Engineering Block Beacon Building. Open from 10.00am till 4pm daily.

(Opening hours may vary over vacation periods)

Email: [sac@staffs.ac.uk](mailto:sac@staffs.ac.uk)

## **Student Activities @ Staffs**

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

You can volunteer, play sports, continue an interest or hobby, develop formal skills, try something completely new and even be accredited for your involvement as you go, so don't hang about get involved!  
[www.staffunion.com/activities](http://www.staffunion.com/activities)

### Get active

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

Each club and society has space on the Union WEB site containing an introduction to their activity, their plans for the next academic year and forthcoming events etc. You will also find details of meeting/training times and a main contact name and email address. If you cannot find what you are looking for, get in touch with Student Activities on [activities@staffs.ac.uk](mailto:activities@staffs.ac.uk) and hopefully we will be able to assist with your query.

Sports clubs train a couple of times a week at our university or local facilities. Most of our clubs play regular fixtures on Wednesday (BUSA/Student Rugby League) or Sunday afternoons (American football, Lacrosse and Women's Rugby League).

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

Both Clubs and Societies have their own annual Recognition Evenings: The Sports Presentation Evening and Awards night. This gives Student Activities the opportunity to recognise and reward the hard work involved in running a club or society and recognises the achievements of students over the previous year.

If there is nothing here that takes your interest then you can trial an activity yourself. Download the 'how to trial an activity' forms from the web ([www.staffunion.com/activities](http://www.staffunion.com/activities)) and email them to [studentactivities@staffs.ac.uk](mailto:studentactivities@staffs.ac.uk) or hand them into the Info Centre reception of the Students' Union at either site for the attention of the Student Activities Officer.

## **(I) International Student Centre**

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

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

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

- **Language and Culture Workshops for Your Subject** (weekly and timetabled). These workshops are designed to help you understand the academic terminology and develop your confidence in classroom participation, oral/written communication and social interaction with your tutors and classmates who may have come from diverse cultural and linguistic backgrounds. The tutors will also explore with you the cultural differences, (social, professional or academic) and help you to understand the expectations of your subject tutors and make appropriate cultural adaptations.
- **One-on-one tutorials** - This is an opportunity for you to seek individual advice from the language tutors on many aspects of your study. For example, if you are not sure whether your referencing is correct and would like someone to check for you, or you feel uncomfortable speaking up in class and would like some advice, you can ask to see one of the language tutors who are all very friendly and approachable. Each session lasts for 15 minutes. Depending on the nature of your question, you can book up to 3 sessions together at a time. To book a tutorial, please contact Ms Tracy Walker on 01782 294639 and/or e-mail: [internationalstudentcentre@staffs.ac.uk](mailto:internationalstudentcentre@staffs.ac.uk).

### **2) Advice provided by the International Student Advisor**

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

### **3) Organisation of cultural and social events**

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

### **4) Intercultural mentoring programme**

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

**Key contacts:**

**Website:** [www.staffs.ac.uk/isc](http://www.staffs.ac.uk/isc)

Centre e-mail: [internationalstudentcentre@staffs.ac.uk](mailto:internationalstudentcentre@staffs.ac.uk)

**Centre Administrator**

Tracy Walker

Room 605 Flaxman Building, Stoke Campus, College Road

Tel: 01782 29 4639

**International Student Advisor**

Lucy-Anne Daynes

Room 603, Flaxman Building, Stoke Campus, College Road (Every Monday, Wednesday and Friday)

Student Advice Centre, Ground Floor, Beacon Building, Stafford Campus (every Tuesday and Thursday)

Tel: 01782 29 4711

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

Ms Michelle Nixon

Room 600, Flaxman Building, Stoke Campus, College Road

**Subject Specific Language Tutor – Business School**

Dr Steve Brewer (for undergraduate students)

Room 600, Flaxman Building, Stoke Campus, College Road

Mrs Angela Ghadery (for postgraduate students)

Room 602, Flaxman Building, Stoke Campus, College Road

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

Mr Lorenzo Ball

Room 602, Flaxman Building, Stoke Campus, College Road

## **Faculty/Subject Level Services and Support**

### **(1) Personal Tutors and Student Mentors**

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

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

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

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

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

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

If for any reason you find it difficult to get on with your Personal Tutor you can always request a change by going to see your Award Leader.

### **(2) Faculty Student Advisor**

In addition to the personal tutoring system, The Faculty of Computing Engineering and Technology also provides a Student Advisor. This is Janice Kalisz, who can be found in room K232 in the Octagon. The role of the student advisor within the Faculty of Computing Engineering and Technology is to give advice and

guidance to all students on all aspects of their award. This would be of both an academic and pastoral nature in accordance with the personal tutoring scheme. The role also includes the referral of students to sources of professional help both within and outside of the university as and when necessary. The Student Advisor is also involved with the student induction programmes, the tracking of student attendance and the investigation of student absenteeism as well as the co-ordination of student intermissions and withdrawals.

### Student Ambassador Scheme

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

Student ambassadors help out at recruitment events, mainly in the university, but sometimes in schools and colleges.

Being a student ambassador helps to develop social, organisational, problem solving, time management and communications skills in a practical context.

### What's in it for you?

- Flexible work hours to fit in with your study
- Get paid £5.60 per hour
- Presentation skills training
- Build up your personal and professional references
- Meet new people (and make new friends)
- Learn more about the university and get more involved
- Work with young people
- Gain some practical work experience
- Get a certificate at the end of the year
- Be involved in teamwork
- Help towards the progress award

### How do I get involved?

Recruitment to the student ambassador scheme takes place all year round – however there will be a specific recruitment and training session that you have to attend. Email: [ali.spender@staffs.ac.uk](mailto:ali.spender@staffs.ac.uk) for more information.

## **Student Representation**

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

### **(1) SSLGs (Student Staff Liaison Groups)**

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

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

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

### **(2) Other Committees**

In addition there are a number of other Committees both in the Faculty/School and in the University as a whole, which have student members. Within the Faculty/School, as well as the SSLGs, there is the formal Faculty Board on which students have the right to representation.

The Faculty/School Board is the main Faculty/School committee, chaired by the Dean, which has formal responsibility for overseeing the running of the Faculty/School and its awards. Membership includes members of academic and non-teaching staff from the Faculty/School, representatives from other faculties, the Library and Information Technology Services, and student representatives.

### **(3) Other Feedback Mechanisms**

You will also be presented with a variety of other ways of giving feedback to your tutors and the Faculty/School /University about your overall experience. You will be able to talk, of course, to your personal tutor. You will find that subject tutors will ask you to evaluate your learning experience on their modules. You will be asked to complete a questionnaire at the end of the year about your general

experience as a student following a particular award. And the University conducts an annual 'Student Viewfinder' survey which seeks your views on all services.

Your views do matter – they are incorporated into annual quality assurance processes via 'course monitoring', and each Award and Faculty/School in the University is required to draw up an action plan on the basis of course monitoring reports which seek to address any issues which have adversely affected your experience as a student

## **Appeals, Complaints and Conduct**

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

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

In general, it is always a good idea to try to resolve issues informally. But where this has not succeeded, or is not appropriate, (for example, you want to appeal against the decision of an Assessment or Award Board or of the Extenuating Circumstances Panel, or you need to complain ) then you always have the option of using the University's formal processes. You can access these formal procedures on the University website [www.staffs.ac.uk](http://www.staffs.ac.uk). Appeals are called 'Procedure for Review of an Examination Board Decision' and can be found by following the link [http://www.staffs.ac.uk/images/rev\\_of\\_exam\\_board\\_tcm68-12688.pdf](http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf). The Extenuating Circumstances procedure can be found at [www.staffs.ac.uk/images/extenuating\\_cir\\_tcm68-15855.pdf](http://www.staffs.ac.uk/images/extenuating_cir_tcm68-15855.pdf). You can also locate the Student Complaints Procedure at [www.staffs.ac.uk/images/complaints\\_tcm68-15862.pdf](http://www.staffs.ac.uk/images/complaints_tcm68-15862.pdf).

You should note, of course, that the complaints procedure is a two way process. You have an obligation as a student, and as a member of the University community, always to conduct yourself in an appropriate manner. At the most general level, this means an obligation always to behave in a way which does not cause distress or anxiety to others. Your obligations in this regard are spelt out more clearly in the document 'Regulations: General Student' (7.1 to 7.12), which you can also access via the University website at [www.staffs.ac.uk/images/generalstudentregs\\_tcm68-12714.pdf](http://www.staffs.ac.uk/images/generalstudentregs_tcm68-12714.pdf). Appendix 3 of this document indicates the disciplinary procedures which ensue should you abrogate the code of conduct

If you would like advice on how to appeal or make a complaint, please contact either your Personal Tutor, or for independent advice contact either the Students' Union Advice Centre or Student Guidance Officer.

## **Supporting Disabled Students.**

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

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

### **Faculty Support**

Within your Faculty/School, there are designated members of staff, Disability Co-ordinators, whose role is to support you through the academic part of your programme. In relation to supporting your learning, they can deal with your day-to-day issues, provide advice and guidance and can help you in making additional arrangements. Your Disability Co-ordinator is

Dr Robert Round, who can be found in D106 Beacon Building, Stafford or on 01785 353470

To this end, subject tutors share good practice concerning teaching, learning and assessment issues which arise from working with disabled students. This is done via peer review of teaching and subject meeting discussions.

Information about your disability is circulated, provided you have consented to this, to relevant tutors, so that they are aware of any necessary adjustments which may need to be made to your learning environment. You should use the Student Staff Liaison Group (SSLG) meetings as an important mechanism for reporting any instances where the 'reasonable adjustments' you require to achieve the learning outcomes associated with your programme of study have been found wanting. The Faculty also has representation on the University's Disability Forum, which shares good practice across the University and keeps itself informed of strategic issues as they arise. If you wish to bring any issues to the attention of the Forum, see Robert Round

Obviously you can also consult your Personal Tutor or the Faculty's Disability Co-ordinator (Robert Round) if you need further advice or guidance

## **Disability Advisory Service**

### **Supporting Disabled Students.**

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

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### **Disability Advisory Service**

The service provides a range of information, advice and facilities for disabled students. Visit [www.staffs.ac.uk/uniservices](http://www.staffs.ac.uk/uniservices)

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

Contact: 01782 294977 Stoke - 4/5 Winton Square

Stafford: 01785 353302 – Ground Floor, Beacon Building

## **Academic Ethics**

All staff and students undertaking independent research at Staffordshire University, whether at undergraduate or postgraduate level, must consider ethical issues. Where ethical issues are identified ethical approval must be sought from the Faculty's Academic Ethics Team.

You are strongly advised to refer to the Codes of Good Practice published by professional bodies e.g. [the British Computer Society](#) and the [American Psychological Association's Code of Conduct](#).

More information about ethics can be found at.

[http://www.fcet.staffs.ac.uk/current\\_students/academic\\_ethics.htm](http://www.fcet.staffs.ac.uk/current_students/academic_ethics.htm)