



Staffordshire
UNIVERSITY

SCIENCE FOUNDATION YEAR

STUDENT HANDBOOK

Part 2

2011 - 2012



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How to use Part 2 of this handbook

Part 1 of this handbook aims to provide you with a summary of the key points that you will need during the Science Foundation Year. Part 2, on the other hand, aims to give you definitive information about the Science Foundation Year (SFY) and how it interfaces with the studies that you will undertake after its successful completion. For example, it gives fairly detailed information about the environment that you will be studying in during the SFY, the SFY structure, what you should understand and be able to do after completion of the SFY, and how you will learn, where to get help and where to hand in work during your SFY. You do not need to read the whole thing straight away but keep it safe and use it as a reference book, dipping into it when you have specific questions. **Please be aware that part 2 provides information for the SFY delivered at both Stafford College and Burton College, and in places you will need to refer to the appropriate information.**

This handbook does not provide all of the course-specific and general information that you are likely to need during your time at University. It does not provide details of your chosen degree beyond the SFY. For this information, please see the separate award handbook that you will also be provided with. Nor does it provide you with details of the University's rules and regulations. These are available from the University's home page (<http://www.staffs.ac.uk>). This web site also contains other useful features, including information on the University's student services; many of which you will be entitled to make use of from now on and all of which you will have access to once you have successfully completed the SFY. (Note that further information on those University services that you are entitled to use and which you are more likely to need are given later in this, Part 2 of the SFY student handbook). You will also be provided with module handbooks that give specific information about each component of your studies while at the University.

Finally, please note that it is possible that some of the information that this handbook contains will become out of date during your time at Staffordshire University. Also, whilst great care has been taken to ensure that the information provided in this document is accurate, errors can happen. If in doubt, please seek clarification from either Mr Mark Lewis at Stafford College, Mrs Gaynor Jenks at Burton College or Dr Neil Lamont at Staffordshire University.

INTRODUCTION & WELCOME

Welcome to the Science Foundation Year

Your time at College and University should be exciting and fun. You will have the opportunity to study those subjects that interest you most and access to excellent recreational resources. You will meet a wide variety of interesting people and will, in all likelihood, make lifelong friendships.

Clearly, studying at College and University is also hard work. Today you are embarking on a programme of study that will take a minimum of four years to complete. During this time, the staff whom you meet will provide you with help and support but ultimately it is your effort that counts. At present, four years may seem like a long time but it will seem to pass remarkably quickly. You need to make the most of it while it lasts, as this period will provide you with foundations on which to build your future.

Over the years, many students have progressed from the Science Foundation Year to continue their degree courses at Staffordshire University feeling confident and able to cope successfully with their chosen degree programme. Being determined and well-motivated, the Science Foundation Year students can look forward to a positive experience at the University. The University strongly encourages and supports degree entry through the Science Foundation Year route.

The time at Stafford College or Burton College will go very quickly. Over the next academic year you will encounter a great number of concepts and a large amount of factual knowledge; furthermore, you will have the opportunity to acquire a range of new practical skills. You will also be given plenty of opportunity to develop and practice your study skills. You may have encountered some of the content before, but don't worry if it all seems new to you. It is envisaged that much of the material will be unfamiliar to you and will provide you with the background knowledge you need to progress within the degree of your choice. Although it is desirable to build up a broad and detailed base of scientific knowledge during the Foundation Year, you will not be expected to retain every single fact covered in the course. You will be reassured to learn that you will go over some of the more demanding aspects of Science during the second year of your study programme.

Good Luck and enjoy your time at College and University

Contact details

Mr Mark Lewis

Course Leader: Science Foundation Year at Stafford College

E-mail: m.lewis@staffordcoll.ac.uk

Postal address: Stafford College, Earl Street, Stafford, Staffordshire, ST16 2QR

Mrs Gaynor Jenks

Course Leader: Science Foundation Year at Burton College

E-mail: gaynor.jenks@burton-college.ac.uk

Postal address: Burton College, Lichfield Street, Burton on Trent, Staffordshire, DE14 3RL.

Dr Neil Alastair Lamont

Science Foundation Year Link Tutor at Staffordshire University

E-mail: n.a.lamont@staffs.ac.uk

Postal Address: Staffordshire University, College Road, Stoke-on-Trent, ST4 2DE

Information on the structure of the faculty at Staffordshire University

Section 1: Who's Who in the Faculty/School

The Faculty Office

The Faculty Office is on the ground floor of the Mellor Building, and could be your first port of call if you have any queries or problems you wish to discuss. The Office comprises a team of staff who are responsible for supporting students and academic colleagues within the Faculty of Sciences. You'll get to know some of the staff quite well as it is here you'll hand in your module registration forms and assignments. However, Lindsay Dodd is the administrator responsible for all awards in the Forensic field (BSc Forensic Science, BSc Forensic Science and Criminology and BSc Forensic Science and Psychology as well as BSc Policing and Criminal Investigation) You will often use the Reception Desk to hand in coursework whilst at Staffordshire University but this will not always be the case and you will be advised where to hand in work through module handbooks and/or module lecturers.

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

- Modules
- University regulations
- 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 4, 5 and level 6 study

In particular, make sure that you:-

- Check your e-mail account regularly for any information or queries sent to you by Faculty administrators or by academic staff. This means your university e-mail account – not your personal one!
- Check your post-tray and Annexe in S321 in Mellor regularly for the same reason. This is really important: anything (and this might include some of your assignments) not collected by 31.07 of each year will be incinerated!
- Always let the Faculty 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 – 4.30 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 Office can't help you with, it usually knows somebody who can.

➤ **The Faculty Management Team**

• **The Dean of Faculty of Sciences; Dr David White**

In this role, David 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 PA, Fiona Beardmore. Fiona can be found in Room S015, Mellor Building and her telephone number is 01782 294426. You can also e-mail the Dean directly at d.g.white@staffs.ac.uk should you need to do so.

• **Faculty Academic Directors**

Ruth is supported in running by 3 Faculty Academic Directors:

Dr Rob Boast (temporary appointment), Teaching and Learning (S113A, Ext 4033 r.boast@staffs.ac.uk)

Dr John Wheeler, Recruitment (S039, Ext 4690, j.w.wheeler@staffs.ac.uk)

➤ **Programme Areas**

The Faculty of Sciences is divided into two Programme Areas, each managed by a Programme Area Manager:

- Applied Sciences managed by Professor Stephen Williams (S117, Ext 4108, steve.williams@staffs.ac.uk). Forensic awards lie within this programme area.
- Psychology and Mental Health managed by Dr Judy David (S221, Ext 4544, j.j.david@staffs.ac.uk)

➤ **Subject and Award Leaders**

Groups of Awards within Programme Areas are managed by Subject Leaders and, individual Awards often have individual Award leaders but this is not always the case.

The Subject Leader for Forensics in which your award lies, is Dr Andrew Jackson, (S324A, Ext 4576, A.R.Jackson@staffs.ac.uk). Your Link tutor, Dr Neil A. Lamont N.A.Lamont@staffs.ac.uk, is always your most important point of contact for any information relating to your programme of academic work at Staffordshire University.

Section 2 Awards at Staffordshire University

➤ Your award

Staffordshire University calls each of its courses that lead directly to one of its qualifications, and each such qualification, an award. The award on which you are registered, once you have completed the registration process, is one of the following:

BSc(Hons) Biology with a Foundation Year

BSc(Hons) Forensic Science with a Foundation Year

BSc(Hons) Forensic Science and Criminology with a Foundation Year

BSc(Hons) Geography with a Foundation Year **(not available at Burton College)**

➤ The levels within your award and where you will study

Your award is split into four levels. For the purposes of this document, these levels are known as level 3, level 4, level 5 and level 6. For most students, each of these levels will take one year of full-time study to complete. The first of these, level 3, is taken up with the SFY. Your classes during the SFY all take place at your designated college either Stafford College or Burton College. The classes for levels 4 to 6 inclusive will occur at the Stoke-on-Trent Campus of Staffordshire University. Note that levels 4, 5 and 6 are also known as Certificate (C), Intermediate (I) and Honours (H) levels, respectively.

➤ Minimum and maximum duration of study

The minimum amount of time that is required to obtain a degree with a foundation year is four academic years. The maximum amount of time that you can take to attain your honours degree via the foundation year is normally eight academic years, with no more than four years spent at any one level.

➤ Types of module

Your award is made up of modules, each of which is an individual component of your study programme. Each module is self-contained with its own assessment, distinctive educational objectives and clearly defined content. A single module typically lasts for one semester¹ and is equivalent to 15 credits of your study programme. A double module is a larger component, equivalent to 30 credits, and will usually stretch over two semesters. You are required to take 120 credits at each level (normally 60 credits per semester).

As you progress through your award, you will encounter a total of three different categories of modules, namely:

- **Core modules:** these are the modules that have to be studied by all students taking your degree programme.
- **Specific option modules:** these are modules that are studied in conjunction with core modules and are selected by you from a specified list of options for your award. Note that there are circumstances in which you will not have a completely free choice from this list. For example, if you are studying on the BSc (Hons) Forensic Science with a Foundation Year award, you must take both biology and chemistry options at level 3.

¹Semesters are also known as teaching blocks

- **General option modules:** these are modules that you select at each of Levels 4, 5 and 6 from a wide-ranging list. They offer you an opportunity to add in modules that particularly interest you but which may have little to do with the main subjects of your award. However, if you want to, in many cases, you will be allowed to take additional specific option modules as general option modules. Importantly, you will be offered the opportunity to take a 15 credit Level 4 General Option module a year early alongside your SFY studies.

➤ **The Science Foundation Year Structure**

Teaching Block 1	Maths and Data Handling 1 (15 Credits) Core module	Specific Option (15 Credits)	Specific Option (15 Credits)	Specific Option (15 Credits)	Optional Level module (15 credits)
Teaching Block 2	Maths and Data Handling 2 (15 Credits) Core module	Specific Option (15 Credits)	Specific Option (15 Credits)	Specific Option (15 Credits)	

Please see Table 1 for the learning outcomes of the Science Foundation Year. Table 2 shows which of the individual learning outcomes of each of the modules contributes to each of the learning outcomes of the Science Foundation Year as a whole. This information is also supplied on each of the module descriptors. Note that there are no Study Skills modules within the Science Foundation Year. Instead, Study Skills is imbedded within each of the modules that make up the Science Foundation Year.

Specific Options in the SFY

Note that you must take both of the modules within any Specific Option Group that you select.

Specific Option Group*	Restrictions**
Biology 1 and Biology 2	Mandatory for Biology, Forensic Science students and those students on the Forensic Science and Criminology award.
Chemistry 1 and Chemistry 2	Mandatory for Biology, Forensic Science students and those students on the Forensic Science and Criminology award.
Earth Science 1 [§] and Earth Science 2 [§]	Mandatory for Geography students (Not available at Burton College)
Forensic Science 1 and Forensic Science 2	Not mandatory for any students. Recommended for those students on the Forensic Science award.
Psychology 1 and Psychology 2	Mandatory for those students on the Forensic Science and Criminology award.

[§] Not available at Burton College

➤ **The chance to take a level 4 general option module early**

Space has been made in your SFY timetable on Thursday afternoons to enable you to take a 15 credit level 4 general option module a year early. This is a significant opportunity as it allows you to experience the study environment that is provided at the Stoke-on-Trent campus of the University and lighten your load during your first year of study at that campus. At least one such module will be offered to you under this provision, namely SHS82102-1 Crime Scene Documentation (Foundation). A module descriptor that provides further information about this module is available.

If you wish to take advantage of this opportunity to study a level 4 general option module a year early, you must enrol for the module concerned. Guidance about how to do this will be provided during the SFY induction period.

➤ **Learning Outcomes**

The success of any educational programme can be measured by the level of success achieved in each of a series of specified learning outcomes. Each individual module has its own specific stated learning outcomes but your learning experience will be more than the sum of these. It will develop with subject maturity, cross fertilisation of ideas will occur between modules, and skills of synthesis and analysis will develop as progressive awareness of the subject occurs.

The structure and learning outcomes of the SFY are detailed; the learning outcomes for the award on which you are studying beyond the SFY are given in your award handbook.

Table 1: Learning Outcomes for the Science Foundation Year

<i>Outcome type</i>	<i>Outcome</i>	<i>Outcome type</i>	<i>Outcome</i>
Subject Specific (SS1)	Attain a firm grasp of the fundamental aspects of mathematics, data handling, study skills and a range of scientific disciplines that underpin future study at Level 1 and beyond.	Analysis (An)	Analyse, evaluate and interpret data and information with reference to fundamental concepts and principles of a range of scientific disciplines that underpin future study at Level 1 and beyond.
Subject Specific (SS2)	Develop skills in the carrying out of practical work and the manipulation of results in a range of scientific disciplines that underpin future study at Level 1 and beyond.	Problem Solving (PS)	Demonstrate a basic understanding of different approaches to problem solving in a range of scientific disciplines that underpin future study at Level 1 and beyond
Knowledge & Understanding (K&U)	Demonstrate a broad-based knowledge of the fundamentals of a range of science subjects that underpins future study at Level 1 and beyond.	Communication (C)	Develop competence and confidence in a range of communication media to express scientific knowledge and information in a structured and coherent manner.
Learning (L)	Develop the skills necessary to embark on a critical engagement with the concepts that are fundamental to a range of scientific disciplines that underpin future study at Level 1 and beyond.	Application (Ap)	Develop the facility to apply scientific and mathematical skills to the acquisition of new knowledge in a range of scientific disciplines that underpin future study at Level 1 and beyond.
Enquiry (E)	Collect, present, evaluate and interpret quantitative and qualitative data accrued through practical exercises, provided in classes, or acquired from textbooks or other suitable sources.	Reflection (R)	Undertake self-appraisal of learning achievements; and understand the need for and value of a reflective approach to intellectual and personal development.

Table 2: A table showing which of the learning outcomes of each of the modules contributes to each of the learning outcomes of the Science Foundation Year as detailed in Table 1

Module*	Learning Outcomes (the meaning of the letter codes shown at the head of each column is given in Table 1), Roman numerals refer to the subject specific Learning Outcomes detailed in the Module Descriptor for the module concerned, Study Skills Learning Outcomes that are common to all modules and are detailed in each Module Descriptor									
	SS1	SS2	K&U	L	E	An	PS	C	Ap	R
Maths and data Handling 1	I to VI	II, V, VI	VI	V, VI	V, VI	II, VI	I, II, IV, V	II, VI	V, VI	VI
Maths and data Handling 2	I to VI	V, VI	VI	V, VI	V, VI	I, II, VI	I, III, V, VI	VI	V, VI	VI
Biology 1	I to V	IV, V	I, II, III, V	I to V	IV, V	IV, V	IV, V	V	IV, V	V
Biology 2	I to VI	IV, V, VI	I to VI	IV, V, VI	IV, V, VI	IV, V, VI	IV, V, VI	VI	V, VI	VI
Chemistry 1	I to IV	II, IV	I to IV	I, III IV	IV	III, IV	II, IV	III, IV	II, IV	IV
Chemistry 2	II to V	II, IV, V	I to V	II to V	I, II, V	I, II, IV, V	I, V	IV, V	I, II, IV, V	V
Earth Science 1[§]	I to VI	I to VI	I to VI	I to VI	I to VI	I to VI	I to VI	VI	I to VI	VI
Earth Science 2[§]	I to V	I to V	I to V	I to V	I to V	I to V	I to V	V	I to V	V
Forensic Science 1	I to IV	I to IV	I to IV	I to IV	I to IV	I to IV	I to IV	III	I to IV	IV
Forensic Science 2	I to IV	I to IV	I to IV	I to IV	I to IV	I to IV	I to IV	III	I to IV	IV
Psychology 1	I to V	I, IV, V	I, II, IV, V	I, III, IV, V	III, V	III, V	I, III, IV, V	V	I to V	V
Psychology 2	I to V	I, II, III, V	I, V	I, II, III, V	I, II, III, V	I, II, III, V	I, II, III, V	IV, V	I, II, III, V	V

*Please note that, **Study Skills** is an integral part of each of the modules listed– please see section 9 and table 6 of this document, and individual module descriptors for details.

[§] Not available at Burton College

➤ **Your home Faculty**

The major academic units that have administrative responsibility for the day-to-day running of awards within the University are called Faculties. Each award of the University including those with science foundation years has a home Faculty, which is the Faculty that has administrative responsibility for that award. Your home Faculty is the Faculty of Sciences.

➤ **Intermediate awards**

Your goal is the attainment of an Honours degree in the subject of your choice. Unfortunately, a small proportion of students find that, part way through their course of study, their circumstances change and they have to leave University. There are two ways in which the University gives credit for the work that such students have successfully completed.

The first of these is that each single module that has been passed carries with it 15 credits (double modules are worth 30 credits and so on). When you leave the University, you can ask for a transcript that shows the credits that you have accrued up until the point at which you leave (you may be charged an administration fee for this service).

The second way is the granting of intermediate awards. There are two of these available, namely the Certificate of Higher Education (CertHE) and the Diploma of Higher Education (DipHE). To be awarded the CertHE, you must have attained at least 120 credits at level 4 or higher, whilst the award of the DipHE is conditional on the attainment of 240 credits including 120 credits at level 5 or above. Details of the full regulations that govern the granting of these intermediate awards are accessible from the University's internet home page (<http://www.staffs.ac.uk>).

If, in due course, you need to leave the University before you graduate and you believe that you meet the minimum requirements to be awarded either the CertHE or the DipHE, you should write to the Chair of the Undergraduate Award Board for Sciences. In your letter, you should state which of the two awards you wish to be considered for and ask for the Award Board to consider your case at its next meeting. Note that those students who intend to continue their studies at the University until they graduate are not normally awarded either the CertHE or the Dip HE.

Graduates are not awarded either CertHEs or DipHEs. This is because a bachelor's degree is a not only a higher qualification than either the CertHE or the DipHE but it also subsumes these intermediate awards. For similar reasons, if a student who decides to leave the University meets the requirements for a DipHE, he or she can be awarded this but will not be eligible for the CertHE award as well.

While successful completion of the SFY enables you to progress to level 4 of your degree, it does not entitle you to an intermediate award.

3. Administration

➤ Registration and module enrolment

You must register at the start of each academic year. In order to do this, you fill in a registration form during the induction period that occurs in the week before teaching starts in the autumn of each year. Each year, before you register, you will be sent instructions that tell you when and where to attend for registration and what you need to bring with you. If, for some reason, you do not receive these before the start of the induction period, you should contact the Sciences Office, Staffordshire University (Tel. 01782 294573 (direct line)).

During the induction period for the SFY, you will also enrol on the modules that you will be taking during the SFY. This is done using a separate module enrolment form. In the latter part of the SFY, you will visit the Stoke-on-Trent Campus of the University in order to pre-enrol for the modules that you will be taking in the following academic year. You will confirm that you are enrolled on the correct modules when you register at the start of the next academic year. This pattern of pre-enrolment and confirmation will occur for each of levels 4, 5 and 6. At each stage, you will receive advice to help you in your selection of modules.

➤ Student Card

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

➤ Data Protection Act

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

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

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

Sometimes, particularly as you get to the end of your course, prospective employers or other universities could contact us to verify details about you, such as your assessment results and degree classification, your attendance record, or to ask for a reference. We will only provide this information if you have explicitly agreed for us to do so (see paragraph 1 above). If you

have not given your consent to disclosure, we will require you to contact us directly to give permission to release the information, or require that the third party sends us a statement from you agreeing to the disclosure. Obviously, this can be very time-consuming - and could jeopardise your chances of a job.

If, at any time, you wish to object to the accessing, processing or disclosure of your personal data, you can do so in writing to: Bernard Shaw, University Data Protection Officer
Staffordshire University, College Road, Stoke-on-Trent, Staffordshire, ST4 2DE

➤ **Amending your module choices**

Changing Level 0 modules

Of the modules that are available to you during the SFY, you cannot alter your choice of core modules. However, *exceptionally*, you may be allowed to change your choice of specific option modules. **This will only be allowed within three weeks of the start of teaching and where there are good academic reasons for doing so.** If you want to change specific option modules after you have enrolled, then you must see the Course Leader of the Science Foundation Year either Mr Mark Lewis (for those students studying at Stafford College) or Mrs Gaynor Jenks (for those students studying at Burton College), and fill in and submit a 'Module Amendment Form' within the time limit specified above.

Changing level 4, 5 and 6 modules

During the SFY, you have the option to take a 15 credit level 4 general option module. If you decide to take advantage of this, you may change the general option module concerned for another appropriate general option module or, alternatively, withdraw from it entirely, **provided that you do this within three weeks from the start of the semester in which the module concerned is to commence.** If you withdraw from a level 4 general option module that you have chosen to take during the SFY you will need to take it, or another acceptable alternative general option module, when you move your studies to the Stoke campus of the University. In order to change or withdraw from a level 4 general option module taken during the SFY, you must contact the Course Leader of the Science Foundation Year either Mr Mark Lewis (for those students studying at Stafford College) or Mrs Gaynor Jenks (for those students studying at Burton College). Alternatively you may contact Dr Neil Lamont, Science Foundation Year Link Tutor at Staffordshire University, in any of these cases you need to fill in and submit the forms that they will supply, within the time limit specified previously.

During the latter part of the SFY, you will visit the Stoke campus of the University in order to pre-enrol for the Level 4 modules that you will be taking when you move your studies to the Stoke campus. During registration in the following autumn, you will be given the opportunity to review the module choices that you will have made during this pre-enrolment process.

Details of the regulations and processes that govern and facilitate the changes that you are allowed to make to your level 4, 5 and 6 module choices once you are studying solely at the Stoke campus of the University will be provided in your award specific handbook.

The importance of keeping us properly informed about changes to module choices

If we do not know that you have withdrawn from a module then you could be recorded as having failed it. Conversely, if you are not officially enrolled on a module you cannot obtain credit for that module and so any marks *will not count*. This may sound drastic but it is the only way of administering a modular system that is designed for student choice, we need to have accurate records of what you have chosen. It is **very important**, therefore, that if you change modules or withdraw from a module, that you fill in the appropriate form and submit it in accordance with the instructions given to you.

➤ **Changing awards**

From the moment you register on the SFY, you are on one of the five awards listed at the start of section 2 of this handbook. However, by careful choice of your specific option modules you may be able to keep open the possibility of changing your award to one of the others which are available via the SFY. Clearly, if you wish to preserve this option for change, you need to select your specific options modules with care. If you require guidance about this, please speak to the Course Leader of the Science Foundation Year **(Please note the Geography award is only available to students at Stafford College)**.

If you decide that you would like to change awards during SFY, and you have chosen the specific option modules that allow this change to occur, then the best time to do this is when you enrol for your level 4 core and specific option modules. This enrolment will occur at the Stoke campus of the University during the latter part of the SFY. There will be University staff present at this event to give you advice, and to provide you with and to sign the necessary forms.

Once you have successfully completed the SFY and have moved your studies to the Stoke campus of the University, further options for award change may become available. For example, if you are registered on the BSc(Hons) Biology with a Foundation Year award, you will have the opportunity to transfer to a more specialised biology award during level 4 – should you wish to do so. You will have the chance, during visits to the Stoke campus of the University, to discuss opportunities of this type, both within Biology and other disciplines, with subject specialist academic members of staff.

➤ **Routes available**

The University recognises a number of what are termed routes. The routes that may be available to you are:

- single (i.e. you study on a degree that has been validated by the University as constituting a single, coherent body of knowledge);
- joint (i.e. an allowed combination of two subjects, in roughly equal proportions);
- major/minor (i.e. an allowed combination of two subjects, in which one subject (the major) takes up significantly more of your time than the other (minor)).

Full definitions of each of single, joint and major/minor are available via the University's home page (<http://www.staffs.ac.uk>).

All of the named awards that are available via the SFY are single honours degrees (confusingly, this includes BSc(Hons) Forensic Science and Criminology with a Foundation Year, which sounds like a joint honours degree). When you move your studies entirely to the Stoke campus of the University, you *may* have the opportunity to change to a joint or a major/minor award, should you wish to do so.

➤ **Modes of Study**

All of the awards that are available via the SFY are designed to be studied in a full-time mode. However, all of them can also be studied part-time. Some students find that it is necessary to undertake some levels by part-time study, with the others taken in the more conventional full-time mode.

If you feel that you need to undertake all or part of your study in a part-time mode, you should contact the appropriate tutor. During the SFY this is either Mr Mark Lewis (for those students studying at Stafford College) or Mrs Gaynor Jenks (for those students studying at Burton

College). If you need to study part-time at any point after the SFY, you should contact your award tutor.

➤ **Intermission and withdrawal**

If you need to take a break from (i.e. intermit) or withdraw from your studies, you must contact an appropriate tutor. During the SFY this would be the course leader for the Science Foundation Year, or Dr Neil Lamont, Science Foundation Year Link Tutor at Staffordshire University. After the SFY the tutor to contact would be your award tutor, unless you are informed otherwise. Note that it is not normally possible to intermit for periods other than one academic year.

➤ **Links with professional bodies**

The foundation year does not form part of any professional bodies requirements for recognition. However depending on your choice of award, levels 1-3 can contribute towards professional recognition. For Instance the Forensic Science award, is accredited by the Forensic Science Society in all three of the component standards, Interpretation, Evaluation and Presentation of Evidence - Crime Scene Investigation - Laboratory Analysis. More details on the component standards are available through the Society's website: www.forensic-science-society.org.uk. In addition, by following the correct module combinations, the award is recognised by the Royal Society of Chemistry (www.rsc.org). The other forensic awards also offer accreditation with further information available on the awards own webpage accessible via the following link <http://www.staffs.ac.uk/schools/sciences/forensic/index.php>.

Psychology awards available at Staffordshire University are accredited by the appropriate professional body. In this case, graduation forms the basis for registration with the British Psychological Society - this is the first step towards becoming a Chartered Psychologist. Additionally the Biomedical Science Award available as an award choice after completion of level zero is Accredited by the Institute of Biomedical Science (IBMS).

➤ **Welcome to University Programme**

You will have received the programme for induction week in your pre-arrival information. This gives details of subject and Faculty activities during Induction Week. You will be advised as to module choice and on how to build your timetable.

➤ **Post**

➤ **College correspondence**

Information can be found in part 1 of your student handbook

At Stafford College

Post can be collected from the main reception at Earl Street Stafford

At Burton College

Post can be collected from the course leader Gaynor Jenks.

During levels 4-6 at Staffordshire University

Whilst at Staffordshire University all post for students and staff in the Faculty is received in the Faculty Office. It is then sorted and can be collected from the pigeonholes in S321A, 3rd Floor in Mellor.

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

If you fail to see your tutors for face-to-face assessment feedback you are missing out on an extremely valuable resource to enhance your learning and achievement. Always try to take advantage of the advertised opportunities.

NOTE THAT THE PIGEONHOLES WILL BE CLEARED OF ALL MAIL AND ALL UNCOLLECTED ASSIGNMENTS AT THE END OF JULY EACH YEAR. YOU WILL NOT BE ABLE TO RETRIEVE ANYTHING YOU HAVE NOT COLLECTED AFTER THAT DATE SINCE IT WILL HAVE BEEN INCINERATED.

So, you should check your post regularly

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

➤ Amendments to Personal Details

It is most important that you keep us informed of any changes that occur in the details that we ask you to give us when you register and enrol. In particular, please let us know of changes in your term-time and/or home postal addresses, private e-mail address, phone number(s) or name. During the SFY, do this by informing the Course Leader of the Science Foundation Year either Mr Mark Lewis (for those students studying at Stafford College) or Mrs Gaynor Jenks (for those students studying at Burton College). After the SFY, you should inform the member of staff at the reception desk in the Mellor Building on the Stoke-on-Trent Campus of the University. In either case, you should inform us of the change in writing. If you change your name, you may be asked to provide an appropriate document showing that it is an official change (e.g. marriage certificate), and your certificate will bear your name as it appears on your student record.

As described later in this section, it is possible, under certain circumstances, for you to change your choice of award and/or modules. Any such changes must be carried out through the proper channels (described later) and by completion of the appropriate forms (with which you will be supplied, if and when you need them). Notification of your end of year results, or of any referral requirements, will be sent to the home address we have on file. Please inform the reception desk in the Mellor Building on the Stoke-on-Trent Campus of the University if you will not be there over the summer and want your results sending elsewhere.

➤ Registration with a General practice

It is important to register with a local General Practice in order to ensure access to medical help if you become ill. The process can be completed by taking your medical card to the local GP of your choice and asking to register.

➤ **General Notices**

During Science Foundation Year

Tutors will tell you where notices will be posted for your award and for the modules you are taking. You will also often receive messages from tutors and the University Faculty Office via your student e-mail accounts and even if you generally use a different e-mail account you should check your student accounts frequently. This is the one which tutors will use to contact individual students, or teaching groups.

IT IS ESSENTIAL THAT YOU CHECK NOTICEBOARDS AND YOUR STUDENT E-MAIL ACCOUNTS REGULARLY (Please note that you will be provided with e-mail accounts for both your SFY college and Staffordshire University, both of these must be checked regularly)

During levels 4-6 at Staffordshire University

Tutors will tell you where notices will be posted for your award and for the modules you are taking. However general notices for students on different Science awards are located on the following floors of the Mellor building;

- Earth science and Geography awards on the 1st floor,
- Psychology awards on the 2nd floor,
- Forensic Science awards on the 3rd floor,
- Biology awards on the 4th floor.

You will also often receive messages from tutors and the University Faculty Office via your student e-mail accounts and even if you generally use a different e-mail account you should check your student accounts frequently. This is the one which tutors will use to contact individual students, or teaching groups.

IT IS ESSENTIAL THAT YOU CHECK NOTICEBOARDS AND YOUR STUDENT E-MAIL ACCOUNTS REGULARLY

Section 4 STUDENT SUPPORT

We want you to enjoy your time here, but understand that from time to time you may have concerns or worries. We have in place support systems which you can call on should you feel you need to talk to someone or need help with a particular problem.

Support is focussed around four areas: (1) your welfare and well-being, (2) providing you with appropriate academic guidance (3) the development and enhancement of academic study skills, and (4) enhancing your employability.

Services are delivered at two levels: general services for all students provided by the University, and those provided at subject level for students on forensic awards.

In this Section, the emphasis is on providing you with details of the support services that are available to you in relation to (1) to (3) above. Academic study skills are, of course, 'transferable' and so also are of value to future employers. Section 5, however, summarises the support and opportunities available to you for issues of teaching, learning and assessment, and which are related to enhancing your employability.

Science Foundation Year support

Information can be found in part 1 of your student handbook, with the University Services available to you outlined in the SURF handbook.

At Stafford College

Course Tutor and Personal Tutor: Mr Mark Lewis who is the Course Leader of the Science Foundation Year at Burton College. He will follow your progress, offer support and guidance and also help with any day to day problems.

At Burton College

Course Tutor and Personal Tutor: Mrs Gaynor Jenks who is the Course Leader of the Science Foundation Year at Burton College. She will follow your progress, offer support and guidance and also help with any day to day problems.

During levels 4-6 at Staffordshire University

You will be assigned a personal tutor who will follow your progress, offer support and guidance and also help with any day to day problems. The details of the role of the personal tutor are provided later in this section. The **Student Services** will also be happy to advise you on problems of a personal or financial nature.

➤ University Services

University support is delivered by;

- (A) Accommodation Office (stoke_accommodation@staffs.ac.uk)
- (B) Employability and Student Support (<http://www.staffs.ac.uk/uniservices/ess/>)
- (C) Financial Services
(http://www.staffs.ac.uk/about_us/university_departments/finance/index.jsp)
- (D) Information Services (<http://www.staffs.ac.uk/uniservices/infoservices/>)
- (E) Student Administrative Services –Information Centres www.staffs.ac.uk/informationcentre
- (F) 'Student Guidance Officer'
(http://www.staffs.ac.uk/uniservices/information_centre/guidance/Guidancehome.php)
- (G) 'Students' Union' (<http://www.staffsunion.com>)

(A) Accommodation Office/Residences

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

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

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

(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 Campus.

careersS@staffs.ac.uk www.staffs.ac.uk/uniservices

Contact: 01782 294991. Stoke: Cadman 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 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

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

Disability Advisory Service

The service provides a range of information, advice and facilities for disabled students. Visit 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

Multi-faith Chaplaincy

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

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

chaplains@staffs.ac.uk

Contact: 01782 294982, Faith House, Stoke,

Student Health Service

NHS Medical Services available at Stoke Campus.

- A variety of services including treatments for minor ailments and injuries.
- Contraceptive advice, pregnancy testing and free condoms are offered.
- 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.

(C) Financial Services

To pay your tuition and accommodation fees:

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.

http://www.staffs.ac.uk/about_us/university_departments/finance/index.jsp

Contact: 01785 353342

(D) 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/>

(E) 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

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

Contact: Stoke 01782 295705

(F) Student Guidance Officer

The University's Student Guidance Officer is based within the University Information Centre at Stoke and in Stafford on most Tuesday and Thursday afternoons.

Provides advice, guidance and information on a range of educational issues.

1. [If you concerned that you have chosen the wrong course?](#)
2. [If you are considering taking time out \(intermitting\) or leaving your course?](#)
3. [Need advice on how to appeal against your examination results?](#)
4. [Need advice on how to make a complaint?](#)
5. [Need advice on submitting extenuating circumstances?](#)
6. [If you are unsure how you will pay your fees or if you can pay in instalments?](#)
7. [If you are unsure who to contact to arrange your student loan?](#)
8. [Need special arrangements for your exams?](#)

- Conducts exit interviews for those students who are taking time out

Visit: http://www.staffs.ac.uk/uniservices/information_centre/guidance/Guidancehome.php

Email: n.j.gardener@staffs.ac.uk

Mail: Nicola Gardener, Student Guidance Officer, Information Centre, Flaxman Building,
College Road, Stoke-on-Trent, Staffordshire, ST4 2DE.
Telephone: 01782 292768

(G) Students' Union

Students' Union "Striving for the best experience for students"

The Students' Union is an organisation that is here to help you. We are responsible for providing a wide range of services that ensure your time at University is the best it can possibly be. <http://www.staffsunion.com>

Contact: Stoke 01782 294629 - Above the Ember Lounge, College Road.

Students' Union Information Centre's

The Students' Union Information Centre's are the first point of contact for students, staff and visitors at the Students' Union. The centre's provide information on a wide range of subjects. Try to answer all questions posed to them.

Contact: Stoke 01782 294629 Students' Union building on College Road. Open from 9am to 8pm, Monday to Friday. Contact:

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 the student body.
- Up to date information on funding, benefits, housing laws, course regulations, legal matters etc
- 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.

Contact: Stoke 01782 294469 College Road, Stoke On Trent, ST4 2DE,
Fax 01782 295736. above the Ember Lounge in the Student's Union
Open 9.00am till 4pm daily. Email: sac@staffs.ac.uk

➤ Subject Level Services and Support

(1) Personal Tutors and Student Mentors

Once at Staffordshire University all students will be assigned a Personal Tutor (PT) within induction week: they will remain in contact with you throughout your time here.

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

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 posted on subject notice board (3rd Floor Mellor). You will meet your PT, possibly in a 'tutor group', during the induction process. This will give you a chance to raise any questions about the induction arrangements, or your course or any other problem that you wish to discuss. It also allows your PT to explain more about their role, their availability (i.e. their 'office hours', appointments system and contact details) – and for you to understand your obligations as a personal tutee.

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

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

You can give feedback on the functioning of the PT system through your student representatives who attend 'Student Staff Liaison Group' (SSLG) meetings (see below).

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 Field Leader.

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

(2) If You Have a Disability

The University has 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 Bill 2005. We recognise that under this legislation we have a duty to 'anticipate' the needs of any student with a disability, and to be prepared to make 'reasonable adjustments' to enable you to achieve the learning outcomes of your programme of study. With the passing into law of the 2005 legislation, we further recognise we must ensure that we participate fully in University strategy to meet its new obligations of promoting disability equality.

To this end, subject tutors share good practice concerning teaching, learning and assessment issues which arise from working with differently abled 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. This is done by the Faculty Disability Coordinator, Dr David Skingsley, (S518, Ext 5717, d.r.skingsley@staffs.ac.uk). Our reference point here is the assessment and statement of your needs by Disability Service. This information is also important to your personal tutor, who will agree with your 'personal evacuation plan' in the event of any emergency. Obviously you can also consult your Personal Tutor or Dr David Skingsley if you need further advice or guidance.

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 Dr David Skingsley, who is the School's representative on this group.

All members of staff receive information concerning disability legislation and staff development opportunities via e-mail and the web. All members of Staff also have access to HESDA's (Higher Education Staff Development Association) resource booklet 'Working with Disabled Students in Higher Education' (2003).

➤ **Student Representation**

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

(1) SSLGs (Student Staff Liaison Groups)

Meetings of the SSLGs are an effective way of monitoring the modular scheme in the Faculty, but particularly within the forensic field, and identifying and resolving any difficulties that may arise. You will provide representation from your Award for the Forensic Field Student Staff Liaison Group which is chaired by the Field 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. 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 and in the University as a whole, which have student members. Within the Faculty, as well as the SSLGs, there are formal *Field Boards*, and the *Faculty Board* on which students have the right to representation.

Membership of Field Boards consists of all lecturers teaching on the awards, together with technician representatives, a library representative, and a number of student representatives from each Level. At its first meeting of the academic year, the SSLG will student representatives to serve on their Field Board

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

If you are interested in becoming a student member of the Faculty Board, you should contact the Students' Union.

(3) Other Feedback Mechanisms

You will also be presented with a variety of other ways of giving feedback to your tutors and the Faculty/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 award about your general experience as a student following a particular award. 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 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 and Field Boards. 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 with the Forensics Field Leader or with the Faculty Office. Typical examples here might be that you have been unable to find a particular member of staff to obtain feedback on your assignment, or that the Faculty Office promised to return your telephone call and failed to do so, or gave you some wrong information, or failed to amend your record on THESIS+ in line with your written instructions.

In general, it is always a good idea to try to resolve issues informally. But where this has not succeeded, or is not appropriate, (for example, you want to appeal against the decision of an Assessment or Award Board or of the Extenuating Circumstances Panel, or you need to complain) then you always have the option of using the University's formal processes. You can access these formal procedures on the University website www.staffs.ac.uk. Appeals are called 'Procedure for Review of an Examination Board Decision' and can be found by following the link http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf. The Extenuating Circumstances procedure can be found at 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. **Details of any student complaints at partner institutions should be copied to the Dean of Students and Academic registrar at Staffordshire University, who should also receive a copy of the report of the findings following the investigation of such complaints.**

You should note, of course, that the complaints procedure is a two way process. You have an obligation as a student, and as a member of the University community, always to conduct yourself in an appropriate manner. At the most general level, this means an

obligation always to behave in a way which does not cause distress or anxiety to others. Your obligations in this regard are spelt out more clearly in the document 'Regulations: General Student' (7.1 to 7.12), which you can also access via the University website at www.staffs.ac.uk/images/generalstudentregs_tcm68-12714.pdf. Appendix 3 of this document indicates the disciplinary procedures which ensue should you abrogate the code of conduct

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.

Section 5 Teaching Learning and Assessment

During the Science Foundation Year

- the College rules concerning your attendance at classes will apply (a copy of these rules is available from the Course Leader of the Science Foundation Year at your designated College);
- your attendance will be recorded in each class and you are expected to aim to achieve a 100% attendance record;
- your holidays should be taken within the official College holiday periods (see Part 1 of this handbook);
- you must make sure that you are available during the late summer resit period (detailed in Part 1 of this Handbook) so that if you are required to take tests or examinations at that time you can do so;
- you should endeavour to keep the Course Leader of the Science Foundation Year fully informed of any absences;
- the following will be accepted as being reasonable cause of absence from the college:
 - illness (substantiated by a doctor's certificate, for absences of more than 5 days);
 - death of a close relative during the course;
 - occasional medical treatment.

In addition, as you are registered for one of the Awards of Staffordshire University, and you are subject to the University's rules on absence from classes, as below.

➤ Attendance and Absence

Attendance for all **formal teaching** is **compulsory**. On some occasions, owing to illness or other commitments, your absence may be unavoidable. All tutors recognise this, and on such occasions you should have a word with the tutor concerned rather than to assume that no-one has noticed. If you cannot contact your tutor, you should leave a message with the Faculty Office. In the case of absence for a period of up to and including five working days, full-time students **must** complete a self-certification form. These can be obtained from the Faculty Office.

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

Attendance is monitored usually by students signing against their name on class lists and, if a tutor notices that you are absent from a class on two successive occasions (or attendance is generally poor) they will notify our attendance coordinator who will contact you initially by e-mail. If a response is not received within the time specified in the e-mail, a formal letter will be sent to both your local and your home address and this letter will be placed on your file. The University regulations state that after four consecutive absences any tutor discretion in relation to withdrawing you from a module, in the absence of a valid reason such as illness, is suspended.

If you are withdrawn from a core module for your award you will also be withdrawn from your award.

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

➤ **Lectures and Seminars**

Most lectures and seminars start on the hour.

➤ **Types and amounts of assessment**

There are two types of assessment that you will encounter during the SFY and the rest of your time at the University, namely: formative assessment and summative assessment. Formative assessment is feedback on your work and is intended to help you improve your performance. It may or may not be in written form and any marks that you are given during such assessment are for guidance only. In contrast, the marks attributed during summative assessment count towards your final grade in the module concerned. Ultimately, marks attained in items of summative assessment determine whether you are allowed to progress from one level to the next and, in the case of level 2 and level 3 modules, the classification of the degree that will be awarded. The regulations that govern your progression between levels and the classification of degrees of the University can be accessed via the University's home page (<http://www.staffs.ac.uk>) and are currently located at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf. Clearly, your performance in items of work submitted for summative assessment, and any feedback in the form of comments that is given to you on the basis of this work, will also provide you with guidance for future work and so will also provide you with formative information. For all modules, marks are given to the students either individually or anonymously (e.g. by publishing them on the notice board, identifying students by number only and highlighting cases which may be subject to extenuating circumstances). Note that marked examination scripts are not normally returned to candidates. Similarly, you will not normally be provided with details of the marks that you attain in these examinations. However, for each of the modules that you complete, you will receive official notification of the overall grade point that you have attained. This is true irrespective of the extent to which the module concerned is assessed by examination. Marks that are released ahead of the Award Board are identified as provisional, pending confirmation by the Award Board.

Any item of work to be submitted solely for formative assessment should be handed in accordance with the instructions of the lecturer who set the work.

During the SFY, assignments that form part of your continuous summative assessment will be marked in accordance with the University's anonymous marking system. You must submit your work to the relevant lecturer or the main College Reception Desk by the deadline date and time. You will receive a receipt for your work, which you should keep safe.

➤ **Assignments**

• **Deadlines for coursework**

Effort will be made to distribute the assessment load equitably as far as is practicable. For each piece of written coursework, the students will be informed of the deadline for handing in their work and the procedure for doing so. However you should check carefully the dates for the submission of any assignments you are required to do. If you have any queries, ask the module tutor concerned for clarification. Written assignments due in the assessment period must be submitted on or before the date you have been given by your Module Tutor. If you

are unable to hand in a piece of work by the given date for a reason such as illness, you should talk to your tutor who will be able to advise you what to do.

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

- **Ethical Clearance**

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

If your work involves the use of volunteer subjects to provide any of the data you must get ethics approval, the ethics form, you will need to have **ethics approval before** you commence your work, it is your responsibility to collect consent forms from the subjects. You have to ensure that all data from volunteers is anonymous. Add a code to each consent form (for example your initials followed by a number – ABC1 etc) and label the data from that subject accordingly – not with their name. The coded consent forms should then be passed to your supervisor.

Normally, modules involving this kind of activity would only be available to Level 6 students where project or dissertation work or their equivalents is concerned.

In these cases your module tutor will ensure that appropriate ethical scrutiny of your project is undertaken before you have approval to begin work.

- **Handing in Your Assignments**

On many occasions (but probably not the case of practical reports), you will hand in coursework at Reception (ground Floor). Generally work submitted to Reception will follow the anonymous marking procedures, but you will be advised of what is required in your module handbook.

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

Reception will accept work on the scheduled date between the following hours.

Monday to Friday 9.00 am – 4.00 pm

ASSIGNMENTS WILL ONLY BE ACCEPTED DURING THESE HOURS.

Written assignments submitted to Reception under anonymous marking, should have stapled to them an *assignment receipt form*, available from Reception. 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. You are advised to plan to submit your work in good time on these days.

If you have a problem with dyslexia, make sure that you ask for one of the yellow labels (available from Reception) 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 hand it in at Reception 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 WORK WILL NOT NORMALLY BE ACCEPTED IF IT HAS BEEN SENT BY FAX OR E-MAIL.

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

➤ **Examinations and Class Tests**

- **Class Tests**

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

- **Examinations**

If any of your modules are assessed either wholly or in part by examinations at the end of semester 2 then the relevant timetable details will be posted near Reception on the notice boards (Ground Floor) as soon as these have been confirmed by the Examination Office. It is your responsibility to make yourself aware of the date, time and venue for your examinations.

The University and College's publish a **draft** examination timetable in January which will be posted on the notice boards. You can also look at it on the University's web pages. You should look at this draft timetable to see if any of your examinations clash. If they do, you must report this to the Faculty Office by the deadline given. After this deadline, the university will make any necessary changes and a final version of the timetable will be published in March. You must check this in case any changes have been made to your examinations.

- **Special Examination Arrangements**

If you have a medical or other difficulty, which might necessitate special examination arrangements, you should notify the Faculty Office well before the examination period, so that appropriate arrangements can be made. You should also ensure that you inform your Personal Tutor or Award Leader.

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

➤ **Extenuating Circumstances**

We recognise that there may be times when you are unable to complete work due to circumstances beyond your control e.g. personal illness or personal difficulties. If you find

yourself in such a position, you must make a claim for extenuating circumstances (EC). This is a system operated across the University to ensure that all students are treated fairly.

Claim forms can be collected from The science foundation year course leader or at Staffordshire Universities' Mellor Reception and once completed should be handed in to either the course leader or the Mellor Reception. The form includes full instructions on how it should be completed and what kind of evidence you will need to support your claim.

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

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

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

If you experience difficulty in completing the form or with the process, please ask for advice from your Personal Tutor, Award Leader, Faculty Office, or Students' Union Advice Centre or from the Student Guidance Officer.

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

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

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

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

Always remember to submit your claim for extenuation by the due dates advertised by the Faculty Office (usually posted on 3rd Floor Notice Boards). Claims submitted after these dates are only considered at the particular discretion of the Chair of the ECP.

All claims are considered by the Faculty's ECP. Only the Chair and the administrator(s) preparing the information will know the identity of any students submitting a claim.

You will be notified in writing of the result of your claim. If you are not happy with the Panel's decision, we suggest that you contact the Faculty Office in the first instance (ask for Jackie Campbell, extension 4169). If you still feel that the situation has not been satisfactorily resolved, then you can appeal in writing to the Dean of Students, Francesca Francis.

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

➤ **Teaching Learning and Assessment (TLA) and Disability**

If you enter the University as a disabled student, or are assessed for a disability during your time as an undergraduate, Dr David Skingsley will ensure that a copy of your assessment is placed on your personal file, and that the tutors with whom you come into contact are apprised of your particular requirements (provided you have agreed to disclosure) in relation to TLA.

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

If your statement indicates the need for special examination arrangements, you should contact Lorraine Berks (Faculty Office, Ground Floor Mellor, ext 5765, l.a.berks@staffs.ac.uk) as soon as the draft examination timetable is posted. Lorraine will normally be aware of your requirements via the Examinations Office, but it is always as well to make sure that she has the information required so that the provision you need can be made available.

If you are dyslexic, remember to ask at reception for a yellow sticker to attach to your coursework when you submit it. This sticker indicates to tutors that they should mark your work on content, knowledge and understanding rather than on your use of English.

➤ **Assessment**

● **How is my work marked?**

Essays and coursework marks are relayed to you as a **grade point** on a scale of 1-15: grades 4-15 are passes and 1-3 fails. A full explanation of the grades is contained on page 8 of the 'Academic Award Regulations: Undergraduate Modular Framework' (http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf). Your Module Handbooks will provide you with *marking criteria* i.e. an explanation of what you need to do to achieve these grades in relation to particular kinds of assignments. However below are generic criteria on which the assessment of work is conducted.

The following is a list of generic criteria which indicate what is required from your assessed work to achieve the grades listed. These criteria are applicable across all levels of your award BUT must be viewed in conjunction with the learning outcomes listed earlier (pages 11-12) for each of those levels.

- **First Class – 1st (Grade Point 13-15 or over 70%)**
You will demonstrate an excellent achievement of learning outcomes. Assignments are well argued and excellently organised. Work is academically excellent, evidencing perceptiveness, insight and demonstrating creativity and originality. There is evidence of excellent reading and systematic review.
- **Upper Second Class – 2i (Grade Point 10-12 or 60-69%)**
You will demonstrate a very good achievement of learning outcomes. Assignments are expressed cogently and lucidly. Work is of very good quality

academically, evidencing well-focussed observations and the addressing of all of the obvious key questions. There is good evidence of reading and a thorough critical analysis of the available literature, leading to an output which may have potential for wider use.

- **Lower Second Class – 2ii (Grade Point 7- 9 or 50-59%)**
You will demonstrate a good achievement of learning outcomes. Assignments are expressed reasonably and coherently. Work is academically sound, evidencing focussed observations and acknowledging key questions. There is evidence of sound reading and thorough critical analysis of the available literature.
- **Third Class – 3rd (Grade point 4-6 or 40-49%)**
You demonstrate an adequate achievement of learning outcomes. Assignments have some coherency. Work is of reasonable academic quality, evidencing observations and acknowledging some key questions. There is evidence of some reading and engagement with the available literature.
- **Fail (Grade Point 1-3 or 0-39%)**
You demonstrate an unsatisfactory achievement of learning outcomes. Assignments are poorly expressed and incoherent. Work is of poor academic quality with little or no observations and no acknowledgement to key questions. There is no evidence of reading or engagement with available literature.

We normally report marks based on a grade point (Gp) system – however you may at times get percentages instead.

Therefore minimum pass mark = Gp4 (or 40%)

Most conventional forms of assessment (examinations and essays) are marked anonymously, the principal exceptions usually being practical reports and project dissertations.

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

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

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

The Progress Review Board, which meets after teaching block I, looks at credit profiles by individual student, and may invite students who have failed any modules at that point of the academic year to resubmit/resit the assessment(s) in May.

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

- It can, if your profile of results is otherwise strong enough, compensate up to 30 credits of modules failed at Grade Points 3 and 2 per level (this means that your result for the module is recorded as a '4C'; you do not therefore have to resubmit any work)

- It determines the class of your degree if you are a final year student (see Section 1.6 and especially 1.6.3 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf for an explanation of how this works)
- It determines whether you have sufficient credits to progress as a full time student to Levels 2 and 3 (see here page 14 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf) and below 'Progression to the Next Level of Your Award'
 - **Academic misconduct (including Plagiarism)**

As you would expect, the university has strict rules on matters of academic conduct. A key principle that underpins these is that you must not appear to claim the credit for someone else's work. With this in mind, in each piece of coursework that you submit for summative assessment, it is necessary for you to cite all of the sources of information that you have used and to do so using a recognised referencing system.

There are important expectations with regard to the passages of text that you submit as part of coursework. Unless textual material appears in quotation marks, with the source properly referenced, all of what you write must be in your own words (you still need to cite your sources). Copying text from any source and then changing a few words is not sufficient to qualify as work that is yours. Also, you should keep the number and length of quoted passages of text to the absolute minimum. This is because you will gain marks by showing understanding and original thought, not by demonstrating the ability to quote from others.

You are encouraged to study with people on your course so that you can help each other learn. However, you must not include the work of your classmates in the work that you submit for summative assessment. The only exception to this is when you are asked to work as part of a group and that group is expected to submit a single report. In such cases, you must make it clear in that report exactly what the contribution of each of the group members has been.

Guidance on how to cite references is available from:

<http://www.staffs.ac.uk/uniservices/infoservices/library/find/references/index.php>.

It is your responsibility to be familiar with the academic regulations of the University. These are available from

http://www.staffs.ac.uk/about_us/publications/policies_and_regulations/academic.jsp.

For any given piece of work that is to be summatively assessed, if you have any doubt about what may constitute academic misconduct, seek the advice of the tutor who set the work.

Keeping a copy of the work that you submit

It is each student's responsibility to keep a copy of any coursework that he or she submits for summative assessment. You are expected to keep this copy at least until the marked work has been returned to you.

- **What if I fail a module?**

You are allowed 2 attempts at any one module: i.e. the original attempt and one retrieval opportunity. A student's right to a referral (second attempt) will be conditional on them having attempted the original attempt (unless ext circs apply). At the discretion of the Award Board, you may be offered the opportunity to retake the module with attendance if, having made use of the first retrieval opportunity, you have still not passed the module. This discretion is very important where you have failed a core module for the second time, and the Award Board takes care to make the appropriate decision.

A student's right to a referral (second attempt) will be conditional on them having attempted the original attempt (unless ext circs apply).

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

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

The conditions for retrieving a failed module will be confirmed by the Award Board, which will have access to your profile across all modules. The Award Board also has the power to compensate a failed module (see above), but this is discretionary and depends upon many other factors. University guidelines can allow compensation of up to 30 credits though within the SFY compensation can only occur between module pairs, so someone who has failed both earth sciences modules would not normally be compensated, but someone who has failed earth sciences 1 but passed earth sciences 2 **MAY** be compensated. However you should never assume that compensation will occur.

For more information about compensation, please see the 'Academic Award Regulations: Undergraduate Modular Framework' (page 12 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf)

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

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

It is important that you attempt **ALL** assessments for all your modules. The Faculty of Sciences does not allow any module to be passed or compensated if an assessment in that module has not been attempted. You should ensure that the appropriate coursework is submitted on time and required timed assessments (including exams, class-tests, presentations, vivas) are attended.

The University has changed its regulations to minimise the number of students who do not complete modules. ***Now, your right to a second (referral) attempt at a failed assessment(s) will be conditional on whether you have or have not made a first attempt (unless a successful claim for extenuating circumstances has been made) at the assessment(s).*** The award board will have the discretion to NOT offer a referral for any assessments not attempted.

What does that mean? It means that in most cases, unless a successful claim for extenuation is made, students who have not attempted assessments, at the discretion of the award board . . .

. . . may not be allowed a referral for the module,

. . . so fail the module

. . . and if a core module, fail the award!

Attempting all assessments is therefore ESSENTIAL.

DO NOT think it is better to ignore some modules and concentrate your efforts on other modules.

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

If there are **extenuating circumstances** that prevent you from submitting / attending assessments then **ensure you gather evidence to support an extenuating claim**. Again, submitting a draft assignment by the required deadline is better than nothing and if the extenuation claim is successful a further assessment opportunity can always be offered.

If you are unable to attend a timed-assessment then you should **inform the Faculty Office at the earliest opportunity** and then if appropriate make an extenuation claim.

So there are 5 clear pieces of advice:

- 1) Attempt all assessments
- 2) It is better to submit something on time than nothing (DO NOT think 'it is better to submit the finished assignment late')
- 3) It is better to attend a 'timed assessment' than not attend
- 4) Let the Faculty Office know immediately if you do miss a timed assessment
- 5) If extenuating circumstances apply get evidence and make a claim

- **When can I retrieve a failed module?**

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

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

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

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

This is particularly important where the module you have failed is a *core* module. If you do not pass any one of your core modules, you are no longer eligible for the award on which you are registered. Should you find yourself in the position where you have failed a core module for the second time and have not been allowed a third attempt, or have failed a core module for the third time, you should see your personal tutor as a matter of priority to see if there are other possibilities, such as changing awards, which still might allow you to progress and achieve a degree.

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

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

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

Please see the section on 'Extenuating Circumstances' procedures above. You should note that your tutor cannot give you an extension to any deadlines, unless this right is specifically provided by a student support statement. Any such requests must be agreed with the module leader prior to the submission deadline.

- **Results**

Following the Progress Review Boards in February of each year you will be asked to collect a profile of your marks from the Faculty Office (Ground Floor Mellor).

In the summer, your results will be posted on the Notice Board as soon as they have been confirmed by Award Boards and prepared for publication by the Faculty Office. Publication is done using student numbers rather than names in order to be compliant with the Data Protection Act.

In the summer, details of your results for the year will also be sent to your home address. You should notify the Faculty Office if this has changed from the home address on your enrolment form or if you would like your results sent to another address.

Please note: If you are classed as a debtor by the University, your results will be withheld until we are told by Finance that we can release them. This may mean that you will not receive details of referral work and this may impact on your progression to the next level of your award.

- **Collecting Your Work**

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

This should be no later than 20 working days from the deadline. Check outside the tutor's office for times when s/he is available to give you your work, and to go through the written comments with you. Your tutor will remind you that the mark is still provisional at this point, as it will not have been confirmed by the relevant external examiner and Assessment Board.

SO BY THE END OF JULY ANY COURSEWORK NOT COLLECTED IS LIKELY TO BE DESTROYED.

- **Progression to the Next Level of Your Award and Graduation**

The following information is intended to give you a quick outline of the University regulations governing progression and graduation. It is not exhaustive and you are recommended to look at the University's web pages for a fuller explanation. See 'Academic Award Regulations, Undergraduate Modular Framework', page 14 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

- **From Level 3 to Level 4**

If you have passed 120 credits, you have successfully completed Level 3 and may proceed to Level 4.

If you have passed less than 120 credits, you may **ONLY** proceed to Level 3 once you have completed the outstanding credits. Your results letter and the profile you receive in the summer will tell you when you need to do these. You **CANNOT** proceed to Level 4 **UNLESS** you bring your credit total to 120 during the resit period. Any remaining credits at the end of the resit period need to be completed during the next academic year before you progress to Level 4.

You should **ALWAYS** discuss your situation with the course leader, who will advise you on the best way to proceed.

- **From Level 4 to Level 5**

If you have passed 120 credits, you have successfully completed Level 4 and may proceed to Level 5.

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

If you have less than 90 credits, or less than 75 award specific credits, you **CANNOT** proceed to Level 4 **UNLESS** you bring your credit total to a minimum of 90 (including 75 award specific credits) during the resit period. Any remaining credits required to complete the 120 required for Level 3 would then need to be taken during the next academic year alongside your Level 4 modules.

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

- **From Level 5 to Level 6**

If you have a total of 240 credits from Levels 4 and 5, you have successfully completed Levels 4 and 5 and may proceed to Level 6.

If you have a total of 210 or 225 credits from Levels 4 and 5 including all required award specific Level 4 credits and at least 75 award specific credits at Level 5, you may still proceed to Level 6, **BUT** must complete the outstanding 30 or 15 credits. Your results letter and profile you receive in the summer will tell you when you need to do these.

If you have less than 210 credits from Levels 4 and 5 OR do not have all required award specific Level 4 credits and at least 75 award specific credits at Level 5, you **CANNOT** proceed to Level 5 **UNLESS** you bring your credit total to a minimum of 210, including all required award specific Level 4 credits and at least 75 award specific credits at Level 5 during the resit period. Any remaining credits required to complete your total of 240 credits would then need to be taken alongside your Level 6 modules.

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

- **Graduation**

In order to be considered for a degree, you need to have studied 360 credits across all levels including at least the minimum number of specific credits required for your award. Your degree class is based on something called an overall score which we get by taking 30% of your Level 5 average (the total of all your level 4 module grades) and adding it to 70% of your Level 6 average. This then places you in a 'base' classification as follows:

Overall Score

13+

10.0 – 12.99

7.0 – 9.99

4.0 – 6.99

May be eligible for award of Ordinary Degree

Degree Class

First

Upper Second (2:1)

Lower Second (2:2)

Third

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

However, in certain circumstances, the Award Board can use its discretion to award you a higher classification. Among the things the Award Board will look at in exercising its discretion is your performance in your Level 6 award specific modules, any claims for extenuating circumstances and any modules which have been awarded a compensated pass.

Please remember that the information above is just to give you the briefest of guides to the key principles underpinning the classification of your degree. The University's web pages have the full academic award regulations and you should consult these if you want to know more. See the 'Academic Award Regulations: Undergraduate Modular Framework' Section 1.6, and especially 1.6.3 at http://www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

Section 6 Employability and Personal Development Planning

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

Staffordshire University Employability Policy – Summary

University Commitments

The Staffordshire University Employability Policy was approved by Academic Board in January 2004. Below is a summary of the commitments to students. A full version of the Policy, including the background and implementation, can be found at:

http://www.staffs.ac.uk/images/employability_policy_tcm68-12729.pdf

1 Work Experience, Volunteering and Projects

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

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

The above awards will provide the opportunity for students to gain experience of the professional environment related to their field of study. This could be achieved through, for example, employer visits, project briefs set by employers or community organisations, employer based mentoring, and placements.

2 Transferable and Professional Skills Development

Aim: All students will have the opportunity to *enhance their professional skills* relevant to their discipline *and transferable skills* (such as problem-solving and analytical skills) through a combination of curricular and extra-curricular activities.

By 2004/5: All undergraduate and relevant postgraduate awards were mapped against the Award Outcomes, which means that they should develop students' transferable skills such as analysis, problem solving and communication.

3 Career Planning and Management Skills

Aim: All students will develop the ability to *make and implement realistic, well-informed decisions about their careers*.

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

All students will have access to career management skills through the curriculum. This could be through a specific module, embedded within different relevant modules, through PDP or a combination of these.

4 Learning, Reflection and Articulation through Personal Development Planning

Aim: All students will have the opportunity to engage in a Personal Development Planning programme while at the University, as well as having access to tailored support and relevant opportunities. You will receive a separate handbook on PDP and will update your personal development portfolio as you progress through the award. The Field sets specific tasks to be completed by you for marking and feedback by your personal tutor.

Your Personal Development Portfolio will provide the basis for references and hence it is imperative that it is constantly updated.

All students will be able expected to engage in a continuous personal development planning process, which will encourage them to learn how to:

- Take responsibility for their own personal and professional development
- Identify areas for self development and set goals for that development
- Reflect continuously on their learning and skills development (gained from their academic, work-based and other experience both before and whilst at university)
- Articulate their learning (for example, to employers)

5 Enterprise and Entrepreneurship

Aim: Staffordshire University students will be encouraged to view starting and running a business as a genuine career choice, and where appropriate will gain access to practical support to make this happen.

From 2005/6 for Staffordshire University campus-based undergraduate awards

From January 2006 for SURF Awards

From 2006/7 for Staffordshire University campus-based postgraduate (taught & research) awards

All students who are interested will have support to develop their management skills and knowledge to help them start and grow successful businesses.

6 Accreditation

There is currently some provision for students to gain accreditation for employability-related activity through certain modules mentioned above. It is anticipated that **ALL forensic science awards will have some form of accreditation and you will be updated on situations regarding accreditation**

The Academic Development Institute has implemented a new policy in relation to APEL. The new policy enables students to APL up to 75% of an award through either APEL or APCL. Students are encouraged to match either their accredited or experiential learning against module learning outcomes. In the case of APEL where there is a clear match students are asked to engage in a negotiated assessment in order to demonstrate they have successfully met the learning outcomes at the required level. There is also the opportunity for students to gain general credit through discrete Negotiated APL modules. In consultation with course leasers students negotiate learning outcomes commiserate with a specific level and credit, before submitting a negotiated assessment. More detailed information on APL is available in the policy document. http://www.staffs.ac.uk/images/apel_policy_tcm68-12703.pdf

7 Student Commitments

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

➤ **Opportunities, Resources, Support, Guidance and Information**

In practice, this policy is delivered in the following ways:-

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

- Through providing you with access to key skills resources: see <http://www.staffs.ac.uk/keyskills/>

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

- Through introducing you to 'Personal Development Planning' (PDP) as an embedded part of your core curriculum at Level 1 of your award. PDP helps you systematically to address your profile of skills, identify areas of weakness, and to plan strategically to address them. Although the PDP begins at Level 1, you will have opportunities to continue to engage in this process throughout your time as an undergraduate, and are encouraged to do so. PDP also provides a way of recording your development in an accessible, permanent and reflective way. This is useful for you – and, potentially, during application/interview for employment.

- Through providing you with guides to resources, services and opportunities specifically related to 'employability': such as:-

(1) Staffordshire University's 'Employability Website for Students' (<http://www.staffs.ac.uk/uniservices/ess/>)

(2) The 'Careers and Employability Service'. This enables you to make realistic and well-informed decisions about career choices; enhances your employability; provides you with professional staff who can offer support, guidance and information: and give you access to a good careers library. Ground Floor, Cadman Building, Stoke. Tel: 01782 294991. E-mail careers@staffs.ac.uk

Open 09.00 – 17.00 Monday to Friday. Website (http://www.staffs.ac.uk/study_here/student_services/careers/index.jsp)

(3) Workbank. Provides part-time work to students while studying and offers graduate opportunities. Ground Floor, Cadman Building (next to Careers), Stoke. Tel: 01782 294861. E-mail cbell@theworkbank.co.uk

Open 09.00 – 17.30 Monday to Friday. Website (<http://www.theworkbank.co.uk/>)

(4) The 'Sponte Community Volunteer Scheme' (a joint initiative run by the University and the Students' Union which aims to provide interested students and staff members the opportunity to volunteer in their local community) (see http://www.staffs.ac.uk/services/careers/sponte_staff/home/home.htm). See also the opportunity to gain credit for volunteering work below via AM25413-1 'Volunteering: Action and Experience I'

➤ **Volunteering Modules (in Faculty of Art, Media and Design)**

- (1) AM25321-4 'Effective Career Skills' (contact Kathryn McFarlane K.J.McFarlane@staffs.ac.uk)
- (2) AM25413-4 'Volunteering: Action and Experience I' (contact b.emadi-coffin@staffs.ac.uk)
- (3) AM25469-4 'Theory and Practice of Mentoring' (contact r.l.waterhouse@staffs.ac.uk)
- (4) AM25458-4 'Mentoring: Social and Organisational Contexts' (contact r.l.waterhouse@staffs.ac.uk). Also available at Level 6 as AM25460-6
- (5) AM25468-4 'Making Connections: Mentoring in Action' (contact r.l.waterhouse@staffs.ac.uk). Also available at Level 6 as AM25470-6.

➤ **University and National Employment Opportunities**

(1) **E2 – The Station:** situated in the Trent building on Leek Road and the Dwight Building on College Road, in Stoke. Provides a wide range of facilities for staff and students and the wider community to assist with business start-up and enterprise. Running programme of events also offered Wednesday afternoons. Contact Guy Gibson on 294187. E-mail G.Gibson@staffs.ac.uk

(2) **E2O** – Provides an opportunity to students to set up a business of their own during a work placement period. The idea is that a company will be formed, that will be continued throughout the final year of study. On graduation, this will then form the career path for the individual(s) concerned. Instead of going to work for a company, students will be working for themselves – in a company they have developed and nurtured, thereby maximising the chances of long-term success. The E2O scheme is designed to provide students with the facilities and resources necessary to undertake this initiative, such as top quality campus based accommodation, financial help and business support. Contact Chris Birch (C.J.Birch@staffs.ac.uk)

(3) **HE Full Circle** – Helps graduates to start their own business by providing bursaries of up to £1000, putting them in touch with a business mentor, and by offering workshops on entrepreneurship. HE Full Circle will also help graduates to write a business plan, market their business and help them to engage with business support agencies. Contact Chris Garner on 07766 520335 or e-mail c.garner@staffs.ac.uk

(4) **Enterprise Fellowship Scheme** – Designed to create high growth businesses by transferring technology from the University to the local economy. The main aim of EFS is to encourage potential entrepreneurs, who have links to any of the partner universities in the scheme, to develop a bright, innovative design or technology based idea into a viable business with growth potential. The EFS thus offers a one year placement on either a full time or part time basis during which you will have access to business advice and University facilities to help in progressing your business idea and in determining its commercial viability. The scheme offers a wide ranging package of support, including a personal interest free loan of up to £10,000 repayable over a five year period. Contact Research and Enterprise, Blackheath Lane, 01785 353350

(5) **Tech Transfer Office** – funded by Mercia Spinner, this is an initiative designed to provide advice and support to staff and students that feel they have an idea for innovative new products (inventions). Only for those with a serious business idea that they wish to drive forward to commercial success. Wide ranging support package available for qualifying ideas, including grants of up to £15,000 for feasibility studies, market research, prototyping, patenting and business planning. There is a further opportunity to bid for up to a further £50,000 for interim management support. Contact the Tech Transfer Office, 01785 353519 or e-mail aly.davidson@staffs.ac.uk

(6) **The University's Enterprise services** – open the exciting world of entrepreneurship. Useful if you have a fantastic product idea but are unsure how to make it a reality. Go to <http://www.staffs.ac.uk/commercial/enterprise/> for more details

(7) **STEP and Graduate Advantage.** 'STEP' stands for Shell Technology Enterprise Programme. The programme matches selected students with the specific needs of small businesses. Students would be responsible for a key development project for the host company and have the opportunity to research, create, improve and innovate. Projects would normally take place over eight weeks in July and August, but could be part-time during term time. Your contact is Peter Knight p.t.knight@graduateadvantage.co.uk

(8) **Graduate Futures** – a free course for unemployed graduates. Open to graduates from any University. Courses run on a monthly basis in Stoke and Stafford. Contact Clare Keegan on 01785 353247 or e-mail clare.keegan@staffs.ac.uk or call in to the Careers Office ground floor Cadman Building or go to www.staffs.ac.uk/graduatefutures

Section 7 Useful Contacts at the University

We have provided a list of useful contacts within the Faculty/School

Name	e-mail	Room	Tel (01782)
• Forensics – Academic Staff			
Dr Andrew Jackson ¹	a.r.jackson@staffs.ac.uk	S326A	294579
Dr Andy Platt ^{2,5}	a.platt@staffs.ac.uk	S314	294784
Mr David Flatman-Fairs ³	d.p.flatman-fairs@staffs.ac.uk	S321B	294609
Mr Hilton Middleton ³	h.r.middleton@staffs.ac.uk	S332	294683
Dr Neil Lamont ⁴	n.a.lamont@staffs.ac.uk	S328	294098
Mr Philip Lee ⁵	p.lee@staffs.ac.uk	S321A	294576
Mrs Jodie Dunnett ⁵	j.c.dunnett@staffs.ac.uk	S303	295746
Mr Dave Rogers	d.g.rogers@staffs.ac.uk	S330A	294371
Mrs Caroline Sturdy Colls	c.sturdy-colls@staffs.ac.uk	S310	295795
Dr Sarah Fieldhouse	s.j.fieldhouse@staffs.ac.uk	S310	295795
Dr Claire Gwinnett	c.gwinnett@staffs.ac.uk	S310	295795
Miss Laura Walton	l.m.walton@staffs.ac.uk	S303	295746
Mr Julian Partridge	j.d.partridge@staffs.ac.uk	S328	294098
Mrs Jane Maclean	j.maclean@staffs.ac.uk	S303	295746
Mr Kenneth Raper	k.raper@staffs.ac.uk	S321A	294576
Prof. John Cassella	j.p.cassella@staffs.ac.uk	S312	294434

1- Subject Leader 2-Postgraduate Award Leader 3-Undergraduate Award Leaders
4-SFY Link Tutor 5- Admissions Tutors

• Forensic - Technical Staff

Mr Terry Barker	t.j.barker@staffs.ac.uk	S305	294575
Mrs Jayne Francis	j.e.francis@staffs.ac.uk	S317	294835
Mr Paul Bailey	p.m.bailey@staffs.ac.uk	S317	294835

• Administrative

Mrs Lindsay Dodd	l.c.dodd@staffs.ac.uk	S029	295802
Mrs Achen Bowers	achen.bowers@staffs.ac.uk	S027	294858

• Support Staff

Mr Mark Jennings (IT)	m.jennings@staffs.ac.uk	S429	294892
Mr Jon Ranford (IT)	j.j.ranford@staffs.ac.uk	S429	294892
Sue Collingwood (LRC)	s.c.collingwood@staffs.ac.uk	S432	294877