



Course Handbook

BSc (Hons) Forensic Investigation 2016-17

**Faculty of Computing, Engineering and Sciences
School of Sciences**

Award Leader: Laura Walton-Williams

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Contents

	Section	Page
	Sources of Additional Information	1
1.	Welcome	2
2.	Your course team	4
3.	An introduction to your course – aims and intended learning outcomes	5
4.	The structure of your course	6
5.	The Staffordshire Graduate and Employability	8
6.	Professional recognition	9
7.	Learning, teaching and assessment on your course	9
	7.1 Learning and Teaching	9
	7.2 Assessment	10
	7.3 How to submit assessments	11
	7.4 Feedback on your work	12
	7.5 External examiners appointed to your course	13
8.	Extra Costs	13
9.	Communication	14
10.	Support and Guidance (Including Personal Tutoring)	14
11.	The Student Voice	15
12.	Rules and Regulations	16
	Appendices	

Sources of Additional Information

This handbook provides useful information about your course, how it will be delivered and how you will be assessed. It does not try to give you all the information you will need during your time at the university. More information can be found in the following places:

On-Line Student Guide

The on-line student guide (<http://www.staffs.ac.uk/student/guide>) provides important information about the university and the services available to students, including:

- Welcome Week
- Student Cards
- e:VisionStaffs Portal
- Our Student Charter
- The Staffordshire Graduate
- Term Dates
- Timetabling
- Student accommodation
- Campus and travel information
- Finance, fees and support
- Disclosure and Barring Service applications
- Visas
- Course and module enrolment
- Recognition of Prior Learning
- Changing your award or modules
- Withdrawing or intermitting from your course
- University rules and regulations
- Disciplinary matters including academic misconduct
- Appeals and complaints
- Referencing and study skills (including guidance on completing assessments)
- What to do if you can't hand in work due to circumstances beyond your control
- Examinations
- Getting feedback on your work
- The student voice
- Employability and careers
- IT services and support
- Disability and dyslexia
- Counselling
- The Nursery
- The Multi-Faith Chaplaincy
- Graduation
- Certificates, Transcripts and Verification Letters

Module Handbooks

Your course is made up from a number of individual modules. Detailed information on each module is provided in separate module handbooks. Your module tutor will tell you how to access the handbook for their module.

The Blackboard On-Line Learning Environment

Information and learning materials for your modules will be provided on the Blackboard on-line Learning Environment. Blackboard will form an important part of your learning experience. Please let your module tutor know if you encounter any problems accessing this material.

Welcome to the Faculty of Computing, Engineering and Sciences

The Faculty is home to three subject based Schools located on the Stoke-on-Trent campus. As well as our on-campus students we have many students who are learning away from our University campuses in Staffordshire – with many learners studying in educational partners both in and outside of the UK, work-based learners studying in their workplace and also distance learners from across the globe using the internet



to interact with their tutors and peers. Consequently, you are now a student in one of the largest such faculty in UK universities, and we are delighted that you are one of our students. The Faculty is host to one of the first UK university computing departments, to science programmes which are some of the highly rated by students in the UK, and to an engineering scheme founded upon the needs of engineering employers. Your course of study will therefore be up to date and relevant, will be serviced by well qualified staff, and will also be geared to preparing you for life and employment after university. Our Staffordshire Graduate Pledge aims to help all of our students achieve what they want to in life.

As one of our students we expect you to work hard, to set high standards for yourself. To help you to succeed you will have access to excellent staff and facilities, and also to a range of student support services to help deal with your particular needs. Of course, to do this academic, administration and technical staff that you come across as part of your studies will readily advise and support you. Your part is to take your study seriously, to ensure that you set-aside appropriate time for your study, and to make full use of the diverse range of learning opportunities – both in class and outside of classes – provided by your course. It is important to us that you are successful and that you go on to be a good ambassador for the university.

Inevitably at the start of term you will be bombarded with a host of well-intentioned information. Some of that information is immediately important to start your studies to make sure that you are in the right place at the right time. Some information you will need later in your course e.g. about assessments, changing modules, extenuating claims etc. Whilst other information is about the services the University offers generally which you may need to utilise in the future. We suggest that you download this handbook and keep it for reference and familiarise yourself with the range of information it contains. This should be the first document of your own digital-archive - get into the habit of downloading essential documents like module descriptors and module handbooks when the course starts.

You are now part of the 'family' of Computing, Engineering and Sciences and we look forward to working with you to help you to succeed as a Staffordshire Graduate.

Very best wishes,

Professor Hastings McKenzie – Dean, Faculty of Computing, Engineering and Sciences

1. Welcome to Forensic Investigation

My name is Laura Walton-Williams and I am the Award Leader for Forensic Investigation. Let me take this opportunity to welcome you to the Forensic and Crime Sciences subject area. For many of you this will be a big step in your life taking you away from home for the first prolonged time or, for the mature student, redirecting yourself. Whatever the reason, I hope you spend a happy and successful three years at this University studying for your undergraduate degree.

The purpose of this student handbook is to provide understandable information relatively free from jargon about the course you are studying. Other useful information is also provided through pages of the University Website (homepage: www.staffs.ac.uk). This handbook will cover all three years of your course so please put it in a safe place and refer to it as and when required. I have tried to make the handbook succinct but still remain informative, and I would appreciate any comments about it (things that have not been included or things that might be excluded).

Awards at Staffordshire University (as with most universities) are modular and each module is rated with credits based on 15 credits per single module or 30 credits per double module. Modules are built around learning outcomes and you will achieve specific outcomes for your award at each level of your award [Level 4 (first year), Level 5 (second year) and Level 6 (third year)]. Details about your award structure and learning outcomes are listed within the following pages.

For each individual module you study, you will be provided with a handbook which will provide you with more specific information about the content of the module (including its specific learning outcomes) and you should refer to this for specific requirements for that module.

Enjoy and Good Luck!

Best Wishes,

Laura Walton-Williams
Email: l.m.walton@staffs.ac.uk
Tel: +44 (0)1782 295925.

2. Your Course Team

Award leader:	Laura Walton-Williams* l.m.walton@staffs.ac.uk	R132	01782 295925
Final Year Project Co-ordinator:	Julian Partridge j.d.partridge@staffs.ac.uk	R140	01782 295926
Academic Group Leader:	Professor Andrew Jackson a.r.jackson@staffs.ac.uk	R132	01782 294579

Forensic – Academic Staff

Mark Abbotts	m.abbotts@staffs.ac.uk	R132	294576
Rachel Bolton-King*	r.bolton-king@staffs.ac.uk	R142	294367
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Ken Raper	k.raper@staffs.ac.uk	R140	294568
Kirsty Squires*	kirsty.squires@staffs.ac.uk	R142	295904
Caroline Sturdy Colls	c.sturdy-colls@staffs.ac.uk	R140	295795
Mark Tonge	mark.tonge@staffs.ac.uk	R142	295931

All of the Academic Staff listed above will be involved in teaching you throughout your degree, as they have extensive expertise in a wide range of areas of Forensic Investigation. As well as theoretical expertise in the field they teach, your lecturers will also have impressive research, consultancy and/or practitioner experience to feed into their teaching. This will ensure that you are being taught the most up-to-date information by staff who have outstanding reputations for excellence in their field. In addition to those staff listed above, you will also be taught by other experts, such as PhD researchers and guest lecturers. Those members of staff who have an asterisk (*) next to their name are personal tutors for Forensic Investigation students, and you will see your specific personal tutor once every three weeks in your personal tutorial sessions.

Forensic - Technical Staff

Paul Bailey	p.m.bailey@staffs.ac.uk	R327	295943
Alison Davidson	a.r.davidson@staffs.ac.uk	R316	294575
Liz Deakin	e.m.deakin@staffs.ac.uk	R236	295737
Jayne Francis	j.e.francis@staffs.ac.uk	R327	295943
Sharon Lees	s.y.lees@staffs.ac.uk	R124	294479
Rob Manning	r.j.manning@staffs.ac.uk	R217	294571

The Technical Team are involved in supporting and delivering practical elements of your course. They have extensive technical knowledge of the techniques and equipment you will be utilising throughout your course. They will also be involved in supporting your Independent Research Project.

3. An Introduction to your Course

The aim of this degree is to provide you with an undergraduate education in the field of Forensic Investigation, including the collection, analysis and presentation of physical and witness evidence to support a criminal investigation. This will involve you learning crime scene processing methods, laboratory techniques to analyse forensic evidence and investigative practices to enable you to build case files for prosecution purposes. The focus of this course is very much on the practical application of techniques and theoretical knowledge. Throughout the course you will work with applied examples and make use of a range of specialist equipment, including purpose built laboratories and a dedicated crime scene house. We believe that this will prepare you for a range of interesting and fulfilling careers.

The Forensic Investigation degree has been designed with the following aims:

- To provide a coherent learning experience for you to acquire a broad knowledge and understanding of the scientific principles and techniques underpinning forensic investigation.
- To train you to become proficient in the documentation, collection and analysis of evidence from simulated crime scene scenarios.
- To develop your ability to gather intelligence during an investigation, from both physical and witness evidence.
- To develop your transferable skills, especially in team working and in the communication and reporting of evidence in a fashion understandable to the general public.
- To develop research skills that you can utilise effectively to pursue independent work in a specified area within the forensic investigation discipline.
- To gain the skills necessary for independent learning and for attaining responsibility for your own career planning and development.
- To develop a scientific and investigative approach to your study programme.
- To develop your knowledge and understanding of the value and importance of all types of evidence.

Your award has a set of written learning outcomes that describe what you should be able to do by the end of the course. These statements are designed to help you understand what you need to do to pass your course and receive your award. The outcomes for your course can be found in Appendix A of this handbook.

Each module you study has separate learning outcomes which join together to enable you to demonstrate that you have achieved the overall learning outcomes for your award. The learning outcomes for your modules can be found in your module handbooks.

The specific learning outcomes for your award and modules have been matched to eight university wide learning outcome statements (knowledge and understanding; learning; enquiry; analysis; problem solving; communication; application; and reflection). These standard statements describe the abilities and skills all Staffordshire

University students should demonstrate in order to pass their course. The statements have been designed to meet national expectations contained within the [Framework for Higher Education Qualifications](#). This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. A table showing how your module learning outcomes have been aligned with the eight university learning outcome statements can be found in Appendix B.

The design of your course has been guided by the national subject benchmark for [Forensic Science](#) (as this is the most closely aligned subject area for your skills set). Written by national experts, the benchmark describes the defining characteristics of the subject area and the abilities and skills you should be able to demonstrate by the end of the course. A table showing how your course reflects the subject benchmark can be found in Appendix B.

4. The Structure of your Course

This BSc Honours Award usually takes 3 years to complete if you are full time (or 4 years if a placement is taken) and typically 6 years if studied part-time. The course consists of 3 levels (level 4, 5 and 6) and for each level you are required to study and pass 120 credits (full-time students study one level / 120 credits per year, part-time students typically study half a level / 60 credits per year). The maximum number of years you can be registered on a course is 8 years and the maximum amount of time you can take to complete any given level is 3 years.

The academic year is split into two semesters running from September through to June. The length of each teaching block is twelve weeks plus independent study, revision and assessment weeks. The [academic calendar for 2016-17](#) specifies the start and end dates of semesters. Full-time students typically study 60 credits per semester whilst part-time students typically study 30 credits per semester.

Each level / 120 credits is divided into smaller credit modules. You will study both 15 credit modules (lasting one semester and equivalent to 150 hours of learning time) and 30 credit modules (spanning both semesters and equivalent to 300 hours of learning time).

You will study two types of modules:

- **Core** modules are ones that you **must** pass and cannot be replaced
- **Option** modules are chosen from a restricted list of modules relevant to your course and may, if failed, be replaced with alternative option modules (up to a maximum of 30 credits per level may be replaced).

Shading on the award structure below indicates the preferred order for undertaking module for those completing the degree part-time. The shading indicates the modules which would be taken in the first year of the allocated level, by those studying part time.

L E V E L 4	Teaching Block 1	FORE40253 Introduction to Forensic Science (30 credits)	FORE40256 Introduction to Policing (30 credits)	FORE40XXX Science for Justice (15 credits)	FORE40270 Crime Scene Documentation (15 credits)
	Teaching Block 2			FORE40XXX Techniques of Scientific Investigation (15 credits)	Specific Option Module (15 credits)

Potential award = CertHE (120 credits at L4 or higher)

L E V E L 5	Teaching Block 1	FORE50314 Methods of Crime Detection (30 credits)	FORE50245 Bodies of Evidence (30 credits)	FORE50330 Forensic Investigative Skills (30 credits)	FORE50241 Research and Professional Skills (15 credits)
	Teaching Block 2				Specific Option Module (15 credits)

Potential award = DipHE (240 credits passed with at least 120 at L5)

L E V E L 6	Teaching Block 1	FORE60334 Expert Witness and Legal System (15 credits)	Specific Option Module (15 credits)	FORE60331 Independent Project (30 credits)	FORE60332 Investigating and Reporting Crime Scenes (30 credits)
	Teaching Block 2	Specific Option Module (15 credits)	Specific Option Module (15 credits)		

Potential award = Honours Degree (360 credits passed with at least 120 at L6 & no more than 120 at L4)

Currently available options

(please note these are subject to change and may not all run in the same year)

- Level 4: Missing Persons Investigation;
Facial Recognition.
- Level 5: Drugs of Abuse;
Vehicle Collision;
Forensic Archaeology.
- Level 6: Analysis and Investigation of TEREFF Incidents (15 credits);
Forensic Multimedia (15 credits);
Cyber Crime (15 credits);
Techniques in the Identification of Human Remains (15 credits);
Field School Forensic Archaeology (15 credits);
Intelligence Led Policing and Major Crime Investigation
(30 credits).

5. The Staffordshire Graduate and Employability

The Staffordshire Graduate represents a set of qualities that the University passionately believes is necessary for success in the 21st century. Our aim is to make you a reflective and critical learner with a global perspective, prepared to contribute in the world of work.

Specifically we will develop your skills in the following areas:

- Discipline Expertise
- Professionalism
- Global Citizenship
- Communication and Teamwork
- Reflective and Critical Learner
- Lifelong Learning

*At
Staffordshire University
we grow people
who
think and act
for
themselves.*

At all levels of your study we provide opportunities to develop and achieve these attributes. We prepare you for the workplace by enhancing your organisation and time management skills. Group work opportunities are provided to develop your team working skills whilst other modules you study will improve your communication skills or enhance your use of technology so that you can hit the ground running when you start your career. Also, there are modules specifically designed to improve your career planning and assist in your professional development. Your final year project will bring all of these aspects together and allow you to demonstrate your readiness for the work place. These graduate attributes are aligned with the core competencies required by your future employers, so full engagement with all aspects of the degree will ensure you enhance your employability and become well rounded University graduates.

Our past graduates have gone on to a wide variety of careers: as Digital Forensic Investigators; as Scenes of Crimes Officers across the country; as case builders; as

fraud investigators; as Intelligence Officers; as Laboratory Analysts; as well as others moving on to postgraduate study.

Appendix C contains a breakdown of the Staffordshire Graduate characteristics and where, within your course, these characteristics are addressed.

More information on the Staffordshire Graduate can be found at:

<http://www.staffs.ac.uk/study/staffordshiregraduate/>

6. Professional Recognition

By undertaking this course you will be completing a course that is fully accredited by the Chartered Society for Forensic Sciences. The Chartered Society for Forensic Sciences is the professional body for the forensic field. More details on the society and membership can be found at the following web address:



The
Chartered
Society of
Forensic
Sciences

<http://www.csofs.org/>

Staffordshire University was one of the first four institutions to obtain accreditation. The accreditation scheme was developed by the Chartered Society for Forensic Sciences to help establish and maintain standards of education in forensic science. The development involved major employers and professional interests. It is based on a series of component standards which address specific areas of forensic practice.

There is a requirement for all accredited courses to meet the Interpretation, Evaluation and Presentation of Evidence component. In addition to this, BSc (Hons) Forensic Investigation at Staffordshire University also meets the Crime Scene Investigation and Laboratory Analysis components. Full details of each of the component standards are available at the following web address: <http://www.csofs.org/Accreditation-outline>.

7. Learning, Teaching and Assessment on your Course

7.1 Learning and Teaching

Students gain experience and knowledge, and learn in many different ways, over the course of your degree, you will be taught by a variety of learning and teaching strategies, which will include lectures, practical sessions, project supervision, demonstrations, and workshops. Many are conducted in a classroom or laboratory environment, but will include number of hands on practical sessions and realistic crime scene scenarios and role-play situations.

During your course, where possible, you will be given the opportunity to put into practice that which you learn in theory. At levels 4 and 5 this is facilitated by the use of 30 credit modules delivered over two semesters. This style of delivery allows for an integrated approach to theory and practice, meaning you can undertake practical work

and demonstrations alongside your theory classes. This in turn exposes you to a variety of processes and equipment types you may make use of in future careers.

Level 4 focuses on the delivery of principles and concepts relating to forensic investigation, as well as providing you with your first introduction to a crime scene scenario. Lectures and practical sessions will be supported by small group tutorials. Your average class contact will be 12 - 14 hours per week at this level.

Level 5 develops your skills and knowledge gained at level 4, by introducing investigative skills and statement taking and by introducing more equipment/technology focused laboratory classes and workshops. This is achieved through the use of group practical sessions. Level 5 will also see a change of learning focus to a more student-centred, independent style with average class contact of 10 -13 hours.

There is an even greater shift of emphasis to student-centred, independent study in your final year. Individual one-to-one tutorial sessions and scheduling of laboratory research sessions are required to ensure successful completion of your Independent Project module. You will also further develop your time management, team working and problem solving skills through attendance at mock crime scenes and subsequent file preparation and attendance at a moot court. This level also allows you to select combinations of options modules to develop potential career paths. Average contact hours (including project time) will be 10-12 hours per week.

In conjunction with the tutor led sessions, directed study supports and builds upon the knowledge and skills learnt in class to provide a fuller understanding of the subject. Personal and module tutors are on hand to provide support to students to discuss queries. The curriculum is structured so that skills and knowledge developed in core modules can be transferred, re-applied and further developed. Regular meetings are built into the personal tutorial system and personal development planning to ensure that students constantly reflect upon, adapt and enhance their learning.

7.2 Assessment

The Forensic and Crime Sciences department employs an innovative range of assessments including essays, examinations, poster presentations, reports, laboratory notes, data worksheets, oral presentations, and role play exercises. This is to: ensure that learning outcomes are tested in the most appropriate way; reflect the sorts of tasks you may be asked to undertake in your future career; and recognise that learners have different abilities. Although the practical and skills based nature of forensic science and its delivery at Staffordshire University means that some emphasis is placed on coursework, formal examinations and class tests are also used to assess knowledge-based and problem-solving elements across all levels. Please see module descriptors for a full breakdown of the assessment requirement for each of the core modules you will take during the course - module descriptors can be searched for through the

following web address, using the module codes listed above:

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

Enquiry-based learning is a particularly effective approach to learning and involves you on your own, or in a project group, being asked to investigate, collect and analyse information and generate new knowledge. This is considered to facilitate deep as opposed to shallow learning and develops many of our Staffordshire Graduate attributes. On most awards the final year project is the format through which your attainment of enquiry skills will be demonstrated. On your award you will practice and develop enquiry-based learning through a number of modules such as 'Bodies of Evidence' and 'Investigating and Reporting Crime Scenes' in addition to your final year project. Within the Faculty of Computing, Engineering and Sciences you will have the opportunity to showcase to tutors, the public and potential employers your final year project in our end of year GradEx exhibition.

Summative assessments, that is those assessments that contribute to your overall module grades, level averages and in turn to your award classification, will be marked using percentages. All summative assessments are marked anonymously unless this is not possible or practical to do so, for example an oral presentation.

To help you to understand how you are performing you will also be given formative learning tasks which will not contribute to your course grades but will provide you with feedback on your learning.

The University's Undergraduate [Regulations](#) require you to achieve at least 40% to pass a module. If you marginally fail a module with a mark of 30-39% the end of year award board may compensate the marginal failure if you have passed at least 90 credits in the same level. The regulations also require you to get at least 20% for each specific element of assessment (see the module descriptor which identifies the elements of assessment) to demonstrate a minimum engagement with the module's assessment. If this minimum percentage threshold for an assessment is not achieved then the overall module grade will be down-graded to 19% requiring you to reattempt the assessment.

7.3 How to Submit Assessments

Written assignments will be submitted online through Blackboard unless stated otherwise by the module leader. Each individual assessment will make it clear how you will be expected to submit your work. It is vital that you are clear on the submission method, date and time of each assessment as failure to submit on time via the correct method will result in a mark of zero for that assessment WITHOUT EXCEPTION.

It is important that you attempt all your assessments so that you can self-evaluate your own performance from the feedback you receive and to demonstrate to us that you are engaging with the studies and the assessment process. Failure to do so is likely to result in failure of the module overall. The award board at the end of the year will review your level performance and if modules have been failed due to non-submission /

non-participation then the board may not offer referral opportunities to retrieve failed modules.

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of the module overall. There may be occasions when you are unable to submit or undertake a piece of assessment due to circumstances beyond your control. The University has put in place a procedure for dealing with such extenuating circumstances. You can find more information on the university's extenuating circumstances procedure at: <http://www.staffs.ac.uk/extenuating/>

7.4 Feedback on your Work

On many occasions feedback will be provided by a member of staff annotating your submitted assessment but this is not the only form of feedback. Feedback is also provided during tutorials and practical sessions as you work through formative exercises. It may also be provided by your peers in class discussions or through peer assessment during group work. Feedback on examinations and tests is also provided but may be generic or personalised depending on the module.

The University hopes that you will also play your part by ensuring that you collect feedback from the relevant sources as soon as it is available. The feedback is also designed to feedforward, i.e. to help you improve your performance on your next assessment either in the same module, on the next module in the same level or in the following level. So it is important that you use your feedback – for you to review it, understand it, reflect on it and apply it. To help you maximise the benefit of your feedback you can discuss specific feedback with module tutors and your personal tutor.

You will normally receive feedback on all your assessments within 20 working days following the date of submission of your assessment or actual date of the assessment (in the case of class tests). However, it may be the case that the 20 day rule for some assessments cannot be met for justified reasons (for example, modules on which a large number of students are enrolled). However, it is anticipated that this will apply to only a small number of modules on your course and, in those cases, the feedback return period will not exceed 25 days. The anticipated feedback return times for all assessments will be published in your module handbooks.

In order to ensure that feedback is provided within 20 days, in most cases, the marks for your work will be provisional and will be subject to second marking and final ratification by the external examiner and the appropriate Assessment Board at the end of the year.

At the start of level 5 you will have a feedback discussion with your personal tutor about your level 4 performance. This is repeated at level 6 but will be with your award leader.

7.5 External Examiners Appointed to your Course

External examiners help the university to ensure that the standards of your course are comparable to those provided by other universities or colleges in the UK. More information on the role performed by external examiners can be found at:

www.staffs.ac.uk/externalexaminers/

External examiner(s) who are responsible for your award are:

Name: Darren Phillips
Position: Programme Tutor & Lecturer Forensic Biology
Institution: University of Abertay

And

Name: Peter Hall
Position: Senior Lecturer
Institution: Coventry University

And

Name: Dr. Roman Kresinski
Position: Senior Lecturer, School of Pharmacy and Chemistry
Institution: Kingston University

It is not appropriate for you to make direct contact with external examiners, in particular regarding your individual performance in assessments. There are other mechanisms you can use if you are unhappy with your results or other aspects of your award, such as the appeal and complaints procedures.

External examiners have been informed that if they are contacted directly by students they should decline to comment and refer the student back to the University.

8. Extra Costs

All students are expected to provide their own stationary and may purchase recommended textbooks (our library does have relevant hard-copy and digital learning materials that can be accessed to support your learning on the course). You will also be provided with a personal lab coat for you to use during practical sessions throughout your degree. Depending on the area your Level 6 independent project is undertaken in, you may also be required to provide some consumables at your own expense. There are also optional field trips that you are able to study, if you wish to do so, and these may incur additional costs. Beyond this, your Forensic Investigation course does not require you to purchase any specialist equipment, consumables nor attend visits which might cause you to incur additional costs.

9. Communication

In most cases, if a member of the course team needs to contact you they will do so via email using your *University email account*. It is important that you check your university email account regularly as important information is sent to this account.

Course/Module specific information may also be communicated via Blackboard and again it is important that you regularly log in to check for updated information. In addition on Blackboard we have created a learning community which is identified as 'FACS Awards Information'; this is used to provide a variety of information to you please check this on a regular basis.

If you have a query about anything then the first point of contact should be the relevant member of the course.

In addition to your formal taught sessions, every member of staff within the department offers Academic Support Time each week. You can sign up to see a specific member of staff to seek guidance relating to the course material or to ask a general question in relation to your course. This is a very effective mechanism for you to communicate with your tutors as it enables an immediate response to any queries.

10. Support and Guidance

On enrolment you will be allocated a Personal Tutor and you will meet them during Welcome Week and in the first teaching week. You will keep the same Personal Tutor for Levels 4 and 5. The School of Sciences Personal Tutoring Scheme requires that you attend a number of group and individual meetings during the course of the year. However, if you have any problems or queries, you should contact your Personal Tutor to discuss them as soon as possible – don't wait for a scheduled meeting. At Level 6 your project supervisor will take on the role of your Personal Tutor.

Your personal tutor will:

- be your first point of contact to give you advice or direct you to further support on academic and pastoral matters and University services;
- help you develop your academic skills;
- oversee your academic progress on your award including providing general feedback on your overall academic performance and help you enhance your learning by you reflecting on your feedback;
- encourage you to engage with all the opportunities the University has to offer to enhance your Staffordshire Graduate Attributes and employability;
- encourage you to give feedback to the University on your modules and in course surveys;
- be prepared, if requested, to provide written references for you.

To ensure that you get the most from your personal tutorials your course team expect you to:

- maintain regular communication with your personal tutor, attending all meetings/making contact as arranged;
- proactively contact with your personal tutor when you need help or guidance which may impact on their academic performance or pose any risk to their withdrawal or progression;
- prepare for and engage in personal tutor-related activities;
- positively respond to advice provided to resolve any issues that you have with your studies.

Throughout your course you will meet the Module Tutors in your taught sessions. Details of academic support processes will be provided during your award induction meeting.

If you have any general concerns, the Faculty Student Guidance Advisor can help you with a wide range of educational issues as well as offering specialist information and support. A drop-in service is available, but to discuss an issue in depth you can then book an appointment. Further details can be found at http://www.staffs.ac.uk/support_depts/studentguidance/advisors/.

The University offers help and support in many areas including counselling, disability, learning support agreements, equality & diversity, international students, mature students etc. Information on university support services can be found in the on-line student guide (available at: <http://www.staffs.ac.uk/student/guide>)



The Student Advice Centre run by the Student's Union provides independent, impartial and confidential advice to students free of charge. More information on the Student's Union can be found at: <https://www.staffsunion.com/>.

11. The Student Voice

During the course you will have the opportunity to share your views and opinions on your modules, degree course and the university. Your feedback is key to ensuring that we get an accurate picture of what it is like to be a student at Staffordshire University and enables us to enhance the learning experience for current and future students.

In each module that you study you will have the opportunity to complete a module evaluation questionnaire and provide some feedback to help us continuously improve the classes that we deliver to you.

At Levels 4 and 5 you are invited to complete the SVS (Student Viewfinder Survey) and at Level 6 you will complete the NSS (National Student Survey). The SVS is conducted internally by the University, whilst the NSS is an external

National Student Survey



survey conducted across the whole of the UK. Both the SVS and the NSS measure student satisfaction.

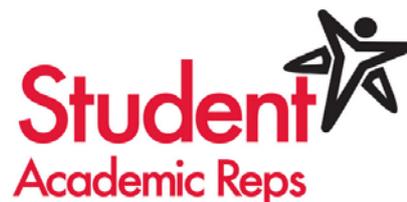
Six months after graduating you will be asked to complete the DLHE (a survey about the Destinations of Leavers from Higher Education); another external survey to collect information about graduate employment.

The NSS and DLHE feed into University league tables and can be used to compare courses across different universities.

Student Liaison Committee Meetings are held once each semester. The scheduled meetings are announced on Blackboard and students are invited to raise any points for discussion with their student representative. Each level is usually represented by one student who is responsible for raising your views and any issues about the course.

Student representatives are elected via the University election scheme and are expected to attend the student liaison committees.

The responses to the points your student representative raises during the Student Liaison Committee Meetings will be fed back to you via email as well as by your student representative.



12. Rules and Regulations

Your course is delivered and assessed according to the University's Academic Award Regulations. These can be accessed at: <http://www.staffs.ac.uk/regulations>

Module handbooks will explain clearly what the component of assessments are for each specific module. In order to qualify for an Honours degree, you must pass the final Independent Project module and this module is not able to be compensated.

Appendix A – Award Learning Outcomes

	<i>Level 4 (Certificate)</i>	<i>Level 5 (Diploma)</i>	<i>Level 6 (Honours)</i>
Subject Specific (SS)	Understand the importance of intelligence and evidence recovery, analysis and evaluation, and its presentation in the courtroom.	Develop skills to maximise evidence recovery relating to criminal activities including major incidents. Develop skills to operate specialised equipment for analysing evidence from crime scenes. Evaluate results and demonstrate understanding of their value and limitations in the courtroom.	Demonstrate an in depth understanding of continuity, preservation and non-contamination of evidence during collection and analysis. Critically appraise results in the production of expert witness reports and presentation in the courtroom.
Knowledge & Understanding (KU)	Demonstrate a broadly based knowledge of forensic science and the structure and functions of the police and related services.	Demonstrate a critical understanding of the appropriate concepts and their application to analysis both physical and witness evidence.	Demonstrate a systematic understanding of key aspects, at least some of which lies at the forefront of forensic investigation and its applications.
Learning (LE)	Develop an initial understanding of the diversity of learning processes within forensic science and the policing and investigation environment.	Develop an understanding of the importance of independent learning and group working and adopt an appropriate learning strategy for the task in hand.	Demonstrate a capacity to drive and sustain independent learning and to evaluate individual contributions to team working.

	<i>Level 4 (Certificate)</i>	<i>Level 5 (Diploma)</i>	<i>Level 6 (Honours)</i>
Enquiry (EN)	Collect, present, evaluate and interpret potential evidence accrued through practical exercises and qualitative data provided in classes or acquired from case studies.	Demonstrate a critical knowledge of the main methods of enquiry for investigating forensic issues and for evaluating results from practical exercises.	Select, deploy and adapt techniques and methodologies to carry out a team project in forensic investigation and analysis, and in the independent analysis of collected evidence.
Analysis (AN)	Analyse, evaluate and interpret data and information with reference to fundamental concepts and principles of forensic investigation.	Use a range of established techniques to initiate and undertake analysis of physical and witness evidence, data, and information.	Demonstrate and comment on current research or equivalent advanced scholarship. Make judgement as to its value in forensic investigation and analysis of evidence.
Problem Solving (PS)	Demonstrate a basic understanding of different approaches to problem solving in forensic investigations and the underpinning scientific principles.	Critically evaluate the appropriateness of different approaches to solving investigation problems and develop solutions.	Devise, refine and apply research questions to achieve a critical understanding of issues of importance in forensic investigation and analysis of evidence.
Communication (CO)	Demonstrate competence and confidence in a range of information technology and communication media to express investigation knowledge and information in a structured and coherent manner.	Communicate effectively forensic related information and arguments in a variety of different contexts and scenarios.	Demonstrate an advanced standard of competence in a range of communication skills, especially in presenting scientific information and evidence in a fashion understandable to the general public.

	<i>Level 4 (Certificate)</i>	<i>Level 5 (Diploma)</i>	<i>Level 6 (Honours)</i>
Application (AP)	Undertake further training and new skills in the planning, and evidence recovery from crime and other potential scenes.	Develop a capacity to apply forensic investigation principles and skills in various contexts / scenarios to construct and present appropriate informed arguments and positions.	Apply knowledge and skills learned to review, consolidate and extend further an advanced understanding of forensic investigation and other related sciences to construct, articulate and defend advanced intellectual arguments and positions.
Reflection (RE)	Undertake self-appraisal of learning achievements; and understand the need / value of a reflective approach to pastoral and intellectual development.	Refine and develop critical reflective skills in relation to personal qualities and transferable skills. Exercise personal responsibility in developing competencies to match academic and / or vocational aspirations.	Manage learning, exercise initiative and personal responsibility. Demonstrate the learning abilities, qualities and transferable skills necessary for employment or further academic or professional training.

Appendix B – Curriculum Maps

Relationship of Level 6 Modules on BSc (Hons) Forensic Investigation award to QAA Benchmark statements

Programme Outcomes for BSc Forensic Investigation	
Subject Specific	Demonstrate an in depth understanding of continuity, preservation and non-contamination of evidence during collection and analysis. Critically appraise results allowing for the production of expert witness reports and presentation in the courtroom QAA Benchmark: 4.7 CSI LEA and IEPE, 4.9, 5.4
Knowledge & Understanding	Demonstrate a systematic understanding of key aspects, at least some of which lies at the forefront of forensic investigation and its applications. QAA Benchmark: 4.1 – 4.10, 5.2, 5.4, 5.6, 5.8
Learning	Demonstrate a capacity to drive and sustain independent learning and to evaluate individual contributions to team working. QAA Benchmark: 5.8, 6.2, 6.3, 6.5, 6.6
Enquiry	Select, deploy and adapt techniques and methodologies to carry out a team project in forensic investigation and analysis, and in the independent analysis of collected evidence. QAA Benchmark: 5.2, 5.4, 5.8
Analysis	Demonstrate and comment on current research or equivalent advanced scholarship. Make judgement as to its value in forensic investigation and analysis of evidence. QAA Benchmark: 4.7 CSI and LEA, 5.2, 5.8
Problem Solving	Devise, refine and apply research questions to achieve a critical understanding of issues of importance in forensic investigation and analysis of evidence. QAA Benchmark: 4.7 CSI and LEA, 5.2, 5.6, 6.6
Communication	Demonstrate an advanced standard of competence

	<p>in a range of communication skills, especially in presenting scientific information and evidence in a fashion understandable to the general public.</p> <p>QAA Benchmark: 4.9, 5.4, 5.6, 6.6</p>
Application	<p>Apply knowledge and skills learned to review, consolidate and extend further an advanced understanding of forensic investigation and other related sciences to construct, articulate and defend advanced intellectual arguments and positions</p> <p>QAA Benchmark: 4.7, 5.2, 5.4, 5.6, 6.5, 6.6</p>
Reflection	<p>Manage learning, exercise initiative and personal responsibility. Demonstrate the learning abilities, qualities and transferable skills necessary for employment or further academic or professional training.</p> <p>QAA Benchmark: 5.6, 5.8, 6.6</p>

The numbers stated in the above table refer to the QAA Forensic Science Subject Benchmarks, which can be found at <http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-forensic-science.pdf>.

Relationship of Core Modules on BSc (Hons) Forensic Investigation award to Staffordshire University Learning Outcomes

The table below shows the relationship between core modules on the award and the Staffordshire University learning outcomes. Option modules offer additional learning outcomes, depending on choice of option.

			University Learning Outcomes								
			KU	LE	EN	AN	PS	AP	CO	RE	SS
Level 4	Core	Introduction to Forensic Science	X	X			X		X	X	X
		Introduction to Policing	X	X	X	X	X		X		X
		Science for Justice	X	X	X		X	X	X	X	
		Techniques of Scientific Investigation	X	X	X		X	X	X	X	
		Crime Scene Documentation	X	X	X	X	X	X	X		
Level 5	Core	Methods of Crime Detection	X		X	X	X	X			X
		Bodies of Evidence	X	X	X	X	X	X			X
		Forensic Investigative Skills	X		X	X	X	X	X	X	X
		Research and Professional Skills		X		X	X		X	X	
Level 6	Core	Independent Project	X	X	X	X	X	X	X	X	
		Investigating and Reporting Crime Scenes		X	X	X	X		X	X	X
		Expert Witness and the Legal System	X		X	X		X	X		X

KEY:

KU Knowledge and Understanding

LE Learning

EN Enquiry

AN Analysis

PS Problem Solving

AP	Application
CO	Communication
RE	Reflection
SS	Subject Specific

Appendix C – The Staffordshire Graduate

AWARD TITLE:	BSc Forensic Investigation		
Characteristic	Module including level and number of credits	Brief description of activity / activities	Method of Assessment
Work-ready and employable	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Develops generic skills such as literacy, communication skills, presentation skills, group working and research skills within forensic science. Also develops knowledge of key academic areas such as assessment, time management, personal skill development and life long learning.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Develops transferable skills for employability such as research, problem solving, critical analysis data handling skills, oral and written communication, time management and critical reflection.	Portfolio containing literature review and presentation
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Develops key skills including; evidence analysis, critical thinking, problem solving, report writing, team working and case based interpretation. Also includes a practical proficiency test which based on current British Standards.	Portfolio of worked exercises and two class tests.
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Develops the key investigative skills required for police officers. Introduces PACE which is integral to the police workplace and develops skills in statement taking, role play and developing a forensic strategy.	Practical portfolio and case file of statements.

	Level 6 – FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Develops specialist skills within crime scene processing and evidence analysis including contemporaneous note taking, evidence processing, risk assessments, evidence interpretation and presentation of findings.	Group report of crime scene and evidence analysis and court report presentation.
	Level 6 - FORE60331 Independent Project – 30 credits	Includes significant activity relating to project formulation and management, formal presentation and report writing. Also incorporates CV writing and interview skills for the forensic workplace.	Portfolio including project proposal, project lab book, project report and viva voce.
Understanding of enterprise and entrepreneurship	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Introduces the forensic marketplace and the roles of individuals.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Develops understanding of the current forensic science workplace, business opportunities and the skills required for the forensic industry. Further developed through the use of guest speakers from forensic science and policing providers, who will provide an insight into the creative opportunities available in the forensic science marketplace.	Portfolio containing literature review and presentation
	Level 6 - FORE60331 Independent Project – 30 credits	Further development of understanding of enterprise possibilities in the form of research. Encourages students' creativity and where possible, product/technique development for forensic market.	Portfolio including project proposal, project lab book, project report and viva voce.
Understanding of global issues and their place in	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Includes global issues and social impact of forensic science.	Portfolio of worked exercises, oral presentation and group poster presentation

the global economy	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Develops students' appreciation of international research and development and employability skills in the global market.	Portfolio containing literature review and presentation
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Includes global systems in place for the analysis of biological evidence, both at the scene and in the laboratory.	Portfolio of worked exercises and one test.
	Level 6 - FORE60334 Expert Witness and Legal System – 15 credits	Includes significant information regarding the current legal system in the UK and comparison with alternative international legal systems and the forensic scientist's role within these systems.	Exam
	Level 6 – FORE60320 Analysis and Investigation of TERREFF Incidents – 15 credits	Includes the challenges associated with analysing terrorist incidences across the world. Enables an appreciation of the challenges with investigating terrorist offences worldwide.	Exam
Communication skills	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Develops oral presentation and report writing skills. Develops poster presentation skills.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Oral and written communication skills developed through multiple role plays.	Practical portfolio and case file of statements.
	Level 5 - FORE50314 Methods of Crime	Development of team working skills in a practical environment.	Portfolio of worked exercises and two class tests.

	Detection – 30 credits	Develops report writing	
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Oral and written communication skills developed through formative and summative assessments.	Portfolio of worked exercises and one test.
	Level 6 - FORE60331 Independent Project – 30 credits	Develops high-level, scientific reporting skills and presentational skills	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Develops high-level, scientific reporting skills, presentational skills and team working	Group report of crime scene and evidence analysis and court report presentation.
	Level 6 - FORE60334 Expert Witness and Legal System – 15 credits	Develops written skills for the communication of legal terms and evidence interpretation techniques	Exam
Presentation skills	Level 4 – FORE40256 Introduction to Policing – 30 credits	Develops report writing skills.	Group project and exam.
	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Develops oral, written, poster and group presentation skills.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 - FORE50241 Research and Professional Skills – 15	Develops oral presentation skills in relation to planning an undergraduate research project.	Portfolio containing literature review and presentation

	credits		
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Requires high-quality written lab reports.	Portfolio of worked exercises and two class tests.
	Level 6 - FORE60331 Independent Project – 30 credits	Requires a major oral presentation of research findings.	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Requires high-quality written lab reports and a major oral presentation of analysis finding in a court role play.	Group report of crime scene and evidence analysis and court report presentation.
The ability to interact confidently with colleagues	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Required for laboratory work in the investigation of a mock case.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Required for the role play aspect of the module.	Practical portfolio and case file of statements.
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Developed during practical sessions.	Portfolio of worked exercises and two class tests.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Requires good communication skills when working in SOCO and laboratory teams throughout the module and for the generation of the group report.	Group report of crime scene and evidence analysis and court report presentation.

Independence of thought	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Required for the development of the laboratory reports.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Required for the development of the laboratory reports.	Portfolio of worked exercises and one test.
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Required in production of statements.	Practical portfolio and case file of statements.
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Required in assessments.	Portfolio of worked exercises and two class tests.
	Level 6 - FORE60331 Independent Project – 30 credits	Includes significant activity relating to project formulation and management, formal presentation and report writing.	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60334 Expert Witness and Legal System – 15 credits	Developed during tutorials sessions in evidence interpretation.	Exam
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Required for analysis of evidence in laboratory and to defend court report in mock court.	Group report of crime scene and evidence analysis and court report presentation.

Skills of teamworking	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Team working skills required in practical session and for analysis of case.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 – FORE50316 Drugs of Abuse – 15 credits	Includes practical activities and collaborative research to produce a group presentation.	Portfolio containing practical booklet, group presentation and reflective summary
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Includes practical activities and collaborative research to produce a group presentation.	Portfolio of worked exercises and one test.
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Developed through the organisation of role play scenarios and the generation of police statements.	Practical portfolio and case file of statements.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Developed during multiple crime scene processing and evidence analysis sessions. Students work in teams of 4 to complete a crime scene to court process throughout the module.	Group report of crime scene and evidence analysis and court report presentation.
Ability to carry out inquiry-based learning and critical analysis	Level 4 – FORE40XXX Science for Justice – 15 credits	Developed through the analysis of evidence and interpretation of results.	Two exams and a report.
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Developed through the analysis of evidence and interpretation of results.	Portfolio of worked exercises and one test.
	Level 5 – FORE50330 Forensic Investigative	Developed through the analysis of a case and the subsequent interpretation and statement generation.	Practical portfolio and case file of statements.

	Skills – 30 credits		
	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Developed through the production of a literature review and research for a project planning presentation.	Portfolio containing literature review and presentation
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Developed during practical sessions as many are based on case scenarios.	Portfolio of worked exercises and two class tests.
	Level 6 - FORE60331 Independent Project – 30 credits	Developed to a high level during project planning, project implementation and dissertation write-up.	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Developed during investigation of mock cases and interpretation of evidence to court appearance level.	Group report of crime scene and evidence analysis and court report presentation.
	Level 6 - FORE60334 Expert Witness and Legal System – 15 credits	Required in evidence interpretation and use of the Bayesian approach.	Exam
	Level 6 – FORE60251 Intelligence Led Policing and Major Crime Investigation	Developed through case study analysis and critical evaluation of police information.	Report and Group Assignment.

Skills of problem solving and creation of opportunities	Level 4 – FORE40XXX Science for Justice – 15 credits	Required for laboratory work.	Two exams and a report.
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Required for laboratory work	Portfolio of worked exercises and one test.
	Level 5 – FORE50330 Forensic Investigative Skills – 30 credits	Required for practical exercises and role play activities.	Practical portfolio and case file of statements.
	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Required for data handling exercises.	Portfolio containing literature review and presentation
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Required for practical exercises.	Portfolio of worked exercises and two class tests.
	Level 6 - FORE60331 Independent Project – 30 credits	Developed throughout project.	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Developed during crime scene processing and evidence analysis and interpretation.	Group report of crime scene and evidence analysis and court report presentation.
	Level 6 - FORE60334	Required in evidence interpretation and use of the	Exam

	Expert Witness and Legal System – 15 credits	Bayesian approach	
Technologically, digitally and information literate	Level 4 - FORE40270 Crime Scene Documentation – 15 credits	Develops key skills in the analysis and documentation of crime scenes including transferable skills such as note taking, photography skills, decision making and use of mathematical concepts. Develops skills in the use of photographic equipment.	Practical based project and class test
	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Develops skills in evidence analysis using current technology and introduction to the broad topic of forensic science and methods for obtaining information.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 4 - FORE40257 Facial recognition – 15 credits	Develops experience in using software programmes to enhance practice (facial composites).	Written assignment
	Level 4 – FORE40256 Introduction to Policing – 30 credits	Develops understanding of IT systems used to support investigations.	Group project and exam.
	Level 5 - FORE50245 Bodies of Evidence – 30 credits	Requires high levels of information literacy and competence in use of scientific equipment.	Portfolio of worked exercises and one test.
	Level 5 - FORE50314 Methods of Crime Detection – 30 credits	Requires high levels of information literacy and competence in use of scientific equipment.	Portfolio of worked exercises and two class tests.
	Level 5 - FORE50241	Develops experience in using statistical software	Portfolio containing literature review

	Research and Professional Skills – 15 credits	programmes to analyse data.	and presentation
	Level 6 - FORE60331 Independent Project – 30 credits	Requires high levels of information literacy and competence in use of project related scientific equipment. Includes ability to troubleshoot for different types of software and equipment.	Portfolio including project proposal, project lab book, project report and viva voce.
	Level 6 - FORE60332 Investigating and Reporting of Crime Scenes – 30 credits	Requires high levels of information literacy and competence in use of scientific equipment.	Group report of crime scene and evidence analysis and court report presentation.
Able to apply Staffordshire Graduate attributes to a range of life experiences to facilitate life-long learning	Level 4 – FORE40253 Introduction to Forensic Science – 30 credits	Develops understanding through tutorials of different methods of learning, skill management and individual goal setting for learning.	Portfolio of worked exercises, oral presentation and group poster presentation
	Level 5 - FORE50241 Research and Professional Skills – 15 credits	Modules aims to develop appreciation of the roles that forensic science and forensic science research play in the professional world and encourages a reflexive understanding of how learning contributes to life-long success.	Portfolio containing literature review and presentation
	Level 6 - FORE60331 Independent Project – 30 credits	Module aims to develop transferrable skills further and to prepare students for future research and developments in forensic science.	Portfolio including project proposal, project lab book, project report and viva voce.