



# **SCC Student Handbook**

School of Computing and Communications

[StudentHandbook](#)

# SCC Student Handbook

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## Introduction

This handbook describes all of the undergraduate courses taught in the School of Computing and Communications at Lancaster University. It summarises the key information that students are likely need when encounter general questions and issues during the course of their studies. It is applicable to all SCC undergraduate schemes of study and also to both Part I and Part II.

The Handbook is structured according to standard University guidelines for Student Handbooks, and the modes of engagement, rules and regulations which can be accessed via the student portal and from the Current Students web page at <http://www.lancaster.ac.uk/current-students/>.

### *University Principles and Students' Charter*

The University has a set of high-level principles which apply to all of its activities. In addition, the University and Lancaster University Students' Union have worked together on a Students' Charter to set out the standards to which the University and its students aspire – see <http://www.lancaster.ac.uk/current-students/student-charter/>. More detailed commitments which apply to your learning, teaching and assessment can be found at <https://gap.lancs.ac.uk/ASO/Policies/Documents/Academic-Contact-Policy.pdf>.

In the remaining of this document we clarify and further specify relevant points of the School's degree programmes and how we interact with students. Because it is conceived primarily as an online document, the SCC Student Handbook takes the form of an index to already-existing web references.

To get us started, [here](#) is a general short introduction to the School.

## **1. Term Dates**

To aid planning of students and staff in the longer term, the term dates for the following 3 academic years are included here: <http://www.lancaster.ac.uk/about-us/theuniversity/term-dates/>

### *Term Dates: Academic Year 2015 - 2016*

Welcome Week: 28 September 2015 – 02 October 2015

Michaelmas Term: 03 October 2015 – 11 December 2015

Christmas Vacation: 12 December 2015 – 08 January 2016

Lent Term: 09 January 2016 – 18 March 2016

Easter Vacation: 19 March 2016 – 16 April 2016

Summer Term: 17 April 2016 – 24 June 2016

You are expected to be available for attendance between 9.00 a.m. and 6.00 p.m. on all weekdays during term time. In addition, all new students are expected to be available during Welcome Week – this is optional for continuing students. If you are required to attend at other times you will be informed in good time. Your working week during term time is expected to consist of 40 hours of study, including lectures, tutorials, seminars, workshops, practicals (depending on your subjects) as well as private study including reading through and understanding the lecture notes, further reading of published materials, completion of coursework, group work, preparation for exams and tests, etc. You may also be given work to complete during vacations.

## **2. Exam Periods**

The main examination periods are:

- Part I (1<sup>st</sup> year) Weeks 7 to 9 of the summer term
- Part II (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years) Weeks 4 to 7 of the summer term

· Resits (Part I and Part II)

Third week of August there may be additional examinations. If this concerns you, you will be informed in due time. See also the University Registry page for information about exams: [Registry](#). Individual exam timetables are available through the LU student portal.

### 3. Points of Contact in the School

*Head of School:* [Prof. Jon Whittle](#) Room C32, Tel. 510307

*Teaching Office:* [Lynne Haley](#), [Carolyn Nicols](#), Room C12, Tel. 510389, 510336

*Director of Studies:* [Dr. Corina Sas](#), Room C55, Tel. 510318

*Deputy Director of Studies':* [Prof. Peter Sawyer](#), C57, Tel. 510320

*Part I Tutor:* [Dr. John Mariani](#), C34, Tel. 510309

*Part II Tutor:* [Dr. Mike Hazas](#), C35, Tel. 510506

*Disabilities and Equal Opportunities Advisor:* [Dr. Jose Such](#), B53, Tel. 510314

### 4. Communication by E-mail

Shortly after arrival you will have collected a computer username and details of your email account. Make sure that you log on to a campus computer, change your initial password and test your email account. Your email address will include your name then @lancaster.ac.uk. **Your Lancaster email address will be used for all official correspondence from the University. You should check it on a daily basis.**

There are also a number of rules that must be followed when communicating on University matters (disciplinary action may ensue if they are breached):

- i) A number of grouped email addresses, known as 'mailing lists', are used by the University. They all end with @lists.lancs.ac.uk. You must not use these lists for non-University reasons, i.e. contacting friends.
- ii) Be polite and, in particular, do not be offensive. We prefer you to use proper grammar and punctuation; these are formal communications.
- iii) Do not circulate messages that show the email addresses of multiple recipients, without their permission (you would be breaking the Data Protection Act, 1998).
- iv) Do not attach files – unless you have been given permission to do so.

## Student Matters

### 1. Preparing for Life after Graduation

#### Careers Support

The University's Careers Service exists to help you become as employable as possible and to be successful in obtaining placements, internships and graduate jobs. They have expertise specific to the course you are studying. We strongly advise you to visit Careers regularly so that you can use their expertise to ensure that by

the start of your final year you have the necessary work experience, other extra-curricular activities and knowledge of the job market to put together a successful application for your first graduate job.

## 2. Extracurricular Activities and the Lancaster Award

At Lancaster we not only value your academic accomplishments, but also recognise the importance of those activities you engage with outside your programme of study. The student experience is enhanced by including extracurricular activities and, with more graduates than ever before and increasing competition for jobs upon leaving University, these are vital to your future prospects. We want to encourage you to make the very most of your University experience and to leave Lancaster as a well-rounded graduate. We have a wealth of opportunities to get involved in with initiatives such as work placements, volunteering, extracurricular courses, societies and sports. The Lancaster Award aims to encourage you to complete such activities, help you to pull them together in one place and then be recognised for your accomplishments. We want you to stand out from the crowd – the Lancaster Award will help you to do this. For more information see <http://www.lancs.ac.uk/careers/award/>.

## 3. Student Support

Lancaster has adopted a student-centred approach in which access to high quality support across a range of areas is provided by different agencies in a way which best meets each student's individual circumstances and needs. This is summarised in the [Student Support Policy](#). Academic support is provided in this School by lecturers and course convenors teaching specific modules for everything that is related directly with this module. Since SCC operates an open door policy academics should be available when required. Further, general academic support is also provided by the SCC Teaching Office (located in C12), and the Part I and Part II Tutors (listed above).

## 4. Academic Tutor and College Adviser

Further, each student has an assigned academic tutor in the School, who the student should meet at least once a term on a one-to-one basis at least once a term. You will also be able to contact your academic tutor to make an appointment at any mutually convenient time. This tutor will be interested in and knowledgeable about your progress and will be in a position to provide academic advice and support. A list of allocated academic tutors and how to contact him/her is available on the intranet. Where possible, your academic tutor will remain the same throughout your studies at Lancaster University.

In addition, during the first year of study, you will be assigned to a named College Advisor. That person can also provide advice and support to you on accessing these services, or upon any other issues you may need help with.

## 5. Equal Opportunities: Dyslexia/Medical Conditions/Disabilities

You are admitted to the University on your academic record. The University welcomes all students and has an array of support services to ensure no student feels disadvantaged. We recognise that you may have medical conditions or disabilities that may impact upon your studies and your life at the University, and we will do what we can to alleviate the impact of these. The School follows University Policy and strives to make itself an inclusive department. SCC will be able to offer you some support and advice, and the University also has a Disabilities Service which provides guidance and support to ensure your learning support needs are met, especially with regards to exams and assessments. There is also financial help that is available. Please contact the Service for advice or with specific requests (for example, you may want to be assessed for dyslexia). See <http://www.lancs.ac.uk/sbs/disabilities/>. For further details of the health services available at the University, please see [www.lancaster.ac.uk/lancuni/health.htm](http://www.lancaster.ac.uk/lancuni/health.htm). The person to liaise with in the department with any issue concerning disability, equal opportunities or unfair treatment (including harassment) is specified at the head of this document.

If you have any medical concerns or mental health issues that impact on your studies that you would like the School to take into account you should contact your Year Tutor (see head of this document).

If using the library is an issue because of dyslexia, a disability or medical condition, get in touch with Fiona Rhodes, [f.rhodes@lancaster.ac.uk](mailto:f.rhodes@lancaster.ac.uk), for advice and help.

Confidentiality: if it is useful for you, do talk in confidence to any of the staff named here, but please remember that you may not be able to access all the support available to you unless we can inform other staff involved in support arrangements.

You may also find it helpful to look at some of the following web pages for local and national background:

- [\*Lancaster Disabilities Service\*](#)
- [\*Links to national equalities bodies and organisations\*](#)
- [\*Lancaster Equal Opportunities web pages\*](#)

## 6. Safety

The School's Safety Handbook is [here](#). Please also observe any additional safety-related notices you see in labs.

## 7. Student Representation

Although you are welcome to contact staff in the School individually, you will also be given the opportunity to elect one or more student representative(s) who will act as a channel of communication between you and the School. You will have the opportunity to put yourself forward for election to this role if you wish.

SCC has a departmental staff student committee that meets at least once a term to discuss any teaching relevant issues. This includes matters arising from specific modules, course related matters, and changes in degree programmes and any potentially new degrees. This panel has representatives each year of all SCC degree programmes. The names of the representatives can be found on the Intranet page.

## 8. Student Feedback

At the end of each module you will be emailed and asked to provide feedback through an online questionnaire. This feedback is then used by us in a number of ways, all of which contribute to our processes for assuring the quality of our teaching. These processes include:

- Consideration by your module organisers and teaching staff when reviewing their courses at the end of the year and planning future developments.
- Discussion at the School's teaching and staff-student committees to identify module strengths and weaknesses, develop proposals for module refinement.
- Analysis within the School's annual teaching report to identify examples of good practice and areas for improvement; this report is discussed at faculty and university level so that different parts of the university may learn from one another.

The NSS is a survey of mostly final year undergraduates in England, Northern Ireland, Wales and the majority of institutions in Scotland. FE colleges with directly funded HE students (i.e. students in their final year of a course leading to undergraduate qualifications or credits) in England and Wales will also participate. The survey is part of the revised system of quality assurance for higher education, which replaces subject review by the QAA, and is designed to run alongside the QAA institutional audit to generate more detailed public information about teaching quality. The NSS is commissioned by the [Higher Education Funding Council for England \(HEFCE\)](#). [Ipsos MORI](#), an independent research company, administers the survey. In your final year

of undergraduate study you will also be asked to participate in the National Student Survey (NSS), which enables us to compare the effectiveness of Lancaster University's teaching and learning with that of other universities across the UK.

We take your feedback very seriously and aim to act decisively in response to serious constructive feedback.

## 9. Intercalations

Sometimes because of medical, financial or personal difficulties students feel they have no alternative but to apply to suspend their studies for a year. Whilst this option can be of benefit to some students, there are drawbacks: for example, you will still not be able to claim benefits for which full-time students are ineligible while you are intercalating. Do ensure that you seek help early if you are experiencing any problems that may adversely affect your academic work. Speak to someone in your department or any of the various welfare agencies or call into the Base, part of Student Based Services, in University House, who will put you in touch with someone in the Student Registry if necessary. Don't allow yourself to drift into a situation that ends with intercalation being the only option, because without some assured financial support – a guaranteed job or financial help from your family – you could be left with no source of income. If personal circumstances mean that you are left with no alternative but to seek a period of intercalation, please contact the Base first to arrange to discuss your application.

Do ensure that you seek help early if you are experiencing any problems that may adversely affect your academic work. Speak to someone in the department or any of the various welfare agencies or call into the Base, part of Student Based Services, in University House, who will put you in touch with someone in the Student Registry if necessary.

## 10. Withdrawals

If you feel uncertain about carrying on at Lancaster, it is important that you talk it through with your Year Tutor and Academic Advisor in SCC or another source of support such as your personal College Adviser or someone in Student Based Services. It may be, for example, that you need time to adjust to a new and unfamiliar lifestyle. Further advice is available at <http://www.lancaster.ac.uk/sbs/registry/undergrads/withdrawal.htm>. Should you decide to leave, it is essential that you do not just walk out. You should contact the Student Registry within Student Based Services who will discuss your plans with you and formally approve your withdrawal. The Student Registry will notify Student Finance England to have payment of your loan and tuition fees stopped, as appropriate. If you have any books on loan from the Library or are in possession of any university equipment or property, please make sure that you return these – it will save you and us a lot of unnecessary letters and telephone calls. In order to safeguard your entitlement to funding for any future course you should seek advice as soon as possible. Full details on this, and information regarding a transfer to another course/college, may be obtained from the Student Registry.

## 11. Repeated Years or Repeated Courses

A widely held, but incorrect, belief is that you can repeat a year of study if you haven't done very well, repeat an individual course, or replace a course in which you have done badly with another one. This is not the case. The University's examination and assessment regulations contain the following statement:

No student should be given an unfair advantage over fellow students through being allowed to repeat individual course units or to repeat a whole year of study. Exceptional permission to do so may be granted by the Pro-Vice Chancellor, by the Part I and Part II Review Committees or by the Standing Academic Committee in cases where a student's academic performance has been adversely affected by personal, health or financial problems and where such cases are properly documented.

No student should normally be allowed to replace units of assessment in which he or she has failed or performed poorly by taking a different unit of assessment in the hope of achieving better marks. Exceptional permission to do so may be granted by the Chair of the Undergraduate Studies Committee, by the Part I and Part II Review Committees or by the Standing Academic Committee in cases where a student's academic performance has been adversely affected by personal, health or financial problems and where such cases are properly documented.

## 12. Student complaints procedure

We are committed to providing our students with a high quality learning experience. Where we fall short of this we want to be informed and to seek to rectify the failure. The vast majority of concerns raised by students are best answered or resolved quickly and informally by direct contact between the student and the relevant department/section, without the need for a formal complaint. There may be occasions, however, where you feel the need to make an official complaint. This will be treated very seriously and you should follow the University Student Complaints Procedure which can be found at:

<https://gap.lancs.ac.uk/complaints/Pages/default.aspx>.

## 13. Attendance Requirement and Progress Monitoring

As student you are expected to take responsibility for your learning process. The University and School help you in this by providing support and monitoring your process. However, it is your responsibility to ensure that the School has all information on issues that might impact on your attendance or progress.

All students are expected to attend all lectures, practicals, seminars and tutorials. In general, practicals, seminars and tutorials are mandatory elements of your course and you must attend all sessions. Attendance is monitored and you must bring your library card to be scanned in order to register your attendance. In case you cannot attend you can certify your absence on the [portal](#). The Teaching Office will send out reminders in case you miss too many lectures, practicals, seminars or tutorial. However, it is your responsibility to inform the School of anything that might impact your studies and undertake the necessary steps to ensure that appropriate help and support can be offered.

## 14. Code of Practice

The School's Code of Practice (CoP) is guided by the University rules and regulations. Further, we expect everybody to adhere to the [Lancaster University's Students' Charter](#) (as outlined below). In addition, the following practice rules apply and SCC expects everybody to follow these.

As a student your responsibilities are:

- to be aware of health and safety issues at all times
- to attend lectures, practicals and other timetabled activities at the appropriate time
- to give prior notice to your course tutor if you are unable to attend a tutorial
- to notify the course tutor and Teaching Office in good time of any circumstance that prevent you from executing your work in the expected manner and to provide proof of these circumstances
- to submit coursework by the hand-in date
- to be aware that work submitted after a notified deadline is subject to penalty unless you have been granted an extension
- to abide by the University regulations and students charter

As a student you can expect:

- to receive the syllabus and recommended reading list prior to a course starting
- to receive prior details of the method and timing of assessment

- that lectures, practicals and other timetabled activities to start at the published time. If any member of staff persistently overruns, turns up late, cancels, students should inform the course tutor, Teaching Office, Director of Studies, or the Head of Department.
- that in cases where teaching accommodation is found to be unsuitable, tutors and lecturers will attempt to effect remedial actions by alerting the university administration
- to be given adequate notice of any cancellations or rescheduling of timetabled activities
- that marked coursework to be returned within the turn around time as outlined below
- that a questionnaire will be issued at the end of a course to enable views and comments to be made. In addition student representatives serve on the Staff/Student Committee which meets once a term.

## 15. Students' Charter

Central to the mission of Lancaster University is a strong and productive partnership between students and staff. The University and Lancaster University Students' Union (LUSU) have worked together on a Students' Charter to articulate this relationship and the standards to which the University and its students aspire.

### 15.1. Your Academic Experience

You can expect:

- Encouragement to develop academically and personally through learning, teaching and assessment activities which are informed by research, taught by leading researchers and which allow you to explore the current research in your chosen subject(s).
- The opportunity to work with enthusiastic academic staff who have expertise in teaching within their disciplines and who are actively supported to develop and deliver high quality teaching.
- To experience a variety of effective approaches to learning, teaching and assessment. '
- An assessment system which is fair, transparent and based on academic merit. '
- The opportunity to receive academic advice and guidance on the academic standards and requirements of your chosen programme of study and also on your academic development
- Access to a wide range of learning resources and facilities appropriate to your programme of study.
- Timely provision of accurate and up-to-date information about all aspects of teaching, learning and assessment, including your chosen programme of study.
- Access to effective and timely student feedback mechanisms, including student representation, which enable you to be involved in the management and development of your programme of study.

LUSU are expected:

- To support the participation of students in quality assurance and enhancement activities, particularly through the election and development of course representatives. '
- To provide independent advice, information and guidance for students on academic issues.
- To encourage students to pursue their studies in a diligent, ethical and responsible manner.

You are expected:

- To pursue your academic studies in a diligent, ethical and responsible manner, taking the initiative to develop the skills needed to become a successful and independent learner.
- To ensure that you make yourself aware of and follow the requirements and regulations of your programme of study or research.
- To provide information to the University at the earliest opportunity if there is an issue that may impact upon your studies and to seek advice where appropriate from relevant support services.
- To participate in the opportunities to provide feedback on aspects of your programme.

## 16. Community and Opportunity

You can expect:

- To live and study in a safe environment where all people are treated equally with fairness and respect.
- To be a member of an international and culturally diverse community
- Opportunities to enhance your employability by developing your skills and awareness of the job market, through your programme of study, through contact with the University careers service and through strong alumni bonds.
- To receive clear information on student finance and the costs of studying as well as, for those in need of assistance, clear information about the available student support services.
- A distinctive college system which contributes to your academic and non-academic learning experience in a variety of ways including provision of pastoral support through a tutorial system.
- High standards of residential, college, social and sporting facilities available within the campus environment.

LUSU are expected:

- To represent the interests of Lancaster students to the University and also at local and national levels.
- To communicate with the student body, via representational structures, to gather their views on matters which affect them.
- To support all students to ensure that they receive equitable treatment and are aware of their rights and responsibilities.
- To enhance personal and professional development by providing a range of societies, sports clubs and volunteering opportunities.
- To provide independent advice, information and support on welfare, social and community issues.

You are expected:

- To treat everyone who lives, works or studies at the University with respect and to treat the campus environment with care and consideration.
- To engage with the University community and to make the most of the opportunities on offer through LUSU and the colleges.
- To make effective use of the opportunity to develop personally and professionally through your programme and the services offered by the University.
- To participate in processes for the nomination and election of student representatives and to ensure they are aware of your views and the issues you want them to raise on your behalf.

## 17. Coursework Submission and penalties for late Submission

All coursework within SCC has to be submitted electronically via Moodle. The submission via Moodle is relatively straight forward and explained there. All coursework will be checked for plagiarism. SCC adheres to the University's [assessment regulation](#). With respect to late submissions of coursework these means that the penalty for late coursework submission is a reduction of one full letter-grade for up-to three days late submission and a mark of 0 thereafter.

# Teaching and Learning

## 1. Academic Contact Time

Lancaster University has a [set of minimum commitments](#) on academic contact. These commitments indicate the amount of contact time with your tutors that you should typically expect on an annual basis if you take

traditionally-taught modules, i.e. delivered by lectures / seminars / practicals / workshops etc. However, it should be noted that the actual hours experienced by different students will vary due to specific module choices; for example dissertation units and modules with a large proportion of blended learning (i.e. using online resources) typically have less face-to-face contact and a greater amount of independent study.

Within SCC your contact time is determined through lectures, practicals, seminars and tutorials. Further, there is individual project supervision time.

In Part I, the School typically offers 450 hours of contact time for students taking 120 credits within the School. These are comprised of 225 hours of lectures, 125 hours of practicals, 50 hours of workshops and 50 hours of tutorials. Students taking 80 credits within the School will have 300 hours of contact time.

In Part II contact time varies depending on the modules taken, but each taught module (apart from project modules) has at least 30 contact hours. On average students in the second year should have around 340 hours contact time and in the third year around 260 hours. Students who take a dissertation will typically have half an hour of individual contact each week on this. First and second year students will also have a personal academic tutor who provides additional contact time (typically at least 1/2 hour every term).

## 2. Provision for Contact Outside Normal Teaching

The Teaching Office is also available daily from 9:30-12:00 and 14:00-16:30.

SCC operates an “open door policy” for academics so that students can pop in when ever they feel the need to see us. However, due to the many commitments of our academic staff, it cannot be guaranteed that a given academic will always be in his/her office when you call. To avoid a wasted journey to [InfoLab](#) it is always best to email first and agree a specific time.

Online discussion areas are provided through Moodle (related to specific modules) or through the Intranet (i.e. Cafe21).

## 3. Independent Learning

We outline the expected number of independent learning hours associated with each module at the start of the module. For each Part I module there are 200 learning hours with 75 contact hours and 125 hours independent learning. In Part II in general a 15 credit module has 150 learning hours associated with it. These are made up of the contact hours through lectures and labs and the independent learning you are expected to do. For example, if you have a 15 credit Part II module with 25 hours lectures and 10 hours practicals you are expected to do 115 hours of independent studies.

In your independent learning time you should work on coursework and independent lab work. You should also study lecture material, including reading through and understanding the lecture notes, and studying referenced material; and should prepare for exams and tests.

## 4. e-Learning

*Moodle* provides activities and resources to support your learning. Lecturers utilise Moodle in a wide variety of ways to deliver learning materials (handouts, presentations, bibliographies etc.), engage you in active learning (exercises and online tests, discussion spaces and learning logs) and update you with information about your modules.

*LU Portal* is your personal home page for Moodle with key information about the modules you are studying, your summative grades, your library reading lists and your timetable and exam timetable in an integrated calendar.

*iLancaster* App provides an alternative link into Moodle when on the move, together with other useful information and advice. Some lectures are recorded using the Panopto system (see <http://www.lancaster.ac.uk/iss/services/tst/>). If you wish to record any other lecture, you may do so as long as you have received permission from the lecturer.

*Mahara* is a private & social web space to record and share reflections, start new groups, mashup both external and user generated content, create and publish portfolios and digital CVs to both an internal and external audience. You will need your University login and password to access our eLearning services. It is not yet in general use within the School. During your study, your student learning adviser for your faculty may also direct you to other web-based resources with advice on effective learning skills and strategies.

## 5. Progression Requirements

Part I In order to progress from Part I (first year) to Part II (second year): · For major subjects/themes you must achieve an overall aggregation score of 10.3 or above plus an overall aggregation score of 9 in both coursework and exam elements. · For minor subjects/themes you must achieve an overall aggregation score of 9 or above. There is no requirement to attain a particular grade in each element. Part II In order to progress from second to third/final year, you must achieve an overall aggregation score of 9 or above with no more than 30 credits condoned. If your department offers a fourth year, e.g. for an Integrated Masters qualification, it will inform you of the progression requirements between the third and fourth years.

## 6. Malpractice in Examinations and Coursework (Plagiarism)

The rules of the university and the examination regulations define in detail the definitions and penalties for dealing with malpractice, including plagiarism. It is important that you abide by these rules and don't attempt to gain advantage by any unfair means. When submitting coursework, it must be your own work and any assistance must be correctly acknowledged. We recognise that sometimes a student may break the rules accidentally. In such cases, the University takes an educational rather than a punitive approach. However, where rules are broken intentionally the penalties are severe. Full details are in the university's plagiarism framework:

<https://gap.lancs.ac.uk/ASO/Policies/Documents/Plagiarism%20Framework%20October%202009.pdf>

You should take on-board this [anti-plagiarism advice](#). In recent years the Internet has become a source for plagiarism malpractice, however, mechanisms for detecting such practice is also becoming easier and readily available. You should read the [summary](#) of penalties for plagiarism offences.

### 6.1. Referencing Your Work

For all academic work appropriate references have to be included. References are given in alphabetical order of the first author's name.

When citing references in the text, the rule is to cite the references so that the sentence in which they are cited remains grammatical. Correct examples are as follows:

- ...as discussed in Parkes (1993).
- ...as considered elsewhere (Parkes, 1993; Vegas, 1995).
- ...Parkes (1993) outlines a solution to the problem of...
- ...Parkes and Grungefuttock (2000) describe a system which...
- ...similar to the system described by Nardley-Stoads, et al (1999) [for more than two authors]

There are other conventions used, and it is acceptable to use styles imposed by tools such as Endnote. Some authors (e.g. [Mariani, 2000]) prefer to use square brackets around citations, as the square brackets can be found more easily while the document is being word processed. This is also outlined in [FYP Guidelines](#).

## 7. Ethical Issues (for projects and/or coursework)

Depending upon the nature of the work you are doing, there may be specific research ethics issues that you need to consider (for example if your project involves human subjects in any way). You will need to complete a research ethics form and you should consult your dissertation / research supervisor for details of the required process.

## 8. Return of Coursework

Work submitted on time will normally be returned to you within four weeks of submission. Work submitted at the end of term will be returned by the start of the next term. If for some exceptional reason these turnaround times are not going to be met, the staff concerned will inform students of this fact and provide an explanation.

## 9. Moderation and Exam Board Process

Department to complete by specifying which moderation process is operated. The current regulation is given below for guidance.

Departments should assign to each course module for which they are responsible one of the following methods of moderating marks which should be applied to all examinations and all coursework accounting for 50% or more of the total course module assessment:

- unseen double marking, where student work is independently assessed by a second marker without the knowledge of marks assigned by the first marker;
- second marking, where student work is assessed by more than one marker, but the second marker knows the mark allocated by the first marker;
- sampling, where second markers review a representative sample of work first-marked by other colleagues for the purpose of: checking the consistent application of marking criteria and moderating marks awarded (a sample is taken to mean square root  $n$  where  $n$  is the number of scripts for the course and at least five for small courses);
- analyses of marking trends, where work is marked by only one marker, undertaking a comparative analysis of marking trends to compare individual students' marks on an individual course with their average mark on all their other courses. '

## 10. Undergraduate Assessment Regulations in Brief

In October 2011 the university is implemented new undergraduate assessment regulations for all first and second year students (students entering their third and fourth years in October 2011 continued under the existing regulations up to graduation). These changes have been introduced to simplify the existing regulations, ensure markers use the full range of available marks across all disciplines and deal with mitigating circumstances in a more transparent way. How letter grades translate into aggregation scores and percentages is described in [assessment regulations guidelines](#).

The main features are:

- The majority of assessed work is marked using letter grades and these are what you will see on returned work. These grades will be converted to an aggregation score on a 24 point scale for the purposes of calculating your overall module results and your final degree class.
- Assessed work which is quantitative (marked to a defined marking scheme and often largely numerical or multiple choice tests) will still be marked in percentages. Again, these marks will be converted to an aggregation score on a 24 point scale.
- Departments will make clear to you the marking method to be used for each assessment, together with the relevant marking criteria.

- Degree classifications will be based on your overall aggregation score and there will be clear definitions for borderline scores and departmental criteria for considering borderline cases.
- To progress between years, any failed modules must be resat. Only one resit opportunity is permitted.
- To qualify for a degree any modules which you have not passed must be condoned, that is you are given credit for taking them even though you have not achieved a pass mark. Failed module marks may only be condoned above a minimum aggregation score indicating a reasonable attempt has been made.
- To be awarded an honours degree, you must attain an overall pass grade and have no more than 30 credits condoned.
- The penalty for work submitted late is a reduction of one full grade for up to three days late and zero thereafter.

You may also view the [full undergraduate assessment regulations](#) and a student FAQ with answers to the most common questions relating to how you are assessed and how your overall degree result will be determined.

## 11. Progression Requirements

### 11.1. Part I

In order to progress from Part I (first year) to Part II (second year):

For major subjects/themes a student must achieve an overall aggregation score of 10.3 or above plus an overall aggregation score of 9 in both coursework and exam elements.

For minor subjects/themes a student must achieve an overall aggregation score of 9 or above. There is no requirement to attain a particular grade in each element.

### 11.2. Part II

In order to progress from second to third/ final year of a BA/BSc degree: To proceed to the final year of a Bachelors with honours degree a student must achieve (following any opportunities for reassessment) an overall aggregation score of 9 or above with no more than 30 credits condoned.

To progress from year to year on an integrated masters degree a student must achieve (following any opportunities for reassessment) an overall aggregation score of 14.5 or above with no more than 30 credits condoned in total in years 2 and 3. If they do not make this requirement they should be considered for re-registration or classification for a Bachelors degree.

## 12. Degree Classification

At the end of the degree programme a student's overall mean will be calculated from their module aggregation scores taking into account the relative weightings (credit value) of the modules. That overall mean will then be rounded to one decimal place and be used to determine the class of degree to be awarded as follows:

Overall Mean Aggregation Score	Degree Class Awarded
17.5 – 24.0	First class honours
17.1 – 17.4	Borderline – possibility of the application of discretion
14.5 – 17.0	Upper second class honours
14.1 – 14.4	Borderline – possibility of the application of discretion
11.5 – 14.0	Lower second class honours

11.1 – 11.4	Borderline – possibility of the application of discretion
9.0 – 11.0	Third class honours
8.1 – 8.9	Borderline – possibility of the application of discretion
0 – 8.0	Fail

If a student's overall mean falls into one of the borderline ranges defined above, the examination board will have discretion to decide which of the alternative awards to recommend based on previously approved criteria. Such criteria may include, for example, performance in exams, the final year versus earlier years, core modules, placements/study abroad, viva voce examinations, etc.

Modules are assessed by coursework and/or exams. The form of assessment is specified on a per module basis and can be found together with the module description under 'Undergraduate Courses' (respectively 'Postgraduate Courses'). All coursework and exams are moderated. Information about individual pieces of assessment are available on Moodle associated with each module. There will also be marking guidelines for individual pieces of coursework.

Full details of the degree classification regulations are given within the [Manual of Academic Regulations and Procedures \(MARP\)](#). In addition, a set of frequently asked questions and detailed guidelines on undergraduate assessment is available via the [Student Registry](#).

### 13. External Examiners

Every degree in the UK has one or more external examiners assigned to it. These are experts in your subject who take an objective outsider's look at your degree and its modules to ensure that they meet the high quality standards required, to offer constructive advice for their improvement and to discuss and confirm, along with your department, all decisions regarding degree progression and classification. Your department will give you details of your external examiner(s) and how to access their written reports, but you may not contact them. This is very important – our external examiners have been instructed to let us know of any attempt by any student to influence their decisions in any way.

## Enrolment Arrangements

### 1. Enrolment

In October of your first year, when you arrive, you will enrol for your Part I modules, and in April/May of all years except the final year you will enrol for your Part II modules. You do need to consider your enrolment choices very carefully.

### 2. Changing Modules

Changes at Part I enrolment will only be accepted in the first three weeks of a module and at Part II in the first two weeks of a module. After this, it is essential that you make serious efforts to perform as well as you can in your enrolled modules. It is not normally possible to repeat an individual module, replace one module with another retrospectively or repeat a year of study. If you wish to change a module after the timetable has been published you must first check there are no clashes with your other module choices.

In order to change a module, you must: (a) Obtain a 'change of module enrolment form from the SCC UG Teaching Offices or from <http://www.lancs.ac.uk/sbs/registry/undergrads/forms.htm>. (b) If another department is involved, contact will also have to be made with them. With the form, first visit the department that you wish to undertake modules within to see if they are agreeable to you taking the module. If so, obtain the signature of their Part II Director of Studies. (c) Next visit the department for the module that you wish to drop, and obtain the signature of their Part II Director of Studies. (d) Make sure that you have obtained the

signature of your major department, even if they are not directly involved in the module change. (e) Submit the fully completed form to the relevant SCC UG Teaching Office.

### **3. Changing Degree Programme (Part I students only)**

Lancaster's Part I scheme is designed to give you as much flexibility as possible within your degree programme. You may change your intended major subject at Part II enrolment (which will take place in May) to any major for which your Part I subjects qualify you. However, any changes are reliant on your achieving a majorable mark in any subject you wish to take as a major. You are still permitted to change your major (Part I subjects and results permitting) at any time before the start of your second year. If you decide to change your major before Part II enrolment in May you need to discuss this with the department(s) involved. If you decide after you have enrolled for Part II courses (for example, on receipt of examination results) then you should contact the Student Registry as soon as possible. You can download a change of major form from:

<http://www.lancs.ac.uk/sbs/registry/undergrads/forms.htm>.

### **4. Online Courses Handbook**

The [online courses handbook](#) provides information on all taught undergraduate and postgraduate programmes of study and course modules in any one academic year.

### **5. And finally ...**

We sincerely hope that you have a fruitful and enjoyable time here at Lancaster University and that any problems you may encounter are dealt with appropriately and to your satisfaction. If you have any questions, we encourage you to ask your department, adviser, lecturers etc. as appropriate. Nobody will ever mind you asking a question!

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