Module Handbook 2018/19

**Module Nam**e: [insert module name]

Module Code: [insert module code]

Module Leader Name: [insert name]



# Aims of the Handbook

The handbook is a guide for students in the Department of [type in name of department]*.* The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible.

[Supply link of any other relevant documents or delete]

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

[To update table of contents and page numbers below, click into the table until the tab update table appears (just above the word ‘content’, click update table then select page numbers only].

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# Module team information

[Module Leaders are asked to provide text for this section]

Module Leader(s) names [add names]

Module Team – [if applicable, names and contact details]

External examiners from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. The external examiner appointed to this module can be found at <http://www2.uwe.ac.uk/services/Marketing/about-us/cas/Extnl_Exam_Allocation_to_Mods.pdf>

# Module enhancement

[Module leaders should indicate any enhancement(s) made to this module as a result of student feedback (via student module evaluations and other relevant sources). This is an opportunity to feed-forward from the previous cohort.]

# Module specific information

[Add module specification link]

[Brief commentary on module aims, content and distinctive features].

\*should also include details of any specific regulations

4. Assignment Brief

[Add details here. You may also wish to provide guidance on what is needed to succeed in this module].

# Submission details

Please note that the submission deadlines are absolute and based on UWE server time, therefore you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties could be incurred. Penalties are imposed if a submission is made up to 24 hours after the deadline, and the highest mark you can receive will be the minimum pass mark (if the assessment is passed). After the 24 hours have passed, the work will not be accepted for marking.

If you are submitting your coursework in the submission boxes please ensure that the work is secure and placed in a plastic wallet, unless you have been advised to submit it in another style. Don’t forget to print your coursework coversheet from myUWE which should also be attached to your work.

[Commentary on submission requirements including type (eg. e-submission/coursework paper)]

**Assessment**

[Add assessment criteria/tasks]

**Submission date**

[Add dates]

You will receive informal feedback verbally through all teaching sessions – ensure you listen carefully. Each assessment you submit will be returned to you with written feedback, and consists of comments made by tutors on students’ assessed work which enables students to understand how they have met the defined assessment criteria and identifying areas for further improvement. The period for providing feedback will not normally exceed 20 working days (excluding University closure days) following the deadline for submission of the assessment concerned. This period may be shorter or longer for some forms of assessment. Where the period is greater than 20 working days, students will be informed of the deadline and the rationale for the extension. Outcomes which have not been confirmed by an examining board shall be considered as unconfirmed.

**Date of submission feedback**

[Add dates]

[Delete if not applicable]

MyUWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work.

# Additional information and reading lists

Your module reading list can be accessed online, either directly through the link below or through the module’s Blackboard page.

The short video available on the library’s website will introduce you to some of the key features of the online reading list system: <http://www1.uwe.ac.uk/library/searchforthingsa-z/databases/a-z/r.aspx#readinglists>

[Please create a reading list on <http://readinglists.uwe.ac.uk>, publish it, and include a link to your list in this section.

Your list will be a living document, and can be further developed at any time. Your online list should also be [added to the reading list content area in Blackboard](https://intranet.uwe.ac.uk/tasks-guides/Task/connecting-reading-lists-to-blackboard).

Reading lists should follow the [Best Practice Guidance](https://intranet.uwe.ac.uk/tasks-guides/Guide/reading-lists) developed by the library in collaboration with academic staff and students. This involves including a rationale to make it clear by when and for what purpose you are expecting students to read specific items or purchase texts, clear presentation and structure, ensuring accessibility by linking to digital content wherever possible, and updating and revising your list regularly.

Further information and guidance on reading lists and digitisation are available at <https://intranet.uwe.ac.uk/tasks-guides/Collection/using-readinglists>

Add any additional information that a module leader may feel is appropriate.

To access an example of a previous exam paper follow this link:

<http://www1.uwe.ac.uk/library/usingthelibrary/searchforthingsa-z/exampapers.aspx>

[Add an example of previous exam paper if applicable or delete]

A guide to referencing can be found at: <http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

The University’s policy on word count can be found:

<http://www1.uwe.ac.uk/aboutus/policies.aspx>

# Communication

Throughout your time with us, you will receive regular communication from your module leaders, and also administrative staff. It is your responsibility to ensure that you read everything that you are sent, and act upon it where appropriate.

The main communication channel used is the Blackboard for all the modules you are currently studying. Blackboard provides the main communication channel for module specific information and these too should be checked regularly for new content and announcements.

Please see <http://info.uwe.ac.uk/myUWE/guidance/default.asp> for further information on all aspects of your myUWE portal.

# Advice and support

There are a range of facilities and services available to go to for advice and support depending on what the issue is. Remember - asking for help at the earliest possible stage will help you in the long run. Your first point of call should always be your Academic Personal tutor, as they will be able to sign post you to the right services and will be able to deal with specific matters relating to teaching and learning. If you are not able to contact your Academic Personal tutor for any reason go to an Information Point, details of which can be found at <http://www1.uwe.ac.uk/students/informationpoints.aspx>

Student Support Advisers are available and can also be contacted through the Information Points, see <http://www1.uwe.ac.uk/students/academicadvice/studentadvisers.aspx> for information on how they might be able to help.

However, you are more than welcome to talk to other members of UWE staff depending on who you feel most comfortable talking to.

[Add link to the Programme Handbook]

# Supervision of projects and dissertations - students’ expectations

[Module leaders can remove this section if it is not a project or dissertation module]

Undertaking a dissertation or project involves a different way of working for a student compared to studying a taught module. It is designed to be an independent piece of work and therefore the supervisor will not be directing the student’s studies.

The student should aim to take ownership of the process and the piece of work. The following is a list of expectations of the student:

* Initiate contact with their supervisor once they have been allocated;
* Agree a timetable for completion of the work in conjunction with the supervisor, including the pattern and frequency of meetings, the nature of communication, as well as the procedures for re-scheduling meetings should these be cancelled for any reason;
* Identify an appropriate topic and to formulate a proposal and, under guidance from their supervisor, refine this topic into a research question to be explored or hypothesis to be tested;
* Submit draft sections of their work for comment as set out in the module handbook. The onus is always on the student (and not the supervisor) to initiate contact;
* Maintain contact with their supervisors and seek assistance through email exchange, Skype, telephone, or face to face meetings. Any member of staff who has serious concerns about a student should refer to the [fitness to study](http://www1.uwe.ac.uk/aboutus/policies/fitnesstostudy.aspx) or the [safeguarding policy and procedure](http://www1.uwe.ac.uk/students/healthandwellbeing/safeguardingatuwebristol.aspx);
* Ensure ethics approval has been obtained to undertake the research in good time, that an appropriate risk assessment is in place and that the research complies with governance requirements, with the support of the supervisor. See the [research ethics policy and procedures on the UWE Bristol website](http://www1.uwe.ac.uk/research/researchethics/policyandprocedures.aspx) for more information;
* Take responsibility for their own research and to work independently, with the support of the supervisor;
* Take responsibility for the good conduct of their research, under the guidance and with the advice of the supverisor;
* Keep a progress log, recording dissertation/project activities and documenting discussions, proposals and the outcomes of the meeting;
* Conduct themselves in a professional and courteous manner in all meetings and correspondence.