Programme Handbook 2017/18

**Programme Nam**e: [insert Programme name here]

Programme Leader: [insert Programme Leader name here]

Campus and Cohort: [add details]



# Aims of the Handbook

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

[Add other relevant links here]

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].

# Contents

1. Programme Team information page 3
2. Key Faculty Staff page 3
3. Programme specific information page 3
4. Additional Information page 3
5. Communication page 4
6. Regulations/Policies page 5
7. Advice and Support page 7
8. Insurance Guidelines page 9

# Programme team information

[Programme managers are asked to provide text for this section]

Programme Manager: [Enter name]

Programme Team: - [if applicable, names and contact details]

Programme Structure – [Provide link to Programme Specifications]

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

# Key Faculty Staff

[Add names and contacts here]

# Programme specific information

You are asked to pay particular attention to assessment dates and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holidays.

[Brief commentary on programme aims, content and distinctive features – learning outcomes

\* should also include details of any professional body accreditations and any programme specific regulations]

# Additional Information

[Please delete if not relevant and add specific dates]

The academic year dates are published on the University website, see:

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

[Programme Manager can add any other relevant or additional information]

# Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. MyUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

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

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

* *the published details of your Programme*, including: Programme title; entry requirements; what you will study (for example core modules);
* method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
* the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
* the award you will receive on successful completion of your Programme;
* location of study or possible locations;
* length of your Programme;
* whether your Programme is accredited by a professional, statutory or regulatory body (PSRB).

 Examples of reasons for making a Material Change to your Programme may include:

* a commissioning or accrediting body requires us to add new course content to your Programme;
* in response to feedback from stakeholders or our students;
* where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
* to reflect the introduction of new technologies;
* where staff have taken extended leave or left the University;
* following changes to the funding we receive or that students may be eligible for;
* Government legislation

Where we wish to make a material change your rights are defined within the University’s [Terms and Conditions](http://www1.uwe.ac.uk/about/corporateinformation/policies.aspx)

# Regulations/Policies

Marking criteria

[Add marking criteria]

Feedback

[Add information on feedback]

**Assessment Offences**

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such cases that are reported. The process and consequences can be found within the UWE Assessment Offences policy.

<http://www1.uwe.ac.uk/students/academicadvice/assessments/assessmentoffences.aspx>

An assessment offence is defined by the University as ‘any action which has the potential to give a student an unfair advantage in an assessment.’ Plagiarism and collusion are examples of the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as email that you do not use someone else’s words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room.

Regulations

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

**How your degree will be calculated:**

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

* Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
* Marks for the 100 level 3 credits are weighted three times those at level 2.
* Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information:

<http://www1.uwe.ac.uk/students/academicadvice/degreeclassification>

In addition to the academic regulations, students should pay particular attention to the **IT Acceptable Use Policy** as this defines what you can or cannot do for the protection of systems and of individual users.

Word count policy

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

Referencing guide

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you MUST give a reference for this material. The University Library provides advice on managing references, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

Health and Safety

[Add if applicable or delete]

# Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

**Programme Manager** – programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

**Module Leader** – module related issues, issues that affect that module only

**Academic Personal Tutor** – broader issues relating to teaching and learning at the University

<http://www1.uwe.ac.uk/students/studysupport/academicpersonaltutor>

Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available, see: <http://www1.uwe.ac.uk/students/studysupport/studyskills.aspx>

If you need help with a particular mathematical or statistical problem, then just pop along to an *espressoMaths* session, sit down at the *espressoMaths* table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem see: <http://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

The University also provides **support to students** relating to a range of matters through the Information Points see:

<http://www1.uwe.ac.uk/students/informationpoints.aspx> and specialist advisers.

Advice on **study-related issues** including assessments can be found at

<http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx> and

<http://www1.uwe.ac.uk/students/academicadvice/additionalassessmentsupport.aspx> if there are circumstances affecting your ability to study.

Advice on **transferring courses**, taking time out or withdrawing from study can be found at <http://www1.uwe.ac.uk/students/academicadvice/suspendtransferorwithdraw.aspx>

Preparing for your **final year**? Information can be found at

<http://www1.uwe.ac.uk/students/inyourfinalyear.aspx>

Prepare for **life after university** with advice and support from UWE.

<http://www1.uwe.ac.uk/students/careersandemployability.aspx> **Careers advice** and guidance before, during and after your studies.

Preparing to go on **placement** whilst at UWE:

<http://www1.uwe.ac.uk/students/careersandemployability/placements/findingaplacement.aspx> - Advice on opportunities for placements or finding placements.

Explore and practice **faith and spirituality** at UWE

<http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx>

Tuition fees and information on **bursaries and scholarships.**

<http://www1.uwe.ac.uk/students/feesandfunding.aspx>

Residents’ guides and **accommodation options.**

<http://www1.uwe.ac.uk/students/accommodation.aspx>

Wellbeing advice, from **staying healthy** to counselling.

<http://www1.uwe.ac.uk/students/healthandwellbeing.aspx>

Advice and guidance for **international students** at UWE.

<http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys.**

<http://www1.uwe.ac.uk/students/studentexperience.aspx>

Link for information for the **Students Union** and how to become a student representative. <http://www.uwesu.org/representation/>

**Equality and Diversity**

<http://www.uwe.ac.uk/groups/equalityanddiversity/>

# Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, it’s employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

Students on University Premises

Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University’s legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents that are nobody’s fault.

**Personal accident**

Although an element of Personal Accident insurance is included in the University’s Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student’s responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students’ Union sports clubs. For further details please contact the Students’ Unions Finance Manager.

**Fixed Trips**

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

**Sandwich Courses**

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer’s insurances as they apply to its employees.

**Secondment and work experience schemes**

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

* legal liability incurred as a result of accidental injury to the students themselves
* legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers’ Liability and Third Party Liability cover.

Student Overseas Travel

**General**

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will not apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

**How to arrange cover**

**Overseas visits or study periods**

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

**Claims**

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.