Chemistry Degrees

Undergraduate Student Handbook

2017/18

Part 2

This Handbook is for the use of full-time and part-time undergraduates enrolled on the following programmes:

BSc Chemistry
BSc Chemistry with Medicinal Sciences
Master of Chemistry (In-House)
Master of Chemistry (6 Month Placement)
Master of Chemistry (1 Year Placement)
Master of Chemistry with Mathematics
Master of Chemistry with Medicinal Sciences
Master of Science with Chemistry and Biochemistry

Disclaimer:

The information contained within this Handbook, is as far as possible, accurate and up-to-date as at the start of the Academic Year to which it relates. However, the Faculty reserves the right to make changes to the Handbook during the academic year.

The Faculty will use all reasonable efforts to deliver advertised programmes and other services and facilities in accordance with the descriptions set out in the prospectuses, student handbooks, welcome guides and website. It will provide you with the tuition and learning support and other services and facilities so described with reasonable care and skill.

The Faculty undertakes a continuous review of its programmes, services and facilities to ensure quality enhancement. The Faculty, therefore, reserves the right if it considers it to be necessary:

- to alter the timetable, location, number of classes, content or method of delivery of programmes of study and/or examination processes, provided such alterations are reasonable;
- to make reasonable variations to the content and syllabus of programmes of study (including in relation to placements);
- to suspend or discontinue programmes of study (for example, because a key member of staff is unwell or leaves the University);
- to discontinue programmes of study or to combine or merge them with others (for example, because too few students apply to join the programme for it to be viable).

The information contained in this booklet is available, upon request, in large print, Braille, on audio tape and on disc, as well as other languages.   For further information please contact: Chemistry Student Office via e-mail sochem@soton.ac.uk.

Disclaimer

Section 1

Table of Contents

Section 2
Faculty Guide & Regulations

Important Dates

Academic Year 2017/18

Semester 1: Thursday 28 September 2017 - Saturday 27 January 2018
Semester 2: Monday 29 January 2018 - Saturday 16 June 2018

Christmas vacation: Sunday 17 December 2017 - Sunday 7 January 2018
Easter vacation: Sunday 18 March 2018 - Sunday 15 April 2018

University closure days 2017/18

In addition to the regular public holidays, the University will be closed on the following days:
Wednesday 27 - Friday 29 December 2017
Tuesday 2 January 2018
Tuesday 3 - Wednesday 4 April 2018

Examinations

Semester 1 exams: Monday 15 January - Friday 26 January 2018 (but possibly including
Saturday 20 January)

Semester 2 exams: Monday 21 May - Friday 8 June 2018 (excluding Bank Holiday Monday 28
May but possibly including Saturday 26 May and 2 June)

Supplementary exams: Monday 20 August - Friday 31 August 2018 (excluding Bank Holiday
Monday 27 August but possibly including Saturday 25 August)

Each week of the academic year is given a number starting at 1 in the first teaching week of
the first semester and rising incrementally throughout the year, including the weeks of the
vacation periods. The induction/Fresher's week is denoted Week 0.

Contacting Academic Staff

Contact details of our academic staff can be found at http://www.southampton.ac.uk/chemistry/about/staff.page
Meetings with tutors and other academic staff are by prior arrangement. You can email staff directly. They should normally reply to emails within two days, but may not be able to do so if they are away from the University. If you do not receive a reply within this time and need an answer to your question urgently, then you should visit the Student Office. **Please check your email regularly.**

Director of Programmes of Chemistry
Professor Andrew Hector   Tel: 02380 594125   Email: A.L.Hector@soton.ac.uk

Director of Undergraduate Study
Professor Chris-Kriton Skylaris   Tel: 02380 599381   Email: C.Skylaris@soton.ac.uk

Head of Teaching - Organic
Professor Richard Whitby   Tel: 02380 592777   Email: R.J.Whitby@soton.ac.uk

Head of Teaching - Inorganic
Dr Robert Raja   Tel: 02380 592144   Email: R.Raja@soton.ac.uk

Head of Teaching - Physical
Dr Syma Khalid   Tel: 02380 594176   Email: S.Khalid@soton.ac.uk

Project Coordinator
Dr Ramon Rios-Torres   Tel: 02380 594137   Email: R.Rios-Torres@soton.ac.uk

Placements Coordinator
Dr Paul Duckmanton   Tel: 02380 598562   Email: P.Duckmanton@soton.ac.uk

Part 1 Tutor
Dr Paul Duckmanton   Tel: 02380 598562   Email: P.Duckmanton@soton.ac.uk

Part 2 Tutor
Dr Eugen Stulz   Tel: 02380 598562   Email: P.Duckmanton@soton.ac.uk

Part 3 & 4 Tutor
Dr Marina Carravetta   Tel: 02380594164   Email: M.Carravetta@soton.ac.uk

Senior Tutor
Dr Paul Wilson   Tel: 02380 594109   Email: P.J.Wilson@soton.ac.uk

International Tutor
Dr Guy Denuault   Tel: 02380 592154   Email: G.Denuault@soton.ac.uk

Undergraduate Teaching Laboratory Managers
Dr Thomas Logothetis   Tel: 02380 592193   Email: Thomas.Logothetis@soton.ac.uk
Mr Colin Flowers   Tel: 02380 593337   Email: C.M.Flowers@soton.ac.uk

Faculty Academic Registrar
Gina Armfield   Tel: 023 8059 5069   Email: r.s.armfield@soton.ac.uk

Team Leader: Curriculum & Quality Assurance, Student Administration and Assessment
Joanne Lawford   Tel: 023 8059 4324   Email: J.Lawford@soton.ac.uk

Student Office Team (Administration and Assessment) Building 85
Email: sochem@soton.ac.uk

International Students

As an international Chemistry student, as well as the individual support you will receive from your personal tutor, you also have access to the International Support Team: via Carol Marchment in the Student Office (sochem@soton.ac.uk). The international support team exists to help international and EU students who may find the differences in teaching methods and culture at a British University challenging or confusing. The team will also schedule informal meetings and socials for international/EU students where you can have your say, make contacts and exchange information. For contact information and minutes of previous meetings, click on the **International UG** button on the *Undergraduate Information Site* on Blackboard.

If you need it, you can get help with English language and how to prepare for written assessments from sessions run for the students by the Centre for Language Study www.soton.ac.uk/cls/. Other advice can be obtained from the Student's Union Advice and Information Centre at suaic@soton.ac.uk.

Centre for Language Study

If English is a foreign language for you and you are experiencing difficulty with comprehension or communication then you should contact the Centre for Language Study**.**
Find more on Sussed at:

Resources ➔ Student Life ➔ Centre for Language Study

Lost Property

If you have lost property in Buildings 27/29/30 please enquire at the Faculty Operation Services Office, room 2053 in Building 27; if you have lost property elsewhere in the University you can enquire at the reception desk in the Student Services Centre.

If you lose your ID card you must report this to the Student Office in Building 85 Reception. You will only be eligible for a free replacement card if you have a police crime reference number, physically broken, change of name or change of Faculty; otherwise you have to pay £10.

Key documents on the Chemistry website

Upon arrival you'll be given access to Black Board (Chemistry UG information (CHEM-UG)), where you can find all Faculty Forms electronically and other relevant information: The Programme of Study, Progression Rules and Transfer Opportunities (PRTO) and a link to the Module Profiles. Most questions can be answered by these!

Staff Student Liaison Committee

To have your opinion heard you should contact the membership of the Staff Student Liaison Committee (SSLC), which has representation from the student community (two per year group) and academic staff. SSLC has a section on the CHEM-UG Blackboard resource onto which all students are automatically registered. The Committee has a joint chair, one from the staff and one from the student community. The student chair is elected each year from the student membership of the SSLC. If you want to be a representative for your year group you will have a chance to be in each year of your degree. In addition, the student community elects an Academic Unit President each year with the elected individual representing the Academic Unit on a committee convened by the Student Union and comprising representatives from each Academic Unit in the University.

Access to the Chemistry Buildings Out-of-hours

Please note there are strict rules for out-of-hours working in the Chemistry Buildings (before 8am and after 6pm Monday-Friday and at any time on weekends or University closure days).

Dissertations/projects should normally be designed to avoid you having to work out-of-hours. However, if your project supervisor can make a case for it being absolutely necessary for you to be in any non-public area (laboratories etc) out-of-hours, your supervisor will need to:

- Identify someone to supervise you in person. On no account will you be allowed to work without close supervision.
- Prepare a Risk Assessment, to include the extra risks of working out-of-hours.
- Arrange for the Chemistry Health & Safety Officer, to check and sign off the Risk Assessment.

- Submit a Chemistry Building Access Request Form to arrange for your access rights to be amended. This requires a minimum two days notice so that the University database can be updated. You should not ask Security personnel to let you into any areas out-of-hours. It is serious breach of University regulations to loan your ID card to any other person.

Your Timetable

Your own personal timetable will be available to you through the SUSSED portal. Please note that in the early part of each semester this will accurately record your lecture times and laboratory classes Workshops and tutorials should also be noted on your online timetable.

Support

Personal Academic Tutor

You can seek assistance from anyone in Chemistry but you should always keep your personal academic tutor informed of your situation, so that there is one person who is aware of your full history on the course.

Your Personal Academic Tutor is a member of the Chemistry's academic staff who you are assigned to for the duration of your degree. They're available to talk if you need to discuss things with them and are there not just to discuss your academic progress, but also problems you have that may affect your studies. If you feel you are struggling with your programme, for whatever reason, then contact your personal tutor as soon as possible. They should be your first port of call if you have questions about your programme, and you are free to contact them as you need them. Your personal academic tutor will also have access to your exam results and they are available to discuss these with you when they're released should you have any queries.

The Part (Part 2) Tutor – Dr Eugen Stulz

Chemistry has identified staff with responsibilities directly relevant to a particular year group to oversee the personal tutor system for a particular year group.

The Part 2 Tutor has a good knowledge of the issues facing students in their second part. The role is one that supports the personal academic tutor who are looking after part 2 students but also to act as an alternative person to go and see directly if the personal academic tutor is not available or if a second opinion is required. The Part 2 Tutor also has a role in ensuring that good academic standards are maintained. In particular, attendance of the student cohort in their year group will be monitored and students not attending will be called to explain themselves. Dr Eugen Stulz will also be involved in hearing cases relating to breaches of academic integrity and will also sit on the Staff Student Liaison Committee.

Academic Tutors

Every member of staff who is active in providing lectures, tutorials, workshops or practical sessions are an academic tutor. If you are having trouble with an academic part of your programme then you should make an arrangement to meet them and get it resolved. The quality and availability of academic tutoring is a real strength within Chemistry and

something you should not hesitate to exploit. Bear in mind that this is more often than not a different person to your personal academic tutor. Meeting and discussing chemistry with academic tutors offers a real benefit to your learning while increasing your network of Chemistry contacts.

Administration Team – sochem@soton.ac.uk

The whole teaching programme is supported by a small team of expert administrators whose knowledge of the 'systems' behind the running of the teaching is amazing. Very often asking these experts about queries you might have about course logistics is the quickest way of getting a sensible answer!

Director of Programmes (DoP)

Responsible for the management, quality assurance and development of the taught Chemistry degree programmes

Director of Undergraduate Studies (DoUS)

Has responsibility for operational aspects of the Chemistry undergraduate degree programmes.

Health And Safety

Internal Emergency number	**999 or 3311**
Public Emergency Services	**91-999 or 91-112**

Although the Head of Chemistry is ultimately responsible for Health and Safety within the Centre, **the person immediately responsible for your safety is YOU!**

Chemistry, given its use of laboratories and chemicals, has its own Health and Safety Rules. You have been provided with clear guidance about the Health and Safety issues in the Academic Unit in a booklet called 'Safety Notes for Undergraduates' which you were given when you arrived at the University. Advice and further information on any safety matter can be obtained from the Chemistry Safety Officer and also from the Laboratory Managers who have and will continue to support you during your practical courses.

Your Commitment

As a student attending the university you agree to abide by the University of Southampton statutes and regulations and to adhere to standards required of everyone at the university. Two important areas are attendance and academic integrity which are described in full in the University Calendar. Unless admitted to a part-time or distance-learning programme of study, **students are required to attend University full-time for the duration of their programme** (e.g.: two semesters for a typical undergraduate programme) each part, and to attend for such additional periods of study as may be required by the regulations of the programme of study for which they are enrolled.

To be clear this means that you must be available for all three terms, **in full**, and be able to make yourself available for the supplementary examination period, if necessary.

The University Academic Integrity statement stipulates the standards required of all scholars.
It means that you should conduct all aspects of your academic life in a professional manner. It involves:

- taking responsibility for your own work;
- respecting the rights of other scholars;
- behaving with respect and courtesy when debating with others even when you do not agree with them;
- fully acknowledging the work of others wherever it has contributed to your own (thereby avoiding plagiarism;
- ensuring that your own work is reported honestly;
- following accepted conventions, rules and laws when presenting your own work;
- ensuring that you follow the ethical conventions and requirements appropriate to your discipline;
- if you are studying on a professionally-recognised vocational programme, maintaining standards of conduct which are appropriate to a practitioner in that area;
- supporting others in their own efforts to behave with academic integrity;
- avoiding actions which seek to give you an unfair advantage over others.

Additional Costs

Printing: All students will be given a printing allowance of £5 per core chemistry lecture-based module towards any additional printing costs.

Clothing: You are provided with a lab coat and safety glasses. If these are lost you must replace them at your own expense.

Placement expenses: Students on placement programmes can expect to cover costs for health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to. Specific details on what additional costs there will be are detailed in the individual module profiles which can be found under the modules tab of the [programmes details](#) of your programme.

Awards

To reward exceptional achievement, the Faculty of Natural and Environmental Sciences publishes a Gold Merit list (equivalent of a Dean's list) at the end of each year for students with an overall average part mark ≥75%. You may wish to add this to your CV if you are awarded

Assessment Percentages and Their Meaning

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
80-100%	• **Exceptional** knowledge of subject and its underlying concepts • **Very high degree of technical and practical competence** in using software or equipment/instruments • **Very high degree of competence** in evaluating and/or interpreting data and different approaches/ problem solving • **Very high degree of competence** in communicating accurately and reliably, contextualising knowledge and structuring arguments • **Presentation** is crisp, uncluttered, sophisticated and in an appropriate format • **Citation and referencing** is consistent and uses an appropriate style	• **Exceptional** knowledge of established principles / concepts / methods of enquiry of subject and their limitations; evidence of extensive reading • **Very high degree of technical and practical competence** in using software or equipment/instruments • **Very high degree of competence** in applying concepts / principles / methods of enquiry outside the area in which they were studied • **Very high degree of competence** in communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments • **Presentation** is crisp, uncluttered,	• **Exceptional systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of very extensive reading • **Exceptional technical and practical competence** in using software or equipment/instruments • **Very high degree of competence** in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought • **Very high degree of competence** in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments	• **Exceptional systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of very extensive, if not exhaustive reading • **Exceptional technical and practical competence** in using software or equipment/instruments • **Exceptional degree of competence** in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought and a willingness to challenge received wisdom • **Exceptional degree of competence** in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments • **Presentation** is crisp, uncluttered, highly fluent,

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
		sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style	• **Presentation** is crisp, uncluttered, fluent, highly sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style	focused and sophisticated, and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style. The work may be of publishable quality
70-79%	• **Comprehensive** knowledge of subject and its underlying concepts • **High degree of technical and practical competence** in using software or equipment/instruments • **High degree of competence** in evaluating and/or interpreting data and different approaches/ problem solving • **High degree of competence** in communicating accurately, reliably, and structuring arguments • **Presentation** is highly competent and in an appropriate format • **Citation and referencing** is consistent and uses an appropriate style	• **Comprehensive** knowledge of established principles / concepts / methods of enquiry of subject and their limitations; clear evidence of wide reading • **High degree of technical and practical competence** in using software or equipment/instruments • **High degree of competence** in applying concepts / principles / methods of enquiry outside the area in which they were studied • **High degree of competence** in communicating accurately and reliably, contextualising knowledge and structuring arguments	• **Comprehensive** systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of extensive reading • **Very high degree of technical and practical competence** in using software or equipment/instruments • **High degree of competence** in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought • **High degree of competence** in communicating accurately and reliably, contextualising	• **Comprehensive** systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of very extensive reading • **Very high degree of technical and practical competence** in using software or equipment/instrument • **High degree of competence** in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought • **High degree of competence** in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
		• **Presentation** is crisp, uncluttered, sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style	knowledge and structuring/sustaining arguments • **Presentation** is crisp, uncluttered, sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style	• **Presentation** is crisp, uncluttered, fluent, highly sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style
60-69%	• **Good** knowledge of subject and its underlying concepts • **Good technical and practical competence** in using software or equipment/instruments • **Good** at evaluating and/or interpreting data and different approaches/ problem solving • **Good** at communicating accurately, reliably and in structuring arguments • **Presentation** is competent and in generally in an appropriate format • **Citation and referencing** is consistent and uses an appropriate style, with few errors	• **Good** knowledge of established principles / concepts / methods of enquiry of subject and their limitations; reasonable evidence of wider reading • **Good technical and practical competence** in using software or equipment/instruments • **Good** at applying concepts / principles / methods of enquiry outside the area in which they were studied • **Good** at communicating accurately, reliably, and structuring arguments • **Presentation** is highly competent and in an appropriate format	• **Good systematic** knowledge of key aspects of area of study and competent conceptual understanding of ideas and techniques of discipline; clear evidence of wide reading • **High degree of technical and practical competence** in using software or equipment/instruments • **Good** at solving problems / evaluating and make judgements and appreciate limits of knowledge • **Good** at communicating accurately and reliably, contextualising knowledge and structuring arguments	• **Good systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of extensive reading • **High degree of technical and practical competence** in using software or equipment/instruments • **Good** at solving problems / evaluating and making judgements and appreciating limits of knowledge; some evidence of independent thought • **Good** at communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
		• **Citation and referencing** is accurate, consistent and uses an appropriate style, with few errors	• **Presentation** is crisp, uncluttered, sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style	• **Presentation** is crisp, uncluttered, sophisticated and in an appropriate format • **Citation and referencing** is accurate, consistent and uses an appropriate style
50-59%	• **Competent** knowledge of subject and its underlying concepts • **Sound technical and practical competence** in using software or equipment/instruments • **Competent ability** to evaluate and/or interpret data and different approaches/ problem solving • **Competent ability** to communicate and structure arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis • **Presentation** is competent and in generally in an appropriate format • **Citation and referencing** is generally consistent and uses an appropriate style, with some errors	• **Competent** knowledge of established principles / concepts / methods of enquiry of subject and their limitations; limited evidence of wider reading • **Sound technical and practical competence** in using software or equipment/instruments • **Competent ability** to apply concepts / principles / methods of enquiry outside the area in which they were studied • **Competent ability** to communicate and structure arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis • **Presentation** is competent and in	• **Competent systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; reasonable evidence of wider reading • **Good technical and practical competence** in using software or equipment/instruments • **Competent ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Competent ability** to communicate and structure/sustain arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis	• **Competent systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; clear evidence of wider reading • **Good technical and practical competence** in using software or equipment/instruments • **Competent ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Good** at communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments • **Presentation** is crisp, cluttered, sophisticated and in an appropriate format

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
		generally in an appropriate format • **Citation and referencing** is generally accurate, consistent and uses an appropriate style, with some errors	• **Presentation** is highly competent and in an appropriate format • **Citation and referencing** is generally accurate, consistent and uses an appropriate style, with few errors	• **Citation and referencing** is generally accurate, consistent and uses an appropriate style, with few errors
40-49%	• **Acceptable** knowledge of subject and its underlying concepts • **Acceptable technical and practical competence** in using software or equipment/instruments • **Acceptable ability** to evaluate and/or interpret different approaches/ problem solving; heavy reliance upon description as a substitute for analysis • **Acceptable ability** to communicate accurately, reliably, and structure arguments • **Presentation** is satisfactory and in generally in an appropriate format, although deficiencies are apparent • **Citation and referencing** shows some consistency but many deficiencies are apparent	• **Acceptable** knowledge of established principles / concepts / methods of enquiry of subject and their limitations • **Acceptable technical and practical competence** in using software or equipment/instruments • **Acceptable ability** to apply concepts / principles / methods of enquiry outside the area in which they were studied • **Acceptable ability** to communicate and structure arguments, knowledge of subject and its underlying concepts • **Presentation** is satisfactory and in generally in an appropriate format, although deficiencies are apparent	• **Acceptable** conceptual knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; limited evidence of wider reading • **Sound technical and practical competence** in using software or equipment/instruments • **Acceptable ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Acceptable ability** to **communicate** information, ideas problems and solutions and structure/sustain arguments • **Presentation** is competent and in generally in an appropriate format	• **Acceptable systematic** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; reasonable evidence of wider reading • **Sound technical and practical competence** in using software or equipment/instruments • **Acceptable ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Acceptable ability** to communicate information, ideas problems and solutions and structure/sustain arguments • **Presentation** is competent and in generally in an appropriate format • **Citation and referencing** is generally accurate, consistent

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
		• **Citation and referencing** shows some consistency and accuracy but many deficiencies are apparent	• **Citation and referencing** is generally accurate, consistent and uses an appropriate style, with some errors	and uses an appropriate style, with some errors
25-39% (normally UG compensatable fail)	• **Some** knowledge of subject and its underlying concepts • **Some technical and practical competence** in using software or equipment/instruments • **Some ability** to evaluate and/or interpret different approaches/ problem solving • **Some ability** to communicate accurately, reliably, and structure arguments • **Presentation** is poor and may be in an inappropriate format • **Citation and referencing** is present, but may be inconsistent and use an inappropriate format	• **Some** knowledge of established principles / concepts / methods of enquiry of subject and their limitations • **Some technical and practical competence** in using software or equipment/instruments • **Some ability** to apply concepts / principles / methods of enquiry outside the area in which they were studied • **Some ability** to communicate accurately, reliably, and structure arguments • **Presentation** is acceptable, although deficiencies are apparent, but may be in an inappropriate format • **Citation and referencing** shows some consistency but many deficiencies are apparent	• **Some** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline • **Sound technical and practical competence** in using software or equipment/instruments • **Some ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Some ability** to communicate information, ideas problems and solutions and structure/sustain arguments • **Presentation** is satisfactory and in generally in an appropriate format, but there may be some errors • **Citation and referencing** shows some consistency	• **Some** knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; limited evidence of wider reading • **Sound technical and practical competence** in using software or equipment/instruments • **Some ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Some ability** to communicate information, ideas problems and solutions and structure/sustain arguments • **Presentation** is competent and in generally in an appropriate format, but there may be some errors • **Citation and referencing** is generally accurate, consistent and uses an appropriate style, with some errors

	Part 1 (eg Certificate of HE)	Part 2 (eg Foundation degree)	Part 3 (eg Honours degree)	Part 4 (Integrated Masters)
			and accuracy but many deficiencies are apparent	
0-24% (normally UG uncompensatable fail)	• **Very little** knowledge of subject and its underlying concepts • **Very little technical and practical competence** in using software or equipment/instruments • **Inadequate ability** to evaluate and/or interpret different approaches/ problem solving • **Inadequate ability** to communicate accurately, reliably, and structure arguments • **Presentation** is very poor and in an inappropriate format • **Citation and referencing** is very poor or absent	• **Very little** knowledge of established principles / concepts / methods of enquiry of subject and their limitations • **Very little technical and practical competence** in using software or equipment/instruments • **Inadequate ability** to apply concepts / principles / methods of enquiry outside the area in which they were studied • **Inadequate ability** to communicate accurately, reliably, and structure arguments • **Presentation** is very poor and in an inappropriate format • **Citation and referencing** is very poor or absent	• **Very little** knowledge of key aspects of area of study and very little conceptual understanding of ideas and techniques of discipline • **Some technical and practical competence** in using software or equipment/instruments • **Inadequate ability** solve problems / evaluate and make judgements and appreciate limits of knowledge • **Inadequate ability** to communicate information, ideas problems and solutions and structure/sustain arguments • **Presentation** is poor and in an inappropriate format • **Citation and referencing** is poor or absent	• **Very little** knowledge of key aspects of area of study and little conceptual understanding of ideas and techniques of discipline • **Some technical and practical competence** in using software or equipment/instruments • **Inadequate ability** to solve problems / evaluate and make judgements and appreciate limits of knowledge • **Inadequate ability** to communicate information, ideas problems and solutions and structure/sustain arguments • **Presentation** is poor and in an inappropriate format • **Citation and referencing** is poor or absent

The University, reserves the right if it considers it to be necessary:

- to alter the programme title, timetable, location, number of classes, content or method of delivery of programmes of study and/or examination processes, provided such alterations are reasonable;

- to make reasonable variations to the content and syllabus of programmes of study (including in relation to placements); for example, to alter its aims and intended learning outcomes, credit architecture, programme structure, assessment strategy and progression requirements;

- to suspend or discontinue programmes of study (for example, because a key member of staff is unwell or leaves the University);

- to discontinue programmes of study or to combine or merge them with others (for example, because too few students apply to join the programme for it to be viable to run).

Any revision will be balanced against the requirement that a student should receive the educational services expected.

Programmes of study:

The programme of study document is available on the CHEM-UG blackboard site for each year of entry. It describes the modules that are core (must be passed at 40%) and compulsory (must be passed, but for which compensation may be applied, which means that the effective pass mark may be 25%) for each degree programme.

Progression Rules and Transfer Opportunities (PRTO) relating to undergraduate degrees in Chemistry

The PRTO rules for each year of entry are also available on the CHEM-UG blackboard site. This document brings together in one location the PRTO associated with all of the degree programmes offered Chemistry. Its content reflects the relevant information contained in the appropriate programme specifications (approved by the Faculty). It is a resource intended for tutors and tutees alike. It consists of:

Section 1: Signposting the University Regulations published in the Calendar and Southampton Chemistry's specific requirements.

Section 2: PRTO for each degree in a consistent format arranged by programme and by Part

Note that the final word on any matter relating to University Regulations is described in the University Calendar. The links below will take your directly to the appropriate locations in the Calendar or the Chemistry website for more information.
Section 1

Progression Rules In Relation To Practical (Laboratory) Work

It is a requirement for laboratory based courses that all the allocated sessions (or agreed research periods in the case of research projects) are attended in full and the required coursework submitted by the deadlines specified.

Any absence must be notified to the laboratory manager as soon as possible and the associated reasons supported by documentary evidence. Special considerations of issues impacting on practical performance are taken into account provided that they are submitted before the end of the course. Failure of the practical course can be on the basis of incomplete attendance (see above), incomplete or late submission (include Calendar ref) of coursework, or poor quality of the work submitted. Failure of the practical component of a module (<40%) results in automatic failure of the module as a whole.

The following points describe the referral and repeat opportunities available for students whose academic progression is prevented by poor performance in practical work.

1.   Failed on grounds of attendance: If a student fails on grounds of attendance there will be no referral opportunity and progression will require the student to attend the (practical) course in full during the following academic year.

2.   Attended in full but failed to achieve the pass mark. Students will be required to submit missing reports and those marked below the pass mark (40%) to achieve a mark of over 40%. The practical mark will then be capped at 40%.

Description of Modules

Up to date descriptions of Chemistry modules is available at the following webpage: http://www.southampton.ac.uk/chemistry/undergraduate/modules.page

In each Part of full-time study, modules with a total value of 60ECTS must be studied. These are evenly distributed in each semester.

Modules come in different categories. The most common are outlined below:

Core   A module that must be studied on a particular degree course and one which must be successfully passed.

Compulsory	A module that must be studied on a particular degree course.
Elective/Optional	A module that may be selected from an approved list of suitable modules from your Programme Catalogue accessible via 'My Student Record' on SUSSED.
Backtracking	Your option choices are increased by the fact that you are allowed to 'backtrack' to one Part 1 module (7.5ECTS) while you are studying Part 2.

Faculty Guide & Regulations

Faculty of Natural & Environmental Sciences

Section 2

Disclaimer

This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session.

This handbook is available in alternative formats on request.

The information contained within your programme handbook is designed to provide key information applicable to you and your programme during the 2017/18 academic year. It is designed to complement the University's Student Portal. You can access the Portal by logging on to SUSSED, using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are a student at the University of Southampton. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

Contents

General Information

Resource	Web link
Faculty website	http://www.southampton.ac.uk/about/departments/faculties/faculty-natural-environmental-sciences.page
Faculty staff information	Professor Rachel Mills, Dean of Faculty R.A.Mills@soton.ac.uk Dr Chris Jackson, Associate Dean Student Experience & Education cwj@soton.ac.uk Centre for Biological Sciences Dr Lex Kraaijeveld, Director of Programmes, A.R.Kraaijeveld@soton.ac.uk Chemistry Professor Andrea Russell, Director of Programmes, A.E.Russell@soton.ac.uk Natural Sciences Dr Antony Jensen, Director of Programmes, acj@noc.soton.ac.uk Ocean & Earth Science Professor Andy Cundy, Director of Programmes,??@noc.soton.ac.uk Mrs Gina Armfield, Faculty Academic Registrar,r.s.armfield@soton.ac.uk Student Office: Highfield Building 85, Room 2043 Student Office: Waterfront Building 68, Room 556/03 Centre for Biological Sciences:sobiol@soton.ac.uk Chemistry: sochem@soton.ac.uk Ocean & Earth Science: sosoes@soton.ac.uk Natural Sciences: sonats@soton.ac.uk Postgraduate Taught: pgtadmin@soton.ac.uk Postgraduate Research: pgrsfnes@soton.ac.uk
Programme and module descriptions	Your programme structure (i.e. which modules make up your programme) is available via the on-line programme catalogue via SUSSED To find links to broad generic descriptions of the programmes and modules, follow links to your programme Biological Sciences Chemistry Natural Sciences Ocean and Earth Science

1.1 Your student office

Opening Hours: 0900-1700 term time, 1000-1600 during vacation

Highfield campus: Building 85, Life Sciences Building, Telephone: +44 (0)23 8059 4206, Fax: +44 (0)23 8059 5159

Waterfront Campus: Building 68/566/03, Telephone: +44 (0)23 8059 2011, Fax: +44 (0)23 8059 3059

You should visit the Student Office for all general queries relating to the administration of your programme (including coursework submissions and collection of feedback, degree change, drop box submissions, receipted coursework submission, inter-Faculty transfer, module registration changes, special considerations requests, sickness self-certification forms, and suspension and withdrawal requests). Please note there are Hyperlinks for these forms via the online version of the Faculty Handbook.

1.2 How we keep in touch with you

Email
We will use your University email account to contact you when necessary. We will not use any other email accounts or social networking sites. It is your responsibility to check your University email account regularly and you must not let your inbox exceed your storage limit. Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Written Correspondence
Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or

term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites
We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to disciplinary action within the scope of the University's Regulations.

1.3 Confirmation of your student enrolment status

The Faculty Student Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least 48 hours' notice of your requirements (longer at peak times such as at enrolment or during the examination periods). Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information.

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 11 '*Transcripts, Certificates and Award Letters'* within the fees section of the University Calendar for a list.

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information. Changes are made via Banner Self Service.

2. Supporting you through your studies

2.1 Supporting students with disabilities, mental health conditions or specific learning difficulties

Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. Its expert team can provide advice and support relating to your studies throughout your time here.   Please see http://www.southampton.ac.uk/edusupport/index.page for further information and contact details.

2.2 The role of your Personal Academic Tutor

The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect to be allocated a Personal Academic Tutor. Your Personal Academic Tutor may or may not be one of the teaching staff you see in the course of your studies, but their role in this context is to provide advice and support to you throughout your study, and to help review your academic progress. You can expect to see your Personal Academic Tutor at key points through your University career and, if you need to, you can contact them more frequently. Sometimes, your Personal Academic Tutor may refer you to other areas for support. They may refer you to individual support services, or to your student office for information, or to a Senior Tutor. The Senior Tutor will have a more specialised understanding of supporting students, and may support you if you have a particular problem. You can also contact the Senior Tutor if you wish to change your allocated Personal Academic Tutor.

The University expects that you will engage with your Personal Academic Tutor, attend the scheduled meetings, respond to messages from your Personal Academic Tutor, and notify your Personal Academic Tutor (or Senior Tutor, if you prefer) if you are experiencing problems which are affecting your performance, attendance or progress in your studies. In particular, you should contact your Personal Academic Tutor if you feel your performance in any forthcoming examinations will be affected by ill health or other special considerations, and check with your Personal Academic Tutor if you plan to cite him/her as a referee for job applications.

2.3 Student buddying and mentoring schemes

University of Southampton faculties and societies provide new undergraduate students with opportunities to liaise with current students who are able to offer advice and guidance based on their own experience as they adjust to living and learning at the University. Some of these opportunities are described as student buddying, family or peer mentoring schemes. Please see your Academic Unit Handbook for specific details.

2.4 What to do if you are ill

It is important that your doctor (as well as your Personal Academic Tutor) is immediately informed of any illness that is likely to affect your studies. If appropriate your GP may inform your Personal Academic Tutor that you are experiencing some health difficulties that may affect your academic performance. This will be done with your consent and you may wish the details of your illness to be withheld from your Personal Academic Tutor, although you should think carefully about this (your tutor will, in any case, respect your privacy). More information can be found in the General Regulations – Attendance and Completion of Programme Requirements.

2.5 External factors affecting your attendance or performance in your studies

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your Personal Academic Tutor and/or to the Student Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

2.6 Special considerations

If you believe that illness or other circumstances have adversely affected your academic performance, this is known as Special Considerations. If you wish for these to be considered by the Faculty you must complete a Special Considerations form. **It is important that you submit this to your faculty in a timely manner and prior to the Board of Examiners.** All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (only accepted in circumstances where it is not possible to obtain any other evidence) or a statement from your Personal Academic Tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the Special Considerations Board which meets regularly throughout the year. The Student Office will contact you via your University email account to let you know once a decision has been made.

Full details of the University's policy on Special Considerations can be found at http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html.

2.7 Fitness to Study

The Fitness to Study policy applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others. The Fitness to Study policy can be accessed through the following link: http://www.calendar.soton.ac.uk/sectionIV/fitness-study.html

2.8 Suspending your studies

Should you feel that you need to take some time out from your studies, known as suspending your studies, you should first discuss this with your Personal Academic Tutor. A Suspension Request form should be obtained via Blackboard Student Information Site, completed and returned to the Student Office. Please note that, if you wish, you can suspend your studies in order to undertake an internship or period of industrial training outside of normal vacation time.

2.9 Withdrawing from your studies

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. Further information can be found in the General Regulations - Transfer, Suspension, Withdrawal and Termination

The Students' Union Advice Centre has developed a Guide for students.

3. Your safety

3.1 Faculty Health and Safety Policy

Like all public spaces and workplaces the University has a Health and Safety Policy which describes how the wellbeing of students, staff and the general public are protected while using University facilities. You will come across guidelines applying to your Halls, the Library, open space on campus, transport around campus, the Sport Centres and the facilities in the Student Union.

In addition to this and given the use of laboratories, organised fieldtrips and boat work (depending on your degree programme) clear guidance about health and safety rules will be provided within your programme specific Handbook (Section 1).

3.1.1 Your Personal Safety

The Students' Union has many safety tips, including a section especially for international students. Night buses are also organised to take students home safely after a night out on campus.

Local Police

The University is covered by the [Portswood Sector](#) of Hampshire Constabulary. PS Stewart Chandler 08450454545 is responsible for the beat for Highfield.

4. Your Academic Programme

4.1 The academic year and the programme structure

The structure and modular content provided within the programme specification is specific to your own programme. You can view the most up to date version of the programme specification by accessing the *[Unistats website](#) or [SUSSED](#)*.
The taught components of the programme are delivered in modular form and run over two semesters. The teaching weeks are followed by a two to three week examination period. The semesters overlap the traditional three term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory, or optional. The definitions of the first two are provided in the [General Regulations – Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes](#). Your student record will automatically record core and compulsory modules and these must be completed in accordance with the requirements for progression applicable to your programme.

4.2 Registration and amendment to optional modules

Most programmes will have a number of optional modules. If applicable you will need to select a certain number of optional modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

Your programme structure can be found via the on-line programme catalogue via [SUSSED.](#)

When choosing your options, you are strongly advised to ensure that you have a similar total number of modules in Semester 1 and Semester 2, to maintain a balanced work load throughout the year. Once you have registered your options, it is possible for you make changes but there are restrictions.   The substitution of modules is not allowed (i.e. you cannot take an extra module in semester 2 to replace a semester 1 module in which you failed to perform well).

You may request a change to your optional module choice up to the end of week 2 in each semester. You should complete a Change of Module form to specify your request (forms can be obtained from the Student Office). If your optional module choices clash in your timetable, then you will need to amend your optional choice accordingly by contacting the Student Office immediately.

You should regularly check your online student record for details of your registered modules. This is particularly important after you have made any changes and will help to maintain the accuracy of your student record. It will also save time and confusion during the examination period.

4.3 Attendance

The [University Attendance Policy details the expectations relating to attendance](#). Please refer to Part 1 of your programme specific handbook for details of how this is monitored locally.

4.4 Additional Costs

You may incur additional costs as a result of your programme, for example for materials, field trips or books. General programme costs are located in the programme specification. Modules that are optionally available to select may also include information on module specific costs.

Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at [www.calendar.soton.ac.uk](#).

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study.   Information on additional costs associated with specific modules can be found under a "Costs" tab for each individual Module Profiles located on the subject specific web-pages (see links below).

In relation to the programme as a whole, details of any additional costs will be specified in Appendix 2 of the programme specification and on the subject specific programme pages on the web pages via [SUSSED](#) under 'Programme specific information'. Some of these are also listed below.

4.4.1 Approved Calculators

Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. The University approved models are Casio FX85GT and FX85GT Plus or Casio FX570 (all models) these no longer need to carry the University logo. This means that they can be purchased from any retail outlet. You can also use a Casio FX83ES, GT and Plus which are the older approved models. No other calculator is to be used in the examination room

4.4.2 Stationery

You will be expected to provide your own day-to-day stationary items, e.g. pens, pencils, notebooks, etc.) Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.

4.4.3 Textbooks
Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source.

Some modules suggest reading texts as optional background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.

4.4.4 Printing and Photocopying Costs
Where reasonably possible, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. Current University printing costs can be found here

Please Note: Paper sizes not recognised by the printing devices will prompt you to select the size and then charge a minimum of 50p per black and white copy and a maximum of £1 per colour copy.

You can pay for your printing by using the money loaders or by using print copy payment service by going to www.printcopypayments.soton.ac.uk

Please remember that we are unable to refund any credit that has not been used by the end of your course, so please consider this when topping up your printing/copy account

You will be given a printing allowance per module towards the costs of printing lecture handouts and/or practical scripts.

The University Print Centre also offer a printing and copying service as well as a dissertation/binding service. Current printing and copying costs can be found here. They also provide a large format printing service, e.g. Academic posters. Details of current costs can be found here

4.4.5 Fieldcourses
Some programmes may include a fieldcourse(s). For *compulsory* residential fieldcourses accommodation and travel are normally provided. You are usually expected to cover the costs of food and drink, although some courses may include meals. For *optional* fieldcourses, you may be asked to make a contribution to the travel and/or accommodation costs.

Specific details on what additional costs there will be are detailed in the individual module profiles which can be found under the modules tab of the programmes details of the relevant academic unit.

In addition, some programmes have modules that offer a "one-day" fieldcourse. Normally transport to the location is provided, but you will be expected to cover your food and drink costs for that day.

4.4.6 Study Abroad / ERASMUS Exchange / Placement programmes
Study Abroad: There are some programmes within the Faculty which include Study Aboard as a compulsory part of the programme. There will be additional costs associated with this, for example: health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to. Specific details on what additional costs there will be are detailed in the individual module profiles which can be found under the modules tab of the programmes details of the relevant academic unit.

Erasmus Exchange: Subject to the approval of the relevant Exchange Coordinator, the Faculty is also able to offer opportunities for students to undertake a period of study in Europe under the Erasmus Exchange scheme. Details of the Erasmus scheme is available from here. There will be additional costs associated with this, for example: health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to.

Placements: There are some programmes within the Faculty which include a Placement as a compulsory part of the programme. There are also opportunities to undertake an optional year out to undertake an industrial placement. Whether it is a compulsory part of your programme or an optional choice, you will be responsible for any additional costs incurred. Details about Student Placements can be found on the relevant discipline web-sites:

Biological Sciences
Chemistry
Ocean and Earth Science

5. Faculty Teaching and Learning Skills

5.1 Time management

It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to, otherwise marks will be deducted via the imposition of a late submission penalty. However, the framework of when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module co-ordinator or programme director. This knowledge will allow you to plan your life based on how you know you work best. Effective use of your time will allow you to perform well on your course and to enjoy student life. One of the work-place skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss them with your Personal Academic Tutor.

5.2 Lectures

A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material using either handouts or require you to make your own notes. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module co-ordinator.

5.3 Use of electronic recording devices or mobile phones in lectures or classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use an electronic device to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a health condition for which additional support is needed, you may, following assessment by the University's educational support services, make appropriate arrangements with staff for recording lectures.

5.4 Tutorials/supervisions

Group tutorials/supervisions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

5.5 Independent or Self learning

Independent study or self-directed learning involves using libraries, data retrieval systems, internet, etc. or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules - past and present - and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

5.6 Key skills

Key skills are those skills which can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. More can be found on the Academic Skills pages of the library website.

5.7 Faculty Policy on referencing

The Faculty uses the Harvard referencing style. The Library has a comprehensive guide to referencing. In addition, students will also receive guidance via lectures and Blackboard regarding Study Skills.

5.8 Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the Regulations Governing Academic Integrity.

The Students' Union Advice Centre has developed a Guide for students.

There is also additional training on Academic Integrity by way of an on-line training activity, for which there is a requirement for a 100% pass mark. This is undertaken via BIOL1020 for all Biological Sciences students, prior to the first practical laboratory sessions for all Chemistry students and SOES1003 for all Ocean and Earth Science students.

6. Assessment and Examinations

6.1 Coursework assessment and submission

A number of modules include coursework assignments as part of the assessment. Coursework can often occupy a large amount of time. It is worth noting that getting a few extra marks on an assignment may not justify the extra time spent. Conversely, students who forget or do not bother to hand in work can make it very difficult for themselves to achieve their full academic potential.

Normally, all coursework should be accompanied by a completed Coursework Submission/Feedback form and submitted to the Student Office by not later than the published date and time. If both paper-based and electronic submission is required, you should note that your submission will not be considered complete until both formats have been submitted. If other arrangements are in force for submission of a particular piece of coursework, this will be advised by your module co-ordinator.

Please do not use plastic pockets or elaborate folders. These are unnecessary and create extra work for staff. Make sure the pages are numbered and stapled together. If your submission requires copies on a disc or memory stick please label it with your name, number and module code and attach it to your work in a suitable disc pocket. Do not submit loose discs. Make sure your submission form is attached securely to your work.

6.2 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late. The University has a uniform policy for late submissions.

6.3 Coursework extensions

If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Student Office as soon as possible. You should complete a Deadline Extension Request form, which should provide adequate detail of the reasons why you are seeking an extension. Your completed form should be submitted to the Student Office who will arrange for your request to be reviewed and approved. However, please note that the following are examples of circumstances likely to be rejected:

- If there is a clear case that circumstances relied on were foreseeable or preventable
- Pressures of paid work
- Holidays
- Personal computer/printer problems
- Poor practice e.g. no back-up of electronic documents
- Claims that students were unaware of the dates or times of submission or examination
- Poor time management

This list is a non-exhaustive list of examples unlikely to fall within the definition of Section B, 2.1 of the Special Considerations Regulations.

The Student Office will contact you via your University email account to let you know once approval has been made. **It is your responsibility to request an extension in a timely manner** and the entire process should be completed at least **48 hours** before the published deadline for submission of the piece of coursework.

6.4 Examination preparation (also see Appendix A)

You will know yourself how best you prepare for examinations. It is always worth remembering that the sooner you start your preparation the better and that one of the aims of each module is to help you prepare for the examination. Make sure that you have a complete set of notes; that you understand their content; that you can apply the material by solving the example sheet questions; and that you have practiced questions from past papers under examination time constraints. The University's online archive of previously set examination papers is available to assist with your learning and preparation for forthcoming examinations. *Past Exam Papers are available via the library.*

Remember that if you get into difficulty during your revision process on a particular subject ask someone to help you. This may be either one of the lecturers or teaching assistants on the module. For helpful hints on revision strategy and examination techniques, please refer to Appendix A.

6.5 Examinations

The dates of University examination periods are published annually on the exam timetables web page. However Faculties that have extended academic years, may have assessment periods outside of these times.

6.6 Scaling

Occasionally, systematic issues arise in marking; for example, there may be differences noted among markers that require adjustment to bring them in line with one another, the level of difficulty of different exam questions, or anomalous variations in performance between different groups of students taking the same module. Each module is subject to a moderation process designed to identify any such issues, and further review by the relevant External Examiner. Where potential issues are identified, the module lead will review the evidence and recommend appropriate action such as re-marking using the same or a different marking scheme, re-weighting components or sub-components, or scaling the assessment component or module marks. Any adjustments to marks will be made according to the principles and practices identified in the University's double-blind marking and moderation and scaling policy/policies, which include discussion with the External Examiner and approval by the responsible Board of Examiners to confirm that the resulting marks conform to University and national standards. As determining appropriate standards is a matter of academic judgment, these decisions are not subject to academic appeal. Where marks are adjusted, affected students will be notified of both the rationale and the process applied.

6.7 Illegible exam scripts

If your examination script is considered illegible, the Illegible Examination Scripts Policy will be instigated. You will be asked to come in to dictate your script so that it can be transcribed. The costs associated with producing the transcript will fall to you and will be charged at £10.00 per hour. If your script is not transcribed then it will receive a mark of zero (0).

6.8 Coursework and examination feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. The Student Feedback Policy provides an overview of formal feedback.

Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to.

Informal feedback is just as important and comes in the form of individual chats with your Personal Academic Tutor, module leaders or project supervisors, or group meetings with academics after a lecture or practical session. Also tests and quizzes on Blackboard, which are available for several modules, can provide valuable feedback on how you are progressing.

All coursework will be marked and returned to you via the Student Office, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the Board of Examiners. This feedback will typically be returned within four weeks following your submission. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

Where appropriate, for example with smaller problem solving exercises like calculations, the lecturer will decide if feedback should be given individually, or reported back to the whole group. You are, however always free to ask the lecturer personally how you are progressing.

6.9 Access to coursework/examination scripts

Students are entitled to view their examination scripts on request to the Faculty. You are only permitted to view an examination script to enable you to see how you can improve your future performance and no mark or other annotation on the script is negotiable or open to alteration. The absence of annotation on a script does not mean that it has not been marked.

Should you wish to inspect your completed examination scripts, there is a procedure that will need to be followed and you should contact the Student Office (please see contact details on page 5) or contact your tutor. You are strongly advised to meet with your tutor if you have any concerns about your performance. In addition, each Academic Unit may organise a day when students are able to view their scripts as part of student feedback. Please note the following:

- Access to the script(s) will be given within 1 (one) month from the date of the written request being received by the Faculty Academic Registrar, and at a time and place agreed between the Faculty Academic Registrar (or her nominee) and the student. This will normally be only during Office opening hours (09.00 am 5.00 pm Monday – Friday).

- No charge will be made to the student for access to an examination script.

- The student making the request will be allowed to inspect the original script, under supervision by the Faculty Academic Registrar (or their nominee), for a maximum of 20 minutes. A copy of the original script will be taken and held by the Faculty Academic Registrar before scrutiny by the student, and the student will be so informed.

- No discussion may be entered into during the process regarding anything written on the script either by the student or the examiner.

- No mark or other annotation on the script is negotiable or open to alteration.

- No copy may be made of the whole or any part of the script by the student.

- No writing or marks may be made on the original script during any scrutiny under these procedures.

- Access is given to a particular script only once.

If the student, following sight of a particular script under the above rules, wishes to raise a query, this should be done in writing, in the first instance to the examiner with a copy to the Faculty Academic Registrar. The query cannot relate to academic judgement.

6.10 Release of results

Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners. More information can be found in the Release of Marks procedure.

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at repeat or referral attempt.

6.11 Final Assessment and Transcripts

At the end of your programme, your overall performance will be assessed. If you satisfy the academic standards necessary, the Board of Examiners will recommend you for award.

Transcripts can be obtained from the University Exams Office by emailing certificates@soton.ac.uk.

6.12 Prizes

Students can be nominated for prizes which are awarded during Graduation Receptions. Details of criteria can be found in the Programme section of the Handbook.

6.13 Final assessment

At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your programme regulations. If you satisfy the academic standards necessary, the examination board will recommend you for award.

7. Staff/Student Liaison: getting your voice heard

7.1 Module Survey

The Faculty aims to consult with and to provide opportunities for all students and staff to make their views known. You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken. Module surveys are undertaken at the end of each Semester by an automated electronic system. Results to previous surveys are found via the Student Feedback sites on Blackboard.

7.2 Module Reports

Your feedback to module surveys will be reflected upon by the module leader and will be included in the Module Report. Modules reports are available via SUSSED under the "programme specific information' tab.

7.3   Staff Student Liaison Committees

Staff-Student liaison committees have representatives from across each programme. These committees have the role of monitoring the organisation and management of the student programmes, to note any difficulties that students may be encountering, and to take advice about ways of improving the programmes.

7.4   Student Representation

Through the Students' Union you will be invited to elect your Faculty representatives (Faculty Officers, Academic Presidents, Academic Vice-Presidents and Course Representatives) who co-ordinate the student voice on Faculty committees to enable your voice to be heard.

More information on the Students' Union officers and their roles is available on the Students' Union Representation webpages.

8. Careers and Employability

The Careers and Employability Service provides support to students at all levels of study and has a range of opportunities on offer. Research* shows that graduates with no previous work experience are unlikely to be successful during the selection process and over 30% of positions will be filled by graduates who have already worked for that organisation. We provide drop-in advice. 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:

8.1   Excel Southampton Internships

The Excel Southampton Internship Programme offers 4-12 weeks paid internships which enhance your CV, expand your network and open graduate recruitment opportunities

8.2   Business Innovation Programme

The Business Innovation Programme provides an opportunity to develop your business acumen, team working and problem-solving skills by working on an 8 week project put forward by local businesses or not-for-profit organisations.

8.3   Year in Employment Placements

The Year in Employment is a work placement of up to 12 months duration taken after your second year of study enabling you to develop the skills employers value and gain insight to an industry of your choice. Eligibility criteria is available here please check before applying. Opportunities vary in duration and the type of role advertised.

8.4   Volunteering Bank

Volunteering is a great way to help you gain many of the skills employers are looking for, build your network and develop yourself in new ways.

8.5   Employability events within the Faculty

The Careers and Employability Service work closely with departments and Faculties to provide targeted careers support within and alongside your curriculum. Activities and opportunities may be appear within the timetable, or be advertised within your Faculty. Examples include lectures and workshops, online learning options, and events featuring alumni/employers. There are often opportunities to connect with organisations that offer themed events focused on employability. Some companies offer projects linked to dissertations or specific research.

For information on Employability please see:

Biological Sciences
Chemistry
Ocean and Earth Sciences

Student Information site via Blackboard for events local to your Academic Unit.

8.6   Professional Accreditation

Several of our programmes receive professional accreditation:

Chemistry:
BSc and MChem programmes are accredited by the Royal Society of Chemistry. Recent graduates can apply to become an Associate Member of the RSC and can upgrade their membership to a Member once graduates have a least 3 years postgraduate experience.

Ocean and Earth Science:
Geology and Geophysics programmes are accredited by The Geological Society. Current students can apply for Candidate Fellowship and once graduated can apply for Fellowship status.

Marine Biology and Oceanography programmes are accredited by The Institute of Marine Engineering, Science and Technology (IMarEST). Current students can apply for Student Membership (SIMarEST) and once graduated have the option of several types of membership depending on their career path or interest, these include: Affiliate, Elective Member, Associate Member, Member or Fellow.

8.7 Curriculum Innovation

At the University of Southampton we offer unique opportunities to help you achieve your ambitions. Depending on your programme of study, you may be eligible to take interdisciplinary modules

For most degree programmes you take eight modules in each year of your degree. Some of these will be compulsory modules that you must take, but in most cases you could also take some optional modules. You can choose to use these additional modules for a number of different options within your Faculty and elsewhere, to:

- Deepen your knowledge with more modules in your home discipline (see your Faculty website for more details of what is available).

- Broaden your studies by taking interdisciplinary modules, languages or other modules outside your home discipline.

8.8 Programmes with a Minor

If your degree is eligible, there is the opportunity to study a Minor subject alongside your main programme of study. The Minor will be in a different area to your subject. More information is available on the minors website.

9. Further study opportunities

Perhaps you are considering postgraduate study. There is a wide range of programmes leading to various qualifications available to you, and selecting the appropriate programme may not be easy. The first thing to realise is that you need to make a well informed decision and therefore the key is to obtain all the information you need. The Faculty always aims to retain its best and brightest students for research. However when collecting information about postgraduate studies, you should cast your net wide. You need to select an area that interests you – a difficult task in itself because you will also seek an area that has good employment prospects. There is also the choice between taught postgraduate programmes leading towards a Master of Science (MSc) and/or research postgraduate degrees.

Further details on the programmes offered by the Faculty can be found on the Faculty's website.

Biological Sciences
Chemistry
Ocean and Earth Science

10. Regulatory Issues

We hope that you will be satisfied with your experience during your time as a student at the University of Southampton but we do recognise that, on occasion, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it as soon as the concern arises. It is always better to let us know that you feel there is a problem as soon as possible so that the matter may be resolved quickly. You may alternatively wish to consult with your student academic president if it is an issue in common with other students. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, student complaint or academic appeal.

10.1 Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment.   The Regulations Governing Academic Appeals by Students outlines the regulations and procedure that should be followed should you wish to steps that should be followed when making an academic appeal.

10.2 Student complaints

The Regulations Governing Student Complaints sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

10.3 Dignity at work and study

The University's Dignity at Work and Study Policy applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect. Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

10.4 Student Discipline

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Discipline Regulations](), in accordance with the evidence and circumstances presented. Information for students on discipline is available from the [Student Services website]()

Appendix A

Revision Strategy and Examination Techniques

A.1 Revision strategy

Revision should be an on-going process which starts very early in your programme. The amount of knowledge to be accumulated and the variety of skills and techniques to be developed are large and they are best assimilated gradually and consolidated as you go along. Regular revision is really a part of the learning process but, of necessity, becomes more concentrated as the examination approaches. "Re-vision" means looking again at things you have already seen – it is not about learning for the first time.

A.1.1 Final revision programme

At the start of your final revision schedule (during the Christmas Vacation for Semester 1 exams, and during the Easter Vacation and at the end of the taught element of the programme for Semester 2 exams) you must get organised, and the best way to do this is to devise a revision timetable. Plan your time carefully, give yourself definite objectives for each session, revise actively, test yourself regularly, make notes, and practise problem solving. Use revision sessions to study topics you have worked on before, as revision is simply the process of reminding you of topics and techniques previously understood. You will appreciate how well-organised notes will help you during your revision. Write out important definitions, proofs, formulae and equations, checking them against your notes. Re-work previously solved problems without looking at your previous solution, then attempt questions that you have not looked at before. Make special revision notes for quick reference on cards to keep in your pocket and charts to hang on the wall of your study room. Practise your examination technique.

A.1.2 Examination practice

You should be familiar with the modules and syllabuses you will be examined in at the end of Semesters 1 and 2. Analyse recent examination papers. Work out how long you have for each question and become familiar with the style of questions.

During your ordinary study periods you will no doubt have attempted many questions but will have seldom given yourself strict time restrictions. In examinations the timing of your answers to questions is vitally important. Practice answering examination questions in mock examination conditions, allowing yourself only the normal available examination time and the equipment you are permitted to take into the examination room. To obtain 'mock examination' practice save one or two complete examination papers so that you can use them as final test papers 'against the clock'.

Examination nerves are common and understandable but will be lessened if you have followed a sensible course of study and revision. You may not do yourself justice if you have a poor examination technique. The hints on the next page should help you to tackle the examination with greater confidence.

A.2 Examination techniques

A.2.1 Before the day

Before the actual day of your examination, make sure you know:

- the date, day, time and venue of each paper for your course;
- how to get to the examination venue if it is not well known to you;
- your candidate number;
- the telephone number of the Student Office.

Prepare any equipment you will need for your particular examination:

- pens which are comfortable to use;
- sharp pencils, a pencil sharpener and rubber;
- drawing instruments such as a ruler, compasses, protractor, set squares;
- University approved calculator (if allowed) and spare batteries (check that you know how to replace them quickly);
- an accurate watch or small clock.

A.2.2 On the Day

Before the examination:
Check that you have all the equipment you will need before setting off for your examination with plenty of time to spare. If you are delayed, contact the Student Office (have the telephone number with you) to explain what has

happened. Arrive at the examination room early; a late start to an examination cannot be a good start and you will not be permitted to enter the examination room later than 30 minutes after its scheduled start time.

Just before the start:
Listen carefully to the invigilator. There may be some changes or special instructions which you were not expecting or some errors in the paper. Fill in any details, such as your candidate number, when the invigilator instructs you to do so.

Reading the instructions
When the invigilator says that you may begin, read the instructions on your examination paper very carefully. Make sure that it is the correct examination paper and, in particular, note:

- the number of sections and questions you have to do;
- how much time you have to do them in;
- which questions (if any) are compulsory;
- what choice of questions (if any) you have;
- how to present your answers.

Planning your time
Quickly calculate the length of time you should spend on each question. You will have practised doing this for past papers but make sure that you use the instructions on your actual examination paper, rather than making any assumptions. Try to allow about 10 minutes at the end for checking your paper.

Choosing the questions
Read through the whole examination paper carefully, checking that you have read each page. If you have a choice of questions:

- cross out the ones you can't do;
- tick those you can definitely do;
- choose the correct number to do;
- mark the order in which you are going to attempt them, attempting your best question(s) first.

Answering the question
Before you attempt to answer a question, read it all again carefully, jotting down points such as formulae and information relating to that question. These hints should help you when writing an answer.

- Plan before you write – the stress of working under time constraints in the exam room can make all your good study intentions disappear. However, this is when it is more important than ever. Take a few minutes to think and plan.
- Think about what the question is actually *asking.* What are you expected to include in your answer. What material will be *relevant*?
- Underline the key words in the question; identify the main topic and discussion areas; choose a few points/arguments about which you can write; make a mini plan which puts them in order before you start writing. You can cross it through afterwards.
- Make sure that your writing is legible.
- Present your answer in a neat, logical and concise way.
- Show all your working; marks are often given for methodology as well as your answers.
- You should be able to refer by name to the main theorists/researchers in your topic, giving the year of their major works. You do not need to give page numbers of lengthy quotes, except in an open book exam. You do not need a reference list.
- Do not do things you are not asked for.
- If relevant, state any principles, results or formulae used and indicate your reasons for using them.
- Check any formulae you use with the formula sheet, if provided.
- Always do a rough estimate of any calculation to check that your answer is sensible.
- When using a calculator, make sure that each calculation is shown clearly in your answer and give your final answer to the required degree of accuracy.
- If you get 'stuck', re-read the question carefully to check that you have not missed any important information or hints given in the question itself.
- When you have completed your answer, re-read the question to check that you have answered all parts.

Examination discipline
It is important that you try to keep to the times you have allocated to answering a question or section and that you answer the correct number of questions. If you answer less than the number of questions required you are limiting the number of marks available to you.

At the end
Before handing in your examination script check that:

- any 'front sheet' is completed according to the instructions;
- every loose page is clearly marked with your candidate number, etc.;
- every answer is numbered correctly;

- pages are numbered clearly and in order.