

**Bachelor of Arts (BA) Geography
Bachelor of Science (BSc)
Geography
Bachelor of Science (BSc)
Geography with Geology
Bachelor of Science (BSc)
Geography and Oceanography**

Student Handbook 2017-2018

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.*

Welcome from the Faculty of Social, Human and Mathematical Sciences Associate Dean

Dear Students,

Congratulations on what must have been a great last year for all of you. For our Freshers, did you know that we already think you are brilliant – you have beaten off perhaps 10 to 12 people for your place to study at Southampton, and that in our eyes means that you are a star. For our Continuing Students, you have not only won your place here, but you have progressed through your initial studies and are well on the way to achieving your degree now. For all of you, welcome (back) to Southampton, and good luck for the year to come.

Whilst many of you will be focussed on your own disciplines as your main point of contact, each of your disciplines sits within the Faculty of Social, Human and Mathematical Sciences. We are the largest and the most diverse of all eight Faculties in the University, and this brings you great opportunity. You can choose from a broad set of ‘minor’ subjects, many of which come from within our own Faculty. Alternatively, you can choose from a long list of broadening modules and option modules to complement your own discipline, many of which also come from our Faculty. This means that we actively support you in gaining a broad education to suit your interests and we are sure that there is something for everyone.

Within the Faculty, you may also like to know that there are numerous staff who have chosen the role of ensuring the quality and innovativeness of your experience at Southampton. My role, as Associate Dean, is to provide leadership to this group of staff, developing educational strategy and ultimately overseeing all matters to do with your education and its assessment and quality. I have a commitment to ensuring the best possible student experience and, if all is working well, I will be like the duck on the pond - calm on the surface but paddling hard underwater.

In all of our endeavours, we aim to provide a distinctive flavour to our education, both when bringing students from all over the world to Southampton, and when taking Southampton to the world. It is our hope and intention that you too will experience our different and cutting edge way of doing things, and that you will thrive and succeed in your studies and in all that University can offer you outside of your studies. Most of all, we hope that you will be happy during your time with us. This will shine through, and your positivity will be a beacon for friends, for opportunity and for achievements. Our staff are ready and willing to help you on that journey and we will be delighted to hear from you.

For now though, welcome (back) to what we hope will be a ‘home from home’, and good luck for your year to come.

With best wishes,



Jim Anderson
Associate Dean (Education & Student Experience)
Professor of Mathematics
J.W.Anderson@soton.ac.uk

Welcome from the Director of Programmes

Welcome to Geography & Environment at the University of Southampton. Please take the time to read this Student Guide carefully and consult it often during the year. It contains important regulations, including information on Health and Safety and plagiarism. It explains what you can expect of us and what we expect of you, as well as listing who to approach if you need help.

Joining a large university, whether for the first time or as a returning student, can be a daunting experience. At the same time, feelings of freedom, autonomy and a genuine sense of an unbounded future (the sky's the limit) can be exhilarating. We are here to support you every step of the way and we will work hard to ensure that you achieve to the very best of your abilities. Such support includes the Student Office, a pastoral tutoring system for every undergraduate student, and a series of supervision meetings that both ensures frequent small group contact with academic staff and promotes key skills that underpin your achievements.

Geography & Environment at the University of Southampton is one of the leading Academic Units in the UK and aspires to be among the best in the world. We strive for excellence in all our activities including teaching and research. At the same time, the staff and students in the department aim to be open, friendly and respectful of each other. As part of the department, you too will be expected and encouraged to aim high. The work will at times be hard, but the rewards can be great, including improved employability and, not least, your own personal development.

Once again, I extend to you a warm welcome and hope that your time with us will be rewarding: have fun!

Dr Nick Clarke

Welcome from Director of Student Support (Senior Tutor)

As a student in Geography and Environment you will be challenged but supported throughout your three years at university. In addition to your Personal Academic Tutor additional support with any academic or more personal issues can be accessed directly through me as Director of Student Support (Senior Tutor). Right from your first moments in the academic unit at induction, I will oversee your transition to degree level learning, alongside any other medical or personal that might arise. I am readily available to meet one-to-one and have experience of many, many years of offering students support and helping them access any additional professional input that might be needed from central student services. Your time at university will allow you wonderful opportunities, but it is quite normal for the transition into the young adult that graduates to be a bit bumpy at times – don't worry or feel that you might be the only one experiencing these – you may just need someone alongside you as you make your journey, and that is my role.

I look forward meeting you at induction where we will begin on that journey together...



Dr Sally Hayward

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1. General Information

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 will 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.

FSHMS HUB

The [FSHMS Hub](#) is an information resource for undergraduate and postgraduate taught students in the Faculty of Social, Human and Mathematical Sciences. This is designed to be a one-stop shop to direct you to everything you need to navigate your academic journey with us. Containing How To Guides, links to services across the University, copies of all the forms you might need, contact details for academic staff members and your Student Offices, and much, much more, this should be your first port of call for any information you need as a student in the Faculty.

Resource	Weblink
Academic integrity	http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html
Blackboard	http://blackboard.soton.ac.uk/
Faculty website	http://www.southampton.ac.uk/about/departments/faculties/faculty-social-human-sciences.page
Faculty staff information	Geography & Environment
Library	http://www.soton.ac.uk/library/
Programme and module descriptions	<p>Descriptions relating to your programme can be found via the programme pages on the web, and on Blackboard (see above).</p> <p>Your programme structure (ie which modules make up your programme) is available in your programme specification and via the online programme catalogue, which is accessible via Banner Self Service</p> <p>To find links to broad generic descriptions of the programmes and modules, follow links to your programme starting from http://www.southampton.ac.uk/geography</p>
Programme regulations	The Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes should be read in conjunction with your own programme regulations which detail any supplementary regulations specific to your programme of study.
Educational support services	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.
Academic skills hub	http://www.studyskills.soton.ac.uk/

1.1 Your student office

You should visit the Student Office for all general queries relating to the administration of your programme (this may include coursework submissions and collection of feedback, module registration changes, special considerations requests, sickness self-certification forms, suspension and withdrawal requests).

Opening Hours: Monday to Friday
9.00am to 5.00pm

Location and contact details:

Building 44, room 2003

Education (sofshs@soton.ac.uk)

Geography (geography.44studentoffice@southampton.ac.uk)

Psychology (psychology.44studentoffice@southampton.ac.uk)

Psychology CBT (cbtadmin@southampton.ac.uk)

Building 58, room 2127

Economics (economics.studentoffice@southampton.ac.uk)

Gerontology (gerontology.studentoffice@southampton.ac.uk)

Maths (maths.studentoffice@southampton.ac.uk)

Politics & International Relations (politics.studentoffice@southampton.ac.uk)

Sociology, Social Policy & Criminology (sspc.studentoffice@southampton.ac.uk)

Building 34, room 2009

PGCE Primary (pgceprimary@southampton.ac.uk)

PGCE Secondary (pgcesecondary@southampton.ac.uk)

PGCE FE Learning & Skills (pgcefe@southampton.ac.uk)

PGCE Primary/Secondary Partnership (partnership@southampton.ac.uk)

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](#).

1.4 Important Dates

Please note the following important dates:

1.4.1 Field Courses (See also Section 5)

Year 1 Field Courses

Non-residential based on Highfield Campus, Building 44:

Sunday 5th – Saturday 11th November 2017

&

Wednesday 7th to Friday 9th March 2018

Year 2 Field Courses

BA Geography – Amsterdam Monday 12th – Friday 16th March 2018

BSc Geography – Tenerife Sunday 5th – Saturday 11th November 2017

Year 3 Field Courses

BSc Geography – Arolla Wednesday 6th – Friday 15th September 2017

BA Geography - Berlin Saturday 17th – Saturday 23rd September 2017

BA Geography & BSc Geography – Cambodia Monday 25th January – Tuesday 6th February 2017

1.4.2 Coursework Submission Dates

Hand in dates can vary from module to module. Please check for each module on the relevant Blackboard site.

1.4.3 Graduation

Summer Graduation will be held from 18 – 27 July 2018. The exact date and time for the Geography ceremony will be confirmed in Spring 2018.

2. Supporting you through your studies

2.1 The role of your Personal Academic Tutor and other key academic staff

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. You will be introduced during Induction, and then meet every fortnight during the 1st year for Supervisions. You will meet with your Tutor once every Semester for a one-to-one Feedback and Review' meeting 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 in Geography is the Director of Student Support, Dr Sally Hayward, and she 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.

2.2 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.

In Geography you will be assigned a pair of year 2 or 3 buddies who will work alongside you in your personal tutor groups initially. The buddies have volunteered to support you and are a friendly face that you might feel you could ask questions that perhaps you might not want to ask your tutors, and have experienced everything you will be during their time as first years. During the first few weeks there will informal group meetings, and then it is up to you how much you stay in touch individually. As 2nd years you may want to still seek the advice and support of your buddy, as well as buddying next year's 1st years. Common questions would be about looking for your private accommodation, choosing options, etc You will be given a booklet and have a full briefing on the scheme that lays out in more detail the expectations and boundaries of the scheme. Your buddy will also be briefed and trained as to what their role is and you should always ask your personal tutor or the Geography Senior Tutor, Dr. Sally Hayward if in doubt. Once personal tutor groups have been set up your buddy would contact you and will meet in week 1 – full details given at the induction briefing.

2.3 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. You may wish to ask your GP for written confirmation of your health difficulties if you feel that these may be affecting your academic performance, which you may then wish to pass on to your Personal Academic Tutor. More information can be found in the [General Regulations – Attendance and Completion of Programme Requirements](#).

2.4 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 academic tutor 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.

2.5 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 circumstances to be considered by the Faculty you must complete a Special Considerations form. **It is important that you submit this to your Student Office in a timely manner (normally not more than five working days after any assessment or deadline that may have been affected by the circumstances).** All claims must be substantiated by written documentary evidence, eg a medical certificate or GP/consultant letter, self-certification 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. You will be notified of the outcome of your claim once the Board of Examiners has considered the recommendation of the Special Considerations Board. Full details of the University's policy on Special Considerations can be found [here](#).

2.6 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.

2.7 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, 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.

2.8 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

Ensuring student health and safety is a major goal of the University. As a new student you will have received information on Personal Safety and H&S/Fire Safety as part of your 'Southampton Welcome'. Both new and existing students should also take a look at the following links for further information:

www.susu.org/support

<http://www.southampton.ac.uk/healthandsafety/topics/students.html>

The University statement of Health and Safety Policy Statement and Management System, which defines commitment, governance, responsibilities and management of health and safety is available here:

<http://www.southampton.ac.uk/healthandsafety/topics/students.html>

The Faculty's Health and Safety Local Arrangements document is available at <https://groupsite.soton.ac.uk/Administration/FSHS-Health-and-Safety/Documents/Forms/AllItems.aspx>.

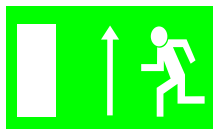
3.1 Local arrangements

Key local Health and Safety arrangements are as follows. If you have questions relating to any of the following information please contact a member of the Faculty Health and Safety team, details of which you will find at the end of this section.

3.2 Action in the event of a fire



If you notice or suspect that there is a fire you should immediately raise the alarm by operating the nearest fire alarm call point (one will be located on the wall as you leave the building). The fire alarm is a continuously ringing bell.



On hearing the alarm you should immediately stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit, shutting doors behind you as you leave. Do not stop or return to collect personal belongings. Do not use lifts unless you have a Personal Emergency Evacuation Plan (PEEP).



On leaving the building make your way to the assembly point. Ensure any car parks or roads are kept clear for emergency vehicles. Do not re-enter a building until you are told it is safe to do so by the Fire & Rescue Service, the senior Fire Warden or Security staff.

Fire extinguishers are provided in buildings but should only be used by those trained in their use and only if it is safe to do so.

Evacuation alarms are tested weekly. The times of these tests are detailed near main entrances to buildings. When tests take place the bell will ring for no more than a few seconds.

If you have a permanent or temporary mobility impairment that affects your ability to use stairs to exit a building then you should have been notified to Health and Safety personnel in order for a PEEP to be developed. If this has not been done please contact the Health and Safety team using the details overleaf.

3.3 Assembly points

Building	Assembly point
B32 (Education)	Visitor car park at North end of B32 (Burgess Road end).
B34 (Education)	Area around flag pole in front of University library.
B39 (S3RI)	Car park in front of B54
B44 (Geography / Psychology)	Grassed area in front of University Health Service Building (North end of Physics building).
B44a (Psychology)	Car park in front of B44 (Shackleton)
44 Chamberlain Rd (Psychology)	Car park in front of B44 (Shackleton)
B54 (Mathematics) and B56	Grassed area adjacent to Turner Sims Concert Hall.
B58 (Social Science)	Grassed area in front of University Health Service Building (North end of Physics building).
Other buildings	Check the emergency information that should be displayed on a noticeboard in teaching rooms.

3.4 First Aid



In the event of an accident causing injury, the nearest first-aider should be contacted. Their details are displayed on signs in corridors. Alternatively, contact security on 3311 using an internal phone and they will assist. Following treatment, the incident must be reported to your line manager/supervisor and the Faculty Health and Safety team.

3.5 Incident Reporting



If you are involved in an accident or incident, spot a hazardous situation or are concerned that you are being asked to do something without the necessary information, instruction or training that would ensure your safety, please report this to your supervisor and the Faculty Health and Safety team. The circumstances can then be investigated and measures put in place to minimise future risk.

Incidents can be reported online at: <https://www.southampton.ac.uk/healthandsafety/incident-report.page?>

3.6 Induction and Training

As a new student you should have the following expectations with regard to Health and Safety:



- To be made aware of local emergency arrangements and H&S contacts on your first day.
- To receive a local induction before using any laboratory or workshop area. This will identify hazards and make you aware of particular procedures in place to help ensure your safety.
- That risk assessments and other written arrangements that maintain good H&S in all your activities will be brought to your attention by your supervisor.

3.7 Building Access

Most University buildings are open to all from 08.00-18.00 Monday-Friday excluding University and public holidays. All undergraduate students must leave buildings by 18.00. Access by ID card may be available to postgraduate students from 06.00-23.00 depending on student status. Buildings are to be clear by 23.00 and remain so until 06.00 (Closure Period) unless you have particular need which must be approved by your Head of Academic Unit.

3.8 Out-of-Hours Policy

The Out-of-Hours Policy covers the Closure Period from 11.00pm through to 6.00am the following day and applies to every day of the year, including weekends and Public Holidays. You must have received approval to work during the closure period from your Head of Academic Unit and this must be documented using **Form 1.5** available from the link <http://www.southampton.ac.uk/estates/what-we-do/security.page> When you are present in the building you should have access to a completed copy of this form, along with your University ID.

3.9 Further information

More detailed information, forms and links to other sources of advice are available on the [FSHMS H&S site](#).

3.10 Contact Information

Your primary contact should be your personal academic tutor. However, the following contacts may be used if necessary:

Faculty Health and Safety Team (Social, Human and Mathematical Sciences)				
Pete Dargie	Faculty Health and Safety Officer	44/3011	023 8059 4513	P.G.Dargie@soton.ac.uk
Peter Morgan	Health and Safety Officer - Geography and Environment	44/1017	023 8059 4673	P.R.Morgan@soton.ac.uk
Safety and Occupational Health				
Safety and Occupational Health (SOH)	Please contact SOH if local contacts are not available	26 University Road	023 8059 3277	soh@soton.ac.uk
Security - Central Control Room (CCR)				
CCR	023 8059 3311 (Emergency)	023 8059 2811 (Enquiries)		unicc@soton.ac.uk

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 your programme specification via [SUSSED](#).

The taught components of the programme are delivered in modular form and typically 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 an option. Definitions of these and of the rules surrounding compensation are provided in the [General Regulations – Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes](#) and are reproduced below.

Core Module: A Core Module is a module which must be taken and Passed by all students on a particular programme. Core Modules may not be Passed by Compensation. Where programme regulations specify, a student may be required to select a Module from within a group of Modules, which, once selected, becomes Core.

Compulsory Module: A Compulsory Module is a Module which must be taken by all students on a particular programme. Compulsory Modules may be Passed by Compensation.

Option Module: An Option Module is a Module selected from a group of available Modules which does not become Core or Compulsory on selection. Option Modules may be Passed by Compensation.

Compensation: Pass by Compensation is the award of credit for a Failed Module on the basis that overall performance elsewhere in the Part is sufficient to merit the passing of that Part and the learning outcomes of the programme as a whole will be met.

Non-Compensatable Fail: A Non-Compensatable Fail is a Failed Module which cannot be Passed by Compensation. A Failed Module is Non-Compensatable if the mark achieved for the Module is lower than the Qualifying Mark, or if the Failed Module is a Core Module for the programme.

Pass Mark: The Pass Mark is the minimum mark that must be achieved in order to pass. It may be applied to a Module to an Average Mark or to a Final Average Mark.

The University standard Module Pass Mark for undergraduate students taking modules at all levels is 40 ([Regulations for Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes](#), (section 2).

Qualifying Mark: The Qualifying Mark is the minimum mark that must be achieved in a Module in order for a Pass by Compensation to be awarded.

Unless stated in the programme regulations (and subject to paragraph 3.3 of the [Regulations for Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes](#)), the University standard Qualifying Mark for undergraduate students taking modules at all levels is 25.

Your student record should automatically record core and compulsory modules and these must be completed in accordance with the requirements for progression applicable to your programme. Most programmes will have a number of option modules. If applicable you will need to select a certain number of option modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

4.2 Registering for your option modules

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 option 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 option module choices clash in your timetable, then you will need to amend your option 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's [Attendance Regulations](#) detail the University's general expectations placed upon you as a student. Students are required to attend the compulsory day, non-residential and residential field courses in Year 1 and 2.

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. Option modules that are available to select may also include information on module specific costs.

In some cases you'll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. 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.

4.5 Faculty Exchanges / Placement Opportunities

Overseas Exchange Opportunities

We offer a range of exciting exchange opportunities to a variety of countries throughout the world.

If you go on an exchange, you will go during the 2nd year, 2nd semester of your 3-year degree. The semester spent abroad is not extra, but is part of your BA or BSc programme. You continue to pay fees to Southampton as usual; you do not pay fees to your host institution. You will need to pay living expenses and travel to/from your host country. Depending on the institution, accommodation is usually available University-provided or private rented. Various grants and/or scholarships are available, depending on your chosen host country. Your grades from your exchange count towards your degree. If you wish to do so, you can undertake your dissertation while you are abroad. In order to apply for exchange, you submit an application (CV, personal statement and reference from your Personal Tutor) to the International Liaison Officer in Geography & Environment. Places are allocated on a competitive basis, based on your academic performance and suitability for studying abroad and being a good ambassador for University of Southampton. Support before and during your exchange is provided by the University's International Office and via a dedicated International Liaison Officer in Geography and Environment. During and after your exchange, you are expected to help promote exchange opportunities to future Geography students (e.g. by writing blogs, attending promotional events). A buddying system is facilitated whereby past exchange students support students who are about to go on exchange.

The following exchange opportunities are currently available to Geography and Environment students. For the majority of our exchange partners, your modules will be taught in English. In some European institutions, the language of instruction is the native language (as indicated below). This offers you the opportunity to extend your language skills and Geography at the same time. In order to study in these institutions, you will require a degree of fluency in that language: this is assessed on a case-by-case basis when you apply. Language preparation courses are available in Southampton and many of our partner institutions will help you to continue your language training when you arrive.

Country/institution	Language of instruction
Australia:	
University of Sydney	English
University of Western Australia	English
University of Adelaide	English
Canada:	
Western University, Canada (Ontario)	English
Europe: Erasmus	
Rouen, France	French
Bonn, Germany	German
Hamburg, Germany	German
National University of Ireland, Maynooth (English)	English

Utrecht, Netherlands (some modules in English)	Some modules in English
Groningen, Netherlands (some English)	Some modules in English
Hong Kong:	
University of Hong Kong	English
Chinese University of Hong Kong	English
Singapore:	
National University of Singapore	English

For further details of the exchange opportunities available and to learn about current and previous students' exchange experiences (blogs, videos etc), look out for promotional events hosted by Geography and Environment and the International Office and check out their websites.

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 lead 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 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 lead.

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 Labs

Geography and Environment has a teaching laboratory dedicated to undergraduate teaching. This is equipped with high and low power microscopes, a smart board and microscope camera, to aid teaching. All Geography students participate in two laboratory practicals sessions this laboratory in the first year. In the second year all physical Geography students have a further 9 laboratory/field practicals. Other second and third year option modules make use of the laboratory suite and its equipment. Students can use the teaching laboratory for (palaeo)environmental analyses, and other areas of the Laboratory Suite for project work following on from field courses and for their dissertation projects. Other areas include the research lab for sedimentology and geochemistry, analytical laboratory for geochronology and Chilworth Flume facility for fluvial geomorphology.

5.6 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.

All assessments, including coursework and dissertations, require you to study independently. Module leaders, supervision tutors and dissertation supervisors are expected to give general guidance but not to take a primary role in designing or carrying out the assessment. Hence, students are expected to take responsibility for their assessments in order to enhance their own personal and professional development, making the most of those learning opportunities given by the module and more in general by the course learning programme.

5.7 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 information can be found on the [Academic Skills](#) pages of the Library website. A conscious effort is made by the Faculty to ensure that every module allows and encourages development of key skills. Further details can be found within individual module specifications.

5.8 Faculty policy on referencing

Geography and Environment uses the Harvard system for referencing.

5.9 Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity](#). Where professional, statutory and regulatory body requirements apply and for programmes that lead to professional registration, additional reporting requirements may be in place. The Students' Union Advice Centre has developed a [Guide](#) for students.

Procedures will be invoked to investigate suspected breaches of academic integrity when concerns are raised during the marking process or in connection with suspected cheating in examinations. We are aware that students may have experienced differing standards at other institutions (including those overseas) but it is essential that you take steps to ensure your full understanding of the standards expected at Southampton as significant penalties can be imposed if these are breached. These penalties will always affect the mark you receive for the piece of work in question, and the most serious cases could lead to a reduction in degree classification or even termination of programme. There is likely also to be an impact on any future reference we provide.

It is often helpful to discuss ideas and approaches to your work with your peers, and this is a good way to help you think through your own views. However work submitted for assessment should always be entirely your own, except where clearly specified otherwise in the instructions for the assignment. In some instances working in groups will be required, and there may be occasions when work is submitted from the whole group rather than individuals. In these instances the instructions will make it clear how individual contributions to the joint work should be identified and will be assessed. If you are in any doubt, check with the person setting the assignment. If you have worked with others you should make sure that you acknowledge this in any declaration you make.

If you wish to improve your study skills, always seek advice sooner rather than later. Your personal tutor or module lead will be able to help you identify sources of assistance. It is an important element of independent learning, and a normal part of academic development, to recognise when you need to seek advice, and to learn to benefit from it. This would not necessarily mean that you are 'struggling' with your work – you may feel you need additional advice to reach your personal potential.

If in doubt about what is required in any particular assignment, what referencing styles are appropriate etc, always ask. Your tutor or module lead will be able to point you in the direction of appropriate sources of advice and information.

You are responsible for your own work and conduct, and for ensuring that you neither fall accidentally into poor academic practice in your written work nor engage in practices which breach academic integrity. Such practices are unacceptable, whether they have been followed deliberately or through a lack of understanding. As well as damaging your own development, failure to work with academic integrity is unfair to other students who complete work honestly and fairly. It can also potentially damage the relationship between staff and students which is at the heart of the University community, and relationships with external partners. Ultimately, your results will not be a true reflection of your performance, which may potentially damage the academic standing of the University's awards.

Furthermore, should you have reason to believe that a fellow student is not working with academic integrity, you should speak in confidence to the module lead. Your identity will not be revealed as part of any investigation; however no further action would be taken unless additional evidence is identified by the marker or module lead.

5.10 Research Ethics

The University of Southampton is committed to carrying out its research, teaching, enterprise and other activities within a comprehensive ethical framework (<http://www.southampton.ac.uk/ris/policies/ethics.html>).

Principles of ethical research include the expectation that studies are undertaken with integrity, quality and transparency. Participants in research must be fully informed about the research and participate voluntarily. They need to know what will happen with the information they provide, and that they can withdraw from the study subsequently (wherever possible). Risks from participation in research must be explained and minimised. Participants' anonymity and/or confidentiality should be protected, for example by removing information that could be used to identify them and by storing confidential information securely.

All research on human participants, their tissue or data requires ethical approval via the University's Ethics and Research Governance Online (ERGO) system (www.ergo.soton.ac.uk). This includes, but is not limited to, studies of the following kind:

- analysis of existing secondary data at an individual level, even where such data have been anonymised and/or the datasets exist in the public domain;
- collection of data using questionnaires and online surveys;
- collection of data using interviews, observations, focus group discussions or similar qualitative approaches; and
- experiments involving human participants.

Research on animals is governed by separate procedures.

The University believes that ethical issues should be interpreted broadly and that ethics approval might also be needed for research where other factors could be present including:

- a risk of damage to the environment;
- political or social sensitivity; and
- impact on culture and cultural heritage.

If you are in doubt about whether the research for your dissertation requires ethical approval, please contact your divisional 'ethics champion', or a member of the Faculty Ethics Committee via risethic@soton.ac.uk.

To obtain ethical approval for your research, please apply via the ERGO system (www.ergo.soton.ac.uk). Detailed guidance on how to apply and what documents to upload can be found on the Researcher Portal (<https://intranet.soton.ac.uk/sites/researcherportal/>) and in the Downloads section on the ERGO page.

Please note that the University does not permit mass emailing for the recruitment of research participants.

Your supervisor will need to approve your ethics application before it is reviewed by the Faculty Ethics Committee. There are no submission deadlines; instead applications are reviewed on a rolling basis. You can expect a decision within 10 working days. Please allow extra time in case you are asked for revisions. **You must not begin your research before you have obtained approval via ERGO!** Retrospective approval is never granted.

Failure to obtain ethics approval or to comply with the University's Ethics Policy will be investigated under the University's regulations governing Academic Integrity (<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>).

5.11 Fieldwork Costs

For students starting from 2012/13 all fieldwork costs for compulsory day, non-residential or residential field courses are covered by Geography and Environment e.g. modules GEOG1010, GEOG2035 GEOG2033, GEOG2002. However no financial support is offered in respect of the optional (Year 3) residential field courses (i.e. Arolla and Berlin), but costs for day fieldtrips with no residential component, offered as a component of optional modules, will be covered by Geography and Environment.

5.12 Research Project – GEOG3018

This is a 10,000 word thesis of independent research. It is begun during your second year and submitted half way through Year 3. More detailed information on the Research Project will be provided to you in Year 2.

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 and balancing your time across your full programme of study is important. Conversely, students who forget or do not bother to submit work can make it very difficult for themselves to achieve their full academic potential.

When coursework is set a due date and time for submission will be specified. If you are unsure about the date or time required for any submission, it is your responsibility to contact the module coordinator or the Student Office to obtain clarity.

Unless specified otherwise, all coursework and assignments should be submitted electronically through e-assignment, which will be accessed through a link in Blackboard. Every time you submit an assignment through e-assignment you will receive an electronic receipt, which is proof that you have submitted your work. Furthermore, academic and administrative staff will be able to view precisely when you logged on and logged out of e-assignment, and the activities you undertook within it. **It is important to note that when submitting your work electronically you should allow at least 10 minutes to do this. The submission process requires you to reflect on your work by answering a few brief questions about the assignment, allowing academic staff to direct feedback to you in key areas. Hence, starting the submission process within only minutes of the deadline may well result in your submission missing the deadline, and you will incur late work penalties (see section 6.3).**

For each piece of coursework you undertake, you will be given a set of criteria against which you are being assessed. Staff will mark your work against these criteria, using a set of grade descriptors (Categorical mark scheme), which explains the performance levels required to attain a first class mark, 2.1, 2.2, 3rd or fail. These can be found on the Blackboard site, which is accessible to all Geography undergraduates: GEOG_UG; Geography Undergraduates, but are also appended to this handbook in Appendix B.

6.2 Overlength work

Although the types, lengths and styles of assessed written work vary considerable between disciplinary contexts, the production of written work to a specified length is an important transferable skill that you are expected to develop during your studies. The ability to produce concise, clear writing to a determined length is fundamental both to academic work and to professional working life. In response to student demand for greater clarity, a Faculty policy has been developed (available on the [FSHMS Hub](#)) to provide a consistent approach towards overlength work across the Faculty. Where relevant and appropriate, written assessments may specify a word limit either as a single figure or as the upper limit of a range. Your work will be overlength if you go even one word over the stipulated length or upper limit. There are no complicated penalties to apply. Instead, overlength work will be addressed through marking solely **that proportion of work that falls within the word limit.**

The Geography and Environment policy is that for all word limits the following ARE included in the word count: abstracts, titles, tables, executive summaries, text. The following are NOT included in the word count: appendices, reference list, acknowledgements.

Your individual module leads will provide further details via their Blackboard sites. This approach to overlength work does not apply if a piece of work has no word limit, however, you should attend to any length guidance given by your module leads.

6.3 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for submitting work late.

The University has a uniform [policy](#) for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark.

Work submitted up to 5 days after the deadline should be marked as usual, including moderation or second marking, and feedback prepared and given to the student. The final agreed mark is then reduced by the factors in the following table.

University Working Days late	Mark
1	(final agreed mark) * 0.9
2	(final agreed mark) * 0.8
3	(final agreed mark) * 0.7
4	(final agreed mark) * 0.6
5	(final agreed mark) * 0.5
More than 5	Zero

6.4 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 Special Considerations 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. 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.***

6.5 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. There is a link to *Past Exam Papers* from the [Students Portal of SUSSED](#).

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.

6.6 Examinations

The dates of University examination periods are published annually on the [assessment webpages](#). You can also find helpful information on policy, process, exam regulations, venues and timetables.

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 cost of this work will be met by you. 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, 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.

The feedback you receive will be:

- **timely** - allowing you to learn from your work
- related to the **learning outcomes** for that piece of work
- **constructive** and **honest** – allowing you to take the comments on board, learn from your mistakes and understand why you did well.

For the feedback to be effective, it is important that you work with the feedback given and identify how you can improve your work in the future. Should you need further information about your work, get in touch with whoever marked the coursework.

Feedback may be made available online or can be collected from the Student Office. You will be contacted when feedback is ready. For some kinds of assignment, other arrangements will be made and the module leader will explain those to you.

Each Semester you will have the opportunity to meet with your Personal Academic Tutor to review your Feedback from Examinations and Coursework on a one-to-one basis.

Feedback on the strengths and weaknesses of the performance of the whole group which took an examination may be available via Blackboard.

6.9 Access to coursework/examination scripts

Students are entitled to view their examination scripts on request to the Faculty (your Student Office can advise on the process to be followed). 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.

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](#).

These marks will be made available by your Student Office according to the procedures of the Faculty. In certain cases, especially for semester 1 exams, such marks at the time of release may be provisional only and subject to change by a subsequent Board of Examiners. It will be made clear when marks are provisional.

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 Prizes

The Shackleton Prize

It is awarded annually to undergraduates for academic performance at the end of the first year of study.

The James Bird Prize

The James Bird Prize was founded in 1998 by former staff and students in Geography & Environment in memory of Professor James H Bird who was Professor in the Academic Unit from 1967 until retirement in 1988. The prize is awarded to the student with the most outstanding performance at the end of their second year.

The Florence Miller Prize.

The Florence Miller Prize was founded in 1998 by former staff and students in Geography & Environment in memory of Florence Miller who was a lecturer and senior lecturer in the Academic Unit from 1921 to 1954 and its Head from 1936 to 1954. The prize is awarded to the third-year student who produces the best research project (dissertation).

The Fawcett Prize

The Fawcett Prize was founded in 2013 in memory of CB Fawcett (1883-1952) who was the founding lecturer in the Academic Unit from 1914 and was an expert in Regional Geography. The prize is awarded to an outstanding BA third-year student.

The Boswell Prize

The Boswell Prize was founded in 2013 in memory of Katherine Boswell (1889-1952) who was the lecturer in the Academic Unit and was an expert in Fluvial Geomorphology. The prize is awarded to an outstanding BSc (single and joint honours) third-year student.*

*In any given year, one third-year student may only win one prize. Where a student may be eligible in two categories, the dissertation prize takes precedent as it is over the whole geography cohort.

6.12 Final assessment

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

7. Student feedback: getting your voice heard

7.1 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.

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.

7.2 Module survey

The Faculty formally seeks feedback on every module every time it is delivered in line with University Policy. This is normally done through an anonymised electronic system.

In addition, all programmes should seek informal feedback from you part-way through your module. Your module leads will confirm to you the processes and opportunities to provide feedback.

We encourage you to take every opportunity to express your opinions/comments/and suggestions as this is very valuable to the Programme Team and the Faculty in our drive towards continual enhancement of education.

7.3 Module reports

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

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. The Service provides 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:

*High Fliers 2016

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.

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. Opportunities vary in duration and the type of role advertised.

8.5 Employability events within the Academic Unit

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 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.

A programme of activities designed to help you prepare for employment have been arranged for the coming academic year. In Week 2 there will be a faculty wide event on 'Your Future Career with sessions on job hunting, interview skills and writing graduate CVs which are both fun and informative.

Throughout the year we will be holding an 'Employability' guest lecture series. Invited contacts from industry will give presentations to provide a flavour of what it is like to work in their sectors. There will be representation from a cross section of employers throughout the year. Some guest lectures will be attached to specific modules while others will be timetabled in an Employability slot. After each guest lecture there will be an opportunity to ask questions and to network with the invited speakers. Please look out for the seminar advertisements and keep up-to-date with the Employability activities on our dedicated Employability Blackboard site.

You will also be able to access support during some of your tutorial slots as each semester there will be a session dedicated to employability and how you can make the most of everything on offer at the university.

8.6 Curriculum innovation

Students can participate in the Curriculum Innovation Programme which gives them to study a whole range of options. These are Modules that can be taken by any student in any year of study to broaden their educational experience. Modules that have been frequently taken by Geography students are "Global Challenges", "Global Health", "The Arab World" and "The search for life in the Cosmos", but there are many others covering a huge range of disciplines. For more details see https://www.southampton.ac.uk/uni-life/learning-teaching/customise-your-degree/interdisciplinary-modules.page#what_are_interdisciplinary_modules%3F

8.7 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.

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. [Regulations Governing Academic Appeals by Students](#) outline the regulations and procedure that should be followed should you wish to steps that should be followed when making an academic appeal.

The Students' Union Advice Centre has developed a [Guide](#) for students.

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](#).

11. GeogSoc

What is GeogSoc?

The Geographical society is a student-based organisation run by a committee who organise social events. University life offers a unique chance to meet lots of people. GeogSoc gives you the opportunity to meet like-minded people from your degree programmes, some of whom will become your closest friends.

What can we offer you?

For 1st years it's a fantastic way to meet people and broaden your social circle. For 2nd and 3rd years it is a great way to see your friends who have chosen different modules from you. For everyone it's a fantastic way to have a brilliant time, even for post grads who can also join! It is also a great opportunity to mix with people from other years.

Socials

Numerous events throughout the year: from themed pub crawls to the big events like the Christmas ball and the May boat ball, as well as day trips such as paintball and the beach.

Parenting/Buddying

Something we offer when you first arrive is a buddy scheme, with people from your year and a second year or third year who can offer a friendly face and share their experiences. This provides a great chance to meet a small group of people and someone from the second and third years who you can go to if you have questions.

Social Media

Follow our Twitter account [@SotonGeogSoc](#), our Tumblr feed [sotongeogsoc.tumblr.com](#) and like our Facebook pages [Southampton University Geography Freshers 2017/18](#) and [Southampton GeogSoc Sport 2017/18](#) to keep updated about upcoming matches, training, events and socials.

Finally...

The society brings a huge number of benefits to Geography & Environment. We are one of the best and biggest societies in the university but we are only as good as you make it. We had an amazing year last year, it's up to you to make it better!

Joining the society

Joining GeogSoc entitles you to discounts on all of our events and membership lasts the entirety of your degree. For further information, including joining instructions please click [here](#).

We look forward to meeting you all soon!
GeogSoc Committee 2017/18

12. Who's Who in the Academic Unit

Academic staff

Prof Tony Brown

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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.

Appendix B – Geography & Environment Categorical Grade Descriptors

There are 7 tables based on different types of assessment. These are differentiated from each other as the skills required are different for which the attainment is based.

Table 1 – Generic Grade Descriptors

Table 2 – Grade descriptors for coursework essays

Table 3 – Grade descriptors for exam essays

Table 4 – Grade descriptors for oral presentations

Table 5 – Grade descriptors for poster presentations

Table 6 – Grade descriptors for field notebooks/learning diaries

Table 7 – Grade descriptors for dissertations

Table 1. Generic grade descriptors

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class answer.
100	Perfection	An assessment which could not be bettered within the time available.
90	Outstanding	Distinguished by substantial scholarship and, in some cases, originality.
85	Esteemed	An answer which includes almost all the first class categories.
78	Exceptional	An answer showing a great deal more insight into the question, and one which indicates wide reading beyond the reference lists provided in course handouts.
72	Excellent	An answer which shows substantial evidence of most of the first class qualities, demonstrates a comprehensive coverage of subject matter, engagement with scholarship and research, very good analytical ability, no major flaws
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the answer will articulate a clear and well-supported viewpoint on the key issues being discussed. The work will be well structured and illustrated appropriately.
68	Very good	Displays all upper second qualities, but narrowly misses first class, most commonly in areas of insight or breadth of additional reading.
65	Good	An answer which displays most of the upper second class qualities. There will be clear evidence of reading and all the key issues will be correct, although the answer may not be entirely comprehensive, or may be let down by one or two weaker components.
62	Capable	An answer which displays some of the upper second class qualities. The answer may not be entirely comprehensive, or may be let down by one or two weaker components.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues.
58	Competent	Displays all of the lower second class qualities, but fails to demonstrate much reading. Structure is present, but may not be the most suitable. Typically, such an answer may cover the course material and be correct, but show limited reading and insight.
55	Satisfactory	Solid answer that displays most of the lower second class qualities.
52	Adequate	Some of the required qualities are significantly lacking. The structure may be weak, or there may be no evidence of reading. An answer at this level may be let down by significant sections which are not relevant to the question, or by some incorrect ideas.
Third class		Work with severe shortcomings in presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	An answer which is clearly relevant to the question and demonstrates some of the key points. There is little or no evidence of reading, and the answer may be characterised by a large proportion of inappropriate material. The answer demonstrates little or no insight and is weakly structured.
45	Weak	An answer with some shortcomings in presentation, content and analysis.
42	Very weak	An answer which barely demonstrates a correct understanding of the key issues. Weakly structured and without evidence of reading.
Fail		Poor answers with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and answers at the lower end, which are simply deemed inadequate.
38	Poor	Answers with serious omissions or errors, but with some material relevant to the question. There is evidence that the question has been understood in part. Work at this level will demonstrate serious weakness in argument, and/or a serious lack of knowledge and understanding.
28	Inadequate	Little substance or understanding, but with a vague knowledge of the correct answer.
18	Unsatisfactory	Some relevant facts but an inadequate structure and approach leading to a jumble of disorganised material. Also appropriate for an answer which is wholly tangential to the question, or to a very short answer (less than one side), without promise of being better had it been longer.
0	Wholly unsatisfactory	Virtually nothing of relevance to the answer, lacking any real structure.

Table 2. Grade descriptors for coursework essays

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class answer.
100	Perfection	An assessment which could not be bettered within the time available.
90	Outstanding	Distinguished by substantial scholarship and, in some cases, originality.
85	Esteemed	An answer which includes almost all the first class categories.
78	Exceptional	An answer showing a great deal more insight into the question, fully realises learning outcomes for the assessment and develops them far beyond normal expectations, evidence of critical evaluation of wider reading
72	Excellent	An answer which shows substantial evidence of most of the first class qualities, demonstrates a comprehensive coverage of subject matter, engagement with scholarship and research, very good analytical ability, no major flaws
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the answer will articulate a clear and well-supported viewpoint on the key issues being discussed. The work will be well structured and illustrated appropriately.
68	Very good	Displays all upper second qualities, but narrowly misses first class, most commonly in areas of insight or breadth of additional reading. Broadly realises the intended learning outcomes, well expressed, good analytical skills.
65	Good	An answer which displays most of the upper second class qualities. There will be clear evidence of reading and all the key issues will be correct, although the answer may not be entirely comprehensive, or may be let down by one or two weaker components.
62	Capable	An answer which displays some of the upper second class qualities. The answer may not be entirely comprehensive, or may be let down by one or two weaker components.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues.
58	Competent	Displays all of the lower second class qualities, but fails to demonstrate much reading. Structure is present, but may not be the most suitable. Typically, such an answer may cover the course material and be correct, but show limited reading and insight.
55	Satisfactory	Solid answer that displays most of the lower second class qualities.
52	Adequate	Some of the required qualities are significantly lacking. The structure may be weak, or there may be no evidence of reading. An answer at this level may be let down by significant sections which are not relevant to the question, or by some incorrect ideas.
Third class		Work with severe shortcomings in presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	An answer which is clearly relevant to the question and demonstrates some of the key points. There is little or no evidence of reading, and the answer may be characterised by a large proportion of inappropriate material. The answer demonstrates little or no insight and is weakly structured.
45	Weak	An answer with some shortcomings in presentation, content and analysis.
42	Very weak	An answer which barely demonstrates a correct understanding of the key issues. Weakly structured and without evidence of reading.
Fail		Poor answers with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and answers at the lower end, which are simply deemed inadequate.
38	Poor	Answers with serious omissions or errors, but with some material relevant to the question. There is evidence that the question has been understood in part. Work at this level will demonstrate serious weakness in argument, and/or a serious lack of knowledge and understanding.
28	Inadequate	Little substance or understanding, but with a vague knowledge of the correct answer.
18	Unsatisfactory	Some relevant facts but an inadequate structure and approach leading to a jumble of disorganised material. Also appropriate for an answer which is wholly tangential to the question, or to a very short answer (less than one side), without promise of being better had it been longer.
0	Wholly unsatisfactory	Virtually nothing of relevance to the answer, lacking any real structure.

Table 3. Grade descriptors for exam essays

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class answer and reflect the good use of exam time.
100	Perfection	An assessment which could not be bettered within the time available.
90	Outstanding	Distinguished by substantial scholarship and, in some cases, originality.
85	Exceptional	An answer which includes almost all the first class categories.
78	Esteemed	An answer showing a great deal more insight into the question, fully realises learning outcomes for the assessment and develops them far beyond normal expectations, evidence of critical evaluation of wider reading
72	Excellent	An answer which shows substantial evidence of most of the first class qualities, demonstrates a comprehensive coverage of subject matter, engagement with scholarship and research, very good analytical ability, no major flaws
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the answer will articulate a clear and well-supported viewpoint on the key issues being discussed. The work will be well structured and illustrated appropriately.
68	Very good	Displays all upper second qualities, but narrowly misses first class, most commonly in areas of insight or breadth of additional reading. Broadly realises the intended learning outcomes, well expressed, good analytical skills.
65	Good	An answer which displays most of the upper second class qualities. There will be clear evidence of reading and all the key issues will be correct, although the answer may not be entirely comprehensive, or may be let down by one or two weaker components.
62	Capable	An answer which displays some of the upper second class qualities. The answer may not be entirely comprehensive, or may be let down by one or two weaker components.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues. Essay may wander off the point, parts (e.g. conclusions) may be missing.
58	Competent	Displays all of the lower second class qualities, but fails to demonstrate much reading. Structure is present, but may not be the most suitable. Typically, such an answer may cover the course material and be correct, but show limited reading and insight.
55	Satisfactory	Solid answer that displays most of the lower second class qualities.
52	Adequate	Some of the required qualities are significantly lacking. The structure may be weak, or there may be no evidence of reading. An answer at this level may be let down by significant sections which are not relevant to the question, or by some incorrect ideas.
Third class		Work with severe shortcomings in presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	An answer which is clearly relevant to the question and demonstrates some of the key points. There is little or no evidence of reading, and the answer may be characterised by a large proportion of inappropriate material. The answer demonstrates little or no insight and is weakly structured.
45	Weak	An answer with some shortcomings in presentation, content and analysis.
42	Very weak	An answer which barely demonstrates a correct understanding of the key issues. Weakly structured and without evidence of reading.
Fail		Poor answers with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and answers at the lower end, which are simply deemed inadequate. Answers may be illegible.
38	Poor	Answers with serious omissions or errors, but with some material relevant to the question. There is evidence that the question has been understood in part. Work at this level will demonstrate serious weakness in argument, and/or a serious lack of knowledge and understanding.
28	Inadequate	Little substance or understanding, but with a vague knowledge of the correct answer.
18	Unsatisfactory	Some relevant facts but an inadequate structure and approach leading to a jumble of disorganised material. Also appropriate for an answer which is wholly tangential to the question, or to a very short answer (less than one side), without promise of being better had it been longer.
0	Wholly unsatisfactory	Virtually nothing of relevance to the answer, lacking any real structure or no written answer

Table 4. Grade descriptors for oral presentations

First class	Description	First class qualities include comprehensiveness, correctness, originality, evidence of wide reading, insight, clarity of structure, and expression. These factors will be present to varying degrees in a first class presentation, but will engage the audience fully.
100	Perfection	All the characteristics of a perfect presentation. The presenter has excellent oratorical skills, the material is presented in a way that captivates and inspires the audience.
90	Outstanding	All the characteristics of an exceptional presentation. The presenter has excellent oratorical skills, the material is presented in a way that captivates and inspires the audience.
85	Esteemed	A presentation which includes almost all the first class categories.
78	Exceptional	All the characteristics of an excellent presentation with which holds the audience's attention.
72	Excellent	Excellent presentation with a clear and logical structure and focused coverage of suitable material. Aims and conclusions are very clearly stated. The content is very relevant and shows research at an appropriate level. The presentation fits exactly to the time allowed. Confident delivery with a clear voice, maintaining eye contact with the audience. All materials are clearly visible.
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the presentation will articulate a clear and well-supported viewpoint on the key issues being discussed. The presentation will be well structured and illustrated appropriately.
68	Very good	Very good presentation with a clear and logical structure and coverage of suitable material at an appropriate level. Parts of the presentation's structure may be unclear and the presenter may lack eloquence.
65	Good	Good presentation which displays most of the upper second class qualities..
62	Capable	Capable presentation with a clear and logical structure and coverage of suitable material mostly at an appropriate level. Parts of the presentation's structure may be unclear and there may be time-keeping problems. The presenter may be nervous
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues. The presenter may lack confidence and not engage the audience fully.
58	Competent	A presentation that achieves a reasonable standard of content, design and eloquence. The content is largely relevant with some evidence of background research, but may be unbalanced in structure.
55	Satisfactory	A presentation that that displays most of the lower second class qualities.
52	Adequate	A presentation that achieves an adequate standard of content, design and eloquence. The presentation may contain some irrelevant material, may not fit into the time allowed, and visual aids may be variable in quality and unattributed. The presenter is not confident and unable to hold the audience's attention.
Third class		Work with severe shortcomings in structure, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate. Audience not engaged.
48	Rudimentary	A rudimentary presentation with flaws in some aspects. The presentation lacks structure and the presenter may read wholly from cards or the screen and does not engage with the audience. Visual aids are poorly constructed and may not always be relevant. No evidence of real thought.
45	Weak	A weak presentation with some shortcomings in presentation, content and analysis.
42	Very weak	A weak presentation with flaws in most aspects. The presentation lacks structure and the presenter may be poorly prepared or unrehearsed and does not engage with the audience. Visual aids are poorly constructed, may not always be relevant, and may be difficult to see for some or all of the audience.
Fail		Poor presentation with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and presentations at the lower end, which are simply deemed inadequate.
38	Poor	A poor presentation with flaws in nearly all aspects. The material may be disorganised, irrelevant and be insufficiently prepared or explained. The delivery may be inaudible or run over or under time. The audience is disinterested.
28	Inadequate	A presentation with flaws in all aspects. The material is not relevant, may show signs of being rushed, have little content and demonstrate little understanding. The presenter may have some visual cues of what to say but clearly flounders.
18	Unsatisfactory	A jumble of disorganised material, with nothing of real relevance. The presenter is uninformed on the topic of interest.
0	Wholly unsatisfactory	Virtually nothing of relevance in the presentation, irrelevant to the presentation briefing.

Table 5. Grade descriptors for poster presentations

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class poster.
100	Perfection	A perfect poster which demonstrates wide-ranging insight into the topic, and supported by original data which are presented in a very clear way with original and innovative arguments and evaluated clearly with reference to the literature. The poster looks very professional with an innovative layout and design that draws crowds.
90	Outstanding	An outstanding poster which demonstrates wide-ranging insight into the topic, and supported by original data which are presented in a very clear way with original and innovative arguments and evaluated clearly with reference to the literature. The poster looks very professional with an innovative layout and design that draws crowds.
85	Esteemed	A poster which includes almost all the first class categories.
78	Exceptional	An exceptional poster with superior insight into the topic as shown by well-developed, original arguments supported by clearly-explained text and graphics. Data are put into a wider context with reference to the literature. Innovative layout or design that is very attractive to the reader.
72	Excellent	A poster showing excellent insight into the topic with well-developed arguments, well-structured and laid out with clear, appropriate and consistently-applied graphics and text, and supported by good journal references used together in an integrated way.
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the poster will articulate a clear and well-supported viewpoint on the key issues being discussed. The poster will be well structured and illustrated appropriately.
68	Very good	A very good poster showing secure knowledge of the topic, clearly structured with references used appropriately, text and graphics match together, layout is clearly labelled but may be uninspiring. Analysis is good but may be limited.
65	Good	Good poster which displays most of the upper second class qualities..
62	Capable	A capable poster that shows a firm understanding of the topic and some limited effort to put it in a wider context. Data quality and data analysis are sufficient but limited. There may be some errors of interpretation. Layout may be patchy.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues. Structure and layout of the poster may be relatively weak.
58	Competent	A competent poster that takes material from secondary sources with limited evaluation of those sources or the data. The structure of the poster may be unclear or unbalanced. There may be textual or graphical inconsistencies. Referencing may be poor.
55	Satisfactory	A poster that that displays most of the lower second class qualities.
52	Adequate	A poster that is largely descriptive, reproducing course or other materials with little or no evaluation. There may be internal inconsistencies and some omissions. The poster may have a poor layout or be difficult to follow, including in too-small a font size, too much text etc.
Third class		Work with severe shortcomings in poster presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	A rudimentary poster that is largely relevant to the topic but which may contain big gaps in content or knowledge, little or no evaluation, and may have important elements missing. There are no references cited and little or no evidence for the use of secondary sources.
45	Weak	A weak poster with some shortcomings in presentation, content and analysis.
42	Very weak	A weak poster that is generally relevant to the topic but which may contain irrelevant material. There are big gaps in content or knowledge, no evaluation, and may have important elements missing. No references cited and little or no evidence for the use of secondary sources beyond basic course material. Simple errors in layout and formatting.
Fail		A poor poster with serious omissions or errors. A distinction is made between posters at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and posters at the lower end, which are simply deemed inadequate.
38	Poor	A poor poster with some evidence for comprehension but with many basic misunderstandings or misinterpretations of course-based material. The poster looks rushed with little forethought
28	Inadequate	The poster shows little evidence for forethought beyond cut and paste from websites and may not be relevant to the topic. Some text boxes may be present.
18	Unsatisfactory	The poster contains a jumble of disorganised material, with very little of any relevance.
0	Wholly unsatisfactory	Virtually nothing of relevance in the poster, lacking any real structure, irrelevant to the poster briefing.

Table 6. Mark scheme for field notebooks/learning diaries

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class answer.
100	Perfection	A perfect and exhaustive notebook.
90	Outstanding	An outstanding and exhaustive notebook that looks as if it has been cared for and added to far beyond the requirements of the task.
85	Esteemed	A poster which includes almost all the first class categories.
78	Exceptional	An exceptional, timely record such that methods/observations could be repeated using the notebook as a guide. Extensive evidence of wider reading from topics in practical classes is included, and evidence of independent enquiry beyond that required. The notebook is clearly presented and indexed. Annotated diagrams and sketches are included and labelled accurately and effectively. Evidence of reflection is included regularly at key junctures.
72	Excellent	An excellent, timely and full record such that methods/observations could be repeated using the notebook as a guide. Evidence of wider reading from topics in practical classes is included, and evidence of independent enquiry. The notebook is clearly presented and indexed. Annotated diagrams and sketches are included and labelled. Evidence of reflection is included regularly at key junctures.
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the answer will articulate a clear and well-supported viewpoint on the key issues being discussed. The work will be well structured and illustrated appropriately.
68	Very good	A very good record of practical procedures and observations that are recorded accurately and clearly. Diagrams are present and annotated but may vary in quality. There is evidence of wider reading. The notebook is tidily presented with a basic contents page. There are no gaps in the record.
65	Good	A good record of practical procedures and observations which displays most of the upper second class qualities..
62	Capable	A capable record of practical procedures and observations that are generally accurate but may lack detail and may be inconsistent over time. Occasional evidence of wider reading and additions after the event. Diagrams are present but vary in quality and may not be referred to or annotated.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues.
58	Competent	A competent record of practical procedures and observations but which is variable in quality and consistency of approach. Most observations are covered but may vary in detail. The notebook may be scruffy and not always well laid out. Diagrams are present but may be rather basic and lack detail (e.g. scale and orientation of field sketches). There is little evidence for wide reading.
55	Satisfactory	A record of practical procedures and observations that that displays most of the lower second class qualities.
52	Adequate	A competent record of practical procedures and observations but which is variable in quality and consistency of approach. Most observations are covered but may vary in detail. The notebook may be scruffy and not always well laid out. Diagrams are present but may be rather basic and lack detail (e.g. scale and orientation of field sketches). There is little evidence for wide reading.
Third class		Work with severe shortcomings in presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	A poorly presented record based on mainly superficial observations with little or no independent thought or evidence for wider reading. The notebook may be incomplete with both observations and diagrams missing.
45	Weak	A notebook with some shortcomings in presentation, content and analysis.
42	Very weak	The notebook contains a bare minimum of observations completed under lecturer supervision. No evidence for independent thought and little reading. The notebook is disorganised in structure and layout with some key parts missing.
Fail		Poor answers with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and answers at the lower end, which are simply deemed inadequate.
38	Poor	A poor notebook that contains not even the minimum amount or quality of observations required, no evidence of independent thought or wider reading. Diagrams and sketches may be present but are hurriedly drawn and detached from the remainder of the notebook. Poorly written and structured, may be very brief.
28	Inadequate	An unsatisfactory notebook that contains little information. Key parts are missing or misunderstood.
18	Unsatisfactory	Some relevant facts but an inadequate structure and approach leading to a jumble of disorganised material. Also appropriate for an answer which is wholly tangential to the question, or to a very short answer (less than one side), without promise of being better had it been longer.
0	Wholly unsatisfactory	Brief, irrelevant, confused, incomplete. No evidence of understanding of the material.

Table 7. Mark scheme for dissertations

First class	Description	First class qualities include comprehensiveness, correctness, originality, wide reading, insight, clarity of structure, expression, and illustration. These factors will be present to varying degrees in a first class answer.
100	Perfection	An answer or piece of coursework which could not be bettered within the time available.
90	Outstanding	Outstanding. An answer or piece of coursework which could not be bettered within the time available. Distinguished by substantial scholarship and, in some cases, originality.
85	Esteemed	An answer which includes almost all the first class categories.
78	Exceptional	An answer showing a great deal more insight into the question, and one which indicates wide reading beyond the reference lists provided in course handouts.
72	Excellent	An answer which is clearly first class and shows substantial evidence of most of the first class qualities
Upper second class		Upper second class qualities include good coverage of the topic and correctness, evidence of reading and some insight. Although not necessarily original, the answer will articulate a clear and well-supported viewpoint on the key issues being discussed. The work will be well structured and illustrated appropriately.
68	Very good	Displays all upper second qualities, but narrowly misses first class, most commonly in areas of insight or breadth of additional reading.
65	Good	An answer which displays most of the upper second class qualities..
62	Capable	An answer which displays most of the upper second class qualities. There will be clear evidence of reading and all the key issues will be correct, although the answer may not be entirely comprehensive, or may be let down by one or two weaker components.
Lower second class		Lower second class qualities include coverage of the topic and correctness in all major respects. There is limited evidence of reading, structure, insight into the issues.
58	Competent	Displays all of the lower second class qualities, but fails to demonstrate much reading. Structure is present, but may not be the most suitable. Typically, such an answer may cover the course material and be correct, but show limited reading and insight.
55	Satisfactory	An answer that displays most of the lower second class qualities.
52	Adequate	Some of the required qualities are significantly lacking. The structure may be weak, or there may be no evidence of reading. An answer at this level may be let down by significant sections which are not relevant to the question, or by some incorrect ideas.
Third class		Work with severe shortcomings in presentation, content and analysis. Though there may be some evidence of basic knowledge, it is likely to be superficial and/or inaccurate.
48	Rudimentary	An answer which is clearly relevant to the question and demonstrates some of the key points. There is little or no evidence of reading, and the answer may be characterised by a large proportion of inappropriate material. The answer demonstrates little or no insight and is weakly structured
45	Weak	An answer with some shortcomings in presentation, content and analysis.
42	Very weak	An answer which barely demonstrates a correct understanding of the key issues. Weakly structured and without evidence of reading.
Fail		Poor answers with serious omissions or errors. A distinction is made between answers at the higher end of this range, which typically demonstrate a serious weakness in argument and/or a lack of knowledge and understanding, and answers at the lower end, which are simply deemed inadequate.
38	Poor	Answers with serious omissions or errors, but with some material relevant to the question. There is evidence that the question has been understood in part. Work at this level will demonstrate serious weakness in argument, and/or a serious lack of knowledge and understanding.
28	Inadequate	Little substance or understanding, but with a vague knowledge of the correct answer.
18	Unsatisfactory	Some relevant facts but an inadequate structure and approach leading to a jumble of disorganised material. Also appropriate for an answer which is wholly tangential to the question, or to a very short answer (less than one side), without promise of being better had it been longer.
0	Wholly unsatisfactory	Virtually nothing of relevance to the answer, lacking any real structure.