

**Faculty of Arts and
Humanities**

School of Humanities

**Academic Centre for
International Students
(ACIS)
Programmes**

Handbook Information

2019-20

Faculty of Arts and Humanities and Academic Centre for International Students (ACIS) Programmes Handbook

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WELCOME

Dear Student

On behalf of all staff in the Faculty of Arts and Humanities I would like to welcome you to your programme of study. We are delighted that you have chosen to undertake your education at the University of Southampton and hope that you will enjoy your programme and your time as a student. The next few years will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals. Your programme involves learning experiences in a variety of environments where academics work in partnership with professional service colleagues to facilitate your learning, providing advice, guidance and direction. As a student in the Faculty and at the University of Southampton, you will be encouraged to participate in improving the student experience and your views and comments will be valued and welcomed.

I would like to take this opportunity to wish you every success with your studies.

Professor Paul Whittaker
Dean

Faculty of Arts and Humanities

1. GENERAL INFORMATION

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.*

Additional University information online 2019-20

For further information on the services and support facilities available to students at the University of Southampton, please access these via [SUSSED](#) and clicking on the **Students** tab.

Faculty resource available to help you

Your Programme Handbook is designed to provide key information applicable to you and your programme during the 2019-20 academic year. It will complement the University's Student Online and Discipline Handbooks. You can access the University's Student Handbook by logging on to [SUSSED](#), using your username 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 those of the University while you are registered with us. The **Students** tab also links to helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

Resource	Web link
School website	http://www.southampton.ac.uk/humanities
Faculty staff information	http://www.southampton.ac.uk/humanities/contact.page
School staff information	https://www.southampton.ac.uk/humanities/about/staff.page?
Programme and module descriptions	<p>Your programme structure (i.e. which modules make up your programme) is available in your Programme Specification and via the on-line programme catalogue: https://studentrecords.soton.ac.uk/BNNRPROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Diane+Taylor,+to+the+WWW+Information+System.22+Sep+201511%3A48+AM</p> <p>To find links to broad generic descriptions of the programmes and modules, follow links to your programme via the link below: http://www.southampton.ac.uk/humanities/undergraduate/courses/our_courses.page</p>
Academic Integrity	<p>Statement for students: http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html Regulations: http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html Procedures: http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-procedures.html</p>
Blackboard	http://blackboard.soton.ac.uk/
Library	http://www.soton.ac.uk/library/
Programme regulations	http://www.calendar.soton.ac.uk/sectionVI/sectVI-index.html
Educational support services	http://www.southampton.ac.uk/edusupport/
Study skills support	http://library.soton.ac.uk/sash

Glossary of Common Terms

Academic Integrity	The regulations governing academic issues such as cheating or plagiarism. The regulations can be found online at http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html
Assessment Weightings	A module can be made up of several elements of assessment, each contributing a percentage to your mark for the module (i.e. coursework at 40% and exam at 60%). This will vary by module and will be clearly indicated in the module information provided to you.
Blackboard	The portal for students to access module materials and lecture information. Blackboard is a kind of Virtual Learning Environment (VLE) and each module you take will have its own Blackboard site.
Compulsory Module	A module which you are required to take.
Core Module	A module which you are required to pass.
Deferral	Normally offered to students who have Special Considerations, you may be permitted to defer an exam to the referral period in the summer or to the following year.
Module Code	The code assigned to a module i.e. HIST1010.
Optional Module	A module of your choice, identified within your programme structure.
Pass Mark	The pass mark for your modules will be determined by the Programme Specification and the specific module information provided for you separately.
Programme Title	The title of your degree programme e.g. International Foundation Year Programme
Progression	To be able to progress from one level of study to the next: this means meeting all the progression requirements. Progression regulations can be found at: http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html
Referral	Within the constraints of the University's progression regulations, if you fail a module that prevents you progressing to the next year of study, you will be referred in that module, which means that you will undergo some kind of re-assessment. Referral assessments take place in late August/early September (often known as the Supplementary Period).
Repeat	If you fail at the referral stage and still cannot progress to the next year of study, you may repeat (normally) the whole year. All of your previous marks are deleted and only your new marks are recorded.
Special Considerations	If your studies have been affected by illness or other personal matters, a Special Considerations form should be submitted to the Student Office. Submitting the form alerts us to any problems you are having, so you need to do so as soon as you can.
Fail	<i>e.g. Undergraduate programmes:</i> Any mark below 25. Even if a module is an option and, therefore, not a module you are strictly required to pass, you will be referred if your mark is below 25. <i>e.g. Postgraduate taught programmes:</i> Any mark below 25. Even if a module is an option and, therefore, not a module you are strictly required to pass, you will be referred if your mark is below 25.

Enrolment

This takes place online (for new and continuing students) and you will have received information about this prior to your arrival at the University for the new academic year.

The enrolment tab can be accessed by logging on to [SUSSED](#) using your username and password, then clicking onto the **Students** tab.

You may also find it helpful to look at the [School of Humanities](#) website which provides a range of information for incoming students.

1.1 Student Offices

The Humanities Student Office

(Avenue campus) is located at the end of the south corridor in Building 65 Room 1121

Telephone – 023 8059 2206 (Internal 22206)

Student Office Email – sofh@soton.ac.uk

Academic Centre for International Students - ACIS-Students@soton.ac.uk

Archaeology and History- archhist@soton.ac.uk

English- englhums@soton.ac.uk

Film and Philosophy- efphums@soton.ac.uk

Modern Languages and Linguistics- modlang@soton.ac.uk

The Humanities Student Office – Building 2 (Music)

(Highfield Campus) is located in Building 2 Room 2011

Telephone – 023 8059 5872 (Internal 25872)

Office Opening Hours (both) - Monday to Friday, 9am to 5pm

Music– musicbox@soton.ac.uk

For all students, these offices are your first port of call for most of your administrative queries or problems. Staff will try to answer any queries you may have, including questions about fees and accommodation, but the role of these offices is primarily to do with academic issues and questions relating specifically to the School of Humanities (including submission of medical certificates and evidence of extenuating circumstances). These offices process assessed work and deal with transcripts, exam results, bank letters and other letters to confirm student status.

All staff will be able to help you with most of your enquires; however, if you have specific queries about your degree programme you should be directed in the first instance to your module advisor, your tutor or the Director of Programmes for the Academic Centre for International Students (ACIS).

The University has five *faculties*. Each faculty has several *academic groups* in which specific disciplines are studied. ACIS is situated in the School of Humanities.

Your timetable

The University timetable is 09.00 – 18.00. Classes are 45 minutes long (or 90 minutes if you have a double class). The first period starts at 9:00am and finishes at 9:45am, the second at 10:00, finishing at 10:45 and so on until the last period which starts at 17:00 and finishes at 17:45.

You are expected to arrive in time for your classes. Please make sure you are seated in the classroom or lecture theatre ready **before** the class is scheduled to begin. Tutors will record students who arrive late for a class in the register. Tutors may refuse to allow students to join a class if they arrive 10 minutes after the class started.

All your classes will be held either on the Highfield campus (often called the Main campus) or the Avenue campus. The Avenue campus is shown on [maps](#) as Building 65. It is about 10 minutes' walk away from the Highfield campus.

Timetables show the location of classes with the building number followed by the room number. For example: **65/2117 (Building 65, room 2117)** or **2/LTA (Building 2, Lecture Theatre A)**.

Essential dates

You can find a full list of the academic term dates for 2019-20 [here](#) .

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. Check your University email account regularly and do 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.

Please note that in some disciplines module mailing lists are also used by tutors and students to communicate from Blackboard and should be treated as an open forum to discuss ideas about the module. As members of your discipline staff are on every list, sites will be monitored for misuse (such as abusive language or “flaming”), and any perpetrators will be removed from the list. You are bound by University regulations regarding the use and misuse of computing facilities.

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. Neither the University nor the Faculty will be held accountable if you receive important information late 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 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.

2. SUPPORTING YOU THROUGH YOUR STUDIES

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

Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. Our expert team can provide advice and support relating to your studies, both while you are preparing for University and throughout your time here.

<http://www.southampton.ac.uk/edusupport/index.page>

Contact details can be found here: <http://www.southampton.ac.uk/edusupport/contact.page?>

2.2 The role of your Personal Academic Tutor (PAT) and other key academic staff

A member of academic staff in your programme team will be assigned to act as your Personal Academic Tutor (PAT). He/she can offer general academic guidance, such as help to improve your study skills.

Your PAT will not necessarily be involved in lectures or seminars that you will attend but he/she will oversee your scheme of work and may be asked to report on your work and progress. You should consult your PAT for advice and information on all matters connected with your programme of study (e.g. module selection, study methods, and with University life generally).

Your PAT's role is primarily an academic one, to provide advice on choice of modules and on your examination performance, and so on. If you are experiencing any difficulties that you feel may affect your academic performance you should raise these with your PAT as soon as they occur. It is vital that you do not wait until after examination results have been announced to raise any difficulties you are experiencing.

Normally you would expect to have the same PAT throughout your programme of study. Your PAT will normally be the person who writes you a reference at the end of your degree programme, so it is in your interest to see him/her at key points in the academic year. Your PAT will advise you on the best method to make an appointment.

If you have questions about specific module material, you should consult the module co-ordinator.

Provision of academic references

Your PAT will be able to provide a reference for you. However, it is important to ask their permission before giving his/her name as a referee. You may find it helpful, therefore, to provide your potential referee with some detailed information about yourself in the form of a CV (Curriculum Vitae) or a personal information sheet.

Discipline pastoral support

If you experience significant difficulties with your work, lapses in attendance or personal/health problems during your course you may be referred by your PAT or seminar tutor to the Departmental and/or School Senior Tutor.

Department	ACIS Senior Tutor Contact	Telephone	Email Address
ACIS	Wendy Jones	023 8059 7514	W.J.Jones@soton.ac.uk

You should also seek their advice if your other tutor(s) are not available and any crisis occurs, especially at the time of coursework deadlines. They work closely with the School Senior Tutor, Mrs Julia Kelly to support students who need to apply for Special Considerations and can explain the policy to you if you have any questions or concerns about it. They will, with the support of the Student Office, be present for monitoring the late form process. Along with the PATs, they can point you in the direction of support that is available at the University if you experience any problems during your course.

The role of the Senior Tutor

The School of Humanities has one School Senior Tutor who is responsible for coordination of the pastoral support available to students (undergraduate and postgraduate) and liaising with the services provided by the central university. Mrs. Julia Kelly is based in office 3046 on Avenue campus. She can be contacted by emailing hst19@soton.ac.uk or telephoning extension 23942 (023 8059 3942 if calling externally). The School Senior Tutor is supported by Jane Tibbit who is based in the Student Office at Avenue campus and can be emailed at sofh@soton.ac.uk, extension number 22206 (023 8059 2206).

You can make an appointment directly with the ACIS Departmental Senior Tutor if you would like to speak to someone confidentially regarding any difficulties you may be experiencing that are impacting on your studies. They can inform you about the various support services that the University has available and make appropriate referrals.

The School Senior Tutor is supported in departments by Departmental Senior Tutors and Personal Academic Tutors (PATs), who may also recommend that you contact the School Senior Tutor to make them aware of any serious problems affecting your course. The ACIS Departmental and School of Humanities Senior Tutors work closely with Enabling Services to support students with pre-existing medical conditions or specific learning difficulties. You should speak to the ACIS Departmental Senior Tutor if you are considering suspending your studies for any reason and you will be expected to meet with them following any extended period of absence from the University. Ms. Jones and Mrs. Kelly can advise you on the procedures and regulations regarding Special Considerations for the School if you are thinking of applying for them and will oversee the process at the exam boards.

2.3 What to do if you are ill

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

On the first day of illness you should email or telephone the Student Office to advise them of your absence - see part one for contact details.

If you believe that illness or other circumstances have adversely affected your academic performance, this is known as Special Considerations. If you wish for these to be considered by the School you must complete a Special Considerations form. It is important that you submit this to your School in a timely manner and prior to the Board of Examiners. All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (although self-certification will not be regarded as evidence in relation to your examination performance) or a statement from your 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 School's Special Considerations board which meets at the end of each semester and just prior to the referral examination board. The Student Office will contact you via your University email account to let you know once approval has been made.

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

2.4 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 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.

A Special Considerations process is in place to ensure that you are not penalised for genuine difficulties affecting you. Submitting such a request, together with supporting documentation, will enable the Exam Board to consider the issue and its effect on your studies and performance. Guidance on the Special Considerations policy and the procedures to follow are available from the Student Office.

Fitness to Study

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

https://www.southampton.ac.uk/quality/off_campus_learning/fitnessstopractise.page?

Suspending your studies

Should you feel that you need to take some time out from your studies, known as [interrupting your studies](#), you should first discuss this with your tutor. A Suspension Request form should be obtained, completed and returned to the Student Office. Please note that, if you wish, you may be able to suspend your studies in order to undertake an internship or period of industrial training outside of normal vacation time.

Withdrawing from your programme

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. You are also advised to discuss your decision with your Tutor or Director of Programmes. Further information can be found in the [General Regulations - Transfer, Suspension, Withdrawal and Termination](#)

2.5 Special Considerations

The School follows the University regulations for [Special Considerations](#).

3. YOUR SAFETY

3.1 Faculty health and safety policy

The policy of this Faculty is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and students. To this end information, training and supervision is provided as necessary.

It is also your responsibility as an individual that you work in a safe manner to ensure not only your own safety but to ensure the safety of others in the Faculty and University.

Full details of the University's Health and Safety policy can be found [here](#).

Observe good health and safety practice at all times. For example, do not congregate on the stairs and cause an obstruction, do not leave bags blocking corridors, do not use laptops in a way where their wires can cause a trip hazard, and do not smoke while on the premises, including e-cigarettes.

Fire alarm testing

The fire alarm test day at Avenue campus is on a Monday afternoon and in Building 2 on a Tuesday morning; if the fire alarm sounds for longer than 20 seconds at any time you should leave the building immediately using the nearest emergency exit point.

Action in the event of a fire

In the event of the fire alarm being raised persons should exit the building as quickly as possible and assemble at the far corner of the car park to the South-East of Avenue campus buildings (opposite side from the road), or for other campuses, as indicated on notices in your particular work area. Do not spend time collecting personal belongings such as coats and bags – ensure that you leave the building as quickly as possible. Do not use lifts and do not return to the building unless you are told to do so.

The person raising the alarm should ensure that the Fire Brigade are summoned by either reporting to someone in authority or asking them to do so, or by dialling 91-999 from an internal telephone remote from where the alarms are sounding. Following this, the University Central Control Centre (CCC) should be alerted by dialling 3311 – from an internal phone or 02380 593311 from a mobile.

Floor plans of all sites indicating fire alarm call points, fire exits and fire extinguishers are available for inspection from the Faculty Safety Officer at Avenue campus.

Fire extinguishing equipment is provided in all buildings but should only be used by those trained in its use. Members of staff and PhD students are encouraged to attend a training session in the use of fire extinguishing equipment (organised by the University Safety Office) at least once every three years.

Accidents

In the event of illness or an accident causing injury, you should contact a First Aider in the Faculty and the First Aider will decide on appropriate treatment and further action, if necessary. Names of current First Aiders in the Faculty are displayed in all public areas of the Faculty at all sites.

All incidents (work-related injury, dangerous occurrence, near miss or ill health) should be recorded online via a link which can be accessed through the first aid icon on the home page of [SUSSED](#). It is important that all incidents are recorded, especially so that action can be taken to prevent future incidents.

Personal safety on campus

Please refer to the University's [security website](#) if you are concerned about your personal safety on campus. Crimes can be reported to the 24-Hour Control Centre at all times by dialling 3311 – from an internal phone, 02380 593311 from a mobile, or directly to Security on extension tel. 22828 during normal working hours.

3.2 Access to buildings

Avenue and Building 2 (Music)

Access to Avenue campus and building 2 is linked to the University Access Control system, whereby entry and exit to buildings 65, 65a, 65b and 2 is by means of a current ID card. Access is restricted to users within the Faculty of Arts and Humanities, the only exceptions being those named individuals for whom authorisation has been obtained. The access card system starts at 6pm and runs through the night until 8am in the morning and works all weekends and bank holidays

Out of hours policy

The purpose of the policy is to ensure the safety and security of individuals who need to work outside of normal working hours. In order to achieve this, anyone in a University building between 11 pm and 6 am must have permission from the Head of School of Humanities, (11 pm and 7.30 am Avenue campus). The permission must be properly registered with the University's Central Control Centre beforehand. In giving permission, it will be the responsibility of the Head of School to assess whether the safety and security risks for the individual are properly covered. It is expected that the granting of access will only be made in very exceptional circumstances.

Further information on the out of hours policy can be found at: [Out of Hours Policy](#)

Children

The Faculty buildings have not been designed to be a safe environment for unsupervised children and, for this reason, children under 16 must be under the immediate and close supervision of a responsible adult at all times. Special care should be taken on, and adjacent to, stairs and on balconies.

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. The taught components of the programme are delivered in modular form and run over two semesters or two semesters and the summer period. The semester teaching weeks are followed by a two to three-week examination period. The semesters overlap the traditional three-term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory or optional. The definitions of the first two are provided in the General Regulations- [Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes](#) Your Student Record will automatically record core and compulsory modules and these must be completed in accordance with the requirements applicable to your programme. Most programmes will have a number of optional modules. If applicable you will need to select a certain number of optional modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

4.2 Registration and amendment to optional modules

You can view the most up-to-date version of the Programme Specification by accessing the [Unistats](#) website or Blackboard.

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 workload throughout the year. Once you have registered your options, it is possible for you make changes but there are restrictions. The substitution of modules is not allowed (i.e. you cannot take an extra module in Semester 2 to replace a Semester 1 module in which you failed to perform well).

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

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

4.3 Attendance

All full-time students are required to attend University for the duration of their programme each year, and to attend for such additional periods of study as may be required by the regulations of the programme of study that they are enrolled on. The [University Attendance regulations](#) are available from the University Calendar.

In the School of Humanities, regulation on attendance is as follows:

1. If you have to miss a lecture or seminar for a good reason, such as a job interview, let your tutor(s) know in advance, if possible, and find out about the necessary preparation for the following class. If you miss a class through illness, please let your tutor know as soon as you are able (**see section 2.4 on reporting illness**).
2. Module tutors will report all repeated absences to the Director of Programmes and Student Office. If you have missed more than one class in any module without offering an adequate explanation for your absence, you will receive a formal written warning, and will be required to meet the Director of Programmes or your Tutor to discuss your unsatisfactory attendance record.

4.4 Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, reports and dissertations as are required to fulfil the academic requirements for each programme of study. Costs that students registered for programmes typically have to pay for are included in Appendix 1.

In some cases, you'll be able to choose modules (which may have different costs associated with them) which will change the overall cost of a programme to you. Please ensure you read the section on additional costs in the University's [Fees, Charges and Expenses](#) Regulations in the University Calendar.

4.5 Faculty Exchanges / Placement Programmes

The School/Faculty operates a number of exchange and placement programmes, notably the [Year Abroad for Modern Languages and Linguistics](#).

For details about the other exchanges and placements available, you should speak directly with your discipline or contact the Student Office.

For details about the [Year In Employment](#), please see section 8.3 below and the link to the website.

4.6 Combined and Joint Honours Programmes

Combined Honours degrees generally expect a 50:50 division of modules between two disciplines while **Joint Honours** programmes often allow the balance of subjects to vary up to 75:25 either way, allowing you to concentrate more on one or other subjects as you progress.

Combined and Joint Honours programmes offer you a fantastic opportunity to broaden your range of skills, learning and to make connections between two related subject areas, but you will also face challenges working within two different subject's cultures. These challenges are greater if your programme of study also spans two different faculties as you will also have to deal with two administrative as well as academic units. Joint and Combined programmes set detailed requirements and rules for choosing option modules or dissertations which will differ from Single Honours programmes, so you should ensure you are familiar with the **Programme Specification** for your particular Combined or Joint Honours programme of study.

To help you, each Joint or Combined Honours programme will have a **Liaison Tutor**, an academic whose responsibility it is to deal with communication between your two subject areas and to advise on issues relating to your programme of study. Where there are many related programmes (such as degrees that are offered with a language) a single Liaison Tutor may be responsible for a group of Combined or Joint Honours programmes.

One of the most significant challenges you will face is completing **assessed work** for different academic units. The expectations and requirements for assessments can vary between disciplines in several ways, including:

- The conventions and styles of referencing and citation may differ between subjects even within the same School/Faculty. You should consult BOTH of your discipline's **Student Handbooks** and ensure you are using the correct guidance for the assessment you are completing;
- The 'typical' word-length requirements of (for example) essays may differ between your subjects. You should make sure you carefully read the rubric for each assessment and, if you in any doubt, you should ask the **Module Leader** to clarify;
- If your subjects are in different faculties then the procedure for submitting your work may also be different. You should make sure you are familiar with the procedures and rules that are used by *each* of the **Student Offices**;
- Deadline clashes may be more common for Combined and Joint Honours students, so you should take care to plan your work timetable;
- The processes for choosing your options modules may be more complex than for Single Honours students. You should discuss your module choices with your **Personal Academic Tutor** (PAT) in advance.

5 FACULTY TEACHING AND LEARNING SKILLS

Teaching Environment

Teaching and learning are informed through a culture of investigation and enquiry, and sustained by continuous familiarity with original research. On this basis the Faculty has taken steps to provide a suitable environment that allows undergraduate and postgraduate students to build skills.

5.1 Time management

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

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. Taking notes in lectures in a form that you find most useful is an important part of the learning process. Lectures provide a framework and starting point for you to develop your own understanding through extensive further reading and / or practice. It is essential that you use the recommended reading and the assistance of teaching staff during tutorials to gain further understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module co-ordinator. Please note that academic staff are not obliged to make the texts of their lectures available to students.

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 a laptop computer 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 Tutorial/Supervisions

Group tutorials/supervisory sessions 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 some of the most effective ways of reinforcing the lecture material.

5.5 Independent or Self-learning

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

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

5.6 Key skills

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

5.7 Academic Integrity: the University Policy

As a member of a 'learning community' you will be expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect (with both university staff and fellow students) throughout your degree. Developing skills in presenting well supported and referenced work is a significant part of students' work at University. As a student, working in accordance with standards of academic integrity means you are open, honest and must give due regard and recognition to the sources and resources which have informed the development of your learning, as you progress through your degree programme and achieve success in your studies. You will be given support and advice by your course tutors and from your Personal Academic Tutor (PAT) about standards of good academic practice: from referencing conventions, through feedback on written work and advice on copyright. You are expected to take responsibility for the honesty and integrity of your academic work and will have to declare that you are aware of the requirements for good academic practice and the potential penalties for any breach when you submit your coursework. The University takes any breaches of academic integrity (such as plagiarism, cheating, recycling of your or another students work, or falsification of research) extremely seriously and any evidence of such can result in the termination of your programme.

We take academic integrity very seriously. You must familiarise yourself with the [University's Academic Integrity Regulations](#).

We are aware that students may have experienced differing standards at other non-UK institutions 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.

If it is suspected that you have not worked with academic integrity, an investigation will be conducted within the University's defined [Academic Integrity Regulations](#).

If you are found to have followed one of these practices, there are a range of penalties which may be applied. 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 your programme. Any breaches may also impact on any future references that we may be asked to provide.

You are strongly advised to read these regulations before you submit your first assignment.

5.8 School/Faculty policy on referencing

You should consult your Discipline Handbooks for full details on the method of referencing you should use in your work; further details can also be found through the University library website link below:

[Library Information Skills](#)

6 ASSESSMENT AND EXAMINATIONS

6.1 Coursework assessment and submission

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

All essays must be submitted electronically unless you are advised otherwise by your module tutor.

- a) All essays must be word-processed or typed. Word-processing facilities are available at both the Avenue and the Highfield campuses. Instruction in using University computers is available from iSolutions.
- b) Use 11 or 12 point font size only, use double or at least 1½ line spacing; leave a margin of at least an inch on both sides for tutor's remarks.
- c) The electronic copy of your assignments must usually be submitted by **4pm** on the due date – please check the assignment details. It is your responsibility to ensure that you allow yourself enough time to submit all your essays and that you work out the relatively simple e-submission process.
- d) You must usually submit your assessed essays electronically **via eAssignment** and do not need to submit printed copies of your essays or dissertations, with the exception of MA dissertations where a hard copy is required. Please note that essays or dissertations submitted as email attachments will **NOT** be accepted.
- e) In order to submit an assignment, you usually need to go to [eAssignment](#)
- f) Your whole electronic assignment (essay, footnotes, bibliography) must be in a SINGLE electronic document. It must be formatted according to regulations in the Discipline Handbook. Please make sure that you copy the essay question you are answering, include your student number and paginate your essay. Do NOT include your name on your essay.
- g) Your electronic copy must be submitted if possible in WORD format. If this is not possible, we will accept electronic submissions in these other formats: Text, Postscript, PDF, HTML, RTF.
- h) Please note that essays will be submitted to the 'Turnitin' plagiarism-detection software and a copy will be deposited in its repository.
- i) All disciplines follow a system of **anonymous marking** of essays. The University encourages this practice, which ensures that the student's identity is not known to the first marker of the essay, and therefore any personal bias with respect to that student by the marker is avoided.
- j) If you run into difficulties with the submission process, you should contact iSolutions at: serviceline@soton.ac.uk and not the module's coordinator. Problems with e-submission will not be accepted as reasons for lateness unless the problem has been reported to, and confirmed by, iSolutions (via Serviceline). You are strongly advised to **save a copy of your work to your own disk space** before submitting it.
- k) **Receipts:** - when you submit your essay an electronic email receipt will automatically be sent to your University email address so make sure you follow closely the directions given in your module outline or by the Student Office, where you will submit work. The regulation is that a receipt is offered where the piece of work constitutes "more than 15% of the overall module mark". You will be handing in essays/assignments of various lengths and with different proportions of the overall module mark.

6.2 Penalties for late coursework submission

When coursework is set, a due date for submission will be specified and there will be associated penalties for handing in work late. Please ensure you have read the relevant section in the University Student Handbook website and familiarised yourself with this policy before your first assignment is due.

If for any reason you do not complete your essay by the deadline

You will still be required to submit your late electronic essay through eAssignment. Late penalties will apply as usual, unless there are extenuating circumstances. If there are, you will need to complete a Late Submission form stating the reasons and attaching any relevant medical certificates (see below). This must be submitted to the Student Office to attach to your electronic essay. The Special Cases Committee will meet to decide what penalties (if any) should be imposed.

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. Penalties will be applied to work submitted after the 4 pm deadline on the relevant date – please see the [University Policy on Late Submission Penalties](#) for further information:

Details on the University's General Information and **Regulations** can be found here: <http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>

Over Length Work

In response to student demand for greater clarity, a consistent approach towards over length work has been adopted across the School. Please refer to the [School of Humanities Handbook](#).

Your individual module co-ordinators will provide further details via their Blackboard sites. This approach to over length 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 co-ordinators.

6.3 Late Submission of coursework - Extensions

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

See paragraph 6.2 above.

The University's Regulations for Special Considerations and Extension Requests can be found here http://www.southampton.ac.uk/quality/assessment/special_considerations.page

Guidance, which should be read in conjunction with these regulations, can be found here: [Special Considerations and Extensions](#)

6.4 Examination preparation (also see Appendix 2)

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

Past Exam Papers are available via the library.

Remember that if you get into difficulty during your revision process, on a particular subject, ask someone to help you. This may be either one of the lecturers or teaching assistants on the module.

6.5 Examinations

The dates of University examination periods are published annually on the [examination timetables web page](#).

6.6 Illegible examination scripts

If your examination script is considered illegible, the [Illegible Examination Scripts Policy](#) will be instigated. You will be asked to come in to dictate your script so that it can be transcribed. The costs associated with producing the transcript will fall to you and will be charged at £10.00 per hour. If you refuse to attend, you may be awarded a mark of zero (0).

6.7 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 advisor, 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 examination board. This feedback will typically be returned within **20 working days** following your submission; however within Humanities the turnaround of marking is usually within 10 – 15 working days. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

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

6.8 Access to coursework and examination scripts

Coursework

Coursework will be retained by the Student Office for a period of one month after marking, if you wish to collect your work you should do so as soon as it is available; any unclaimed work after this period may not be retained.

Examination scripts

You may, if you wish, ask to inspect your completed examination scripts; there is a procedure that will need to be followed and you should contact the Student Office for details. 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.

Scaling of Work

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

6.9 Release of results

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

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

6.10 Final assessment

At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your [programme regulations](#)

If you satisfy the academic standards necessary, the examination board will recommend you for an award.

7 STAFF-STUDENT LIAISON: GETTING YOUR VOICE HEARD

Staff-Student Liaison Committees (SSLC) 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.

Through the [Students' Union](#) you will be invited to elect your School/Faculty representatives (School/Faculty Leaders, Academic Presidents and Course Representatives) who co-ordinate the student voice on faculty committees to enable your voice to be heard.

The SSLC also enables student representatives to review and feedback on the external examiners' reports and responses. Outside of these meetings if students wish to see these reports they should contact the Faculty Curriculum and Quality Team fah-cqa@soton.ac.uk.

7.1 Module reports

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

7.2 Module survey

The School/Faculty aims to consult with and to provide opportunities for all students and staff to make their views known. You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken.

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. They provide a drop-in advice, 1:1 guidance, workshops, skills sessions, Careers Fairs and employer-led events to support your career planning as well as the following opportunities:

8.1 Excel Southampton Internships

The [Excel Southampton Internship Programme](#) offers paid internships which enhance your CV (Curriculum Vitae), 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. The BIP is supported by IBM.

8.3 Year in Employment

The [Year in Employment](#) is a work placement 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 are 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.

8.5 Enterprise

Whether you want to develop your own start-up or make a real difference from within an existing organisation, enterprise skills are essential to working life and are highly valued by employers. The University of Southampton's Student Enterprise Team support all students in developing their enterprise and entrepreneurial skills. Click [here](#) to find out more about opportunities and support.

8.6 Career Readiness Test

Developed especially for University of Southampton students and graduates, our Career Readiness Test will give you an insight into your career planning. Research shows that students who are more self-aware and clear on their career strengths feel more confident in their ability to succeed in the future.

The test is for everyone. Take the test to:

- Understand where to start
- Reflect on your strengths and areas for development
- Recognise what makes students most employable
- Structure your thinking
- Identify priorities for action

Just go to on the [Graduate Capital Model](#) to find out more.

8.7 Employability events within the School/Faculty

Alongside education, employability plays a vital part in your university experience. Throughout the academic year, a dedicated team from School/Faculty and Careers lead a number of employability related activities, events and opportunities. Mapped to the Graduate Capital Model (created by Dr Michael Tomlinson at the University of Southampton School of Education), these activities explore core attributes and skills and work with all years and disciplines. For example, in your first year, activities introduce skills and strategies essential to success; in your second year, activities help you to develop and grow and in your final year, provide training as to how you might effectively communicate your talents. Additional School/Faculty employability activities include Pop-up Careers advice, volunteering opportunities, and subject-specific workshops.

Humanities also operate an Employability Network. This working group, comprising students and staff, meets at regular intervals through the academic year. The group encourages students to actively engage in employability activities and in so doing, develop, organise, and run School/Faculty and departmental initiatives. In recent years, students have been involved with the Humanities Alumni Network and have helped coordinate skills training, careers fairs, and alumni panels. Details of how you can join the network will be released early in Semester 1.

Partnership with Careers – we work closely with the central Careers and Employability Service to ensure Humanities students are able to take full advantage of the events they run throughout the year, for example the Graduate Recruitment Fair and LinkedIn Labs. The Careers and Employability Service provides support to students at all levels of study and has a range of opportunities on offer. Research shows that graduates with no previous work experience are unlikely to be successful during the selection process and over 30% of positions will be filled by graduates who have already worked for that organisation. We provide drop-in advice, 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:

8.8 Curriculum Innovation

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

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

- Deepen your knowledge with more modules in your home discipline (see your School/Faculty website for more details of what is available).
- Broaden your studies by taking interdisciplinary modules, languages or other modules outside your home discipline.

8.9 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 School/ 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, for example, towards a Master of Arts (MA) or Master of Science (MSc) and/or research postgraduate degrees.

Further details on the programmes offered by the Faculty can be found on the [Winchester School of Art website](#) and the [School of Humanities website](#).

10 APPEALS, COMPLAINTS, DIGNITY AT WORK AND STUDY, STUDENT DISCIPLINE

We hope you will be satisfied with your experiences as a student here. However, we recognise that, on occasions, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it with the relevant service of member of staff informally and 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 any concerns you have may be resolved quickly. You may also wish to consult with your programme representative if it is an issue in common with other students. In most cases we hope to resolve your concerns informally. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, student complaint or academic appeal.

10.1 ACADEMIC APPEALS

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

10.2 STUDENT COMPLAINTS

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, or the conduct of University staff, 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 NON-ACADEMIC MISCONDUCT

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 Non-academic Misconduct Regulations](#), in accordance with the evidence and circumstances presented. Information for students on non-academic misconduct is available from the [Student and Academic Administration web pages](#).

11. ACADEMIC CENTRE FOR INTERNATIONAL STUDENTS (ACIS) PROGRAMMES

ACIS delivers three programmes during the academic year (September to June/September)

- International Foundation Year (S1-start)
- Pre-sessional (S1-start: 39 weeks and S2-start: 25 weeks)
- Pre-Masters (S1-start and S2-start)

Information about these programmes is given in this Handbook.

ACIS also delivers the Pre-sessional programmes during the summer. The summer Pre-sessional programmes have separate handbooks which are made available in late June each year.

12 INTERNATIONAL FOUNDATION YEAR PROGRAMME (IFY)

This section of the Handbook gives you the basic key information about the IFY programme at the University of Southampton. It also indicates how you can find more detailed information on the University's website.

We will keep you informed by email and it is *your responsibility to consult your university emails at least once a day*, as well as [Blackboard](#) in order to keep up to date with any information.

When you email any university member of staff you must put your Student ID number, your full name and an indication of the topic of your email in the subject line. For example: ID 1234567, Name: Chris Leon, Subject: Student Report

If you have any questions and concerns, please ask your Personal Academic Tutor (PAT). If they cannot help you they will tell you who to contact.

12.1 IFY Team

<i>Name</i>	<i>E-mail Address</i>
Lucy Watson Programme Leader	Lucy.Watson@soton.ac.uk
Kasia Koniec (Programme Administration)	ACIS-Students@soton.ac.uk
Rosalind Davies Director of Programmes	R.M.Davies@soton.ac.uk
Tutors	
Nick Barratt	N.Barratt@soton.ac.uk
Philippa Bunch	P.J.Bunch@soton.ac.uk
Elwyn Edwards	E.I.Edwards@soton.ac.uk
Stephen Headford	S.J.headford@soton.ac.uk
Wendy Jones	W.J.Jones@soton.ac.uk
Tina Kirk	C.E.Kirk@soton.ac.uk
Sarah Winspear	S.J.Winspear@soton.ac.uk

12.2 The IFY Programmes in the University's Structure

The University has five faculties. The IFY is situated in the School of Humanities. However, on successful completion of the IFY you may progress to one of over 25 undergraduate degree programmes in the Faculties of:

- Arts and Humanities
- Environmental and Life Sciences
- Social Sciences

12.3 Attendance

IFY students are expected to attend **ALL** classes, lectures, and tutorials. A register will be taken at each class.

The attendance record of international students is also noted to ensure they meet the requirements of their student visa.

If you miss any classes you:

- must email Kasia Koniec on ACIS-Students@soton.ac.uk with your class tutor on copy (Cc...), as soon as possible
- find out what topics were studied in the class from your classmates or the tutor
- find out what preparation you have to do for the next class.

Make sure that any private appointments you make (such as at your bank or for a routine check- up at the dentist) do not clash with any timetabled classes or tutorials.

Your tutors will tell you whether cell/smart phones, laptops, tablets and other electronic devices can be used in classes. Please switch all devices to 'silent' during classes so that you do not disrupt the class.

DO NOT BOOK A FLIGHT HOME BEFORE THE END OF EACH TERM

If you miss any classes because you leave during term time you will be marked as absent.

12.4 School of Humanities Student Office

The administration for the IFY is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the **Student Office** on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

12.5 The Structure of the Programme

i. Core Modules

There are three core modules which all IFY students must take.

- English for Academic Study
- Critical Thinking and Research Skills
- Global Society

ii. Elective Modules

You will take one or two other modules. The modules you take will depend on the undergraduate degree you are going to take when you complete the IFY.

For example:

- students studying to progress to undergraduate degree programmes requiring a certain level of maths with either take the Survey Methods module or the Maths and Statistics module in semester 1 followed by the Introduction to Business module in Semester 2.
- students studying to progress to the Law undergraduate programme take English for Law in Semester 1 and Understanding Law in Semester 2.
students studying for Fashion Design/Management normally take Introduction to Liberal Arts in Semester 1 and Semester 2.

The IFY Programme Specification and full specifications for every IFY module taken by IFY students are available on the University website.

iii. Independent Study

Your timetable has about 17 or 18 hours of classes per week. However, you will be expected to study for a total of about 30 hours a week. This means that outside class you have to study by yourself.

Developing as an *effective independent learner* is essential to your success as a student at a British university.

You should:

- plan when and where you work best
- use the university work stations and the libraries between classes, for independent study.

12.6 Assessment

All the modules taken by IFY students include coursework. Details of how to submit coursework and how it will be marked are given in this Handbook.

Coursework on the IFY includes essays, individual presentations, group work and the Personal Research Project (PRP).

You will also have to make group presentations and take part in assessed seminar discussions. This means that you will have to develop the skill of working with other students as well as working independently.

12.7 Progression to your undergraduate programme

To progress to your degree programme at the end of the IFY you will have to complete every module successfully. The minimum marks you will need to obtain have been defined for every undergraduate degree programme which you can join after the IFY.

The minimum progression marks for every degree course are given in the IFY Programme Specification. Make sure you read this carefully to make sure you know the exact marks you need in every module to progress.

Please note that requests to change your choice of degree programme will not normally be considered after the end of the Winter Term, in December.

12.8 The Library and other resources

i. The University Libraries

The main University library is the Hartley Library and it is situated on the Highfield campus, opposite the Students' Union on University Road (Building 33).

The Avenue campus also has its own Library and Learning Commons

In the libraries you will have access to

- the University's collection of books and journals
- electronic journals, databases and websites
- study areas with Internet access
- rooms for group work meetings
- staff help and guidance

For more information see the [Library website](#).

ii. SUSSED <http://sussed.soton.ac.uk>

SUSSED (Southampton University Staff/Student Social & Educational Directory) is the University's Web portal. The portal gives you a personalised view of all the web resources that are available to you as a member of the University.

You will use SUSSED to

- view your student timetable
- get access to your University email
- access past examination papers and view your examination timetable
- view your final marks for each module.

iii. Blackboard <https://blackboard.soton.ac.uk>

Every module taken by IFY students has a Blackboard site. Your tutor will use Blackboard to store course documents such as assignment tasks, handouts, presentations and background materials.

13. PRE-SESSIONAL 39 AND 25 WEEK (PS39/25), YEAR-ROUND PROGRAMMES

This section of the Handbook is designed to help give you the basic key information about the [Pre-sessional 39 and 25 week, year-round programmes at the University of Southampton](#). It also indicates how you can find more detailed information on the University's website.

We will keep you informed by email and it is *your responsibility to consult your university emails at least once a day*, as well as [Blackboard](#) in order to keep up to date with any information.

When you email any university member of staff you must put your Student ID number, your full name and an indication of the topic of your email in the subject line. For example: ID 1234567, Name: Chris Leon, Subject: Student Report

If you have any questions and concerns, please ask your Personal Academic Tutor (PAT). If they cannot help you they will tell you who to contact.

13.1

The Pre-sessional Team

<i>Name</i>	<i>E-mail Address</i>
Victoria Rowe (Programme Leader)	V.Long@soton.ac.uk
Kasia Koniec (Programme Administration)	ACIS-Students@soton.ac.uk
Rosalind Davies Director of Programmes	R.M.Davies@soton.ac.uk
Tutors	
Chris Lewis	C.Lewis@soton.ac.uk
Stephen Headford	S.J.Headford@soton.ac.uk
Tina Kirk	C.E.Kirk@soton.ac.uk
Simon Woodford	S.K.Woodford@soton.ac.uk

13.2 The Pre-sessional 39 and 25 week, year-round programmes in the University's structure

The University has five *faculties*. The Pre-sessional, year-round programmes are situated in the School of Humanities.

Pass Mark

Conditional Offers:

It is likely that you will have received a conditional offer from the University, which states that you need to meet a specific level of English. If you are unsure of this, please check with your tutor or the student office, making sure you have a copy of your offer letter to show them.

The table below shows the percentage range you need to achieve to meet specific IELTS entry requirements:

IELTS BAND	PRE-SESSIONAL ASSESSMENT BAND
7.5+	80 - 100%
7.0	70 - 79%
6.5	60 - 69%
6.0	50 - 59%
5.5	40 - 49%
5.0-	0 - 39%

The table above applies to each of the areas in which you are assessed so if for example you need to achieve IELTS 6.5 overall with no less than 6.0 in writing, then you will need 60% minimum overall and minimum 50% in writing.

Please note that the Pre-sessionial programme assessment banding is used for international student progression purposes and provides an **approximate equivalent to IELTS; you do not take the IELTS test as part of the Pre-sessionial programme.*

All marks will be decided at an **exam board meeting**, recognised by the University. An **external examiner** will be present at this time (from a different university). All assessments follow our prescribed procedures, are marked carefully according to the criteria and are standardised and moderated.

Your work will be regularly marked and feedback is regularly provided. Your tutors will help you to understand the marking criteria that we use. Homework will be set regularly and you will be given practice tasks each week.

You and your receiving department, and your sponsors, if applicable, will receive a **report** indicating your competence in the four skills of language. This report will finally state that you are leaving the Pre-sessionial programme with a percentage (equivalent to IELTS) in each of the four skills. Our grading is accepted by the University for the purposes of meeting the language requirement.

13.3 Attendance

Pre-sessionial, year-round students are expected to attend **ALL** classes, lectures, and tutorials. A register will be taken at each class.

The attendance record of international students is also noted to ensure they meet the requirements of their student visa.

If you miss any classes you:

- must email Kasia Koniec on ACIS-Students@soton.ac.uk with your class tutor on copy (Cc...), as soon as possible
- find out what topics were studied in the class from your classmates or the tutor
- find out what preparation you have to do for the next class.

Make sure that any private appointments you make (such as at your bank or for a routine check- up at the dentist) do not clash with any timetabled classes or tutorials.

Your tutors will tell you whether cell/smart phones, laptops, tablets and other electronic devices can be used in classes. Please switch all devices to 'silent' during classes so that you do not disrupt the class.

DO NOT BOOK A FLIGHT HOME BEFORE THE END OF EACH TERM

If you miss any classes because you leave during term time you will be marked as absent.

13.4 School of Humanities Student Office

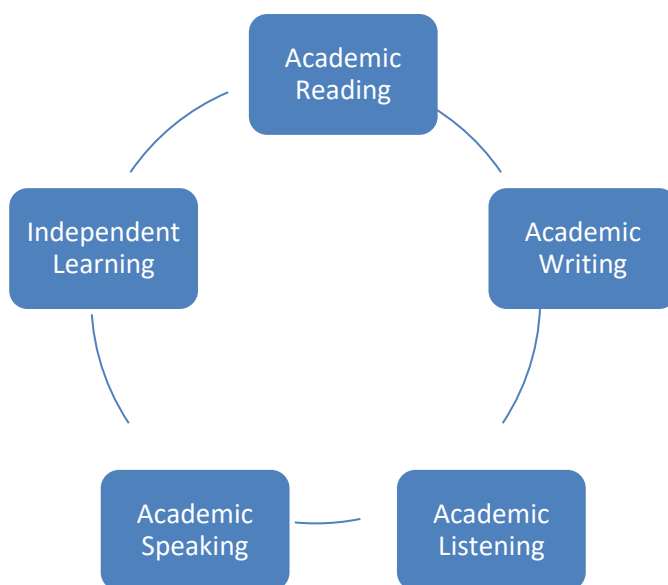
The administration for the Pre-sessional, year-round programme is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the **Student Office** on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

13.5 The Structure of the Programme

The year-round, Pre-sessional programme is designed to enhance your English, improve your academic skills and introduce you to some general academic content related to your postgraduate studies. The year comprises the following modules:

- A. Academic Reading
- B. Academic Writing
- C. Academic Listening
- D. Academic Speaking
- E. Independent Learning



Academic Reading and Writing:

These modules focus on critical thinking, task structure, paragraphing, sentence structure, portfolio work, paraphrasing & summarising, skimming & scanning, reading for gist, grammar, academic integrity, referencing etc. Assessment will be in the form of formative and summative tasks.

Academic Listening and Speaking:

These modules focus on listening & note-taking (audio & visual), comprehension, seminar discussions, individual discussions and group presentations. They will be theme-based to link in with the assessment set in the Academic Reading and Writing classes. Global Issues and World Affairs will be discussed in these classes, as well as areas you will be studying. Assessment will be in the form of listening & note-taking tasks, comprehension questions, seminar discussions and group and individual presentations along with other tasks, and an exam at the end of each semester.

Independent Learning:

Independent Learning sessions are a very important element of the course and attendance at all of them is required. Sessions will be supported by a member of staff who will monitor your attendance and give you help in finding useful resources or work with students on areas you wish to develop. Some of the sessions will be tutor-led on *study skills*. The sessions are an opportunity to take control of your learning needs and work with the level of independence which is a feature of education in the UK.

There are a number of resources that you may use in the [Library & Learning Commons \(LLC\)](#)

Our emphasis at Southampton is on *understanding* rather than learning from memory. This means that you will need to work at your studies, have a positive attitude and be prepared to face the challenges ahead. In order to succeed you will have to work consistently through the year. This will involve a great deal of private study.

Developing as an *effective independent learner* is essential to your success. You will have to plan when and where you work. Make sure you have a quiet and comfortable place to study. Remember that you can use the university work stations and the Hartley Library for 7 days a week. Many students find it is more productive to work in these study areas than at home, where there are often too many distractions to work productively.

Outside the classroom

Although you are expected to study hard also make sure you leave time for non-academic activities. The University has excellent facilities for sport, music, drama and various other cultural and social activities. If uncertain then try something you haven't done before; it will help you meet new friends and keep up with what is going on in the world around you. The happiest students are those who carefully balance work and recreation.

Wednesday afternoons give you the opportunity to join a club/society and practise your speaking skills in an informal setting.

13.6 Assessment

All the modules taken by Pre-sessional, year-round students include coursework. Details of how to submit coursework and how it will be marked are given in this Handbook.

Coursework on the Pre-sessional, year-round programmes includes essays, individual presentations, group work and the portfolio. This means that you will have to develop the skill of working with other students as well as working independently.

13.7 Progression to your postgraduate programme

To progress to a degree programme at the end of the Pre-sessional year-round programme you will have to complete every module successfully. Please discuss with your receiving department to make sure you know the exact marks you need in every module to progress.

Please note that requests to change your choice of degree programme will not normally be considered after the end of the Winter Term, in December.

13.8 The Library and other resources

i. The University Libraries

The main University library is the Hartley Library and it is situated on the Highfield campus, opposite the Students' Union on University Road (Building 33).

The Avenue campus also has its own Library and Learning Commons

In the libraries you will have access to

- the University's collection of books and journals
- electronic journals, databases and websites
- study areas with Internet access

- rooms for group work meetings
- staff help and guidance

For more information see the [Library website](#).

ii. **SUSSED** <http://sussed.soton.ac.uk>

SUSSED (Southampton University Staff/Student Social & Educational Directory) is the University's Web portal. The portal gives you a personalised view of all the web resources that are available to you as a member of the University.

You will use SUSSED to

- view your student timetable
- get access to your University email
- access past examination papers and view your examination timetable
- view your final marks for each module.

iii. **Blackboard** <https://blackboard.soton.ac.uk>

Every module taken by Pre-sessional, year-round students has a Blackboard site. Your tutor will use Blackboard to store course documents such as assignment tasks, handouts, presentations and background materials.

14. PRE-MASTERS PROGRAMMES

This section of the Handbook gives you the basic key information about the Pre-Masters programmes at the University of Southampton. It also indicates how you can find more detailed information on the University's website.

We will keep you informed by email and it is your responsibility to consult your university emails at least once a day, as well as [Blackboard](#) in order to keep up to date with any information.

When you email any university member of staff you must put your Student ID number, your full name and an indication of the topic of your email in the subject line. For example: ID 1234567, Name: Chris Leon, Subject: StudentReport

If you have any questions and concerns, please ask your Personal Academic Tutor. If they cannot help you they will tell who to contact.

14.1 Pre-Masters Team

<i>Name</i>	<i>E-mail Address</i>
Dr Jonathan Leader (Programme Leader)	J.W.Leader@soton.ac.uk
Kasia Koniec (Programme Administration)	ACIS-Students@soton.ac.uk
Rosalind Davies Director of Programmes	R.M.Davies@soton.ac.uk
TUTORS	
Karla de Lima Guedes	K.De-Lima-Guedes@soton.ac.uk
Jo Dunman	J.Dunman@soton.ac.uk
Elwyn Edwards	E.I.Edwards@soton.ac.uk
Chris Lewis	C.Lewis@soton.ac.uk
Lucy Watson	L.A.Watson@soton.ac.uk
Sarah Winspear	S.J.Winspear@soton.ac.uk

14.2 The Pre-Masters Programme in the University's Structure

The University has five faculties. The Pre-Masters is situated in the School of Humanities. However, on successful completion of the Pre-Masters programme you may progress to over 25 postgraduate degree programmes in the following pathways

- Business
- Economics
- Engineering
- Health and Medicine
- Humanities
- Law
- Music
- WSA
- Sociology/ISP/Criminology

14.3 Attendance

Pre-Masters students are expected to attend **ALL** classes, lectures, and tutorials. A register will be taken at each class.

The attendance record of international students is also noted to ensure they meet the requirements of their student visa.

If you miss any classes you:

- must email Kasia Koniec on ACIS-Students@soton.ac.uk with your class tutor on copy (Cc...) as soon as possible
- find out what topics were studied in the class from your classmates or the tutor
- find out what preparation you have to do for the next class.

Make sure that any private appointments you make (such as at your bank or for a routine check- up at the dentist) do not clash with any timetabled classes or tutorials.

Your tutors will tell you whether cell/smart phones, laptops, tablets and other electronic devices can be used in classes. Please switch all devices to 'silent' during classes, so that you do not disrupt the class.

DO NOT BOOK A FLIGHT HOME BEFORE THE END OF EACH TERM

If you miss any classes because you leave during term time you will be marked as absent.

14.4 School of Humanities Student Office

The administration for the Pre-Masters is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the **Student Office** on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

14.5 The Structure of the Pre-Masters Programme

The Pre-Masters programme has two parts: in Part I you will acquire the academic and English language skills you will need to be an effective student on a taught Masters programme and in Part II you will join your chosen Master's programme. This Handbook only refers to Part 1 of the programme – the Pre- Masters.

Students can join the Pre-Masters programme in September or January.

To start in:

- **September**—students must have a minimum English language level equivalent to IELTS 5.5 overall and IELTS 5.5. in all four elements of the IELTS test.
- **January**- students must have a minimum of IELTS 6.0 overall and IELTS 5.5 in all four elements of the IELTS test.

i. Core Modules

Pre-Masters students on most pathways have to take the following modules:

- English for Masters Study
- Critical & Contextual Thinking for Masters study
- Cultural Perspectives
- Research Project.

ii. Elective Modules

You also will take at least one other module. The module(s) you take will depend on the Masters degree you are going to take when you complete the first year of the Pre-Masters. For example, students studying to progress to Masters programmes in business and marketing will take the European Business module in Semester 2.

Music Students

If you are studying music you have to start the Pre-Masters programme in September and take two to four music modules.

The Pre-Masters Programme Specification and full profiles for every Pre-Masters module taken by Pre-Masters students are available on the University website.

iii. Independent Study

Your timetable has about 17 or 18 hours of classes per week. However, you will be expected to study for a total of about 30 hours a week. This means outside class you have to study by yourself.

Developing as an *effective independent learner* is essential to your success as a Masters student at a British university.

You will should;

- plan when and where you work best
- use the University work stations and the libraries between classes for independent study.

14.6 Assessment

All the modules taken by Pre-Masters students include assessed coursework. Details of how to submit coursework and how it will be marked are given in this Handbook.

Coursework on the Pre-Masters includes essays, presentations and group work. This means that you will have to develop the skill of working with other students as well as working independently.

14.7 Progression to your postgraduate programme

To progress to your Masters degree programme you will have to complete every module in Part I (Pre-Masters) successfully. The minimum marks you will need to obtain have been defined for every Masters programme which you can join after completion of Part I of the Pre-Masters programme

For example, for progression to degree programmes in Business, the minimum marks you need are:

- | | |
|--|-----|
| • English for Masters Study | 50% |
| • Critical and Contextual Thinking for Masters Study | 50% |
| • Cultural Perspectives | 50% |
| • Research Project | 50% |
| • Academic English for Business | 50% |
| • European Business Environment | 60% |

The minimum progression marks for every degree course are given in the Pre-Masters programme Specification. Make sure you read this carefully to make sure you know the exact marks you need in every module to progress.

Please note that requests to change your choice of degree programme will not normally be considered after the end of the Winter Term, in December.

14.8 The Library and other resources

i. The University Libraries

The main University library is the Hartley Library and it is situated on the Highfield campus, opposite the Students' Union on University Road (Building 33).

The Avenue campus also has its own Library and Learning Commons

In the libraries you will have access to

- the University's collection of books and journals
- electronic journals, databases and websites
- study areas with Internet access
- rooms for group work meetings
- staff help and guide you

For more information see the [Library website](#).

ii. SUSSED <http://sussed.soton.ac.uk>

SUSSED (Southampton University Staff/Student Social & Educational Directory) is the University's Web portal. The portal gives you a personalised view of all the web resources that are available to you as a member of the University.

You will use SUSSED to

- view your student timetable
- get access to your University email
- access past examination papers and view your examination timetable
- view your final marks for each module.

iii. Blackboard <https://blackboard.soton.ac.uk>

Every module taken by Pre-Masters students has a Blackboard site. Your tutor will use Blackboard to store course documents such as assignment tasks, handouts, presentations and background materials.

Appendix 1:

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for these programmes typically also have to pay for the items listed in the table below.

In some cases you'll be able to choose modules (which may have different costs associated with them) which will change the overall cost of a programme to you. Details of such costs will be listed in the Module Profile. 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 [Fees, Charges and Expenses](#)

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
Stationery		You will be expected to provide your own day-to-day stationary items, e.g. pens, pencils, notebooks. Any specialist stationery items will be specified under the Additional Costs tab of the relevant Module Profile.
Textbooks		Where a module specifies core texts these should generally be available on the reserve list in the library. However, due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as optional background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
Equipment and Materials Equipment	Laboratory Equipment and Materials:	All laboratory equipment and materials are provided.
IT	Computer Discs or USB drives	Students are expected to provide their own portable data storage device.
	Software Licenses	All software is provided
	Hardware	It is advisable that students provide their own laptop or personal computer, although shared facilities are available across the University campus.
Printing and Photocopying Costs		Where possible, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. A list of the University printing costs can be found here: http://www.southampton.ac.uk/isolutions/students/printing/
Placements (including Study Abroad Programmes)		Students on placement programmes can expect to cover costs for health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to. Specific details on what additional costs there will be are detailed in the individual Module Profiles which can be found under the modules tab of the programmes details of your programme.

Additional costs for Modern Languages and Linguistics Programmes

<p>ML Residence Abroad – Cost Implications</p>		<p>As you know, the ML third year includes a period of study or work abroad as a compulsory element of a four year degree, and as a result, all students pay reduced home tuition fees to Southampton their third year (currently 15% for home and EU students, 40% for International Students) irrespective of what placement they take up.</p> <p>However, as happens whilst you are in Southampton, students are expected to pay their own travel expenses, accommodation and other living expenses. So that you can assess the viability of the different options available to you, the following outlines their general cost implications, but please do bear in mind that these may vary enormously from student to student depending on what placement is selected and where it is located. Should you need further information, please contact the relevant RA language coordinator.</p>
	<p>Students studying or working in Europe</p>	<p>Students are eligible for a small grant through the British Council, which is means tested against their salary (if relevant) and which varies every year (as a guide, students this year receive around 350-400 Euros per month). The only exceptions to this are students who currently live full-time with their parents and for whom household income is above the threshold.</p> <p>British Council students also receive a monthly salary (this varies country to country) and are expected to pay for their International Child Protection Certificate (ICPC) checks, which are mandatory and currently cost £45.</p> <p>University students tend to receive a slightly higher grant than those who working for the British Council since they are not in receipt of a salary. They pay no tuition fees to their host university.</p> <p>Work placement students may or may not be paid, and their grant is calculated accordingly.</p>
	<p>Students studying or working outside Europe</p>	<p>These students are not eligible for the British Council grant but may be able to apply for funding to support their travel etc. through the International Office. All students are expected to pay for their own student visas; costs vary from country to country.</p> <p>Students studying in Latin America or China will generally have to pay host university fees, although typically these are no more than £100 for the academic year.</p> <p>Students working in Latin America are not generally paid a stipend. Some receive free</p>

		accommodation, travel or meals as a work benefit, others (generally in voluntary work) often also have to pay to join the scheme and be eligible to work do not receive this. Students taking place in the Mexico link receive a bursary.
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Additional costs for Music Programmes

<p>Vocal and Instrumental Lessons</p>		<p>Specialist vocal and instrumental tuition for Single and Joint Honours Music students taking performance modules is generally provided free at the point of delivery. When lessons happen away from Highfield Campus students are expected to cover the cost of travel to and from their lessons. Students are expected to cover the cost of travel to and from off-campus rehearsal, performance and music examination venues. Most of those we use are within walking distance of Highfield Campus.</p> <p>Students taking instrumental lessons are expected to own and maintain their own instruments, maintenance including the cost of repairs and of replacement parts (new strings, drumheads etc.). Students are strongly advised to arrange insurance for their instruments, covering all the usual risks including theft from places of residence and from university storerooms. Storage space for instruments is available in Music Department storerooms. Dozens of students have access to them: it is not possible to guarantee security. The university will accept no responsibility for loss or damage to instruments left in storerooms. Students taking performance modules will be given keys to practice rooms and storerooms. Keys must be returned on or before graduation day. Students will be charged £10.00 per replacement key in the event of loss.</p> <p>Jazz and pop students must buy and use their own ear protectors if asked to do so by a teacher.</p> <p>Hartley Library holds a very large collection of sheet music which students can borrow free of charge. Students who want or are advised by teachers to buy their own music, perhaps in order to mark it up, will be expected to cover the cost themselves.</p> <p>The Music Department has a large collection of keyboard instruments to which keyboard students are allowed free access. It owns a number of other instruments (piccolo trumpet, bass sax, basset horn etc.) which students can borrow on their teacher's recommendation. We do not charge for the use of them but do recommend that students make private insurance arrangements when taking them off campus, especially on tour. If not returned intact they must be replaced like for like at the student's expense or at their insurer's.</p>
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		<p>Students may wish to hire professional accompanists to play with them in performance exams. Accompanists charge varying levels of fee (rarely more than £60.00 per exam accompaniment, including prior rehearsal) and students are expected to pay the fees themselves.</p> <p>Turner Sims -- the university concert hall -- makes 10 tickets for each of its own-promoted concerts available free of charge to Music on a first come, first served basis. (There are very rare exceptions: gala concerts intended to raise funds for Turner Sims for instance.) Monday and Friday lunchtime concerts in Turner Sims organised by the Music Department are free of charge both to Music students and to the wider public. External promoters hiring Turner Sims can charge what they like for admission to concerts.</p> <p>Student-run performing arts societies such as the University of Southampton Symphony Orchestra, JazzManix and Showstoppers (there are many others which Music students might like to join) are free to set their own membership subscriptions. The Music Department does not contribute directly towards the cost of running these societies.</p> <p>ACADEMIC MODULES</p> <p>Very few Music lecturers insist that students purchase specific set texts. Copies of set texts are made available in Hartley Library, if necessary in the reference-only "course collection" or on short-term loan. Students may wish to own copies of recommended books but are free to choose which to buy and which to borrow.</p> <p>Some lecturers prepare Course Handbooks for the modules they are teaching. These are generally made available free of charge to students taking the modules. For unusually bulky handbooks there may be a charge to pay -- never more than £10.00 per copy.</p> <p>Music software packages are available for licensed use at designated university computer workstations free of charge to Music students. Students who wish to install compatible software on their own computers will have to cover the cost themselves.</p> <p>Students using the university's Follow Me print service will be charged per page printed out, at rates listed here: Printing for Students</p>
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Additional costs for Archaeology Programmes

Fieldtrips and Fieldwork		<p>The range of options and variety of activities open to you on your archaeology degree means that there may be times when you incur small additional costs. We seek to minimise this as much as possible, but there are certain personal pieces of clothing and equipment that you may need to</p>
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		<p>obtain. These items will be to ensure your own safety and comfort.</p> <p>During your degree you are likely to go on a number of fieldtrips, and to take part in fieldwork. The exact number and nature of these trips will depend on your module and fieldwork choices. However, wherever and whatever you do you are likely to need access to; waterproofs, sturdy shoes or boots, sun hat and a small rucksack. For some sites you may be asked to have steel toed boots.</p> <p>For those qualified to do so, you may become involved in diving projects. In these circumstances you would normally be required to bring/hire your own mask, fins, snorkel, knife, exposure suit and dive watch (and if possible, dive computer).</p>
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Appendix 2 - Revision Strategy and Examination Techniques

2.1 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.

2.1.1 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.

2.1.2 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.

2.2 Examination techniques

2.2.1 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.

2.2.2 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.