Faculty of Environmental and Life Sciences

School of Health Sciences

Postgraduate/Continued Professional Development

Student Handbook

2019-20

Disclaimer

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

Welcome from the Associate Dean – Faculty of Environmental and Life Sciences

Dear Student,

Within the Faculty, you may also like to know that there are numerous staff who have chosen the role of ensuring the quality and vision behind your experience at Southampton. My role, as Associate Dean, is to provide leadership to this group of staff, developing educational strategy and a forum for energetic and imaginative discussions about the education we deliver. I have a commitment to ensuring the best possible student experience and, if it is working well, I will be like the duck on the pond – calm on the surface but paddling hard underwater.

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

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

With best wishes,

Sarah Stevenage
Associate Dean (Education)
Professor of Cognitive Psychology
S.V.Stevenage@soton.ac.uk

Welcome

Dear Student

I am delighted that you have chosen to undertake your education at the University of Southampton and hope that you will enjoy your time as a student. This hand book is designed to give you all the information you need to undertake your studies and will be the first place to look when you need answers to queries about your course or programme of studies.

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 both academic and health care environments where academics work in partnership with practice colleagues to facilitate your learning; providing advice, guidance and direction.

We are here to help you make the most of your time at the School and welcome your questions and feedback at all times.

I wish you every success with your studies.

Professor Mandy Fader
Head of School

Contents

The information contained within your handbook is designed to provide key information applicable to you and your programme during the 2018/19 academic year. It is designed to complement the University's Student Portal. You can access the Portal by logging on to SUSSED, using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are a student at the University of Southampton. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

Resource	Web link
School website	www.southampton.ac.uk/healthsciences

School staff information	**Head of School**
	Professor Mandy Fader – M.Fader@soton.ac.uk
	
	Deputy Head of School (Education)
	Professor Anne Baileff – A.Baileff@soton.ac.uk
	
	Head of Nursing, Midwifery and Health
	Dr Julie Cullen - J.Cullen@soton.ac.uk
	
	Interim Head of Allied Health Professions
	Dr Julian Pearce - jmp6@soton.ac.uk
	
	Programme Leads
	
	    MSc Advanced Clinical Practice
	    Dr Helen Rushforth - her@soton.ac.uk
	
	    MRes Clinical and Health Research
	    TBC
	
	    MSc Leadership and Management in Health and Social Care
	    Dr Richard Giordano - r.giordano@soton.ac.uk
	
	    Doctoral Programmes (PhD, DClinP, Integrated PhD)
	    Dr Bronagh Walsh - B.M.Walsh@soton.ac.uk
	
	    MSc Nursing Studies
	    Mrs Lyn Wilson - L.M.Wilson@soton.ac.uk
	
	    MSc Professional Practice in Health Sciences
	    Dr Chris Franks - C.J.Franks@soton.ac.uk
	
	    Improving Access to Psychological Therapies
	    Mr Simon Grist - S.Grist@soton.ac.uk
	
	    MSc Amputation and Prosthetic Rehabilitation
	    Dr Maggie Donovan-Hall - mh699@soton.ac.uk
	
	    MSc Neonatology
	    Ms Susan Smith - sls1@soton.ac.uk
	
	Faculty Academic Registrar
	Ms Jenny Atkins - J.C.Atkins@soton.ac.uk

Programme and module descriptions	Descriptions relating to your programme can be found via the programme pages on the web, and on Blackboard. Your programme structure (i.e. which modules make up your programme) is available via the on-line programme catalogue which is accessible via Banner Self Service. To find links to broad generic descriptions of the programmes and modules, follow links to your programme starting from the School web pages.

1. General Information

1.1   Your student office

Opening Hours: Monday to Friday 9am to 5pm

Location and contact details: Student Office
University of Southampton
School of Health Sciences
Building 67
University Road
Highfield
Southampton, SO17 1BJ
Telephone: 023 8059 7841
Email: health-studentoffice@soton.ac.uk
cpdfhs@soton.ac.uk for module registration
assessment.hs@soton.ac.uk for Assessment matters

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

1.2   How we keep in touch with you

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

Written Correspondence
Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

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

1.3   The Hub

Hosted on Blackboard, students can now access The Hub, our new online resource and one-stop-shop to help you make the most of your time studying with us.
The sites signpost undergraduate and postgraduate taught students to lots of helpful information including: student support, academic help, careers information, 'how to' guides (such as 'How do I find out more about a module'), and much more.
The Hub was previously available within two faculties and now, due to positive student feedback, the service has been made available for students across all faculties.

The sites, championed by student representatives and last academic year's Sabbatical Officers, have been developed alongside feedback from the Students' Union, as well as a number of other departments across the University.

Five sites have been set up, one for each faculty and students within the Faculty of Environmental and Life Sciences can access their Hub via Blackboard at http://go.soton.ac.uk/environmentalandlifesciences.

1.4   Confirmation of your student enrolment status
If you are enrolled on a degree programme 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.

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

1.5   Press or Marketing activities
If you are asked for your opinion, or to get involved in press or marketing activities related to the work of the School of Health Sciences or the University of Southampton, it is imperative that you first consult one of the following for guidance and agreement:

Press enquiries
Becky Attwood, Media Relations Officer, Tel: 02380 593212, Mobile: 07342060429, Email: r.attwood@southampton.ac.uk

Main Press Office, Tel: 02380 593212, Email: press@southampton.ac.uk

Marketing enquiries:
Claire Furnish, Marketing Officer, Tel: 02380 597592, Email: C.A.Furnish@southampton.ac.uk

2.   Supporting you through your studies

2.1   The role of your Personal Academic Tutor *and other key academic staff*
The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect to be allocated a Personal Academic Tutor. In many cases your personal academic tutor is your pathway or programme lead. If you are unsure who your personal tutor is, please ask your programme lead. You can expect to see your Personal Academic Tutor at key points through your University career and, if you need to, you can contact them more frequently. Sometimes, your Personal Academic Tutor may refer you to other areas for support. They may refer you to individual support services, or to your student office for information.

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

If you are studying a module 'stand alone' (i.e. not as part of a pathway of study) you will not be allocated a personal academic tutor. However the module leader or a member of the module team will act as your tutor for the duration of the module.

If you are undertaking a dissertation, you will have a dissertation supervisor who can offer advice and support for your dissertation work.

2.2   What to do if you are ill
If you are ill and have to miss a taught day you should let the module lead know about your absence. If you experience a longer term illness which could impact your progress on a module or programme a discussion with your personal tutor (or programme lead) will help you to decide on the best course of action for your circumstances. If you experience illness which impacts your ability to submit an assignment you should complete and submit a Special considerations and extension form to assessment.hs@soton.ac.ukwith supporting evidence for your request. More information can be found in the General Regulations - Attendance and Completion of Programme Requirements.

2.3   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.

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.   If you experience difficult circumstances you should discuss with your Tutor for advice on how best to proceed.

If you are not able to attend an examination or submit your work on time, or within five days of the deadline, you can apply for an extension to submission. You will need to indicate then you expect to be able to submit, and provide independent evidence of the impact of the circumstances.

If you can submit your assessment on time, or within a few days of the deadline, and you can provide evidence of exceptional and unexpected circumstances that may have affected this, you can ask for 'Special Consideration' of the outcome. If you wish for these to be considered by the School you must complete an Extension form

Suspending your studies is an option to be used if you will be unable to study for an extended period of time.

Discussion with your personal academic tutor will enable you to know which option is best for you. You will need to provide third party evidence of the reason for your request. We aim to respond to applications within five working days, except for applications for Special Consideration where the Board meets every month.

2.4   Special considerations
If you miss an assessment or believe that illness or other circumstances may have adversely affected your performance you have the facility to apply for Special Considerations. If you wish for these to be considered by the School you must complete a Special Considerations form. **You must apply for Special Considerations within five days of the assessment, not wait until you receive the result.** All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification or a statement from your Personal Academic Tutor. The purpose of asking for supporting documentation is for the Board to understand how the circumstances may have had an impact on you.

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

2.5   Student Support Review
The Student Support Review Regulations are in place to support students if concerns are raised about their health, wellbeing or behaviour which may be impacting on their academic progress and/or general management of life at University or on placement. The regulations seek to be both supportive and to actively engage with students prior to decisions made about their fitness to study. The regulations and supporting documents identify the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

2.6   Suspending your studies
Should you feel that you need to take some time out from your studies, known as suspending your studies, you should first discuss this with your Programme Lead and then contact assessment.fhs@soton.ac.uk. You will need to clarify how long the suspension needs to be, and a brief reason for this.

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

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

2.8   Enabling Services
Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. The expert team can provide advice and support relating to your studies, both while you are preparing for University and throughout your time here. You will need to register with Enabling Services if you wish to access any support or have special arrangements for your course and assessment.

2.9   Equality and Diversity
Equality and Diversity is championed by the Vice-Chancellor. He believes agenda is agenda is at the core of all we do: "It is key to our mission to address Equality and Diversity directly, consistently and continuously. Full details including Policies and Guidance can be found on the Equality and Diversity website.

3. Your safety

3.1 University Health and Safety Policy

Health and Safety is an important part of University and practice experience life. Everyone in the University has a legal duty to inform management of hazards they become aware of. Should you have an accident within the University premises, this must be reported by completing the online 'H&S Incident/Crime Reporting' Link under 'Quick Links' on the University SUSSED page.

Incidents, which arise out of, or in connection with University activities and placement related injuries, must also be reported as above. Please ensure you are aware of your obligations under the University Health and Safety Policy.

For students in practice the 'Practice Placement Agreement' requires that the placement provider will take steps to ensure the health, safety and welfare of students undertaking practice learning, as they would for their own employees. The placement provider will notify the education provider of any accidents or reportable incidents sustained by a student undertaking practice learning within a timescale appropriate to the seriousness of the situation. You must also complete the University incident form as well as the host's incident form for incidents occurring on placements (dual reporting).

Please familiarise yourself with the fire safety and emergency information located on prime noticeboards in all education and practice experience areas that you attend as a student.

3.2 Access to Buildings

Undergraduate students can access the School Buildings 67 from Monday to Friday between the hours of 8am and 6pm. Access to School buildings is not permitted outside of these hours.

4. Your Academic Programme

4.1 The academic year and the programme structure

The structure and modular content provided within the programme specification is specific to your own programme. You can view the most up to date version of the programme specification by accessing SUSSED.

Student effort will consist of a mix of lectures, self-directed study, skills and other tasks and activities including reading. The modules have been designed to ensure that you meet the required learning and therefore this time must be used appropriately. Information on each module is within the module guide.

The definition of a core or compulsory module can be seen in the General Regulations - Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes. Further details can be found in your Programme Specification and on the School Website.

4.2 Attendance

The University attendance regulations details the University expectations relating to attendance. If are unable to attend a University class, please ensure you tell your Tutor at the time. Failure to do so will result in you being recorded as absent and will be reported to your Sponsor.

4.3 Additional Costs

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

Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar.

5. School Teaching and Learning Skills

5.1 Time management

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

5.2 Lectures

Lecturers will present materials in a variety of formats, and in most cases lecture notes will be made available in advance via the 'blackboard' virtual student learning environment. You will also be encouraged to make your own additional notes during the lecture. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or journal articles or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, you should ensure that you access the relevant notes and handouts from 'blackboard'.

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 or set to 'silent' in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

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

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

5.4 Tutorials/supervisions

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

5.5 Independent or Self learning

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

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

5.6 Key skills

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

5.7 School Policy on referencing

The School uses Cite Them Right as the required Harvard referencing guide for all programmes. The Cite Them Right Online website offers a comprehensive resource which is regularly updated as online resource types emerge and change.

5.8 Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the Regulations Governing Academic Integrity. The University is a 'learning community' within which students and staff learn from each other, from their peers and through original research. All members of the University are expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect. In maintaining this community, the concept of Academic Integrity is fundamental.

You are strongly advised to familiarise yourself with the information contained in the Academic Skills Hub on the Library's website. Additionally, the Students' Union Advice Centre has developed a Guide for students.

Any evidence of unsafe practice or attitudes in any component of the summative assessment will result in automatic referral. If you are registered with the NMC or HCPC breaches of Academic Integrity* may result in your employer being notified if there is concern that your professional code of conduct is not of the expected standard.

*Academic Integrity describes acting with honesty and responsibility in one's own Academic Work, i.e. work

undertaken for formative and summative assessments (this includes written work, placement assessment and non-written work, e.g. presentations).

5.9   Fitness to Practise
The requirements of programmes of study leading to professional registration include a significant component governing fitness to practise. In addition to existing University procedures for academic progression and conduct, the School of Health Sciences needs to ensure that the health status of students and their professional behaviour does not constitute a risk to service users, clients and their families, carers, the public, other students or the individuals themselves. There are mechanisms in place to monitor any issues during your studies. Please ensure you are aware of the Fitness to Practise policy.

5.10   Confidentiality
Professional codes of conduct/practice issue clear guidance on the protection of confidentiality, and the protection of information from improper disclosure at all times. It is particularly important that you maintain your professional standards regarding patient/service user confidentiality while undertaking academic study, assessment and examination. A breach of confidentiality may affect the outcome of your assessment and in serious cases could result in a mark of 0% (Fail).

The School policy on user/carer involvement states:
- the identities of all participants (including users, carers and staff) and all locations must be fully protected at all times through the use of pseudonyms and alternatives (for example, by changing all identifiable details);
- nothing should be included in assignments which may indicate a client's identity or compromise their confidentiality;
- in accordance with the Date Protection Act (1998), data must not be disclosed if this cannot be done without revealing personal data relating to a third party, unless that third party consents, or the third party data can be removed;
- where the case study or scenario forms part of an assessed presentation or a written assignment, students are expected to demonstrate how they have observed ethical principles in gathering and using relevant information. These form part of the marking criteria for all written assignments and breaches of confidentiality could lead to failure of the module.

These guidelines are based on the Caldicott principles 2 and 3, which state:

Principle 2 – 'Do not use patient-identifiable information unless it is absolutely necessary. Patient-identifiable information should not be used unless there is no alternative.'

Principle 3 – 'Use the minimum necessary patient-identifiable information. Where the use of patient-identifiable information is considered essential, each individual item of information should be justified with the aim of reducing the possibility of identification.'

You are encouraged to ensure patient confidentiality at all times and to protect the identities of locations. However, the latter aspect is not always possible since you may identify your practice area as well as your practice mentor/practice teacher in any assessment of practice and other portfolio. The following guidelines should be adhered to when producing text for assessment:
- The names of NHS Trusts and practice areas are in the public domain and as long as you do not disclose any information relating to a patient or staff member, or any information which might be deemed confidential about the location, you should not be penalised for this.
- The use of a referral to local guidelines and policies are not deemed a breach of confidentiality, but these should be referenced in the normal way.
- 'Serious' breach of confidentiality occurs when improper disclosure is made – either relating to the identities of staff, users or carers or other personal information and/or the inclusion of data for which explicit permission has not been obtained. In the event of a serious breach you will be awarded 0% (Fail).

Please remember that markers and external examiners have an overall responsibility to respect professional and confidential information in assignments, whatever the nature of that information may be.

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.

Each module is assessed and information will be provided in each of the module guides about how, when and where this will happen. Some assessments include essays whilst others may be presentations.   The programme includes a range to ensure that the module content and learning is assessed in the most

appropriate ways. Your written assignments should be presented in Arial or Lucida Sans, size 12 font, using 1.5 or double line spacing.

Most assessments will be submitted electronically through eAssignment. This is the University system for electronic submission, marking and feedback of student work. If you have a query regarding eAssignment, you should contact the Assessment team, Assessment.FHS@soton.ac.uk

If you are required to hand in a hard-copy of your work (rather than electronic submission), you should complete an 'Assessment Submission' form and submit this to the Student Office by not later than the published date and time. If other arrangements are in force for submission of a particular piece of coursework, this will be advised by your module leader.

Assignments which are required to be sent in hard copy can be sent by recorded delivery in which case the date of the post mark will be accepted at the date of submission. Assignments should be sent to:

Student Office
School of Health Sciences
Building 67
University Road, Highfield
Southampton
SO17 1BJ

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

6.3   Coursework extensions
If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Student Office as soon as possible. You should complete a Special Considerations form (see paragraph 2.5 above), which should provide adequate detail of the reasons why you require an extension. Your completed form, with appropriate supporting evidence, should be submitted to the Student Office who will arrange for your request to be reviewed in accordance with the Special Consideration policy. The Assessment Office will contact you via your University email account to let you know whether approval has been made. It is your responsibility to request an extension in a timely manner. University Regulations Governing Special Considerations.

6.4   Word count limitations
Your word count should not exceed the limit indicated in the assessment guidance, except for dissertations when you are expected to be within the given range. You will need to note your word count on the title page of your submission and confirm its accuracy.

Please note that the word count **includes** headings and text (including in-text references and footers), but **excludes** the title and contents page, reference list, bibliography and appendices. Therefore all the work occurring after the title and contents page to the beginning of the reference list is included in the word count. A small number of modules have a permitted exception to this rule which permits concise tables to be excluded from the word count; if this applies to your module your module leader and module handbook/assessment guidance will advise you accordingly.

In some modules, the stated word count may be exceeded by a maximum of 10% to acknowledge that it is difficult to hit the word count precisely and to allow for in-text citations, figures and tables. Tables which contain a large amount of text can be included in the appendices – but please note that whilst appendix information is read and noted by markers, it does not contribute to the grade awarded.

Candidates who exceed the specified word limitation by more than 10% but less than 20% within an assignment will incur a 10% penalty reduction in their mark or a reduction by one grade (e.g. from B to C) where a per cent mark is not given.

Candidates who exceed the specified word limitation by more than 20% but less than 25% will incur a 20% penalty reduction in their mark or a reduction by two grades (e.g. from B to D) where a per cent mark is not given.

Candidates who exceed the specified word limitation by more than 25% will incur an automatic referral in that assignment.

6.5   Examination preparation
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. Where available example papers will be made available to you via your module/programme 'blackboard' site.

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.

6.6   Examinations
For Continued Professional Development modules, you will be notified of the exam dates in conjunction with the attendance dates, prior to module commencement.

6.7   Illegible exam scripts
If your examination script is considered illegible, the Illegible Examination Scripts Policy will be instigated. You will be asked to come in to dictate your script so that it can be transcribed. The cost of this work will be met by you.   If your script is not transcribed then it will receive a mark of zero (0).

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

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

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the Board of Examiners.   Feedback will normally be returned within four working weeks of submission, and you should be informed if the feedback will take longer than four weeks. Examination feedback may take up to six weeks to be returned, and dissertation feedback may well take longer, reflecting the importance of such work within degree programmes and the need to devote appropriate time and attention to the assessment process.

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

6.9   Academic Review of Draft Assignments
The School is committed to providing a comprehensive service to support you in your academic skills development whilst aiming to establish a culture which is truly student-centred and which focuses on your development as an independent learner. The reading of student work is a means of providing additional support for your learning when needed. The School's policy on the Academic Review of Draft Assignments will be available on Blackboard.

6.10   Access to coursework/examination scripts
Students are entitled to view their examination scripts on request to the School. You are only permitted to view an examination script to enable you to see how you can improve your future performance and no mark or other annotation on the script is negotiable or open to alteration. The absence of annotation on a script does not mean that it has not been marked. Should you wish to inspect your completed examination script, there is a procedure that will need to be followed and you should contact the student office for details.

6.11   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.

6.12   Referral and Repeat Attempts
If you are unsuccessful at your '1st attempt' at an assessment you will be offered a Referral or '2nd attempt' to take place after the ratification of your result by the Board of Examiners. You may be eligible to register to undertake the assessment again as a Repeat attempt, in accordance with the University Regulations regarding Progression, Determination and Classification of Results. You must register for a Repeat attempt with the Assessment Office, assessment.fhs@soton.ac.uk. Applicable regulations for full-time students may be found at https://www.southampton.ac.uk/calendar/sectioniv/index.page

7. Staff/Student Liaison: getting your voice heard

7.1 Module Survey
The School 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. These surveys are conducted electronically and anonymously following the completion of each module and the comments received are used to shape and improve the way that modules are taught.

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

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

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

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

8.3 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.

8.4 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