

**Faculty of Arts and
Humanities**

School of Humanities

**Handbook Information
for the
CSC Training Programme**

CSC 7804

&

CSC 7805

2018-19

Faculty of Arts and Humanities CSC Training Programme 2018/19

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WELCOME TO CSC Training Programme at the University of Southampton

Welcome to the University of Southampton. This handbook is designed to help you by giving you key information about the CSC Training Programme at the University of Southampton. It also indicates how you can find more detailed information on various University web pages.

We will keep you informed by email and we would advise you to regularly check your University e-mail account for course updates and other important information.

If you have any questions and concerns, please do not hesitate to contact the Student Office Team, your Tutors or the Programme Leaders, who are all there to help. (For contact details please see pages 5 and 6).

WELCOME

Dear Student

On behalf of myself and my colleagues, may I welcome you back to your studies or, if you are new to the University, may I welcome you very warmly to the Faculty of Arts and Humanities. To those of you who have come from overseas, we wish you a very happy stay in this country. The Faculty is made up of the School of Humanities based at Avenue Campus, and Winchester School of Art based in Winchester.

You are part of a vibrant research led Faculty which is committed to the highest standards of teaching by internationally renowned scholars. All the programmes that the Faculty provide offer you the opportunity for a period of intensive study in subject areas chosen by you. The academic community aims to inspire you to develop your knowledge and skills remembering that the outcome of your studies depends greatly on your own personal commitment and independent capacity to learn. We look forward to working with you and trust that you will strive for the highest standard of work while participating fully in the academic life of the Faculty.

This handbook provides a convenient source of information for students enrolled within the Faculty of Arts and Humanities during the current academic year. Please take the time to read it carefully and consult it often during the year.

For now I wish you the very best for an enjoyable, stimulating, and rewarding time here at the University of Southampton.



Professor Paul Whittaker
Dean

Faculty of Arts and Humanities

DISCLAIMER

The Faculty of Humanities makes every effort to ensure that the material presented in this document is accurate and current. However, in the interest of continued improvement and changes in University policy etc. amendments and alterations to this document may become necessary. The Faculty endeavours to consider the impact of all changes so that no individual is unduly disadvantaged. The Faculty also recognises the potential diversity of its students and this document has been written in accordance with the University's Equal Opportunities Policy <http://www.calendar.soton.ac.uk/sectionIV/equal-ops.html> and the Race Relations Amendment Act (2000).

This document is an interpretation of the University of Southampton Calendar, which sets out the regulations under which the University operates. Where any interpretation results in conflict, the University of Southampton Calendar 2018/2019 shall prevail. <http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>

Handbook last updated: August 2018
USEFUL UNIVERSITY CONTACTS

| | | | |
|--|--|----------------------------|---|
| STUDENT SERVICES CENTRE | Location: Building 37, Highfield Campus | Phone: 02380 599599 | Email : ssc@soton.ac.uk |
| Please contact the Student Services Centre (Building 37, Highfield Campus) if you have any problem regarding your visa, finances or other general concerns. If student services cannot help, they will direct you to someone who can help: http://www.southampton.ac.uk/sais/ssc/ | | | |
| Please contact the Humanities Student Offices in either Highfield or Avenue campuses if you have more specific queries regarding your programme of study. | | | |
| HUMANITIES STUDENT OFFICES | | | |
| | Location | Phone | E-mail |
| Avenue Campus | Building 65/ Room 1121 | 02380596706 | Pshelp@soton.ac.uk |

| SUMMARY OF USEFUL NUMBERS AND WEB LINKS | | |
|--|---|---|
| Police /Fire/ Ambulance | 999 Emergency only 101 for non-emergency calls | http://www.hampshire.police.uk/internet |
| University Security Service | 02380592811 | http://www.southampton.ac.uk/estates/services/security/ |
| Nightline (Union student-run confidential listening service) | 02380595236 | http://nline.susu.org/ |
| Main university switchboard | 02380595000 | www.southampton.ac.uk |
| Accommodation Service | 02380595959 | http://www.southampton.ac.uk/accommodation/ |
| Chaplaincy | 02380593511 | http://www.chaplaincy.soton.ac.uk/ |
| International Office | 02380599699 | http://www.southampton.ac.uk/international/contactus/team.html |
| Lost Property | 02380592778 | |
| Serviceline (computing enquiries) | 02380595656 | http://www.southampton.ac.uk/isolutions/getting_help/ |
| Students' Union: Advice Centre | 02380592085 | www.susu.org |
| University Health Service | 02380 557531 | http://www.unidocs.co.uk/index.php |
| University Counselling Service | 02380 593719 | http://www.southampton.ac.uk/edusupport/counselling/ |
| First Support Team | 02380 597488 | http://www.southampton.ac.uk/edusupport/firstsupport/ |
| First Support Team - Out of Hours Crisis Support | 02380 592811 | http://www.southampton.ac.uk/edusupport/firstsupport/contact.html |
| Local Taxi | 02380 666666 | http://www.radiotaxis-southampton.ltd.uk/corporate/ |

PART 1 - GENERAL UNIVERSITY INFORMATION

1.1 STUDENT OFFICE, E-MAIL AND THE SUSSED PORTAL

Faculty of Arts and Humanities - Student Offices

There is a student office on Avenue Campus for the Faculty of Arts and Humanities:

- Room 1121, Building 65 (Avenue campus)

Please go to the Student Office staff if you have any administrative questions or problems relating to your programme of study. This office deals with questions relating to the Faculty of Arts and Humanities and processes assessed work, transcripts, exam results, bank letters and other letters you may require. You can e-mail the Student Office team at sofh@soton.ac.uk

If you have specific academic questions you should contact a member of the CSC team.

SUSSED

SUSSED is the University portal which provides you with a wide range of information relating to your working life at the University www.sussed.soton.ac.uk

Use your University of Southampton log in to access the full range of features, from the latest campus news, upcoming events and job advertisements through to sites dedicated to each service and academic area around the University.

SUSSED is also the portal through which you can access key administrative systems such as your teaching timetable and your examination timetable.

E-mail

Before you have attended the induction events, you will be registered and enrolled on your programme and you will be provided with a username and password for use on the University computing systems. You will also be given a 'soton.ac.uk' e-mail address **which you must check daily – this is the main way in which we will keep in touch with you**. We will not use any other e-mail account or social networking site to contact you.

You can access your email via SUSSED. For information on how to add your email to your phone please see the iSolutions website http://www.southampton.ac.uk/isolutions/services/office_365/index.php

1.2 STUDENT OBLIGATIONS

Attendance

You **MUST** attend **ALL** classes.

The University/Faculty Calendar regulations are detailed in Section IV at this link: <http://www.calendar.soton.ac.uk/sectionIV/attendance.html>

If you have to miss a lecture or seminar for a good reason, such as an appointment with the police, let your tutor(s) know in advance, if possible, and find out about the necessary preparation for the following session. If you miss a class through illness, please let the Student Office or tutor know. This should be on the same day as your class at the latest.

Tutors will report all repeated absences to the Programme Leader and Student Office. If you have missed more than two classes without offering an adequate explanation for your absence, you will be required to meet the programme leader to discuss your unsatisfactory attendance record and may receive a formal written warning.

Important

If you are in the UK on a visa of any kind, and you miss classes without authorisation, you may be in breach of your visa conditions and we may be required to report you to the UKVI for non-compliance.

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. Lectures are the copyright property of the lecturer and you must ask the lecturer in person, in advance, for permission to audio-record a lecture.

If you wish to use a lap-top computer to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

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

Social Networking

Students are increasingly using social networking sites such as Facebook 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.

Do not share confidential information on social networking sites and make sure that you use the privacy settings to keep yourself safe and reduce the risk of losing money through fraud, e.g. someone pretending to be you sending a message asking your family/friends for money.

1.3 OPPORTUNITIES TO GIVE FEEDBACK DURING AND AT THE END OF THE PROGRAMME

The Faculty aims to consult with and to provide opportunities for all students to make their views known. During the course you are encouraged to offer comments/suggestions to your tutor and/or course leaders and you will be asked for feedback half way through the course. In addition to this, you will have the opportunity to speak to a SUSU representative on their 'Drop in' day and/or to write a comment and put it in a Comment Box. (You do not need to put your name on your comment but you must put your group number. Obviously, if you would like a response, we will need your name.) Comments in the box will be looked at by your course leaders and by SUSU reps.

At the end of the course you will be asked to complete an online survey.

1.4 CSC UNIVERSITY TEACHERS' COURSE TEAM AND THE ROLE OF THE SENIOR TUTOR

In the first instance students are advised to make contact with one of the following CSC University Teachers' Course academics:

| CSC TEAM | Office number & Phone | Email |
|----------------|-------------------------|-------------------------|
| Alison Dickens | 65/3055 02380 597785 | A.M.Dickens@soton.ac.uk |
| Wendy Gibbons | 65/3087 02380 592878 | W.F.Gibbons@soton.ac.uk |

1.5 HEALTH CARE/ILLNESS

Emergency

In a **critical or life-threatening medical emergency you should always telephone the emergency services on '999' for an immediate and urgent response.**

If you feel you have a **serious problem but it is not an emergency**, you can take a taxi to the Accident and Emergency (A & E) department of Southampton General Hospital. Medical staff will decide how urgent your problem is and you may have to wait a long time to be fully examined.

A GP (General Practitioner) is a general doctor who you go to if you feel unwell and think you need medical treatment. The GP will assess your condition and either offer you advice and/or treatment or refer you to a specialist.

It is important you register, as soon as possible after your arrival, with a GP Surgery. Failure to register with a GP in the UK may mean that, if you need to make an urgent doctor's appointment, you are unable to do so. Take your conditional offer letter with you when you go to register to prove that you are planning to continue onto a degree programme.

You should register with a GP surgery near where you live and can find a local GP by typing 'Southampton GP surgeries' into your search box.

There are two GP surgeries on the Highfield campus, where you can register if you are living in the local Highfield area (including those of you who are living at Wessex Lane or Archer's Road Halls of Residence):-

University Health Centre

University Health Service, Building 48,
Highfield Campus,
University of Southampton,
Southampton, SO17 1BJ

Phone: 023 8055 7531 Email: surgery@unidocs.co.uk
Website: www.unidocs.co.uk

Highfield Health

Highfield Health, 31 University Road,
University of Southampton, Highfield,
Southampton, SO17 1BJ
Phone: 023 8059 5545

Fax: 023 8059 5844 Email: health@soton.ac.uk Website:
<http://www.southampton.ac.uk/undergraduate/studentlife/healthandsupport.html>

If you register with a GP surgery and then move out of the catchment area, you must notify your surgery that you are leaving. For example, if you register with a surgery in Southampton and then move to Winchester, you must leave your surgery in Southampton and register with one in Winchester.

Please read the following link to help you understand the NHS (National Health Service) and what treatment you will be entitled to whilst you are here:- <http://www.foreignstudents.com/health/nhs>

Non-urgent Medical Advice

For non-urgent medical advice, you can always telephone '111' free of charge from any telephone.

There is also a minor injuries unit at the Royal South Hants hospital in Southampton if you have a non-emergency illness or injury that needs treatment. You can drop in to this unit 7 days a week but please note that you will usually have to wait quite a long time to be examined. Further info can be found here:

<http://www.unidocs.co.uk/local-minor-injuries-unit.php>

Absences

You should inform your doctor (and your tutor) of any illness that is likely to affect your studies. If appropriate, your GP may inform your tutor that you are experiencing some health difficulties that may affect your academic performance. This will only be done with your consent.

In the case of minor illness of up to five days, you should fill out a self-certification form <http://www.unidocs.co.uk/how-to-obtain-letters-sick-notes-reports.php> and submit it to the Student Office once you are better. However, on the first day of illness you should email or telephone the Student Office (see page 5 for contact details) to advise them of your absence.

If you believe that illness or other circumstances have adversely affected your academic performance, you must complete a Special Considerations form. All claims must be supported by written evidence, for example a photocopy of a prescription, or a 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.

All claims will be reviewed by the School's Special Considerations board which meets at the end of your programme.

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

All forms are available from the Student Office or can be downloaded from the website at:

http://www.southampton.ac.uk/quality/assessment/special_considerations.page

1.6 RELIGION

The University can offer help with practising your religion - the Chaplaincy is a multi-faith base where you can go to talk to a Chaplain or just find a quiet space for contemplation. The Chaplaincy is based on University Road just along from the Jubilee Sports Centre. For further information please visit: www.chaplaincy.soton.ac.uk

A muslim prayer space is also available at Highfield Campus. Contact The [Islamic Society](#) for more details: islamsoc@soton.ac.uk.

1.7 ENABLING SERVICES

Dyslexia Support and Disability support are part of Enabling Services. If you have a specific learning need such as dyslexia, a disability, a long-term health condition or mental health issues, you should register with Enabling Services who are based in the Student Services Centre, Highfield (Building 37). Enabling Services can provide support including:

- recommendations for additional exam arrangements, such as extra time
- dyslexia screenings and assessments
- specialist 1:1 support
- group study skills workshops
- mentoring
- counselling

Contact Enabling Services via email: enable@soton.ac.uk

Or Phone: 023 8059 7726

Or in person: at the Student Services Centre in building 37

Or via the website <http://www.southampton.ac.uk/edusupport/>

Important

We understand that it is sometimes difficult for students to discuss some of these issues; however, in the UK this is regarded as perfectly acceptable. All information provided is strictly confidential.

Counselling (Advice)

The Counselling Service is part of Enabling Services and available to all students. Counselling can help you to deal with any emotional or psychological difficulties you may encounter during your time in Southampton. For instance, if you feel very homesick, suffer bereavement, or find yourself becoming very anxious about your work or social life, then talking about your concerns with a professional counsellor can help, especially if you are far from friends and family.

You do not need to be referred to the Counselling Service. If you think you need this kind of support, then you can register with us by completing a short form. You can access the form via our website or if you telephone 02380 593719 or email: counser@soton.ac.uk. You may have to wait a short while as at certain times of the year as the Service can get very busy.

If you need to talk to someone immediately or if you need help completing your form or you want to check out whether counselling is the right thing for you before registering for an appointment, you should contact the Counselling Service to see if a drop-in appointment is available.

Throughout the academic year, the Counselling Service also runs groups or workshops on a variety of themes such as, homesickness, exam stress, relaxation and coping with stress.

For up to date information about the group and workshop programme, and any further information about the Service, please visit the website at:
<http://www.southampton.ac.uk/edusupport/counselling/>

Or contact them directly:

Tel: 023 80 593719;

Email: counser@soton.ac.uk

28 University Road, Highfield
Southampton SO17 1BJ

The building is just along from the Jubilee Sports Centre on the opposite side of the road. The front of the building looks like this photograph, but the main entrance is at the back:



First Support/What to do in a Crisis

First Support is part of Enabling Services and provides support for students in crisis. If you need urgent support, the First Support Team are there to support you for a short while. If necessary, they can then refer you on to an appropriate service for continued support. Issues that First Support can help you with could include:

- feeling lonely and withdrawn
- domestic abuse
- relationship problems
- accommodation crisis
- exam stress/missed deadlines
- substance abuse
- death of friend or family member
- harassment
- worrying about examinations
- victim of assault/crime
- becoming ill (physically or mentally)
- any other issues that are affecting your studies

Your friends, family or University staff could refer you to First Support if they are worried about you. You can also refer your friends if you are worried about them. You can contact the First Support team by email: firstsupport@soton.ac.uk or by telephone: 02380 597488 (in office hours).

Crisis - Outside Office Hours

The Out of Hours Support team is available to help with extreme crises outside First Support's working hours. To reach the Out-of-Hours Support team, please contact the University's Central Control Room (CCR) on: Tel: +44 (0) 23 8059 2811.

1.8 STUDENT SAFETY

If you need to contact the Emergency Services (Fire, Police, Paramedics, Coastguard) then the Emergency Number for the UK is **999** from any landline or mobile. This number is **ONLY** for use in an emergency.

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.

Your Responsibility

It is your responsibility as an individual to work in a safe manner to ensure not only your own safety but to ensure the safety of others in the Faculty and University. The University has a published Health and Safety policy which can be found here:

<https://www.southampton.ac.uk/healthandsafety>

In order to comply with the policy and the relevant legislation; we ask students to 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, and do not smoke while on the premises. Please note that Faculty regulations in line with recent legislation forbid smoking in public areas at Avenue campus. **THIS INCLUDES E-CIGARETTES.**

Fire Alarm Testing

The fire alarm test day at Avenue campus is on a Monday afternoon. If the fire alarm sounds at any other time, you should leave the building immediately using the nearest emergency exit point.

Please note that in other buildings, fire alarms will be tested at different times so make sure you find out when these tests are.

Action in the event of a fire

In the event of the fire alarm being raised, you 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 by dialling 91-999 from a telephone remote from where the alarms are sounding. Following this, the University Maintenance Control Centre (MCC) should be alerted by dialling 02380 593311.

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

Fire extinguishing equipment is provided in all buildings but should only be used:

- (i) by those trained in its use.
- (ii) if the fire is very small.
- (iii) if by so doing, you do not place yourself in any danger.
- (iv) after raising the alarm and ensuring that the fire brigade have been called.

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 public areas of the Faculty at all sites.

All incidents (work-related injury, dangerous occurrence, near miss or ill health) should be recorded on an accident reporting form and sent to the University Safety Office. It is important that all incidents are recorded, especially so that action can be taken to prevent future incidents.

Personal safety on Campus

If you are concerned about your personal safety on campus, please refer to the University's security website <http://www.soton.ac.uk/estates/services/security/index.html> under the sections 'Security' and 'Crime Reporting'.

Crimes can be reported to the 24 Hour Control Centre at all times on tel. 02380 592811

Buildings

You will be given a tour of the main Highfield and Avenue campuses as part of your induction, but please make sure you familiarise yourself with the University campuses and buildings before your classes start on Monday. Useful maps of the campuses can be found here:

<http://www.southampton.ac.uk/aboutus/whereissoton/highfield.html>

There is also a useful walking tour which you can do to help you learn about your surroundings, please see the link here:

http://www.southampton.ac.uk/undergraduate/university_open_days/walking_tour_podcasts.html

Access to Buildings

Access to Avenue campus is linked to the University Access Control system, whereby entry and exit to buildings 65, 65a, 65b and some other buildings is by means of a current ID card.

Southampton University campuses

- Avenue campus
- Highfield campus

Maps

Links to the maps and directions for all three sites are included below:

Highfield: http://www.southampton.ac.uk/visitus/campuses/maps/highfield_3d_key.pdf
<http://www.southampton.ac.uk/visitus/campuses/highfield.html#.Uee3jbHyaFc>

Avenue

http://www.southampton.ac.uk/visitus/campuses/maps/avenue_campus.pdf

You will be advised of the campuses where your classes will take place, when you receive your timetable during induction.

Personal Safety on Southampton Common

Southampton Common is generally a safe place; however your safety cannot always be guaranteed. You are therefore advised to be extra vigilant when walking across the Common, especially if you are on your own, where possible you should walk in groups and you should NOT listen to an MP3 player for example, or use a mobile phone, as these make you a more vulnerable target, especially at night. The Common is not well lit so you should avoid walking through there after dark.

www.susu.org/help-and-support/safety/2012/

Safety in the City

The UK is generally a safe place; however, your safety cannot always be guaranteed, so please do be alert when you walk home from campus or around the City at night. Never walk alone through isolated areas and avoid unlit roads. You should NOT listen to an MP3 player for example or use a mobile phone when walking at night, as these make you a more vulnerable target. Please take time to familiarise yourself with the safety tips on the SUSU website at: www.susu.org/help-and-support/safety/2012/

In addition, please watch the following University Health and Safety video:

http://www.southampton.ac.uk/healthandsafety/safety/student_safety/video.html

For further information about the Security Services at the University then please visit their webpage at: <http://www.southampton.ac.uk/estates/services/security/>

Lovers' Lane

This is the footpath that runs from Burgess Road to Winn Road and links Avenue Campus to Highfield Campus. You should be aware that due to the secluded nature of this path, it has been the site of incidents in the past, so please be aware of your surroundings when using this route and be extra careful after dark.

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, (11 pm and 7.30 am, Avenue Campus). The permission must be properly registered with the University's Maintenance 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.

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 also on balconies.

1.9 STUDENT SERVICES CENTRE

The Student Services Centre is based in Building 37 on the Highfield campus.

The Student Services Centre (SSC) is there to support you during your time as a student at the University and can advise on a wide range of issues. The SSC should therefore be your first port of call if you have questions regarding any of the following:

- Paying your tuition or accommodation fees
- Financial advice or support
- Accommodation issues
- Visa application guidance
- Accessing specialist help with your academic studies
- Emotional or learning support
- Access to career advice and opportunities (www.southampton.ac.uk/careers)

- And many other issues

If you are not sure where to go for help, then one of the SSC advisors will be happy to point you in the right direction!

You can either visit in person, or you can contact them via:

Telephone – 02380 599599 (Extension 29599 if calling from an internal telephone)

Or E-mail – ssc@southampton.ac.uk

Student Services also offers:

- A Residence Support team for support in halls of residence (residencessupport@soton.ac.uk)
- A sport and Wellbeing service (Sportwel@soton.ac.uk)
- An Early Years Centre for child care (earlyyears@soton.ac.uk)

Plus much more – visit www.southampton.ac.uk/studentsservices for further info!

Tuition Fees

Tuition fees for this programme are currently covered by CSC University.

Visa Guidance

If you have queries regarding your visa please do not speak to your tutors about this as they cannot give visa help – you will need to speak with the Visa Guidance Team in the Student Services Centre (Building 37) on the Highfield campus. They are the only team qualified to give advice regarding your visa. Please make sure that you keep your passport and your visa in a safe place.

The Student Services Centre also offers a specialist Visa Guidance Team who can provide advice and guidance face to face by appointment and via telephone or e-mail on a variety of visa-related issues:

- Extending your current visa
- Renewing your visa for dependants/family members
- Helping to correct an error on your visa
- Advice on working during your studies
- Advice on the impact of changing your course on your visa
- Advice on working in the UK after your studies
- Guidance on Schengen visas
- Advice on Police Registration
- Help if your visa application is refused
-

All visa guidance advice is offered free of charge and confidentially. The advisors are fully trained to give immigration advice and this complies with the legislation given by the Office of the Immigration Services Commissioner (OISC). No-one else at the University can offer you immigration advice, only general information.

You can arrange an appointment with the Visa Guidance team via the SSC:

Telephone: 02380 599599

E-mail: ssc@soton.ac.uk

To speak with a Visa Advisor you can contact them on: visa@soton.ac.uk directly.

For further information regarding visas you can visit the SSC webpages at:

<http://www.southampton.ac.uk/sais/visa/>

THE RESIDENCES SERVICE

Another team within Student Services are the Residences Team – they cover all of the Halls of Residence at the University, and can offer advice on private rented accommodation. The Residences Team are a 24 hour service; the day team are available 08:00-18:00pm and the Residences Support Service 18:00-08:00.

As a current student, you may need to contact the Residences Team regarding:

- Requesting to change your contract, or requesting to leave Halls
- Applying to transfer to a different room in Halls
- Reporting a fault in your Halls of residence
- Any problems settling in or with your living environment

- Accommodation fees
- Private Rented accommodation

<http://www.southampton.ac.uk/accommodation/>

E-mail: Accommodation@soton.ac.uk

Telephone: 08:00-18:00: 02380 599599 18:00-08:00: 02380 595777

Private Rented Accommodation

If you need information and advice on private accommodation then you will find more information on <http://www.southampton.ac.uk/accommodation/privaterented/>

Contact telephone (08:00-18:00) 02380 599599 or email: privaterented@soton.ac.uk

The Residences Team hosts various events throughout the year, such as Housing Week and other social events. For further information please see their website at:

<http://www.soton.ac.uk/accommodation>

Important

You can also ask for advice in the Students' Union Advice Centre or visit the SUSU [Lettings Agency](http://www.susu.org/).
<http://www.susu.org/>

The International Office

The University has a large International Office, which is based within the Student Services Centre.

The International Office has a number of important roles:

- To support International Student clubs and societies (there are many of these, including Nationality-specific ones. To find full details of all of them then please visit: www.soton.ac.uk/international/living_soton/int_clubs_societies.shtml)
- To link students and alumni through events, exhibitions and presentations overseas
- To provide advice to international students on a wide range of issues, e.g. programmes, accommodation, fees etc.
- To represent the University overseas

This team covers most areas of the world – the global community spans over 140 countries and has over 160,000 members.

You can find full details of everyone who works for the International Office and their various roles at the following link: <http://www.soton.ac.uk/international/contactus/team.html>

You can also see more about the University's global community and its various alumni by visiting: www.soton.ac.uk/alumni/alumnicommunity/alumniworldwide.shtml

Please take the time to find the Student Services Centre and locate where the International Office team are based. As an international student, you are very welcome to visit the International Office and chat to a member of the team should you have any issues that you would like to discuss with them.

Alternatively you can telephone them on: +44 (0) 23 8059 2772 (Extension 22772 from an Internal University telephone).

Or e-mail them on: international@southampton.ac.uk

1.10 STUDENTS' UNION

The Students' Union, is separate to the University but operates in liaison with the Faculty of Arts and Humanities to organise social events during your course.

The Union is based in Building 42 on Highfield campus and as a student of the University, you are automatically a member of the Union. There is an International Officer based in the Union who you can contact directly at international@unionsouthampton.org

Please also visit the Advice Centre pages of the Union's website (at www.unionsouthampton.org/advice) for lots of useful information.

Union societies

The Union has over 300 societies (including volunteering, political and religious societies, plus many internationally-led societies). There are also over 90 sports clubs available to join. More information on clubs and societies is available at www.unionsouthampton.org/something-for-everyone

The Students' Union Advice Centre

The Advice Centre is based within the Union upstairs in Building 40. The Advice Centre aims to provide all students at the University of Southampton with free, independent, confidential advice and representation on any issue in a friendly, relaxed environment.

They can offer advice on any problems you have while you're a student. To contact the Advice Centre, you can either visit in person, telephone them on: 02380 592085 or email them on: advice@unionsouthampton.org.

FURTHER HELP

We hope you will be satisfied with your experiences as a student here. However, we 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 with the relevant service or member of staff informally, 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. Comments can also be left in the Feedback boxes. We would hope to resolve your concerns informally. However, the University does have a formal complaints procedure details of which can be found on page 18 of this handbook.

CSC TRAINING PROGRAMME MODULES

2.1 Programme Modules

Your modules depend on whether you are attending CSC Training Programme CSC 7804 or CSC 7805. The following compulsory and optional modules may be subject to change due to unforeseeable circumstances. We reserve the right to remove and add similar modules without notice.

CSC 7805 (September to January) Compulsory Modules SEMESTER 1

| Module Code | Module Title |
|-------------|--|
| LING6051 | Language Teacher Education |
| LING6053 | Description of Language |
| LING6055 | Current Issues in Language Teaching and Methodologies |
| ENGL9092 | English Language Stage |
| HUMA5017 | Critical and Contextual Thinking for Masters Study |
| LING6050 | Developing and Reflecting on your Teaching |
| UOSM2039 | Intercultural Communications in a Global World |
| LING6061 | e-learning and English Language Teaching (CSC version) |

CSC 7805 (September to January) Optional Modules SEMESTER 1

You will also need to select **one** further module from the following. Further details on how to make your choices will be provided once you have arrived at the University of Southampton.

| Module Code | Module Title |
|-------------|------------------------------------|
| LING6047 | Writing and Written Language |
| LING6048 | Assessment of Language Proficiency |

OR

CSC 7804 (January/February to May) Compulsory Modules SEMESTER 2

| Module Code | Module Title |
|-------------|--|
| LING6051 | Language Teacher Education |
| LING6053 | Description of Language |
| LING6055 | Current Issues in Language Teaching and Methodologies |
| ENGL9092 | English Language Stage |
| HUMA5017 | Critical and Contextual Thinking for Masters Study |
| LING6050 | Developing and Reflecting on your Teaching |
| UOSM2039 | Intercultural Communications in a Global World |
| LING6061 | e-learning and English Language Teaching (CSC version) |

CSC 7804 (January/February to May) Optional Modules SEMESTER 2

You will also need to select **one** further module from the following. Further details on how to make your choices will be provided once you have arrived at the University of Southampton.

| Module Code | Module Title |
|-------------|---|
| LING6047 | Writing and Written Language |
| LING6054 | Autonomy and Individualisation in Language Learning |

Why are module codes important?

The use of module codes allows for far more efficient timetabling, allocation of students and staff, and resources in general. It also means that there are separate Blackboard sites for each module, which is standard University practice.

Classes

Classes are typically timetabled across sites between 09.00 and 18.00 Monday to Friday. University guidelines suggest that each hour timetabled should mean 45 minutes of teaching. This

means that a 2-hour slot should last for approximately 90 minutes if there is no break or possibly 1 hour 45 minutes with a break included.

The aim is to ensure that an individual class group will not need to move between campuses during the same day, but this cannot be guaranteed and sometimes a move, such as for a weekly lecture may be unavoidable. Movement between campuses is a normal aspect of life at a large university.

Timetable

Your timetable will be available via the website at www.sussed.soton.ac.uk by logging in with your University username and password - you will be shown how to access and read your timetable during induction.

2.2 Learning Resources

Blackboard

Blackboard is a virtual learning environment (VLE), which is used by your tutors and Programme Coordinators to share resources with you. There is a blackboard site for each of the modules you take and you will automatically be enrolled on these. The link for Blackboard is www.blackboard.soton.ac.uk. Please note that Blackboard must be opened in either Firefox or Google Chrome rather than via internet explorer or via Blackboard App.

2.3 Libraries

Language learning resources include books, magazines/journals, audio and video materials, and language learning software.

Location – Library sites

- **Library & Learning Commons (Avenue Campus)** - the resources rooms are located in the North Corridor, upper-second-level, opposite the Help and Information Desk. Opening hours: resource rooms and staffed hours: 08.30-18.00 (Mon-Fri); study areas outside resource rooms: 08.00-23.00, 7 days a week. Contact details: email alengs@soton.ac.uk; Telephone 023 80595410 (internal x25410).
- **Hartley Library (Highfield Campus)** - enter the Hartley Library on level 2, head for the stairs to all levels on this floor, go down the stairs to level 1. Alternatively, simply follow the footsteps on level 2, they will guide you to the English language learning resources on level 1. Opening hours: 09:00-21:00 7 days per week. Contact details: email libengs@soton.ac.uk; Telephone 023 80592180 (internal x22180).

Study space and bookable group study rooms

There is a wide range of study space to suit your individual needs at the Hartley Library and the Library & Learning Commons. There are a number of bookable group study rooms at Hartley. Most rooms have electric sockets for your laptop as well as Wi-Fi access. To book a group study room: <http://library.soton.ac.uk/study>

Library primary databases: WebCat and Delphis

WebCat is the main Library catalogue, useful for searching for books and electronic books (ebooks) held by the Library. WebCat also has many self-service options which you can access when you login. Select the "my account" tab to check your borrower record, renew loans and recall on-loan books. For more information and help on the full features of WebCat refer to online tutorial guides: <http://library.soton.ac.uk/tutorials/webcat>

DelphiS is a single interface which allows you to discover electronic and print items in the library's collection - which includes other academic resources that we have paid subscriptions to: particularly useful for searching at journal article level. An online guide on how to make the best use of Delphis can be found at: <http://library.soton.ac.uk/delphis>

You can access WebCat and DelphiS and other library services through SUSSED. Once logged in, select the Library tab for links to all the key Library databases and resources.

Library Induction

Your library induction will be part of your induction.

2.4 ISOLUTIONS (COMPUTING SERVICES)

The iSolutions team manage all of the University workstations and computer activities. Please see their website for more information: www.southampton.ac.uk/isolutions

You will find iSolution workstations in multiple locations across the University campuses (including at Avenue and in the Hartley Library) and Halls of Residence. You will be able to access your iSolution account from any workstation.

Photocopying and Printing

The University has a managed print service which means that the machines for student use should be easily identifiable for use with your student ID card.

Printer/copiers are available in the corridors and library at Avenue campus and in other workstation rooms at Highfield campus. Any documents that you send for print from your user account can be collected at any of these copiers.

See appendix 1 for further instructions.

If you have any computing or printing problems, contact Serviceline@soton.ac.uk or phone 02380 595656.

PART 3 ASSESSMENT

3.1 ACADEMIC INTEGRITY – EXPLAINED

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 learning community, the concept of **academic integrity** is fundamental. 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 this can result in the termination of your programme.

Plagiarism is the reproduction or paraphrasing, without acknowledgement, from **public or private (ie: unpublished)** material (including material downloaded from the internet) attributable to, or which is the intellectual property of, another including the work of students.

Plagiarism may be of written and also non-written form and therefore would also include the unacknowledged use of computer programs, mathematical/computer models/algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs/models/displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artefacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music/composition or any sort, posters, presentations and tracing.**

** (this is not an exhaustive list).

Examples of plagiarism are:

- Including in students' own work extracts from another person's work without the use of quotation marks and crediting the source.
- The use of the ideas of another person without acknowledgement of the source.
- Paraphrasing or summarising another person's work without acknowledgement.
- Cutting and pasting from electronic sources without explicit acknowledgement of the source of the URL or author and/or without explicitly marking the pasted text as a quotation.
- Submitting a piece of work entirely as their own when it was produced in collaboration with others, and not declaring that this collaboration has taken place (this is known as '**collusion**').
- Submitting appropriated imagery or creative products without indicating the source of the work.

As one means of detecting plagiarism, some Faculties now use software to check assignments for evidence of plagiarism, such as **Turnitin**.

Cheating is any action before, during or after an assessment or examination which seeks to gain unfair advantage or assists another student to do so.

Examples of cheating are:

- Gaining access to, or using, unauthorised notes or other material relating to an assessment.
- Introducing any information, including electronically stored information, into the examination room (whether belonging to them or another person) unless expressly permitted by the examination or programme regulations.
- Communicating during an examination with any person outside the examination room or with other students within the examination room.
- Copying the work of another student with or without their knowledge or agreement whether in examinations or in other assessments.
- Allowing another person to impersonate them, or impersonating another person, with the intention of gaining an unfair advantage for themselves or the other person.
- **Ghosting**; that is, submitting as their own work a piece of work produced in whole or part by another person on their behalf (e.g. the use of 'ghost writing' services), or deliberately seeking to make available material to another student with the intention that the other student should present the work as his or her own.
(Note: this does not include the use of an amanuensis in examinations or legitimate input from University study skills tutors and/or mentors.)

Falsification is any attempt to present fictitious or distorted data, evidence, references, experimental results or other material and/or knowingly to make use of such material.

Examples of falsification are:

- Presenting data based on controlled investigations, experiments, surveys or analysis falsely claimed to have been carried out by them.
- The invention of references and/or false claims.
- Including data etc. in their work which they know to be false or incorrect, whether or not this has been created by them.
- In connection with programmes leading to a professional qualification, falsely claiming to have completed non-academic requirements such as hours in practice, or to have achieved professional competencies.

Here are links:

University Calendar 2018/19:

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>

Faculty of Humanities handbook:

<http://www.southampton.ac.uk/studentservices/academic-life/faculty-handbooks.page>

Here is a guide to Academic Integrity: How to develop your skills and avoid plagiarism

<http://www.studyskills.soton.ac.uk/integrity/>

Acknowledgement

Definitions and specific examples are largely taken from Edinburgh College of Art Misconduct Policy, approved November 2004, *Section 1 Definitions and Examples*. The University of Southampton may, however, have associated these specific examples with different types of breaches of academic integrity.

Faculty Policy on Referencing

You should consult your tutors for full details on the method of referencing you should use in your work, further details can also be found through the following link:
<http://www.southampton.ac.uk/library/infoskills/references/>

Appeals and Complaints

The complaints process can be found here:

<http://www.calendar.soton.ac.uk/sectionIV/student-complaints.html>

This can be followed if informal discussion has failed to resolve the issue for you. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern or complaint.

Regulations governing academic appeals by students can be found via the link

<http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html>

These outline the steps that should be followed should you wish to appeal against a decision taken by the Board of Examiners.

The University requires all students to observe the terms of its regulations, and breaches may be subject to disciplinary action: <http://www.calendar.soton.ac.uk/sectionIV/discipline.html>

The essence of misconduct under these regulations is improper interference, in the broadest sense, with the proper functioning or activities of the University or those who work or study in the University, or action which otherwise damages the institution.