UNIVERSITY OF Southampton

Faculty of Environmental & Life Sciences

Student Handbook

MSci Natural Sciences

2019/20

This handbook is for the use of undergraduates enrolled on the M.Sci. Natural Sciences degree programme

Disclaimer

The information contained within this handbook, is as far as possible, accurate and up-to-date as at the start of the academic year to which it relates. However, the Faculty reserves the right to make changes to the handbook during the academic year. The Faculty will use all reasonable efforts to deliver advertised programmes and other services and facilities in accordance with the descriptions set out in the prospectuses, student handbooks, welcome guides and website. It will provide you with the tuition and learning support and other services and facilities so described with reasonable care and skill.

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

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

The information contained in this booklet is available, upon request, in alternative formats. For further information please contact the administration team student office via e-mail (soes-studentoffice@soton.ac.uk) making sure you put “NAT SCI” in the subject heading.

CONTENTS

WELCOME AND INTRODUCTION FOR YEAR ONE STUDENTS

We welcome you to Natural Sciences (Nat Sci) within the Faculty of Environmental and Life Sciences (FELS) at the University of Southampton. Natural Sciences is unique within the faculty in its offering of flexible module choices across FELS and other faculties in the University. Natural Sciences provides students with a stimulating environment in which to learn and acquire skills relevant to a scientific career. We are here to support you every step of the way and we will work hard to ensure that you achieve to the very best of your abilities. The work at times will be hard, but the rewards will be great, including employability and your own personal development.

This handbook is intended to be a convenient source of information for undergraduate students enrolled within Natural Sciences. Please take the time to read it carefully and consult it often during the year. We recommend that you familiarise yourself with the overall content of this handbook, particularly the section on safety, and hopefully you will find it a useful reference. At the beginning of each academic year an updated copy will be available on the Natural Sciences Blackboard Communications and Feedback site. https://blackboard.soton.ac.uk/

This handbook is also designed to complement the "Links to Information and Services" pages under the Student tab on SUSSED. These provide additional and more detailed helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

You can access this information by logging on to SUSSED https://sussed.soton.ac.uk/cp/home/displaylogin using your user name and password, and clicking on the student 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 registered with us

1. IMPORTANT DATES

Future Term Dates can be found in the University of Southampton Term Dates pdf

Semester and term dates

- **Semester 1:** Monday 30 September 2019 to Saturday 25 January 2020
- **Semester 2**: Monday 27 January 2020 to Saturday 13 June 2020
- **Autumn Term**: Monday 30 September 2019 to Saturday 14 December 2020
- **Spring Term:** Monday 6 January 2020 to Saturday 21 March 2020
- **Summer Term:** Monday 20 April 2020 to Saturday 13 June 2020

Vacation dates

- **Christmas vacation:** Saturday 14 December 2019 - Sunday 5 January 2020
- **Easter vacation**: Saturday 21 March 2020 - Sunday 19 April 2020

2. KEY STAFF

First Name	Surname	External Tel. No.	Internal Tel. No.	e-mail	Location	Role
George	Attard	02380593019	23019	gza@soton.ac.uk	27/2053	Natural Sciences Degree Programme Director
Antony	Jensen	02380593428	23428	acj@noc.soton.ac.uk	NOCS/456/04	Natural Sciences Director of Programmes
Ivo	Tews	02380594415	24415	Ivo.Tews@soton.ac.uk	85/4041	Natural Sciences Admissions Tutor
Terry	Prince	02380594399	24399	soes-studentoffice@soton.ac.uk	Student Office/ NOCS/166/14	Team Leader, Student and Academic Administration
Student and Academic Administration Office				soes-studentoffice@soton.ac.uk	Student Office/ Waterfront Campus Building 68, room 166/09	

Contacting Academic Staff

Meetings with tutors and other academic staff are by prior arrangement. You can email staff directly or ask the Student Office to arrange an appointment for you. Staff should reply to emails within two days. If you do not receive a reply within this time then you should visit the Student Office. Please check your email regularly.

3. CONTACT INFORMATION

Natural Sciences Undergraduate Enquiries:

Faculty have decided that from academic year 2019/20 Natural Sciences will be administered within the School of Ocean and Earth Sciences (SOES), based in the National Oceanography Centre, Southampton. This change over from the administrative team in the School of Biological Sciences (SOBS) based in B85 on the Highfield campus is 'in progress' and the exact details of who will do what for Natural Sciences and when are not, as yet, (August 2019) clear.

Initially in semester 1 it is most likely that the SOBS team <sobs-studentoffice@soton.ac.uk> (with Katie Tucker taking the lead for Natural Sciences) in B85 will deal with Natural Sciences matters, however this may well change and we will tell you all when it does.

The Faculty (FELS) reception in B85 level 2 is open to Natural Sciences students for general advice, a source of administrative forms (coursework submission, module change and so on) and as a 'post box' for coursework on its way to the module coordinator for marking and for Natural Sciences 'paperwork' that is destined for either the SOBS or the SOES office.

The FELS reception in B85 level 2 is open between 10:00 and 16:00

Email: sobs-studentoffice@soton.ac.uk

The SOES student office at NOCS, Building 68, room 166/09 open between 9am – 4.30pm offers the same facilities as the FELS reception in B85 as well as housing the individuals looking after the administration of the Natural Sciences degree who will be able to help you directly with your administrative questions.

Email: soes-studentoffice@soton.ac.uk

Please make sure you identify yourself as a Natural Sciences student in your email or if you call.

If you have a query and wish to contact your tutor (who will be one of the staff involved in delivering Natural Sciences) you can either email them, or ring their extension. If there is no reply and you also cannot make contact through email, please contact the student office (soes-studentoffice@soton.ac.uk). The telephone numbers listed can be reached from internal University phones, to reach the same numbers from an external phone, please use the prefix 023 8059 plus the last four digits of the extension number.

Email

When we contact you we will only use your University email account. **We will not use any other email accounts or social networking sites to contact you directly. Therefore you must check your University email account regularly and do not let your inbox exceed your storage limit.** Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded. The University will not be responsible for undelivered email messages resulting from your inbox exceeding its limit.

Written Correspondence

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

you change your permanent or term-time address. Neither the University nor the Faculty will be held accountable if you receive important information late because you failed to update your student record.

Use of social networking sites

We understand that students routinely using social networking sites to interact with members of their student community. You should note that any behaviour online 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.

The Southampton Natural Sciences programme on social media:

Facebook: NatSci Southampton Uni

Linkedin: Natural Sciences@Southampton.

4. INTERNATIONAL STUDENTS

As an international Natural Sciences student you will receive individual support from your tutor, and you also have access to the International Support Team, which consists of Dr Ivo Tews and the Student Office (soes-studentoffice@soton.ac.uk). The International Support Team exists to help international and EU students who may find the differences in teaching methods and culture at a British University challenging or confusing. The team will help schedule informal meetings and socials for international/EU students where you can have your say, make contacts and exchange information.

If you need it, you can get help with English language and how to prepare for written assessments from sessions run for students by the Centre for Language Study: www.soton.ac.uk/cls/.

Other advice can be obtained from the Student's Union Advice and Information Centre at suaic@soton.ac.uk.

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

Find more on SUSSSED at: Resources -> Student Life -> Centre for Language Study

5. YOUR ACADEMIC PROGRAMME

5.1 "How much work will I be doing?"

Each degree is made up of individual modules. The amount of work associated with a module is given a value in ECTS points (European Credit Transfer Scheme). Most modules are worth 7.5 ECTS, but it is important to check. 60 ECTS points (i.e. eight 7.5 ECTS modules) are taken in each year of study and normally, four modules are taken in each of the two semesters of the academic year. This means that by the end of four years you will have taken a total of 240 ECTS required for a degree; this is normally made up as follows: level-1 60 ECTS, level-2 60 ECTS, level-3 60 ECTS – level-4 60 ECTS.

Formal teaching takes place between 9.00 am and 6.00 pm. On top of formal contact hours you are expected to undertake independent study. Thus for a 7.5 ECTS module, you should spend a total of 150 hours, made up of contact and non-contact time. This means if you are taking 4 modules a week, you should be spending approximately 40 hours on academic study each week.

Note: The University is transferring from CATS (Credit Accumulation and Transfer Scheme) to ECTS (European Credit Transfer and Accumulation System) the conversion for comparison is to divide a CATS point value by 2 e.g. a 15 CATS point module is now 7.5 ECTS. This does not affect your degree in any way.

5.2 Lecture slots

The teaching of the modules within a Natural Sciences degree is spread out over the different campuses, and it is possible you will take modules taught at the Highfield Campus and other campuses such as the National Oceanography Centre Southampton or the Avenue Campus. In the first year most lectures are mainly taught at the Highfield Campus. The exact location of modules is determined by location of the Academic Unit delivering that module and timetabling logistics.

NATS modules are compulsory for all Natural Sciences students. They use so called "Problem Based Learning" (PBL), in which technical knowledge is acquired in the context of real-life problems or scenarios. Typically PBL involves only a relatively small number of formal lectures. The bulk of the work is carried out in group sessions or in private study. NATS modules are timetabled as a double period, and may involve a mix of formal lecturing, group work and individual work.

5.3 Year 3 Project

The project module, which spans two semesters, will provide you with an opportunity to develop skills in the planning, execution, recording and reporting of original scientific research. You will join one of the world-leading research groups in the University to work on a well-defined scientific problem or question. This will equip you with experimental skills that, together with data interpretation skills, knowledge acquisition skills and critical thinking skills will enable you to undertake future research in the natural sciences. For your project you will join an established research group within the University to work on a pre-chosen research problem. The project, which will be interdisciplinary in nature, will be supervised by a member of academic staff who has agreed to follow the supervisory and reporting guidelines of the Natural Sciences degree programme. This means that all Natural Sciences projects are subject to the same reporting and assessment criteria irrespective of which faculty or academic unit hosts the student.

In the summer term of Year 2, you will be provided with a booklet that has brief descriptions of the projects available to Natural Sciences students and the contact details of the associated members of staff who will supervise them. Once you have compiled a short list of potential projects that interest you, you should arrange a meeting with each prospective supervisor to discuss their project in more detail. Before the end of the summer term you will be asked to submit a project selection form, in which you choose three projects, ranked in order of preference.

We will aim to allocate you the project that is first in your preference list. In the event of a project being oversubscribed allocation will be based on the highest cumulative mark for the first year and

second year modules. You will be informed of your allocated project and supervisor before the end of the summer term.

Projects start during the first week of Semester 1 in year 3. Project reports are due for submission by 09:00 on the Wednesday of the first week following the Easter break. Specific dates will be circulated at the beginning of Semester 1.

Your project will be carried out in your project supervisor's laboratory, so may be on any of the University's campuses, including the Southampton General Hospital. You will be assigned bench/desk space by your project supervisor but as you are not in full time residence in the research environment you can expect a certain amount of hot-desking. Subject to the approval of your academic supervisor you will have access to a PC or laptop to support your work.

During the first two weeks of semester 1 in year 3 you will have sessions on project planning and management, time/resource management and research integrity. You will be expected to submit a project plan within 3 weeks of starting your project. You will be required to maintain an appropriate and contemporaneous record of your work that conforms to research integrity best practice.

The project is equivalent to two modules (30 CPs), so it should entail a similar overall time commitment. As a guide, you should expect to spend an average of 20 hours per week working on the practical aspects of the project**.**

5.4 Year 4 Six Month Placement

This module, which runs from July of Year 3 up to the second week of December of Year 4, will provide you with an opportunity to develop skills in the planning, execution, recording and reporting of original scientific research. You will join a research group of your choosing in a university or company to develop and work full time on a well-defined scientific problem or question. The Placement builds on the experience you gained during the third year project by affording you an environment in which you can focus exclusively on research. This will equip you with independent research skills that together with experimental skills, knowledge acquisition skills and critical thinking skills, will enable you to undertake original research across the whole range of the natural sciences. For your placement you will join an established research group within a University or company to work on an interdisciplinary research problem that you will define through discussion with potential supervisors.

Placements start during July 2019 – typically during the second week – and end on the 10th December 2019. Placement reports are due for submission late January.

Your placement work will be carried out in your placement supervisor's laboratory, so may be on a University campus, a hospital or on company premises. You will be assigned a 'NATS' supervisor who will be your main point of contact with Natural Sciences at Southampton and who will be responsible for keeping an eye on your progress and assisting you if you encounter difficulties.

The placement is equivalent to four modules (60 CPs), so it should entail a similar overall time commitment. As it is a full time placement you would be expected to observe the working hours and patterns that are custom and practice for your host group

5.5 Assessment Percentages and Their Meaning

Expectations and Guidance for Grading Student Work - Levels 4, 5, 6 and 7

	Level 4	Level 5	Level 6	Level 7
First (80-100%)	Excellent knowledge of subject High degree of technical and practical competence in using software or equipment/instruments High degree of competence in evaluating and/or interpreting data and different approaches/ problem solving High degree of competence in communicating accurately, contextualising knowledge and structuring arguments Presentation is very concise, clear and in an appropriate format Citation and referencing is consistent and uses an appropriate style	Excellent knowledge of established principles / concepts / methods of enquiry of subject and their limitations; evidence of significant reading High degree of technical and practical competence in using software or equipment/instruments High degree of competence in applying concepts / principles / methods of enquiry outside the area in which they were studied Very high degree of competence in communicating accurately and reliably, contextualising knowledge and structuring arguments Presentation is crisp, uncluttered, and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Excellent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of extensive reading Excellent technical and practical competence in using software or equipment/instruments Very high degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought Very high degree of competence in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, fluent, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Excellent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of very extensive reading Excellent technical and practical competence in using software or equipment/instruments Excellent degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought and a willingness to challenge received wisdom Excellent degree of competence in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, fluent, focused and sophisticated, and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style The work may be of publishable quality

	Level 4	Level 5	Level 6	Level 7
First (80-100%)	Excellent knowledge of subject High degree of technical and practical competence in using software or equipment/instruments High degree of competence in evaluating and/or interpreting data and different approaches/ problem solving High degree of competence in communicating accurately, contextualising knowledge and structuring arguments Presentation is very concise, clear and in an appropriate format Citation and referencing is consistent and uses an appropriate style	Excellent knowledge of established principles / concepts / methods of enquiry of subject and their limitations; evidence of significant reading High degree of technical and practical competence in using software or equipment/instruments High degree of competence in applying concepts / principles / methods of enquiry outside the area in which they were studied Very high degree of competence in communicating accurately and reliably, contextualising knowledge and structuring arguments Presentation is crisp, uncluttered, and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Excellent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of extensive reading Excellent technical and practical competence in using software or equipment/instruments Very high degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought Very high degree of competence in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, fluent, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Excellent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of very extensive reading Excellent technical and practical competence in using software or equipment/instruments Excellent degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought and a willingness to challenge received wisdom Excellent degree of competence in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, fluent, focused and sophisticated, and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style The work may be of publishable quality

First (70-79%)	Comprehensive knowledge of subject and its underlying concepts High degree of technical and practical competence in using software or equipment/instruments High degree of competence in evaluating and/or interpreting data and different approaches/ problem solving High degree of competence in communicating accurately, and structuring arguments Presentation is highly competent and in an appropriate format Citation and referencing is consistent and uses an appropriate style	Comprehensive knowledge of established principles / concepts / methods of enquiry of subject and their limitations; clear evidence of reading High degree of technical and practical competence in using software or equipment/instruments High degree of competence in applying concepts / principles / methods of enquiry outside the area in which they were studied High degree of competence in communicating accurately and reliably, contextualising knowledge and structuring arguments Presentation is crisp, uncluttered, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Comprehensive systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of wide reading Very high degree of technical and practical competence in using software or equipment/instruments High degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought High degree of competence in communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Comprehensive systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of extensive wide reading Very high degree of technical and practical competence in using software or equipment/instruments High degree of competence in solving problems / evaluating and making judgements and appreciating limits of knowledge; clear evidence of independent thought High degree of competence in communicating information, ideas problems and solutions, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, fluent, highly sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style

	Level 4	Level 5	Level 6	Level 7
Upper Second (60-69%)	Good knowledge of subject and its underlying concepts Good technical and practical competence in using software or equipment/instruments Good at evaluating and/or interpreting data and different approaches/ problem solving Good at communicating accurately, reliably and in structuring arguments Presentation is competent and in generally in an appropriate format Citation and referencing is consistent and uses an appropriate style, with few errors	Good knowledge of established principles / concepts / methods of enquiry of subject and their limitations; reasonable potentially evidence of reading Good technical and practical competence in using software or equipment/instruments Good at applying concepts / principles / methods of enquiry outside the area in which they were studied Good at communicating accurately, reliably, and structuring arguments Presentation is highly competent and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style, with few errors	Good systematic knowledge of key aspects of area of study and competent conceptual understanding of ideas and techniques of discipline; some evidence of wide reading High degree of technical and practical competence in using software or equipment/instruments Good at solving problems / evaluating and make judgements and appreciate limits of knowledge Good at communicating accurately and reliably, contextualising knowledge and structuring arguments Presentation is crisp, uncluttered, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style	Good systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of significant additional/wider reading High degree of technical and practical competence in using software or equipment/instruments Good at solving problems / evaluating and making judgements and appreciating limits of knowledge; some evidence of independent thought Good at communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, sophisticated and in an appropriate format Citation and referencing is accurate, consistent and uses an appropriate style

Lower Second (50-59%)	Competent knowledge of subject and its underlying concepts Sound technical and practical competence in using software or equipment/instruments Competent ability to evaluate and/or interpret data and different approaches/ problem solving Competent ability to communicate and structure arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis Presentation is competent and in generally in an appropriate format Citation and referencing is generally consistent and uses an appropriate style, with some errors	Competent knowledge of established principles / concepts / methods of enquiry of subject and their limitations; limited or no evidence of reading Sound technical and practical competence in using software or equipment/instruments Competent ability to apply concepts / principles / methods of enquiry outside the area in which they were studied Competent ability to communicate and structure arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis Presentation is competent and in generally in an appropriate format Citation and referencing is generally accurate, consistent and uses an appropriate style, with some errors	Competent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; evidence of limited reading Good technical and practical competence in using software or equipment/instruments Competent ability to solve problems / evaluate and make judgements and appreciate limits of knowledge Competent ability to communicate and structure/sustain arguments, knowledge of subject and its underlying concepts; reliance upon description as a substitute for analysis Presentation is highly competent and in an appropriate format Citation and referencing is generally accurate, consistent and uses an appropriate style, with few errors	Competent systematic knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; clear evidence of some reading Good technical and practical competence in using software or equipment/instruments Competent ability to solve problems / evaluate and make judgements and appreciate limits of knowledge Good at communicating accurately and reliably, contextualising knowledge and structuring/sustaining arguments Presentation is crisp, uncluttered, sophisticated and in an appropriate format Citation and referencing is generally accurate, consistent and uses an appropriate style, with few errors

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

Compensatable Fail 25-39%	Some knowledge of subject and its underlying concepts Some technical and practical competence in using software or equipment/instruments Some ability to evaluate and/or interpret different approaches/ problem solving Some ability to communicate accurately, reliably, and structure arguments Presentation is poor and may be in an inappropriate format Citation and referencing is present, but may be inconsistent and use an inappropriate format	Some knowledge of established principles / concepts / methods of enquiry of subject and their limitations Some technical and practical competence in using software or equipment/instruments Some ability to apply concepts / principles / methods of enquiry outside the area in which they were studied Some ability to communicate accurately, reliably, and structure arguments Presentation is acceptable, although deficiencies are apparent, but may be in an inappropriate format Citation and referencing shows some consistency but many deficiencies are apparent	Some knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline Sound technical and practical competence in using software or equipment/instruments Some ability to solve problems / evaluate and make judgements and appreciate limits of knowledge Some ability to communicate information, ideas problems and solutions and structure/sustain arguments Presentation is satisfactory and in generally in an appropriate format, but there may be some errors Citation and referencing shows some consistency and accuracy but many deficiencies are apparent	Some knowledge of key aspects of area of study and conceptual understanding of ideas and techniques of discipline; very limited or no evidence of wider reading Sound technical and practical competence in using software or equipment/instruments Some ability to solve problems / evaluate and make judgements and appreciate limits of knowledge Some ability to communicate information, ideas problems and solutions and structure/sustain arguments Presentation is competent and in generally in an appropriate format, but there may be some errors Citation and referencing is generally accurate, consistent and uses an appropriate style, with some errors

Uncompensatable Fail **0-24%**	Very little knowledge of subject and its underlying concepts Very little technical and practical competence in using software or equipment/instruments Inadequate ability to evaluate and/or interpret different approaches/ problem solving Inadequate ability to communicate accurately, reliably, and structure arguments Presentation is very poor and in an inappropriate format Citation and referencing is very poor or absent	Very little knowledge of established principles / concepts / methods of enquiry of subject and their limitations Very little technical and practical competence in using software or equipment/instruments Inadequate ability to apply concepts / principles / methods of enquiry outside the area in which they were studied Inadequate ability to communicate accurately, reliably, and structure arguments Presentation is very poor and in an inappropriate format Citation and referencing is very poor or absent	Very little knowledge of key aspects of area of study and very little conceptual understanding of ideas and techniques of discipline Some technical and practical competence in using software or equipment/instruments Inadequate ability solve problems / evaluate and make judgements and appreciate limits of knowledge Inadequate ability to communicate information, ideas problems and solutions and structure/sustain arguments Presentation is poor and in an inappropriate format Citation and referencing is poor or absent	Very little knowledge of key aspects of area of study and little conceptual understanding of ideas and techniques of discipline Some technical and practical competence in using software or equipment/instruments Inadequate ability to solve problems / evaluate and make judgements and appreciate limits of knowledge Inadequate ability to communicate information, ideas problems and solutions and structure/sustain arguments Presentation is poor and in an inappropriate format Citation and referencing is poor or absent

5.6 Attendance

While the University recognises that many students combine study with paid or voluntary work, it is your responsibility to organise your time in ways which allow you to participate in required learning and teaching activities and complete assignments and examinations at the appropriate time. Time management is of critical importance for Natural Sciences students. You are likely to have clashes in timetabling between modules and you will need to manage these by deciding which sessions to attend. You need to ensure that the relevant staff delivering any of the module sessions you may miss are aware of the reason for your absence. Persistent absence from required learning and teaching activities may constitute grounds for termination of your programme of study. Students experiencing illness or other personal difficulties that may affect their attendance or performance should discuss this with their personal tutor or other appropriate member of staff, as soon as such difficulties occur. In the event of poor academic performance, no student may cite as an extenuating circumstance that their study was adversely affected by any period of paid or voluntary work. You can find the full University regulations on attendance and completion of programme requirements at the University Attendance Policy.

5.7 Additional Costs

As Natural Sciences students take a wide and varied selection of modules it is impossible to be specific about additional costs until your modules are selected. Within the University most of your required field and practical equipment and costs of compulsory field courses are provided for you. However you may incur additional costs as a result of your programme, for example for books, some field trips, or additional materials. For those residential field courses which form a compulsory component of specific degree programmes, we cover the transport (from Southampton to the field area) and accommodation costs whilst students are on those field courses. In some cases, for overseas field trips, students may be asked to contribute to the costs of air travel. When considering a module, especially a fieldtrip ask if there are any additional subsistence or travel costs

5.8 What To Do If You Are Ill

It is important that your doctor, as well as your Personal Tutor is immediately informed 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 be done with your consent and you may wish the details of your illness to be withheld from your tutor, although you should think carefully about this. Your tutor and any other staff involved will respect your privacy.

It is YOUR responsibility to ensure your Faculty is notified, preferably in advance, if you are unable to attend (or submit) an assessment – on the day of the assessment, or on the submission date. You should complete and submit a Special Considerations/Dead-line Extension Request form as soon as possible (see link to form under Section B of the Special Considerations Policy), but at the latest not more than seven calendar days or five working days after any assessment that may have been affected by exceptional circumstances. The form should include details of the special circumstances, the period that you feel the special circumstances apply and the impact it had on your learning and performance. You should also submit as further evidence a supporting letter from a member of staff responsible for your pastoral care, as well as medical self or practitioner certificates if appropriate.

A supporting statement from your Personal Tutor (if you have discussed your situation with them) can also be attached. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

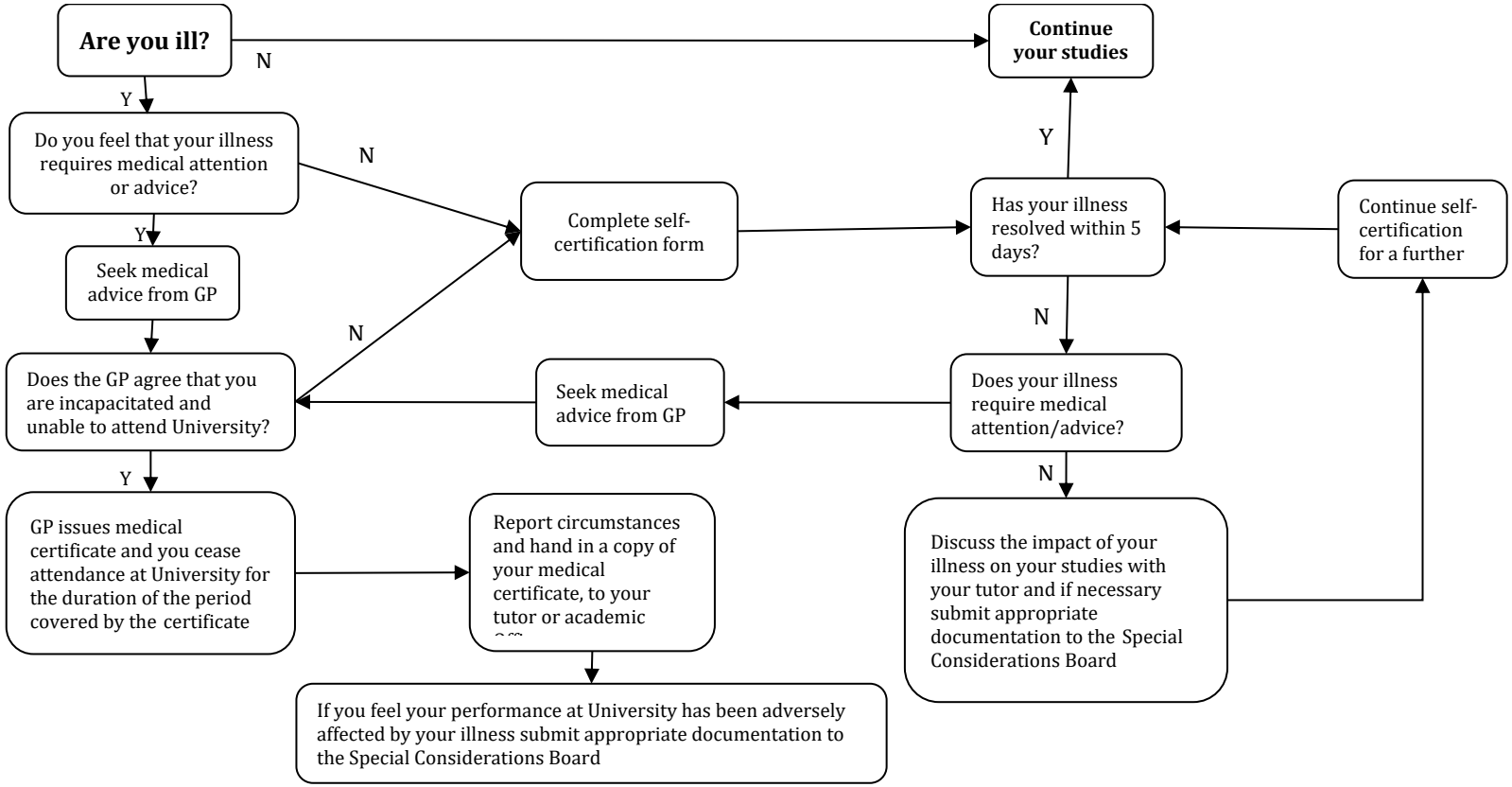
If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors, you must bring this to the attention of your

academic tutor or to the Natural Sciences student office immediately and complete a special considerations/deadline extension request form.

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. Such issues will be treated in the strictest confidence and will only be disclosed to third parties on a 'need to know' basis and in line with the University's regulations for dealing with special considerations.

All claims will be reviewed by the Natural Sciences Special Considerations Board, which meets at the end of each semester. Full details of the University's policy on Special Considerations can be found at http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html

If you feel that due to medical or other circumstances you require special arrangements to enable you to study (e.g., taking the form of additional time in examinations, special arrangements required to enable you to study effectively), then you should consult the University's Special Considerations Policy and also seek the advice of the University Enabling Services or Dyslexia Support. The Faculty will take into account any professional recommendations and will make every reasonable effort to comply.


Are you ill?
N
Continue your studies
Y
Do you feel that your illness requires medical attention or advice?
N
Y
Seek medical advice from GP
Complete self-certification form
Has your illness resolved within 5 days?
Y
Continue self-certification for a further
N
N
Does the GP agree that you are incapacitated and unable to attend University?
Seek medical advice from GP
Does your illness require medical attention/advice?
Y
N
GP issues medical certificate and you cease attendance at University for the duration of the period covered by the certificate
Report circumstances and hand in a copy of your medical certificate, to your tutor or academic
Discuss the impact of your illness on your studies with your tutor and if necessary submit appropriate documentation to the Special Considerations Board
If you feel your performance at University has been adversely affected by your illness submit appropriate documentation to the Special Considerations Board

5.9 PROGRESSION, EXAMS AND COURSEWORK

All elements of coursework should normally be posted in the appropriate Coursework Collection Box (the box location will be pointed out during your induction), unless otherwise advised by the Module Co-ordinator. A Coursework Submission Form must be attached to the front of the assessment.

A deadline is the last possible opportunity to submit, not the time it should be submitted!

5.10 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:

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

5.11 Coursework extensions: Deadline Extension Request

If you know there will be a valid reason why you cannot submit the work at the given date you must contact Katie Tucker in the B85 Student Office as soon as possible. You should complete the Special Considerations/Deadline Extension Request form available from outside of the Faculty Student Office. The completed form should provide adequate detail of the reasons why you are seeking an extension. However, before completing and submitting a form please note that the following are examples of circumstances likely to be rejected:

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

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

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

Please note: personal tutors, module coordinators or other teaching staff cannot grant extensions for coursework.

5.12 How to Pass and Progress within Your Degree Programme

For definitions and full details of regulations, please see the Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes included here in Section 14 and at: http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html

Modules designates as 'core' (such as NATS 1004 and 1003) must be passed with a minimum of 40%. All elective (optional) or compulsory modules must achieve the qualifying mark, which is 25%. The designation of Core, elective (optional) or compulsory is determined by the degree programme on which a student is registered; only 'NATS' modules are designated as core or compulsory within MSci Natural Sciences.

A candidate achieving the required overall average and passing all core modules, but with a mark between 25% and 40% in non-core modules totalling not more than 15 ECTS (30 credit points) may be permitted to progress provided no module mark is less than the qualifying mark which is 25%. You should be aware that if you achieve less than 40% in an elective module you may not be allowed to take future modules that have that module as a prerequisite.

Any module with a mark less than 25% and any core module with a mark less than 40% will have to be retaken (a referral) in order to progress. Unless there are legitimate extenuating circumstances, only one piece of assessment will be used for the referral (either examination or coursework dependant on the module, but commonly examination) contributing 100% of the module grade. This means that attendance at practicals is very important for progression. Unless there are extenuating circumstances the marks for any referral will be capped at the undergraduate pass mark, 40%.

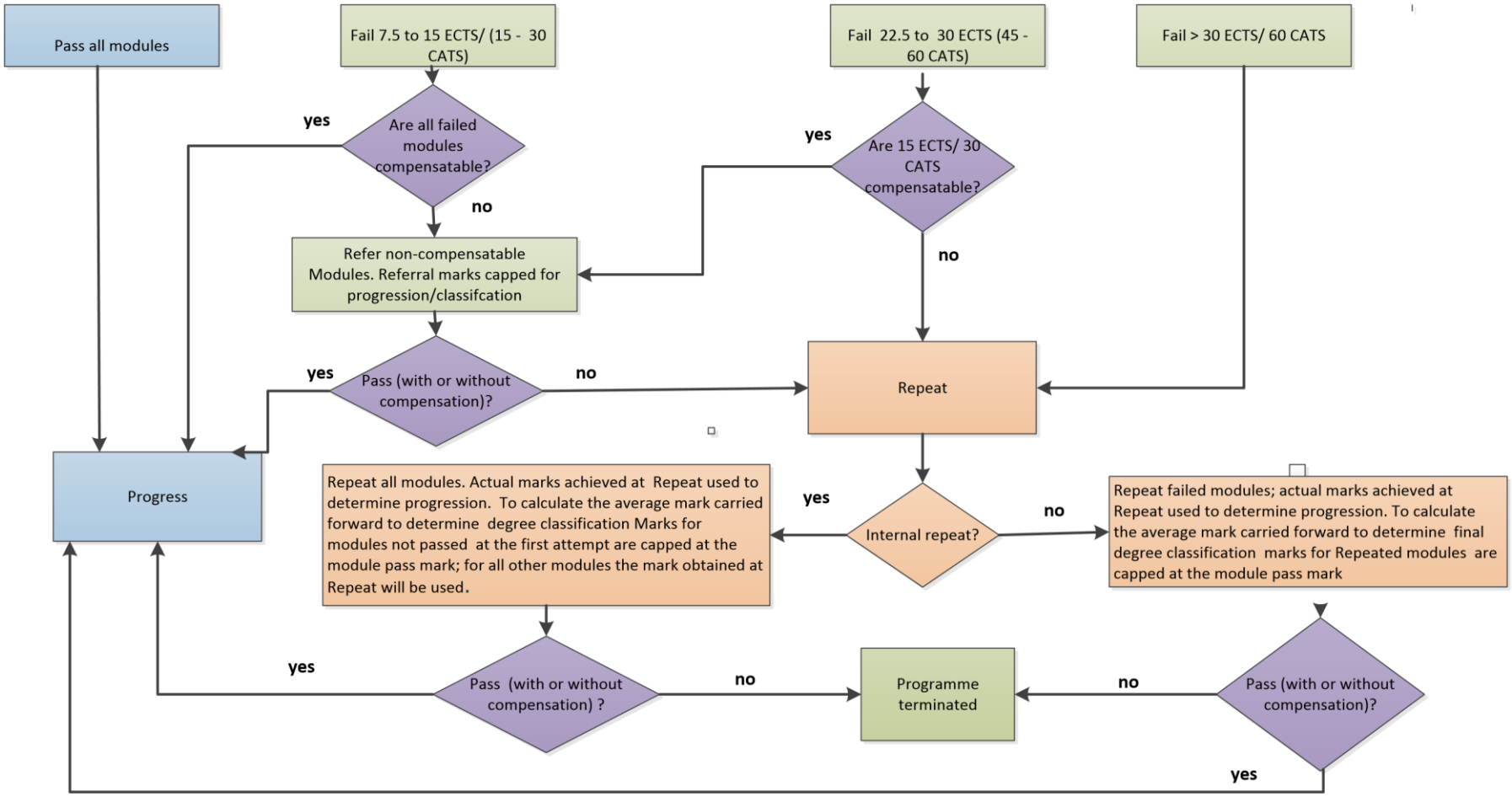
Please note that some degree programmes have additional progression requirements beyond these minimum requirements available at www.calendar.soton.ac.uk/section IX/.

5.13 Rules for Compensation

A candidate passing all core modules but failing to achieve the required pass mark in non-core modules totalling not more than 15 ECTS (30 CATS), may be permitted to progress provided no module mark is less than the Qualifying Mark. Failure to achieve the required pass mark in a non-core module may result in the candidate being barred from taking other modules for which that module is a prerequisite. A student may take referral assessments only in modules to the credit value required to enable progression, except that, if a failed module has a higher credit value than the student requires for progression, the student may nonetheless be referred in that module.

5.14 Back/Forward Tracking

You may be able to take a module either from the next level or previous level. You are allowed to back/forward track up to 30cp/15 ECTS. Back tracking and forward tracking by one level requires the authorisation of your Tutor, and you must have the minimum credit requirements at each level at the time of the award. http://www.calendar.soton.ac.uk/sectionIV/cats.html .



This flow-chart represents the referral and repeat regulations for students in years 1 and 2. It does not demonstrate the circumstance where a student is taking a referral in order to achieve the required part average to stay on an Integrated Masters programme.

5.15 Weighting of Parts

Part I (Year 1) work is excluded from the final degree classification. A weighting of 0:1:2:2 is applied to the four parts (years) of an integrated masters - MSci - programme.

At the end of your final year you will receive your degree, which will be classified according to the University Algorithm, the ranges are:

First class:	**70% or above**
Upper second class:	**60% - 69%**
Lower second class:	**50% - 59%**
Third class:	**40% - 49%**
Fail:	**0% - 39%**

Natural Sciences students will also receive a degree transcript, which will detail the modules you took, the marks you achieved and will record your skills development.

5.16 Year One Marks Matter!

Although Year one marks are not included in your final degree classification, your performance in the first year is important because:

- The material you learn in your first year is essential for progressing to the second year and being able to handle the content of the remainder of your course. Perform poorly in year 1 and year 2 will hit you like a brick wall….!
- Detailed marks for all four years are provided on your transcript when you graduate and potential employers will see them.
- Staff writing your references for employment will refer to your performance throughout your degree course.

5.17 Classification Algorithm

The class awarded shall be that within which the average falls or the next higher class if the unrounded average is within 2% of the higher class and at least 50% of the credit points, weighted by Part, is derived from unit marks in the higher class or above.

We use this same marking scheme for all examinations and coursework in each year of your degree programme. The marks reflect the skills that must be displayed within each range of the scheme and will help you evaluate your progress and level of attainment at various stages of your degree programme.

Full details of the classification algorithm and progression regulations

5.18 Supplementary Examinations and Referrals

The Academic Regulations & Progression Rules clarify the terminologies used and indicate what you have to achieve in order to proceed on your degree and the requirements for referral or repeat examinations.

The Supplementary Examinations are held at the end of August/beginning of September. The Supplementary/referral examination dates are published a year in advance and it is your responsibility to make sure you are available during this period as you may need to sit these examinations.

Procedures for Students Referred as for the First time (e.g., where there are approved Special Considerations)

- If a student fails the examination element of a module but passes the coursework element, then the student should sit a referral examination in the supplementary examination period.
- If a student fails the coursework element of a module, passes the examination element but fails the module overall, then the student should submit referral coursework as set by the module co-ordinator. The Special Considerations Board will agree a submission deadline.
- If a student fails both the coursework and examination elements of a module then the student may either be referred in both elements or may be referred in one piece of assessment, either examination or coursework which will be weighted at 100%, following advice from their tutor/shadow tutor.

Procedures for Students Referred NOT for the First time

- All previous assessment marks for the individual module will be set aside
- The module coordinator will set one piece of assessment, either examination or coursework, which will be weighted at 100%.
- The module mark will be capped at the module pass mark as defined by the University regulations and/or programme specifications.

5.19 Referral Policy and Coursework

The Board of Examiners has discretion to require a student who repeats an examination without repeat study to repeat all, some or none of the coursework contributing to the module mark or to set alternative work. In the event of a referral of coursework, the coursework may at the discretion of the module coordinator be partly or wholly substituted with an alternative assessment.

If you are required, after the main examination results process, to undertake further examination before being allowed to proceed, you will be notified formally as quickly as possible after the decision has been reached. The results from the supplementary examinations are dealt with as quickly as possible and students are again notified officially of the outcome.

5.20 Repeats

Repeat - opportunity to redeem a year of study.

A student failing to progress after referral may repeat the appropriate part of the programme internally or externally, as chosen by the student, following academic counselling. Normally, the repeat will include all modules and marks from any previous attempts will be set aside. The progression criteria for a repeating candidate are the same as for the first attempt, excluding the right of referral.

Repeating the year as an internal student has a cost attached to it as you will be required to pay the relevant tuition fees again as well as your maintenance costs. You should consult the Student Union Advice and Information Centre.

5.21 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 practised questions from past papers under examination time constraints. The University's online archive of previously set examination papers is available to assist with your learning and preparation for forthcoming examinations. There is a link to Past Exam Papers from the Student Portal of Sussed.

https://www.adminservices.soton.ac.uk/adminweb/jsp/pastPapers/pastPapers.jsp

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.

5.22 Examination Dates 2019 - 2020

Semester 1 exams: Monday 13 January - Friday 24 January 2020 (but possibly including Saturday 18 and 25 January)

Semester 2 exams: Monday 18 May - Friday 5 June 2020 (excluding Bank Holiday Monday 25 May but possibly including Saturday 23 May and 30 May)

https://www.southampton.ac.uk/studentadmin/assessment/exam-timetables/exam-dates.page

5.23 Illegible exam scripts

The policy does not apply in cases where alternative examination arrangements are in place for a student, or where special considerations apply which relate to a student's ability to write legibly.

If an examiner is unable to read a script, the script must be sent to the designated member of academic staff within the Faculty to confirm that the script is illegible. If it is confirmed that the script is illegible, the candidate in question will be contacted by a member of administrative staff, as agreed within each Faculty, and asked to attend the University in order to dictate their exam script for transcription. The student must be clearly advised in writing that the purpose of attendance is to transcribe the existing script and that any addition or omission of material will constitute a breach of academic integrity. If the student refuses to attend then they may be awarded a mark of zero.

The person appointed to type the script must not be a registered student of the University. The costs associated with producing the transcript will fall to the student, and will be charged £10 per hour. Except in cases where special examination arrangements are in place, or Special Considerations apply, any student whose examination script is deemed illegible by the examiners may be required to pay for it to be converted to typescript for marking. Following transcription, the student must sign a form to confirm that the transcript is a true copy of the original. The form should be kept separately from the transcript, to preserve the student's anonymity during the marking process. The transcript should then be returned to the marker along with the original script.

5.24 Access to Your Exam Papers

The University has agreed that students may have access to their marked examination scripts under provisions in the Data Protection Act. Should you wish to inspect your completed examination scripts, there is a procedure that will need to be followed and you should contact the Student Office (please see contact details on page 56) or contact your tutor. 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. You are strongly advised to meet with your tutor if you have any concerns about your performance. In addition, moat academic units organise a day when students are able to view their Semester 1 scripts as part of student feedback. Please note the following:

- Access to the script(s) will be given within 1 (one) month from the date of the written request being received by the Faculty Academic Registrar, and at a time and place agreed between the Faculty Academic Registrar (or nominee) and the student. This will normally be only during Office opening hours (09.00 am 5.00 pm Monday – Friday).
- No charge will be made to the student for access to an examination script.
- The student making the request will be allowed to inspect the original script, under supervision by the Faculty Academic Registrar (or their nominee), for a maximum of 20 minutes. A copy of the original script will be taken and held by the Faculty Academic Registrar before scrutiny by the student, and the student will be so informed.
- No discussion may be entered into during the process regarding anything written on the script either by the student or the examiner.
- No mark or other annotation on the script is negotiable or open to alteration (see 9. below).
- No copy may be made of the whole or any part of the script by the student.
- No writing or marks may be made on the original script during any scrutiny under these procedures.
- Access is given to a particular script only once.

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

The Faculty Academic Registrar is responsible for implementing the procedures. A report on the number of access requests will be made to the Faculty Programmes Committee at its October meeting each year.

5.25 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. These marks will be made available by the Faculty Student Office according to the procedures of the Faculty concerned. In certain cases, marks at the time of release may be provisional only and subject to change by a subsequent Board of Examiners. For example, Semester 1 module results are provisional at the time of release and subject to change, and will be confirmed following the Semester 2 Board of Examiners. It will be made clear when marks are provisional.

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

5.26 Our Feedback to You

One of the central purposes of assessment is to provide our students with feedback on their progress, so as to inform their approaches to learning on specific modules and across their programmes of study.

5.27 Coursework and examination feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to. Informal feedback is just as important and comes in the form of individual chats with your tutor, module coordinators or project supervisors, or group meetings with academics after a lecture or practical session.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work, the reasons for the mark/grade given and suggestions for improvement. You should note that all marks are considered provisional until they have been reviewed and confirmed by the examination board in June. Large assignments such as dissertation/research project work may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed and you will incur a penalty for late work.

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

The feedback you receive will be:

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

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

You will be contacted when feedback is ready to collect. For some kinds of assignment, other arrangements will be made and the module co-ordinator will explain those to you.

Feedback sheets should be attached to the top of a submitted piece of assessed work in order for tutors to write down comments to each student on their work (additional feedback will usually be included on the work itself). All coursework, annotated and marked, should be returned to students within 4 weeks of submission via the student office or directly in a lab session; this represents a University-wide policy. For some modules (short, intensive courses for example) work can be returned more quickly. The faculty student office will ensure that returned work for students outside the academic unit is returned to the relevant academic unit.

Any coursework handed back to final year students must be returned to the student office within 4 weeks of receipt: it is a student's responsibility to ensure that this happens. This is so that our External Examiners can review and consider all of the assessed elements within a module. You may therefore wish to photocopy relevant parts of the work for your own use, as the coursework will not be available for collection until after the external examiners visit in mid-June.

The end of semester exam is common to many of our modules and thus it is important to ensure mechanisms for feedback on examination performance are in place. Formative feedback on how the group performed on each module's exam is provided via Blackboard www.blackboard.soton.ac.uk

under Communications and Feedback and/or the individual module site. Semester 1 examination scripts are available for students to view in a special event held in March - details will be circulated nearer the time. Unfortunately this is not possible for the Semester 2 examination scripts, but students can obtain semester 2 exam feedback from their tutors or from the individual module co-ordinator. You will also receive feedback during practical classes when you have a good opportunity to talk with staff or demonstrators about your understanding of the course material.

Meeting with your Tutor

You will also be able to meet regularly with your Tutor to discuss your progress within individual modules and within the degree programme as a whole.

5.28 Getting Your Voice Heard – Your Feedback to Us

The Staff-Student Liaison Committee (SSLC) provides a mechanism whereby the staff involved with running Natural Sciences can consider your views. Matters such as problems related to individual modules (including fieldwork), laboratory and library facilities are discussed and feedback is provided.

The Staff-Student Liaison Committee is chaired by Dr Antony Jensen as Director of Programmes with membership consisting of Natural Sciences student year representatives, as well as Prof George Attard and Dr Ivo Tews. Katie Tucker is the secretary. In recent years all Natural Sciences students have been welcome to attend and it is the intention that this practice should continue whist logistically feasible

Meetings are held once a term and a report produced which the Education and Quality Committee considers.

Other committees with student representation

The informal **Natural Sciences Education & Quality working group (NSEQW)** will discuss matters arising within the Natural Sciences programme and take them to the formal School Programme Committee (SPC) within the SOES administrative structure. SOES SPC deals with various issues related to teaching, e.g. quality assurance, educational policy etc. The NSEQW will invite the Natural Sciences Staff Student Liaison Committee (SSLC) to elect a representative.

Currently (August 2019) Natural Sciences will maintain its own Staff Student Liaison Committee (SSLC) which will report to the SOES SSLC. Year representatives will be elected from each year of the Natural Sciences degree and form the ‘backbone’ of the committee.

Student Involvement with Reviews of Programmes and our External Examiners

Students also participate in Programme re-validations (new and current - typically every five years) and they meet with External Examiners for our Degree Programme to give their feedback on the programmes and modules.

Module Evaluations

Another way you can let us know your views and opinions regarding teaching and programmes is via the Module Evaluation Questionnaire. These questionnaires are available after the end of each module and provide module coordinators with detailed information on the teaching and learning experience.

5.29 Revision Strategy and Examination Techniques

Revision strategy

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

Final revision programme

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

Examination practice

You should be familiar with the modules and syllabuses you will be examined in at the end of Semesters 1 and 2. Analyse recent examination papers. Work out how long you have for each question and become familiar with the style of questions. Be aware that different AUs may well use different styles in their exam questions.

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

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

Before the day

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

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

Prepare any equipment you will need for your particular examination:

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

On the Day

Before the examination:

Check that you have all the equipment you will need before setting off for your examination with plenty of time to spare. If you are delayed, contact the Student Office (have the telephone number with you) to explain what has happened. Arrive at the examination room early; a late start to an examination cannot be a good start and you will not be permitted to enter the examination room later than 30 minutes after its scheduled start time.

Just before the start

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

Reading the instructions

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

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

Planning your time

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

Choosing the questions

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

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

Answering the question

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

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

Examination discipline

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

At the end

Before handing in your examination script check that:

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

- pages are numbered clearly and in order.

5.30 Making and Changing Your Module Selection

One of the distinctive elements of the Natural Sciences degree programme at Southampton is the freedom it offers you to choose modules from across all offered in the University. The choices you make may be informed by your interests or your career aspirations. You will be guided by your Tutor when making module choices. It is important to make module choices early as some modules have a cap on numbers and operate a first-come-first-served system. You will make module selections before the start of each semester and submit your choices on the appropriate form to the Student Office. I

If you decide to change an individual module you should:

- Discuss the matter with your Tutor.
- Let the module co-ordinators of the old and new modules know, particularly where laboratory work is involved.
- Complete the change of module registration obtainable from outside the faculty student office in B85.
- Check that you have the required pre-requisites or consult the coordinator if in doubt;
- Pass the completed and signed form to the faculty student office in B85.

Note that changes to modules can only be made in the first 2 weeks of each semester

5.31 Changing Your Degree Programme

If you wish to change your programme either within Faculty or transfer to another Faculty, this should be discussed in the first instance with your Personal Tutor and the relevant Programme Coordinator. You should then complete a degree programme change form, or inter-faculty transfer form, available from the faculty/Natural Sciences student office, which should be signed by your Tutor and handed back to the faculty/Natural Sciences student office. Your request will then be considered by the relevant Programme Leader and you will be contacted with the decision accordingly. All changes of programme have to be notified to your financial sponsor, in most cases Student Finance England SFE.

Please be aware of the following before submitting a request to change your degree programme:

- There are compulsory and pre-requisite modules for most degree programmes: we try to accommodate changes on academic grounds as far as possible but exemption from compulsory modules cannot be permitted.
- 1st year students who have not met the entry requirements of the programme they wish to transfer into will be advised that their request will only be considered after the Semester 2 examinations. For transfer requests to MSci programmes, students will need to be achieving a minimum aggregate mark of 55% at the end of year 1 (and 2).
- It is not possible to transfer onto study abroad programmes.

You should visit the Faculty student office for all general queries relating to the administration of your programme including coursework submissions and collection of coursework feedback.

5.32 Study abroad under the ERASMUS Scheme

Some flexibility in examination requirements may be permitted in order to allow for the possibility of students studying abroad under the ERASMUS scheme. Any student wishing to consider the possibility of spending a semester abroad, must apply formally and complete a form giving details of the courses to be studied in Southampton, the agreement of all parties including the relevant

Programme Leader, and indicating that named degree requirements can be met. If you are interested in spending a semester abroad, you should in the first instance discuss this with Dr Antony Jensen.

5.33 Suspending or Withdrawing From Your Studies, Fitness to Study

Suspending your studies

Should you feel that you need to take some time out from your studies you should first discuss this with your Tutor A Suspension Request form should be completed and returned to the Faculty Student Office. http://www.calendar.soton.ac.uk/sectionIV/interruption.html

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 Faculty Student Office.
http://www.calendar.soton.ac.uk/sectionIV/interruption.html

Fitness to Study

This policy enables the University to instances where a student's health or well-being causes the University concern regarding the student's fitness to study on a course, including within a placement. These Fitness to Study regulations describe the policy, procedures and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

The Fitness to Study policy can be accessed through the following link:
http://www.calendar.soton.ac.uk/sectionIV/fitness-study.pdf

5.34 Academic Integrity: The University Policy

As a student of the University of Southampton you are expected to work in accordance with the Univeristy's Academic Integrity principles:

- taking responsibility for your own work;
- respecting the rights of other scholars;
- behaving with respect and courtesy when debating with others even when you do not agree with them;
- fully acknowledging the work of others wherever it has contributed to your own (thereby avoiding plagiarism [see Appendix 1]);
- ensuring that your own work is reported honestly;
- following accepted conventions, rules and laws when presenting your own work;
- ensuring that you follow the ethical conventions and requirements appropriate to your discipline;
- if you are studying on a professionally-recognised vocational programme, maintaining standards of conduct which are appropriate to a practitioner in that area;
- supporting others in their own efforts to behave with academic integrity;
- avoiding actions which seek to give you an unfair advantage over others

You will be asked to sign up to the University's Academic Integrity Policy during your induction process. The University expects that all students will familiarise themselves with the University's Academic Integrity Regulations, including the Academic Integrity Statement.

5.35 Faculty Policy on referencing

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

5.36 Programme Specifications

As approved by the University, academic programmes of study are available on the following website http://www.southampton.ac.uk/natsci/find_course/msci_natural_sciences.page

These are reviewed at least once every five years, and represent only general guidance on the format of the programme as it may be necessary for different modules rules to apply in different years, e.g. because of staff resources, University changes. The definitive rules in any year are contained in the Pathways Guide available online on Blackboard:

5.37 Module Specifications

These are updated annually and provide information on pre-requisites and the synopses for the module, the aims and learning outcomes, the learning and teaching methods that will be used and a summary of the assessment. More detailed information for each module can be found on Blackboard or at the following websites:

Natural Sciences Modules

Ocean and Earth Modules

Biology modules

Chemistry modules

Physics and Astronomy modules

Environmental Sciences - overview

Maths - overview

Sussed – The University of Southampton internal website (login with your University login details)

5.38 Graduation

Details of graduation: http://www.soton.ac.uk/graduation/

5.39 Transcripts and Certificates

Students are issued with a Certificate and a transcript upon graduating. Transcripts record the marks attained by the student throughout their programme – even if it is the case that the mark is then revised when incorporated into progression rules or degree calculations. Natural Sciences students will also receive a summary of the key skills they acquired during the degree programme.

Contact certs@soton.ac.uk to request copies of your transcript, with your name, degree details and the address to which you need it sent. You will receive one free transcript with your certificate: you can order and pay on line

6. COMPLAINTS

The information contained within this guide is designed to complement the University's Student Handbook. You can access the University's Student Handbook by logging on to SUSSED using your user name and password.

It is important that you make use of these resources as they support you while you are registered with us. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

We are confident you will be satisfied with your experiences as a student here. However, we recognise that, on occasions, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it with the relevant service or member of staff informally and as soon as the concern arises. It is always better to let us know that you feel there is a problem as soon as possible so that any concerns you have may be resolved quickly. You may also wish to consult with your programme representative if it is an issue in common with other students. In most cases we hope to resolve your concerns informally. However, the University does have a formal complaints procedure, which you can follow 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. In addition the Regulations Governing Academic Appeals by Students outline the steps that should be followed should you wish to appeal against a decision taken by the Board of Examiners.

6.1 APPEALS REQUEST FORMS

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

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

The University requires all students to observe the terms of its regulations and breaches may be subject to disciplinary action. 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.

General regulations can be found within the University Calendar section IV.

www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

Stage 1: www.calendar.soton.ac.uk/sectionIV/student-appeals-appendixa.pdf

Stage 2: www.calendar.soton.ac.uk/sectionIV/student-appeals-appendixb.pdf

SUSU Guidance for Students - https://www.unionsouthampton.org/help-and-support/advice-centre/2015/

Guidance for students and staff (including templates):
www.southampton.ac.uk/studentadmin/appeals/

7. Confirmation of Your Student Enrolment Status

The University of Southampton are data sharing enrolment information with the following local authorities when you consent to share information via online enrolment:

Southampton City Council, Portsmouth City Council, Winchester City Council, Eastleigh Borough Council, Test Valley Council

If you are a continuing student, you must tell the relevant Council that you are a student of University of Southampton.

Contact Details for Southampton are: council.tax@southampton.gov.uk

Contact Details for Portsmouth are: localtaxation@portsmouthcc.gov.uk

Contact Details for Eastleigh are: revbens@eastleigh.gov.uk

Contact Details for Test Valley are: counciltax@testvalley.gov.uk

Contact Details for Winchester are: counciltax@winchester.gov.uk

If you live in none of these Council areas or do not consent to share then the student can apply for a Proof of Enrolment Letter to Student Records Team by contacting counciltax@soton.ac.uk

You can print a proof of enrolment letter via sussed

Certificate of attendance/registration per semester	FREE
Certificate letter confirming award	FREE

The University's Examinations and Awards Office can provide you with the following:

Certified copies of degree certificates – 10 copies	£40.00
1st transcript (with marks) provided to the student or sent to another University per year	FREE
Replacement of award certificate	£40.00
Subsequent transcript	£10

Your award certificate will be produced using the legal name and 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.

8. SUPPORT

8.1 The Role of Your Personal Tutor

The Natural Sciences degree programme operates a personal Tutor scheme to help support and advise students in their academic study. As a student, you will be allocated a member of staff who will act as both Tutor and Mentor; their role is to provide advice, support to you throughout your study, and particularly to review your academic progress and to help you when you are making module choices. You can expect to see your Tutor frequently during the academic year, and at least twice a year when reviewing and finalising module choices. Sometimes, your Tutor may refer you to colleagues from other degree programmes for support. They may refer you to individual support services, or to your student office for information. Your Tutor will also provide non-judgemental and supportive advice on any issue you may face during your time in Southampton, and to act as an advocate on your behalf if necessary.

The University expects you to engage with your Tutor to attend the scheduled meetings, respond to messages, and notify him/her if you are experiencing problems which are affecting your performance, attendance or progress in your studies. In particular, you should contact your Tutor if you feel your performance in any forthcoming examinations will be affected by ill health or other special considerations.

Tutors will meet their students during the Induction session, at which they will begin the module selection process. Your Tutor will also be able to provide an academic reference for you. However, it is important to ask their permission before giving his/her name as a referee. You may find it helpful, therefore, to provide your potential referee with some detailed information about yourself in the form of a CV or a personal information sheet when you are applying for jobs and further study.

While most staff try to have a 'knock on the office door and come in' approach to dealing with your enquiries, you will probably have to make an appointment if they are busy or not immediately available (e.g., by e-mail). Some staff have 'office hours' or timetables on their office doors.

Academic staff are happy to meet students to discuss modules and other academic matters, whether as a personal tutor, module coordinator or otherwise. Your first point of contact for module-related questions should be the module coordinator, though for Natural Sciences students it may be necessary to discuss issues with the relevant Director of Programmes of the Academic Unit. Staff commitments to activities other than teaching does mean that academic staff are sometimes involved with other activities, including supervising research students, running research programmes and collaborating with colleagues in the UK and overseas, as well as their administrative duties within the department and University. Therefore they may not always be available immediately to meet with you. However Natural Science staff will make time to see you whenever possible and we hope that you will be able to find a supportive and knowledgeable staff member to talk with you.

8.2 Faculty/Natural Sciences Student Office

The Faculty Student Office in B85 will be your first port of call for much of the information you need. The aim of the Faculty Student Office team is to make life easier for both students and staff by providing support in the administration of our teaching programmes. **The Faculty Student Office for Natural Sciences should always be you first point of contact if you have a question**. Email soes-studentoffice@soton.ac.uk .The Faculty Student Office is open for student enquiries **Monday to Friday between 9 am – 4.30 pm** term time. Please make sure you identify yourself as a Natural Sciences student in your email or if you call.

8.3 SUSSED

If you have any queries or uncertainties regarding your student life, your development, your obligations, your local area or your education, please visit the online Links to Information and Services pages under the Students Tab via SUSSED, resources tab or Welcome site.

9. HEALTH, SAFETY AND RISK MANAGEMENT

9.1 Personal Responsibilities for Health and Safety

All students and staff have a duty to co-operate to enable the University to comply with the law and to ensure that the workplace is safe for everyone. They must consider safety in all of their activities and work in accordance with the academic unit policy, and in accordance with the assessments made of activities. In particular, they must take all reasonable steps to ensure their own health and safety and also that of anybody else who may be affected by their actions. Students and staff who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to the University. During their work, if any member of the University becomes aware of any hazard, or if any situation arises which they have not been trained to deal with, they should inform their manager or supervisor so that appropriate corrective action can be taken. Staff and students are required to attend appropriate induction and job training to enable them to work safely.

The full Health and Safety policy can be viewed here Health and Safety Policy

9.2 Wearing of University ID

The University ID card allows access to areas of the University that are closed to the public, mostly libraries and labs and buildings, outside working hours. For those of you taking SOES modules at the National Oceanography Centre Southampton (NOCS) there is a separate ID card access system, which uses the UoS ID card. You will need to carry your ID card at all times to gain access and egress. You may also be asked to present your ID card at the entrance to dock gate 4 and 5 as you travel to the NOCS.

9.3 Safety within the University

The Dean of the Faculty of Natural and Environmental Sciences has ultimate responsibility for ensuring that you work in an environment that safeguards your health and safety, and that work practices are in compliance with legal requirements. The heads of Academic Units (the 'departments' within which you take your modules) are responsible for ensuring that ethical/risk/impact assessments, safety inspections and accident investigations are carried out and that adequate training and supervision is provided to both staff and students. In most instances the duties associated with these responsibilities are delegated to supervisors.

In order to ensure the Health and Safety of all staff and students, each academic unit:

- Complies with the FELS (or relevant faculty) Safety Policy, which includes a number of rules and codes of practice, which are required to ensure that standards of safety are maintained.
- Operates a system where all activities, either for teaching or research are assessed for the risks and hazards associated with each particular task or procedure and for the ethical implications of the work.

In your first year, and in the early part of your second year, most of your activities will be as part of some supervised activity, for example lectures, laboratory classes, field modules. The risk assessment and compliance with the FELS (or relevant faculty) Safety Policy for these is undertaken by the member of staff who is in charge of that activity. In your late second year and into your third year, you may be required to undertake risk assessments for work associated with your research or mapping project and this will be done in conjunction with your project supervisor.

As a Natural Sciences student you may well be working in areas that have differing safety protocols. It is part of your independent responsibility to ensure that you are aware of the local procedures and to be aware that the Centre for Biological Sciences safety rules may vary from those of Ocean and Earth Science or Chemistry in a given situation.

9.4 General Safety Procedures

In order to achieve the required standards of health and safety at work a positive commitment to health and safety is required from all members of the University. By law everyone has a safety responsibility and this is a condition of your registration with the University.

It is the duty of every person while at work:

- to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.
- to cooperate with any person having specific safety duties, so that they can comply with any relevant health and safety legislation or codes or practice and with the FELS (or other faculty) and University's Health and Safety Policies; and
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health, safety or welfare.

9.5 Accidents and First Aid

In the event of an accident involving an injury whilst at the NOCS, you should call the NOCS **Security Control Room (Ext 26999)** on an internal phone, or 02380596999 from an external line, and they will send help. If an emergency occurs at the Highfield Campus, you should call **Security (Ext 3311)** on an internal phone, or 02380592811 from an external line.

In the event of an accident, a member of staff, the Technical Superintendent, Safety Officer or the Head of the Academic Unit where you are working must be informed as soon as possible.

Personal injuries must be reported immediately to the Academic Unit Safety Officer or to Dr Antony Jensen via the B85 Student Office, or via your project supervisor. The University is required by law to keep a record of all accidents involving personal injury. An accident report form MUST be completed on the SAME DAY.

Individuals who have a medical condition, including asthma, vertigo, agoraphobia, diabetes, allergies, or are on medication should discuss these matters with their Tutor and/or Module Coordinator in order to ensure that there is appropriate first aid provision in place when those individuals are involved with practical and field/boat classes. All students are required to complete a Medical and Emergency Contacts form on their arrival and should keep this updated (you will be reminded to do this if you participate in field courses).

9.6 Fire

Familiarise yourself with the building evacuation procedures. If the fire alarm sounds during lectures or practical classes you should follow any instructions given by the member of staff who is responsible for the class.

At other times when you are on your own, in the library, the canteen or in any other area of the University you should follow the instructions given by the Fire Marshals or local staff. Fire Marshals are members of staff who have the task of ensuring that their local area has been evacuated during an incident. They will also assist with the evacuation of any disabled persons from the refuge areas.

Break glass fire alarms are located in corridors throughout University buildings.

9.7 Evacuation of Disabled Persons

Disabled persons must have in place an evacuation plan and should be accompanied by a helper where possible. The evacuation plan should be pre-arranged with the building services via your tutor or project supervisor.

In the event of a fire, disabled persons accompanied, if possible, by their helper should go to the nearest usable refuge area which is located on the stair landing in each node. Inform other persons to report your presence to the Safety Officer, a Fire Marshal or to the Emergency Services in attendance. Await rescue.

9.8 Fire practices

The fire alarms are tested frequently in all university buildings. You are likely to experience a fire evacuation practice during the first term of teaching.

9.9 Safety in the Laboratory

Laboratory areas are inherently dangerous places. Every individual in the laboratory is responsible for the safety of all workers who could be affected by his/her own experiment.

Clothing

All students must wear appropriate **safety clothing,** laboratory coats, gloves and safety glasses in all laboratories where chemicals are used and where required by a particular risk assessment.

Along with the appropriate safety wear you should also consider your general apparel when working in laboratories. Shorts, short skirts and open footwear are NOT appropriate clothing for working in a laboratory environment. You should wear long trousers or a skirt that covers the legs. Clothing made from natural fibres is preferable to manmade fabrics, especially nylon. Shoes that cover the feet completely must be worn.

Chemicals

Before any student is allowed to use chemicals in any laboratory, they must comply with any safety instructions given by an appropriate member of staff risk assessment details will be provided in the briefing and documentation given to the class.

Certain chemical substances may also require a **COSHH (Control of Substances Hazardous to Health) Assessment**.

The COSHH Assessment is an assessment which is required by the University for certain categories of chemical substance; it is additional to the requirements of the Risk Assessment. Any COSHH assessable materials which you encounter in practical classes will be accompanied by a set of much stricter rules which must be fully complied with whilst you are handling that substance (e.g. a COSHH assessment may stipulate that you are only allowed to use some particular substance when it is contained in a fume cupboard). In your third year you will be expected to complete COSHH Assessments for certain materials if required during individual project work.

Electrical Equipment

All mains supply electrical equipment used in University buildings, regardless of ownership, must have an in-date electrical safety test. If electrical equipment does not work DO NOT attempt to repair it yourself. Report it to the person in charge of the class, or the person responsible for the room.

Food

The consumption of food or drink is **STRICTLY FORBIDDEN** in all laboratories.

9.10 Working Out-of-hours

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

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

- Identify someone to supervise you in person. On no account will you be allowed to work without close supervision.
- Prepare a Risk Assessment, to include the extra risks of working out-of-hours.
- Arrange for the relevant Health & Safety Officer, to check and sign off the Risk Assessment.
- Submit a Building Access Request Form to arrange for your access rights to be amended. This requires a minimum two days notice so that the University database can be updated. You should not ask Security personnel to let you into any areas out-of-hours. It is serious breach of University regulations to loan your ID card to any other person.

9.11 Security

Incidents of theft do occur from time to time so do not leave valuables lying around and look out for strangers who appear to be behaving suspiciously. A simple, but polite, offer of help to direct such strangers is often effective in deterring theft and helping genuine visitors.

Unauthorised persons and students are not allowed access to workshops and specified laboratories and may not use any tools, office or other equipment wherever situated. If any person has no justifiable reason for being in a particular area, or for using equipment, then this is considered a breach of safety policy.

9.12 Insurance - Travel, Medical, Personal Property and Baggage

Travel cover is automatically in operation for all students whilst on University organised field modules undertaken in connection with the module being studied, including field-modules within the UK involving an overnight stay. For further information please visit http://www.southampton.ac.uk/finance/services/index.php#5 email insure@soton.ac.uk or visit the Insurance Office in Building 37.

Foreign & Commonwealth Office Travel advice www.gov.uk/browse/abroad

10. MISCELLANEOUS

10.1 Seminar Sessions

Throughout the year there are many formal and informal seminars and invited lectures sessions offered by the research groups or Academic Units across the University. Of particular relevance to Natural Sciences students are the cross-University interdisciplinary events organised by the University Strategic Research Groups. These events provide an opportunity to gain additional information on the more advanced areas of current research in Natural Science. Attendance is encouraged but not obligatory. Details of these can be found at www.southampton.ac.uk/interdisciplinary or on the Academic Unit web pages.

10.2 Student Societies

Although as yet there is no formal Natural Sciences society, the Natural Sciences students have a strong group identity and organise several social activities during the year. The students have an active Facebook page (Nat Sci Southampton Uni), which is widely used to arrange social activities.

10.3 Lost Property

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

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

10.4 Parking on Campus

Permits are available; however there are restrictions that apply.
http://www.southampton.ac.uk/estates/services/carparking/student_park_permit.html

10.5 Smoking Policy

We are committed as a university to a No Smoking Policy which applies to staff, students and visitors. Smoking is prohibited in all buildings.

10.6 Your Timetable

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

1.7 Employability

We provide support to final year students (and earlier year students) with their future careers and building appropriate skills, so every effort is made to help you secure employment after leaving

University. Students are encouraged to start job-seeking early in their final year using resources such as the University Careers Advisory Service (http://www.soton.ac.uk/careers/)

10.8 Libraries

Do not rush out and buy every textbook mentioned in lectures; guidance will be provided by staff. As you progress through your degree you will increasingly come to use and rely on the primary literature provided by journals rather than textbooks.

Multiple copies of many first and second year undergraduate textbooks are housed in the short loan collections of both the Hartley and NOCS (National Oceanography Centre Southampton) Libraries.

Both the NOCS and the Hartley Library have computer information services, which can be accessed by students. Introductory tours of both libraries will be given during your first weeks here. The libraries are portals to many different sources of information, particularly electronic. It is important to note that to gain free online access to University of Southampton subscribed content from major publishers you have to enter via a university portal/VPN. If you attempt to enter via your own internet provider you will encounter requests for large charges gain access. This is completely avoidable so please check you are accessing correctly. The Hartley and NOCS Libraries run photocopying machines available for undergraduate use. If published material is being copied, the copyright regulations should be strictly adhered to. These are displayed near the photocopying machines.

10.9 Useful Information

Resource	**Web link**
Faculty and programme Websites	https://www.southampton.ac.uk/about/departments/faculties/environmental-and-life-sciences.page https://www.southampton.ac.uk/natsci/find_course/msci_natural_sciences.page
Programme and module descriptions	Your programme structure (i.e. which modules make up your programme) is available via the on-line programme catalogue: To find links to broad generic descriptions of the programmes and modules, follow these links • Natural Sciences • Biological Sciences • Chemistry • Ocean and Earth Science
Student Services Centre	For matters including Fees, Accommodation, ID Cards, Careers Advice, Early Years Centre, First Support, Enabling Services George Thomas Building Highfield Southampton SO17 7BJ Tel: 023 80 599 599 (29599) Fax: 023 80 59 95 95 (29595) Email: ssc@soton.ac.uk

SUSSED	This site links to a huge amount of information from your timetable, study skills, Student Union activities, student services, academic regulations, IT services and support, maps, student life etc.
Blackboard	Blackboard is a virtual learning platform where you will find information relating to specific module lectures, practicals and workshops as well as student feedback
The Library	The Library hosts a wealth of information from subject support, resources, information skills, library users, services, catalogues and news
Educational Support Services (Enabling Services)	http://www.southampton.ac.uk/edusupport/
Study Skills Support	http://www.studyskills.soton.ac.uk/ https://library.soton.ac.uk/sash
University Regulations	http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html http://www.calendar.soton.ac.uk/sectionV/sectV-index.html