



UNIVERSITY OF
Southampton

**Zepler Institute for
Photonics &
Nanoelectronics
Student Handbook**

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Welcome

Dear Student,

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

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

Professor Bashir Al-Hashimi
Dean
Faculty of Engineering & Physical Sciences

On behalf of the Optoelectronics Research Centre (Zl), welcome to one of the world's leading Institutes in Photonics. In joining us, you have chosen wisely and we are sure you will love your period of study with us. As part of your training, you will conduct research that addresses real world problems and hopefully make breakthroughs that will change the world, as many of your predecessors have done. You will become part of a strong community that is renowned for its inventions. When you leave us, you will be on a career trajectory that others will envy and will join our many alumni in senior positions based in numerous countries of the world. You will make enduring bonds of friendship and join a network of influential photonics champions that will serve you all your life.

The staff of the ORC are here to help you achieve these ambitions. We hope that you will make the most of your time here and hold tight to the opportunity that we offer. Many have noted that their study was one of the most enjoyable times in their life, with freedom to roam where curiosity takes you. We hope that you will feel the same.

Professor Sir David Payne
Head of the Zepler Institute/ ORC

1. General Information

1.1 Key Dates

Semesters and Vacations

Semester 1	Monday 30 September 2019 – Saturday 25 January 2020
Semester 2	Monday 27 January 2020 – Saturday 13 June 2020
Christmas Vacation	Saturday 14 December 2019 – Sunday 05 January 2020
Easter Vacation	Saturday 21 March 2020 – Sunday 19 April 2020

University Closure

Christmas	Tuesday 24 December 2019 – Wednesday 01 January 2020
Easter	Thursday 09 April 2020 – Tuesday 14 April 2020

Bank and Public Holidays

Christmas Day	25 December 2019
Boxing Day	26 December 2019
New Year's Day	01 January 2020
Good Friday	10 April 2020
Easter Monday	13 April 2020
May Day	08 May 2020
Late May Bank Holiday	25 May 2020
August Bank Holiday	31 August 2020

Graduation

Winter Graduation	Tuesday 10 December – Thursday 12 December 2019
Summer Graduation	Thursday 16 July – Thursday 23 July 2020

Examination Dates

Semester 1	Monday 13 January – Friday 24 January 2020 (possibly including Saturday 18 & 25 January)
Semester 2	Monday 18 May – Friday 05 June 2020 (excluding Bank Holiday Monday 25 May but possibly including Saturday 23 May and Saturday 30 May)
Supplementary	Monday 17 August – Friday 28 August 2020 (Subject to confirmation)

1.2 Senior Staff - Education

Associate Dean Education and Student Experience – Professor Martyn Hill

Head of Zepler Institute (ORC) – Professor Sir David Payne

Deputy Head of School for Education – Professor Anna Peacock

Director of Programmes - Professor Bill Brocklesby

Faculty Academic Registrar - Lesley-Anne Adams

1.3 Available Programmes

ORC Programmes in the Zepler Institute (ZI)

In 2018, launched our brand new programme MSc Optical Fibre and Photonic Engineering. This programme reflects the broad knowledge and expertise of ZI/ORC staff. Full details of the philosophy, structure, and content of the MSc programme and the available exit awards can be found in the appropriate programme specification, which can be viewed at:

<http://www.orc.soton.ac.uk/postgraduate-msc>

1.4 Programme Leaders

Professor Bill Brocklesby
MSc Optical Fibre & Photonic Engineering

2. Quick Reference Links

Helpful web links and email details:

2.1 School Links

ORC (ZI): <http://www.orc.soton.ac.uk>

2.2 Student & Academic Administration (SAA) Contacts

Student Office

Student Office Team (teaching timetable, module options, course transfers, withdraw or suspend studies, coursework, projects, examinations, grades, general advice etc.) 02380 592909 or email zepler-studentoffice@soton.ac.uk

Student Office Staff

Lottie Scholefield	Team Leader
Jodi Jerram	Senior Administrative Officer
Emma Miles	Senior Administrative Officer
Bevy Price	Senior Administrative Officer (Placements)
Olivia Yarney	Senior Administrative Officer
Karen Criddle	Administrative Officer
Alex Glyde-Bates	Administrative Officer
Abbi Stoneman	Administrative Officer
Mary Taylor	Administrative Officer
Sarah Vacher	Administrative Officer

Curriculum and Quality Assurance

Appeals and Complaints 02380 592748 or email to feps-cqa@soton.ac.uk

2.3 Useful University Links

University of Southampton: www.southampton.ac.uk

Student Finance: 02380 599599 <http://www.southampton.ac.uk/sais/sfo>

Enabling Services (learning differences and disability support):
<http://www.southampton.ac.uk/edusupport/>

University Health Service: 02380 557531 www.unidocs.co.uk

Student Information Portal (log in to look up your teaching or exam timetable, review your student record etc.): <https://sussed.soton.ac.uk>

University Calendar (where degree regulations are held):

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

Student Services: <http://www.soton.ac.uk/studentservices/>

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

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

Uni-Link Bus Service: <http://www.unilinkbus.co.uk/>

University Study Skills: www.studyskills.soton.ac.uk

Centre for Language Studies: <http://www.soton.ac.uk/cls/>

SUSU Advice Centre: <http://www.susu.org/help-and-support/advice-centre/2012/>

Student Loan Company: 0845 026 2019 <http://www.slc.co.uk/>

2.4 Other Useful Information

Consumer Credit Counselling Debt line: 0800 328 1813

Students Union: www.susu.org

Southampton City Council: <http://www.southampton.gov.uk/>

Hampshire Constabulary: <http://www.hampshire.police.uk/>

3. Student Information and Support

Throughout your time at the University you will often have questions about your programme or even personal issues. Friends, family and fellow students may be able to help you answer these. This handbook, as well as the *Student Information Portal* in [SUSSED](#) may also provide the answers or information that you are looking for.

3.1 Student Networks

First point of contact

Your first port of call should always be your Personal Academic Tutor as they will often have an immediate answer to almost any question. However, once you become more familiar with the other networks you may find you can contact someone else to help you with more specific issues.

The *Student Information Portal* is a dedicated area within the [SUSSED](#) website, (you will find it under the 'Student' tab). Here you will find quick links to University services, your timetable, your student record and many other useful services and websites. Some University websites are only available when you are using University computers, but you can get access to further information from home if you set up [Virtual Private Networking](#) (VPN)

Second point of contact

Your second point of contact is the Student Office, which is a hub of student-related information, i.e. student administration and the organisation of your assessment and examinations. The Student Office team are there to help whether you need to submit an assignment, find your Personal Academic Tutor or need general advice and information. See contact details in section 2 under '*Student Office*'.

The Student Office is located on the first floor (reception area) of Building 59 (Zepler) on the Highfield Campus in Southampton. The Student Office is open throughout the year from 09:00 until 17:00 (with the exception of weekends, Bank Holidays and University closure days).

Student Services Centre

The [Student Services Centre](#) is located on the Highfield Campus, in Building 37 (opposite the Jubilee Sports Centre). The Student Services Centre is staffed by trained Student Advisors who are able to offer information, support and advice on any student related subjects.

Student Support Services

The [Student Support Service](#) deals with the University Enabling services, Dyslexia service, Counselling service, Assistive Technology and the Wessex Needs Assessment Centre.

3.2 Personal Academic Tutor and Senior Tutors

The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect to be allocated a Personal Academic Tutor. Your Personal Academic Tutor may or may not be one of the teaching staff you see in the course of your studies, but their role in this context is to provide advice and support to you throughout your study and to help review your academic progress. You can expect to see your Personal Academic Tutor at key points through your University career and, if you need to, you can contact them more frequently. Sometimes your

Personal Academic Tutor may refer you to other areas for support. They may refer you to individual support services, such as the [University Enabling Services](#) or the Student Office

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

Students who are having problems are also strongly encouraged to contact [Education Student Support Services](#).

3.3 Enrolment

All full-time students are required to [enrol online](#) *at the start of every academic year*. Failure to enrol may lead to withdrawal of University services. When you enrol online you must update your address and contact details if they have changed. You can update your personal information at any time via www.sussed.soton.ac.uk (go to the 'Student' tab, then 'My student record').

3.4 Programme Timetable

Your programme timetable will be released at the beginning of each Semester. You can access your online timetable via the 'Student' tab in [SUSSED](#).

3.5 Choosing your Optional Modules

When choosing your optional modules, you must ensure that you have an equal total number of modules in Semester 1 and Semester 2, to maintain a balanced work load throughout the year. Once you have registered your options, it is possible for you make changes, but there are restrictions. The substitution of modules is not allowed (i.e. you cannot take an extra module in semester 2 to replace a semester 1 module in which you fail to perform well).

You may request a change to your optional module choice up to the **end of week 2** in each semester. You should complete a 'Request to change optional modules' form to specify your request (forms can be obtained from the Student Office or email zepler-studentoffice@soton.ac.uk)

It should be noted that it may not be possible to run some optional modules if the number of students registered on the module is very small. It should also be noted that optional module choice can be restricted by the University Timetable, which varies from year to year: some optional modules may clash with other optional or compulsory modules. Please be aware that many modules are shared between different cohorts; the class size depends on cohort size, which varies from year to year

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

3.6 Suspending your Study

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

3.7 Withdrawing from Study

If you no longer wish to continue with your studies, you should discuss this with your Personal Academic Tutor in the first instance. Following this discussion, a 'Withdrawal Notification' form should be obtained, completed and returned to the Student Office. Further information can be found here: <http://www.calendar.soton.ac.uk/sectionIV/interruption.html>

International Students on a Tier 4 visa should consult the [University VISAS Team](#) prior to applying for a period of suspension or withdrawing from their programme. Please refer to page 37 of this handbook for further information.

3.8 Changing Programme

If you would like to change your programme during your study, you should first discuss this with your Personal Academic Tutor and with the appropriate Course Leader (see page 8) to ensure that this is suitable for you. Once you have decided upon your change of programme, a 'Change of Programme' form should be obtained, completed and returned to the Student Office.

3.9 How we keep in touch with you

Email

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

Written correspondence

Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, 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. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites

We understand that students are increasingly using social networking sites, such as Facebook and Twitter, to interact with members of the student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways

which might damage the standing and reputation of the University, may be subject to disciplinary action within the scope of the University's regulations.

3.10 Letters Confirming your Student Status

If you require a certificate to confirm your status as a student e.g. to open a bank account, you can create your own letter via your student record through the [SUSSED](#) student portal. You will need to:

- Log in and click on the **Student Services** tab
- Click **Proof of Enrolment Letter**
- Complete the address information
- Click on **Generate letter**

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 11 '*Transcripts, Certificates and Award Letters*' within the [fees section](#) of the University Calendar for a list.

Your award certificate will be produced using the legal name you have provided within your student record. Please make any necessary amendments to your record immediately if a change occurs to ensure that your certificate contains accurate information.

3.11 Additional costs

Students are responsible for meeting the cost of essential textbooks, and producing essays, assignments, laboratory reports and dissertations as required to fulfil the academic requirements for each programme of study.

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

The individual module pages on the University website will have full details of additional costs.

Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at: www.calendar.soton.ac.uk.

3.12 Exemption from Council Tax Charges

Full-time students may be either exempt or entitled to a discount from Council Tax. You should seek advice from your local authority or benefits office. Since October 2012, the University has had an agreement to share data on who is enrolled with us to some local councils. This data sharing is only for students that have given permission for us to do so during the enrolment process. Data sharing in this way negates the need for Schools to provide proof of enrolment letters to all students. If you have a council tax demand or your landlord asks you for a letter please contact the local council to inform them that you are enrolled here (in general this should not be necessary though).

For a full and up to date list of the local councils we share data with and their contact details please go to:

<http://www.southampton.ac.uk/studentadmin/admin/counciltax.html>

If you require a letter to prove that you are in full-time education, for a local authority that is not listed, then please apply for a 'Proof of Enrolment' letter from the central Student Records Team via counciltax@soton.ac.uk.

3.13 Part-time Paid Work

While it is not advised that you work during term time due to the academic demands of the programme, it is recognised that students may do so, especially during holiday periods. Please note University Regulations on [employment](#) point 2; you will need to contact the Inland Revenue to identify how much you can earn without paying tax (in addition to any bursary).

4. Attendance

4.1 Attendance Policy for Students

Introduction

The University's Attendance Policy for taught modules requires Full-time and Part-time students to attend *all* of the sessions that are scheduled for each of the modules that they are following. Students are also required to attend other additional sessions or events that are set out in the regulations of their course. Full attendance, while expected, may not always be achieved, and attendance regulations always provide for student non-attendance, on condition that certain criteria are satisfied.

The Attendance Policy is designed to provide support to students who experience genuine difficulties during their modules. In particular, this includes a comprehensive system of referral opportunities for those students who do not achieve the learning objectives of any particular course.

4.2 Attendance Requirements

Satisfactory attendance is expected in all subjects, both examined and coursework assessed, but special considerations will be given for extended periods of illness. *Attendance is compulsory at all laboratory, coursework and examination sessions.* Absences must be supported by documentary evidence regarding the cause. *Unauthorised absence from such compulsory sessions may lead to your candidature being terminated.*

Your attention is drawn to the University regulations on [attendance](#).

Your School views attendance at the following as compulsory:

- Laboratory sessions
- Project supervision sessions

4.3 Authorised Absences

If you have to miss a compulsory session for a valid reason, such as illness, personal or urgent family matters, then you *must* inform the Student Office of the reason *on the first day of your return to studies*. This is normally done by completing the 'Self Certification' form, available from the Student Office. Return the form to the Student Office or email it to zepler-studentoffice@soton.ac.uk. It is imperative to identify clearly on the 'Self Certification' form the dates absent and any problem sheet, submission, lab session, exam or deadline missed. If you fail to do this, you will not receive an average mark or any mitigation.

It is also possible to notify the Student Office of your absence by telephone on 02380 592909, but you must then follow this up with a completed 'Self Certificate' form on the first day of your return. If you are unable to inform the Student Office personally, then you have the responsibility to arrange for the information to be communicated via a third party.

An absence reported to the School in the above manner is deemed as an 'authorised absence'.

In the case of authorised absences, the late submission of coursework is accepted without the imposition of the penalty for late submission. However, it is not possible to arrange compensation for missed laboratory work. It is your responsibility to clearly identify the *exact date and the session* you have missed. If submission of a problem sheet is to be compensated, this *must be made explicit* on the 'Self Certification' form.

In cases where authorised absences continue for more than four weeks (e.g. in cases of prolonged illness), the Director of Programmes for the School will discuss the matter with the student's Personal Academic Tutor to decide if the student is likely to be able to achieve the learning outcomes of the programme or modules that are being missed. If this is considered unlikely, then the student may be advised that it would be in their interest to suspend registration for a semester or for the entire year. The decision whether or not to do this rests with the student and the student can still make full use of referral facilities if required.

4.4 Unauthorised Absences

Any absence from a compulsory session that is *not* reported to the School with adequate explanation (as described in the previous section) is deemed to be an 'unauthorised absence'.

If a student misses three compulsory sessions in any one semester without authorisation, they will be interviewed by the Director of Programmes. If the Director of Programmes is not satisfied that there is a good reason for the absences, the student will be issued with a written warning letter (sent by email and post to the address held on the student system).

4.5 Medical Certificates

A medical certificate must be produced for all absences that exceed the Self Certification period of 1-5 working days.

5. Teaching and Learning Skills

5.1 Time Management

It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to, otherwise marks will be deducted via the imposition of a late submission penalty. The framework of when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module leader or Director of Programmes.

This knowledge will allow you to perform well on your course and enjoy student life. One of the workplace skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss with your Personal Academic Tutor or contact the University [Mentoring Service](#).

5.2 Lectures

A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material either using handouts or will require you to make your own notes. Transcribing lecture material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your knowledge in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring that you attend all of the lectures in a given module. If for any reason you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module leader.

5.3 Electronic recording devices/mobile phones in lectures/classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio record a lecture must be personally sought from the lecturer before proceeding. If you wish to use a laptop computer to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

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

5.4 Tutorials/supervisions

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

5.5 Labs

Labs are timetabled for some modules. You may be provided with a specific lab timetable which you should follow and ensure that you attend all labs, as these provide valuable learning and assessment activities and are a mandatory part of your course.

5.6 Self-learning

This may be taken up by independent study on your own using libraries, data retrieval systems, the internet etc. or in a group working on coursework, reading the lecture material or further reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules—past and present—and providing a broadening of your educational experiences and knowledge base.

You should expect to spend up to 40 hours per week studying. This is based on 60 credits of modules being taken, with each credit nominally requiring 10 hours of study. Assuming 12 weeks of teaching, 2 weeks of exams and 1 week of study during the vacation, this gives a total of 600 hours, divided by 15 weeks, hence the figure of 40 hours. Obviously your timetable does not have 40 hours of scheduled lectures and other study. The additional hours should cover activities such as directed and background reading, coursework assignments and exam preparation.

Please refer to the module profile for full information on contact hours and the amount of time spent on independent study.

5.7 Key Skills

Key skills are those skills that can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. A conscious effort is made by the School to ensure that every module allows and encourages development of key skills. Further details can be found within individual module specifications.

5.8 University Policy on Referencing

The University expects that all students will familiarise themselves with the following website <http://www.studyskills.soton.ac.uk/integrity>

There is no particular School policy on referencing, as you will need to learn to be flexible with your referencing style dependent upon the demands of your discipline. You may wish to familiarise yourself with EndNote, JabRef and Mendeley, although it is not a specific requirement that you use any of these tools. If you have any doubts about whether you are adequately referencing your work, you should seek guidance from your lecturer or Personal Academic Tutor.

6. Assessment and Examinations

6.1 Submission of Work

Remember that to pass your assessment, it is essential that you:

- address all of the learning outcomes
- address all the assignment criteria (including the word count)
- demonstrate evidence of safe practice and attitudes
- ensure that you do not plagiarise other people's work
- follow the instructions given in examinations
- read the rubric
- read the questions
- plan your time carefully

The university has provided a helpful site with advice on University study. You may benefit from reading some or all of this, in particular the [introductory section](#).

6.2 Laboratory and Field Work

All students are required to demonstrate that they have read and understood the relevant laboratory handbook and computer regulations before they are allowed to work in any teaching laboratory.

6.3 Research and Human Participation

Take note that ALL students at ANY level (from undergraduate to postgraduate researchers) have to seek approval for their research studies if the work involves human participants. This process is supported by the University's [Ethics and Research Governance Online](#) ('ERGO') system.

6.4 Coursework

Assessed coursework or project work that is submitted late will be subject to the standard [University penalty](#) of 10% of the awarded mark – times the number of working days, or part thereof, after the published submission deadline. Unless an extension has been granted, work submitted more than 5 working days late will not be marked. In the case of assignments worth less than 10% of a module, work must be submitted on time or it will not be marked, unless an extension has been granted.

ZI students submit coursework and projects as advised by their module coordinator.

6.5 Examinations

Past examination papers are available for review and can be located within [SUSSED](#) via the 'Learning Resources' tab in the 'Student Information Portal'. The University Examinations Office will not have supplies to hand out.

Please ensure that you take your own pencils and pens to examinations. You must also take your University ID card to all examinations.

Examination rubrics should be available online prior to the examinations.

ECS students can view rubrics in the glass display unit on level 1 in Building 59.

Your Examination Timetable

Please check your examination timetable as soon as it is available online (via [SUSSED](#)). Notify any errors to zepler-studentoffice@soton.ac.uk giving your FULL name and Student ID number (on your University ID card) and the subject codes that are a problem (e.g. OPTO6002). Please note that you are expected to be at the University for the duration of the Semester 1 and Semester 2 exam period. If you are sitting exams during the Supplementary period then you must be available throughout this period as well. Dates can be found on page 5 and also on the [University website](#).

Additional Examination Requirements

If you think you will need extra time or resources for your exams, you must be assessed by the University's [Enabling Services](#) first. Testing by the relevant service is mandatory, even if a disability was disclosed on your admissions form. Note that Schools are only permitted to make special arrangements for examinations on receipt of a statement from one of these services (this includes extra time for those with Dyslexia or Dyspraxia). If your needs deem that you should sit in a small venue with fewer or no other students present, or that you will require special equipment, then this will be shown on your examination timetable as '*in-school*' and you will be contacted by the Student Office with the full details. Any recommendation to the School will have been discussed with you in detail, with Enabling Services making the recommendation.

Calculator Usage

You may only use University approved calculator models in examination rooms, for use where the rubric allows. These are all Casio Models (Scientific) These can be purchased from any retail outlet. If your calculator is not University approved, you will not be able to use it during your exam.

You may not take electronic devices such as i-pods or netbooks into the exam venue. Mobile phones must be switched off at all times.

Instructions for Exam Candidates can be found [here](#).

Dictionary Usage

The only dictionary to be brought into an exam at the University is defined as a 'direct translation' dictionary (word to word) **only** showing English to foreign language and foreign language to English, with no additional dialogue or explanation, context or grammar guidance. Further information can be found [here](#).

It is of the utmost importance that you plan your time well and ensure that you arrive at your given examination venue in plenty of time. Do not put yourself under added pressure by arriving at the last minute. If the worst happens and you end up being late, here is what you should do:

Up to 30 minutes late	Proceed to the examination room - they may still permit entry
Up to 45 minutes late	You will not be allowed entry to the examination room – proceed to the Student Office in Building 59, where the Student Office Team may be able to arrange for you to sit in-school, at the discretion of the Team Leader and the Examinations Officer.

More than 45 minutes late	You will not be permitted to sit in-school and will be deemed to have not sat the examination, thereby becoming subject to a referral examination, <i>if you qualify</i> .
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Where there are mitigating circumstances that may excuse your lateness, you should complete a 'Special Considerations' Form as described below. Otherwise, the School reserves the right to charge an invigilation fee.

6.6 Illegible Exam Scripts

If your examination script is considered illegible, you will be asked to come in to dictate your script so that it can be transcribed. The cost of this will be met by you. If your script is not transcribed, then it will receive a mark of zero (0). The full policy relating to illegible examination scripts is available in the [Quality Handbook](#).

6.7 Special Considerations and Extensions

This section explains the procedures for students who are unable to attend or complete an examination, piece of coursework or lab session.

If you are too ill to attend one of your exams, or have another valid reason for absence, please notify the Student Office, either in person or by emailing zepler-studentoffice@soton.ac.uk. You should do this in advance where possible. Alternatively, if an accident or emergency prevents you, please contact the Student Office as soon as possible thereafter. Likewise if you fall ill during the exam itself.

You should then complete a 'Special Considerations' form (found here: <http://www.calendar.soton.ac.uk/sectionIV/special-considerations-form.pdf>) and return it to the Student Office or email it to zepler-studentoffice@soton.ac.uk together with appropriate supporting evidence. Please complete this form electronically where possible.

The Special Considerations Board (SCB) will consider the circumstances and recommend appropriate action to the Board of Examiners. Note that the SCB cannot consider your request if they have not received a properly completed 'Special Considerations' form and valid supporting evidence. Depending on your circumstances, this might be:

- Medical certificate or hospital letter
- Note from an invigilator confirming that you were sick during the exam
- Letter from a University Support Service e.g. Counselling or First Support
- Self-Certification (for up to 5 days illness only)
- Letter from a third party, such as the police or court
- Death certificate of a close relative

In all cases, the supporting evidence should confirm the date of the event or period of illness that affected your exam attendance or performance. Evidence provided should be recent and should relate directly to the claim that you are making.

You should also apply using a 'Special Considerations' form where illness or other events prevent you from attending a lab session or submitting coursework assignments on time. As with a missed exam, you must do this in advance or, if this is not possible, not more than 5 working days after any assessment or deadline may have been affected by exceptional circumstances.

The Special Considerations procedures are designed to make allowance for circumstances that are special and unpredictable. If you have a continuing or chronic health condition or disability that has a long-term and adverse effect on your ability to study, or some special educational need such as dyslexia, you should refer yourselves instead to [Enabling Services](#). They will conduct an assessment and recommend appropriate support (e.g. assistive technology or a note taker) to assist your learning, or special exam arrangements (e.g. extra time or a scribe). In general, if a problem persists for more than one semester, you should no longer expect special consideration.

Please note the following documents that contain additional relevant information:

- [Special Considerations Regulations](#)
- [Assessment Framework](#)
- [Attendance Regulations](#)

6.8 Results

Results are released after every examination period and following the examination boards. Results are viewable via the 'Student' page in [SUSSED](#). You should see your Personal Academic Tutor to discuss your results. All marks are provisional until ratified by the summer examination boards (which usually take place in June).

6.9 Calculating the Overall Average and Final Degree Classification

Note that when classifying the degree, any referral marks are capped at the required pass mark.

For *Standalone Masters* (MSc students) your overall average is calculated by weighting each of your taught module marks and your project (or dissertation) mark according to the credit point value for each module.

If you have taken the standard number of credits for each Part, a simple formula can be used:

- MSc: $\frac{2}{3} \times \text{Taught average} + \frac{1}{3} \times \text{Project mark}$.

When you have passed all Parts of your programme, you will be awarded a degree which will be classified depending on your overall average, as shown in the table below:

<i>Overall Average</i>	<i>Standalone Masters (MSc Programmes)</i>
70% or more	Distinction
60 up to 69%	Merit
50 up to 59%	Pass

6.10 Official Regulations

Please see the Calendar (<http://www.calendar.soton.ac.uk/>) for the official University regulations:

- [Section IV](#) (General Regulations)

Note that if there is any discrepancy between the regulations and this summary, it is the regulations that are the officially approved statement that will apply.

6.11 Diploma Supplements

Diploma Supplements are only issued at the end of a full year of study. These are produced by the central Examinations Office. Undergraduate and MSc student Diploma supplements are generated at the end of your degree, but you can request one each year by emailing certs@soton.ac.uk.

6.12 Referral Information

If you are referred in a module during the Supplementary period, you will be required to take an examination, do a piece of coursework or in some cases, a combination of both. The module information will detail the method of assessment for referrals. Please see the information below to access the module details:

ZI – Referral information can be found on the University website module page under the Assessment tab.

6.13 Referral for Lab and Field Trip Based Modules

Please note that for modules that are fully or partially lab-based or field trip based modules, there may be no referral opportunity in the same academic year, including during the Supplementary period. Typically, referral in such modules requires repeating the module as an internal student during the following academic year. The exact referral policies applying to each module are specified in the module information as noted above.

6.14 Repeating a Part (Year)

Students who have failed to satisfy the examiners to progress to the next Part of their programme (this may be in the summer or after referrals, depending on your situation), will be asked to repeat that Part of their programme in the following academic year.

Repeats can be taken as either an:

Internal repeat – normally you repeat all modules and all previous marks are set aside. You will enrol as a full time student, attend teaching and pay full fees.

External repeat – normally you only repeat the modules you failed at the first attempt, previous marks for these modules are set aside. Marks for all other modules are brought forward.

There may be certain Parts of our degree programmes that cannot be repeated externally.

The Student Office will write to you at the end of the summer examination period and the end of the Supplementary period to advise you of your outcome and the options available to you. You should discuss this with your Personal Academic Tutor.

Please be aware that the above information is presented as a guide only and students should refer to the official [University Regulations for Progression, Determination and Classification of Results](#) that are the officially approved statement and will apply.

6.15 Feedback to Students on Assessment

Feedback to students on assessment is a defined procedure that all Faculties are required to follow.

The learning and assessment processes at University will be different from those that students have encountered previously. Feedback plays a significant part in the learning process and

students should therefore be actively encouraged from the outset to understand the key issues relating to assessment and feedback at University.

Students must be provided with feedback that is effective, so that it enables them to learn and improve their performance.

Students will improve their skills of self-appraisal and the management of their own learning (i.e. 'independent learning') when they are supported by forms of feedback that enable an understanding of strengths and weaknesses.

All students who have undertaken a module are entitled to some feedback on submitted coursework and examination performance. Schools must not provide feedback to only their 'home' students, but must do so for all including those who have taken a module as an option from another School.

Viewing Marked Examination Scripts

You can request to view your marked examination scripts following the Semester 1 and Semester 2 examination periods. You will need to complete a request form available from the Student Office. Exam script viewing is carried out under exam conditions for a maximum of fifteen minutes per script and invigilators will be present.

You may take a copy of the script using a camera phone or similar device for private study but you will be asked to sign a confidentiality disclaimer if you wish to do this. You may not make a copy of the question paper.

The Student Office will arrange two viewing sessions per academic year. These will take place in March and late July/early August.

Please be aware that viewing times are restricted to these sessions only.

Students that have been permitted to take an exam *'as if for the first time'* will not be permitted to view any previous attempts.

Note that the [Assessment Framework](#) can be located within the Quality Handbook.

7. University Regulations

7.1 Student Complaints

The University has established processes to deal with complaints from students. This is part of its commitment to ensure a high quality educational experience for all our students. It is the intention of the University to use the [Complaints Procedure](#) in a positive spirit. The University defines a complaint as any specific concern about learning/teaching-related or service-related provision.

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar [archive](#) for the relevant year.

We would strongly encourage you to seek advice from the [The Students' Union Advice Centre](#) who give free independent advice. They can be contacted on 02380 592085 or email advice@susu.org. They will be happy to accompany you to any meetings with the Faculty, if you feel you needed their support.

Completed forms should be submitted to the Faculty CQA Team, Room 1217, Building 59 or via email feps-cqa@soton.ac.uk.

7.2 Academic Appeals

Students may [appeal](#) against a decision made by one of the Relevant Bodies. Students who wish to appeal should submit a 'Notice to Appeal' form to the Faculty CQA Team, Room 1217, Building 59 or via email feps-cqa@soton.ac.uk.

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar [archive](#) for the relevant year.

Please also be aware that free independent advice and support is available at the [The Students' Union Advice Centre](#), who can be contacted on 02380 592085 or email advice@susu.org.

7.3 Academic Integrity

The University is a 'learning community' within which students and staff learn from each other, from their peers and through original research. All members of the University are expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect. In maintaining this learning community, the concept of academic integrity is fundamental. Please take time to read the [Academic Integrity Statement](#), [Regulations](#) and [Procedures](#) in the University calendar.

7.4 Student Non-academic Misconduct

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Non-academic Misconduct Regulations](#), in accordance with the evidence and circumstances presented. Information for students on non-academic misconduct is available from the [Student and Academic Administration web pages](#)

7.5 Student Support Review

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

7.6 Progression Regulations

Progression from one year of a degree programme to the next will depend upon the satisfactory completion of appropriate assessments and other practical work. Failure to achieve this may lead to a recommendation from the Board of Examiners for referral examinations, a requirement to repeat a year of the programme, or in some cases withdrawal from candidature.

MSc Progression Regulations can be found at:

<http://www.calendar.soton.ac.uk/sectionIV/progression-regs-standalonemasters.html>

7.7 Notification of Change of Personal Details

The University policy can be found at the following address:

<http://www.calendar.soton.ac.uk/sectionIV/address.html>

7.8 Fees, Charges, Expenses and Additional Costs

The University regulations pertaining to fees and additional charges can be found at the following address:

<http://www.calendar.soton.ac.uk/sectionIV/fees.html>

Please note that you must settle all outstanding payments before you are awarded, otherwise your degree certificate and invitation to Graduation may be withheld.

Some modules may incur additional costs, for example field trips. Full details of these can be found in the module specifications.

8. Staff/Student Liaison: Getting Your Voice Heard

8.1 Staff/Student Liaison Committees

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

8.2 Students Union Representation

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

8.3 Module Surveys and Annual Module Reports

The School aims to consult with and to provide opportunities for all students and staff to make their views known.

You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken.

Module surveys are conducted for two weeks at the end of every Semester's teaching. You will be sent a link to your University email account and asked to provide your feedback on all aspects of the module. We strongly urge you to complete these module surveys so we can ensure that we provide the best teaching experience for you. All your feedback is anonymous.

Module survey results and annual module reports for past years can be viewed at the [Faculty Curriculum and Quality Assurance site](#). You can also view reports from our External Examiners and Programme Specifications on this site.

9. Information for International Students

The University has a specialist Visa and Immigration Student Advice Service (VISAS team) who are experienced in advising students about Visa issues – in fact, they are the only people within the University who are legally able to advise on Visa issues. If you are an international student on a Tier 4 Visa you will need to familiarise yourself with the service provided by the [VISAS Team](#).

You should also read information provided by the VISAS team about how we monitor your [attendance](#).

It is important to note that as an international student on a Tier 4 Visa, if you wish to take time out of study for any reason or want to change the course from the one that you came here to study, then it may affect your Visa.

9.1 Attendance

How does the University help you meet the UKVI regulations of your Visa?

The University understands the investment that you make, both in time and money, in choosing to study a programme of Higher Education. The University is a responsible institution and we have a duty to quickly follow up where we see that a student is not attending the University, so that you can be supported and given all the help we can to enable you to succeed.

United Kingdom Visas & Immigration (UKVI, formally UKBA) has strict rules for students that means you must ensure you attend your programme of study.

To help you protect your place to study in the UK, the University has developed an attendance monitoring system called SUMMs and this has the full support of the University and the Students' Union.

The system uses a number of existing data sources to put together a report that shows your attendance on campus. It does not require you to take any additional action, but you should read the next section very carefully.

Access to Blackboard

Access to the EDUROAM Wireless system

Access to any University PC

Access to any of the door entry points across the University

IT IS REALLY IMPORTANT THAT YOU ATTEND YOUR TIMETABLED CLASSES AND THAT YOU REGULARLY ACCESS AS MANY OF THE ABOVE SYSTEMS AS POSSIBLE TO AVOID PROBLEMS WITH YOUR VISA. IF YOU DO RECEIVE ANY EMAILS REGARDING YOUR ATTENDANCE, YOU SHOULD LOG ON TO THE ABOVE SYSTEMS AS SOON AS POSSIBLE.

Please note: No data is kept apart from recording that you have accessed the above systems.

If you need more help, you can talk to services from across the University to help you continue with your studies. More information can be accessed from the [Student Services](#) website.

If you hold a Tier 4 Visa, you should know that UKVI needs the University to show that you have attended your studies. If you do not attend your timetabled sessions and do not log into some of these systems, you may be risking your Tier 4 sponsorship and therefore your ability to remain in the UK.

9.2 Suspending your study

When a Tier 4 Visa is granted, it is done so with the expectation that students will attend their study. Students who suspend their study are not attending study and the University is required to inform the UKVI that this is the case.

If you hold a Tier 4 Visa and decide to suspend your study, the University will normally withdraw your sponsorship. This will usually result in the UKVI stopping your Visa and you will be expected to leave the United Kingdom and return to your home country. You will need to apply for new Visa by making a new application when you are ready to re-start study in the UK.

If you are unable to continue with your study and want to ask for a period of suspension, you should speak to your Student Office and also contact the [VISAS Team](#).

Please note:

It is not possible to retrospectively suspend any student holding a Tier 4 Visa. This means you cannot ask to suspend using a date in the past.

The University has taken this decision in order to help protect your immigration status in the UK. UKVI will assume that you have not been in attendance for this period of time, meaning that they think you have not followed the rules of your visa.

9.3 Leave (Vacation) from study

Postgraduate taught students – you are only permitted leave during the Christmas and Easter vacation periods as set out in the University Calendar. At all other times Postgraduate taught students must show attendance up to the end of their **programme end date** as specified on their CAS.

If you want to take more leave than is agreed in University regulations, you must talk to your School and to the VISAS Team. When a Tier 4 Visa is granted, you are expected to attend your study. If you take leave that is not agreed, you are not attending study and the University has to tell UKVI. The University does not normally authorise absence from study, but if you explain the importance to your Student Office, they will assess your request and may authorise an absence up to 14 days (the reasons must be exceptional, such as a family funeral or emergency).

Where you need to take more than 14 days off, you must talk to the VISAS Team. If this is agreed, they may expect you to keep in contact with the University.

Keeping in contact allows us to protect your sponsored immigration Visa in the UK. If you do not keep in contact, the University will have to withdraw your sponsorship and inform UKVI.

Please note that the Student Office is not permitted to offer any advice relating to your Visa. For any information, you should contact the [VISAS Team](#).

10. Employability

10.1 Careers

We provide support to final year students with their future careers, 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](#).

We are confident that the educational experience we have given you provides a solid foundation on which to build a successful career, whether it is in engineering, commerce or elsewhere. You should consider however, that learning is a lifetime experience and you should not regard your education as finished at the end of your programme of study. Continuing professional development (CPD) via short courses, postgraduate diplomas and/or degrees and corporate membership of a professional institutions may be of interest.

10.2 Employability Events within the School

We operate a vigorous programme of engagement with employers, including our annual Engineering & Technology Careers Fair in February. Throughout the year, we support a full programme of employer visits, sponsored events and activities, ensuring that our students are aware and informed of the opportunities available to them.

10.3 Excel Southampton Internships

The [Excel Southampton Internship Programme](#) offers paid internships which enhance your CV, expand your network and open graduate recruitment opportunities.

10.4 Business Innovation Programme

The [Business Innovation Programme](#) provides an opportunity to develop your business acumen, team working and problem-solving skills, by working on an 8-week project, put forward by local businesses or not-for-profit organisations. The BIP is supported by IBM.

10.5 Volunteering Bank

[Volunteering](#) is a great way to help you gain many of the skills employers are looking for, build your network and develop yourself in new ways.

10.6 Enterprise

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

10.7 Career Readiness Test

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

- Understand where to start
- Reflect on your strengths and areas for development
- Recognise what makes students most employable

- Structure your thinking
- Identify priorities for action

Just go to [www.soton.ac.uk/careers and click](http://www.soton.ac.uk/careers_and_click) on the Graduate Capital Model to find out more.

10.8 Future Worlds

[Future Worlds](#) is an on-campus startup accelerator helping UoS entrepreneurs change the world with their ideas. Powered by millionaire investors and seasoned mentors, our entrepreneurs get the advice and funding they need and their startups are showcased on a global stage. Our network of events and engaging talks inspire the next generation of entrepreneurs.

Visit <https://futureworlds.com/> for more information.

11. Health and Safety

<http://www.calendar.soton.ac.uk/sectionIV/safety-policy.html>

The School requires students to take responsibility for their own health in the interests of public safety. Students must declare themselves as in good health and report any health issue which might pose a risk to themselves, service users, clients and their families, carers or colleagues on application and whilst they are undertaking the programme.

11.1 Register with a GP

All students must be registered with a local general practitioner (GP). Students who have health problems should not rely on their own assessment of whether their health problem might pose a risk, but should be guided by the advice of their GP. In some situations, the advice of the Occupational Health Service must be sought, in which case the student must speak to their Personal Academic Tutor who, in confidence, can refer to the Occupational Health Service. You can also register with the University Health Service.

11.2 Support for Disabled Students

There are a number of [services](#) available to support those with disabilities during their studies:

- Wessex Needs Assessment Centre
- Enabling Services
- Dyslexia Services
- Assistive Technology Service
- University Counselling Service

11.3 Extra Support

If things are getting on top of you, please take action as soon as possible. You can either speak to your Personal Academic Tutor or one of the support services (see page 13).

11.4 Location of Fire Assembly Points

Buildings 53 & 59	- Gower car park
Building 46	- Far side of the car park (opposite building 44)

If a continuous alarm sounds, leave the building by the nearest available exit, closing doors as you leave. Make your way to the assembly area. Do not use lifts. Do not return for personal items or re-enter the building until you have been instructed that it is safe to do so.

Special Assistance

Please inform the Student Office and your Personal Academic Tutor if you will require special assistance in the event of an emergency or evacuation.

11.5 Student Safety

Ensuring student health and safety is a major goal of the University, to make sure you have a great student experience. You are responsible for your own safety, as well as the safety of others, so please take time to view the University webpages on [Student Safety](#).