



**Student Handbook: School Supplement**

# **School of Creative Technologies 2016/2017**



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## **Disclaimer:**

This booklet does not replace any University of Portsmouth formal documentation or regulations.

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# Part 1

## **Welcome to the School of Creative Technologies**

The staff in Creative Technologies are here to support you throughout the duration of your course. Our administrators are friendly and helpful so if you have a problem please make sure you approach the team for assistance.

### **Admin staff**

Creative Technologies has its own small but dedicated team of administrators based in the administration office which can be found on the ground floor of the North part of Eldon building in room 0.05.

Sam Lyons	School Manager
Kirstie Bannatyne	Senior Course Administrator
Sandra Holloway	School Secretary
Kerry Butler	Course Administrator
Rachel Ravenhall	Course Administrator
Tessa Foley	Course Administrator

Whether you come to visit us, phone us (023) 9284 5460 or email us at [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk) we will try to help you solve your problems. Sometimes you may be asked to come to our office in person (this also helps us to get to know you).

### **The Admin Office:**

School of Creative Technologies Admin Office  
Eldon Building  
Winston Churchill Avenue  
Portsmouth, PO1 2DJ

### **Opening hours:**

Monday – Friday  
9:00 am – 4:00 pm  
Closed lunchtimes 1:00 – 2:00 pm

### **Tel (023) 9284 5460**

[ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk)

### **Coursework deadline: 3.00 PM**

(unless otherwise stated)

When using our generic email address please make sure that you include your course, year and Student ID number in the subject heading. This helps us to respond to your request quickly and efficiently.

For a full and up to date list of our staff please refer to the etCeTera webpage at: <http://www.ct.port.ac.uk/admin-office/>

## **Message from Dr Steve Hand – Head of School**

Dear Student

I would very much like to welcome you to the School of Creative Technologies and hope that you enjoy your time with us.

Our aim is to support you through one of the best periods of your life. You will find that we provide you with many exciting challenges throughout your time here, with opportunity to learn many new skills with the most up-to-date hardware and software available. When you successfully graduate you will not only have an internationally regarded academic qualification but also the relevant skills and motivation to embark on your future career path.

You will find the staff in my School are very willing to help and advise you on all aspects of your University life. You will also find an amazing array of talent amongst your colleagues on the courses we offer. Use both these staff and students to their fullest extent to achieve your aims!

Finally – don't lose sight that you chose the course you are doing in Creative Technologies because it's the most exciting subject on offer. So enjoy!

Best wishes for your time at Portsmouth.

A handwritten signature in black ink, appearing to read 'SCH', with a long horizontal line extending to the right and a curved underline underneath.

Dr Steve Hand, Head of School

# Key dates 2016/2017

<b>TERM DATES</b>	
Induction Week	Monday 19 <sup>th</sup> September to Friday 23 <sup>rd</sup> September 2016
Autumn Teaching Block	Monday 26 <sup>th</sup> September to Friday 16 <sup>th</sup> December 2016
Spring Teaching Block	Monday 9 <sup>th</sup> January to Friday 31 <sup>st</sup> March 2017
<b>EXTENUATING CIRCUMSTANCES</b>	
Last date for receipt by Admin. office	Friday 26 <sup>th</sup> May 2017 (Coursework ECs should be handed in within 20 working days of the original assessment submission date for undergrads and 30 working days for postgrads)
<b>CONSOLIDATION &amp; ASSESSMENT PERIODS</b>	
First Attempt	Monday 24 <sup>th</sup> April to Friday 2 <sup>nd</sup> June 2017. Exams will take place from Monday 8 <sup>th</sup> May through to Friday 2 <sup>nd</sup> June 2017.
Second Attempt	Monday 10 <sup>th</sup> July to Friday 28 <sup>th</sup> July 2017
	Final Hand in date: Friday 28 <sup>th</sup> July 2017 at 3pm
<b>GRADUATION WEEKS</b>	
Graduation will take place in the weeks beginning Monday 17 <sup>th</sup> and 24 <sup>th</sup> July 2017	

[www.port.ac.uk/key-dates](http://www.port.ac.uk/key-dates)

# Communication

## **University Google mail account**

The University of Portsmouth provides Google applications to all students. In Creative Technologies we have a policy of only using student's official University Google accounts. You need to check your university Google mail account daily.

## **etCeTera**

<http://www.ct.port.ac.uk> - etCeTera is the site set up by the School of Creative Technologies for all existing and new students. etCeTera is our site which includes all the important information around your course and the facilities and activities in the School of Creative Technologies.

This site is used throughout the year to communicate with students on both academic and administrative matters e.g. Examination timetables, Examination Board decisions, etc. Take a look at the site as soon as you can to see the wide range of information provided and make a habit of looking at this web site regularly throughout your time as a student in the department. How about making this page your home page?

## **Myport**

Myport delivers information about your current units, your future ones and details of your personal data held by the University. It is your responsibility to ensure that your personal data is correctly recorded. To access Myport you will need to go to [www.myport.ac.uk](http://www.myport.ac.uk)

## **Moodle**

Moodle is the University's virtual learning environment, an online system where your lecturers can make all unit information available to you and where learning activities will take place. You will have access to important course materials, lecture notes, reading lists, discussion forums and blogs, as well as other useful resources. Some assessments can be handed in electronically and there is also a calendar, email facility and a page where announcements can be posted. [www.port.ac.uk/moodle](http://www.port.ac.uk/moodle)

**External Post** - Letters will be posted by administration to your local or home address. You must therefore inform the CT Admin Office immediately if you change either your local or home address. Please note the CT Admin Office is unable to handle personal correspondence. All Unit and Board of Examiners Letters will be sent to your mailing address which is usually your home address.



# Key staff and support

## Head of School and Course Leaders

You may need to contact various key members of staff within the school. The Head of School for Creative Technologies is Dr Steve Hand and his deputy is Mr Rod Jeffcote. Each course has a course leader. It is important that you know who your course leader is please refer to the staff list towards the end of part 1 in this handbook.

## Personal Tutors

Every student in Creative Technologies is assigned a **Personal Tutor** during their first week at the University and they will be your personal tutor for the remainder of the course.

Personal Tutors are there to give advice, help and support on both academic and pastoral matters that concern you. For example, personal tutors can support and help with study skills, issues of attendance, feedback on academic performance and extenuating circumstances, option choice, complaints and disciplinary procedure as well as career and personal development planning. At Level 4 tutors will also form part of your **ePortfolio unit** and will support its assignments and activities.

Personal Tutors will maintain regular contact with their tutees and have regular scheduled meetings (individual and group tutorials). The following sets out the minimum expectations regarding formal Personal Tutor/Tutee interactions per academic year:

**Level 4 - eight group and two individual meetings**

**Level 5 - four group and two individual meetings**

**Level 6 - two group and two individual meetings**

**Levels 7 and 8 - two group and two individual meetings**

Personal Tutors are a critical element of our support system for students and you should get to know them and see them when the need arises. In addition to pastoral matters, personal tutors will often be asked about their tutees by Boards of Examiners and by companies wishing to take up references.

It is important that you feel relaxed and comfortable with your personal tutor as you will normally stay with them for the entire period of your studies. There may be occasions when you would prefer to contact someone other than your personal tutor. If this happens, you should feel free to approach any member of staff.

If you wish to change your Personal Tutor for any reason please discuss the matter with your Course Leader or contact Ben Hodgson (email: [ben.hodgson@port.ac.uk](mailto:ben.hodgson@port.ac.uk)).

The name of your Personal Tutor is available from the 'My Units' option under the 'My Learning' tab in [Myport](#) from early on in the academic year.

Updates and further information about the personal tutor support can be found on the Personal Tutor Moodle page (this should appear in your Moodle menu).

### **Creative Technologies Study Support Centre**

The Study Support Centre is a service provided for all CT students. Staff experts offer specific help with projects, coursework and assessments, guidelines for revision as well as being a general information point for other University activities and services. Whether you are struggling and need some study support or would like to improve your current grades why not make an appointment? The Study Support Centre tutors are available weekdays 12:00 till 14:00. Please email [yuan.yuan@port.ac.uk](mailto:yuan.yuan@port.ac.uk) or telephone (023) 9284 5492 to make an appointment or just drop in.

### **CCi Academic Skills Tutors and Creative Skills +**

The CCi Skills Centre offers workshops, one to one sessions and drop-in appointments in both academic and creative skills. These range from academic writing, referencing and dissertation planning through to software and hardware skills, production techniques, use of TV studios, video editing and drawing (among many other activities). If you need extra help or want to learn additional skills call in to the CCi Skills Centre (EL2.30F Top floor, Eldon South) to find out what's on offer.

You can email [cciacademicskills@port.ac.uk](mailto:cciacademicskills@port.ac.uk) or telephone [\(023\) 9284 3817](tel:(023)92843817)  
[cciacreativeskills@port.ac.uk](mailto:cciacreativeskills@port.ac.uk) or telephone [\(023\) 9284 3815](tel:(023)92843815)

### **Student Support Advisor**

The Student Support Advisor can provide support and help in finding the appropriate academic and pastoral support and guidance you might need throughout your time at Portsmouth. Please contact Mark Witton by email [ccistudentsupport@port.ac.uk](mailto:ccistudentsupport@port.ac.uk) or by telephone (023) 9284 5458 to make an appointment.

### **Disability Representatives**

If you need support for your studies for a disability, chronic illness, specific learning difficulty (e.g. dyslexia) or other long term health problem e.g. asthma or diabetes then, provided you declare your needs during the admission process and when requested produce evidence to support your claim, you should already be aware of the support the University has agreed to give.

If you have recently been assessed as needing support or you are unsure about any aspect of the support you will receive then contact the Additional Support and Disability Advice Centre (ASDAC) <http://www.port.ac.uk/asdac>

Creative Technologies has a representative to assist students with disabilities. If you are experiencing problems or believe you may be entitled to additional facilities and or help please contact the disability rep Gavin Wade by email; [gavin.wade@port.ac.uk](mailto:gavin.wade@port.ac.uk) or by telephone (023) 9284 5484.

## **International Students**

Support and advice for Overseas/International students is available from the University International Student Advisers (email: [international.student.adviser@port.ac.uk](mailto:international.student.adviser@port.ac.uk), ext. 5116)

Creative Technologies also has an international tutor, Adam Battersby (email [adam.battersby@port.ac.uk](mailto:adam.battersby@port.ac.uk), (023) 9284 5463)

The Handbook supplement for International Students should have been issued to you during induction, but further copies can be obtained from the International Student Adviser and from the Reception at the Nuffield Centre.

## **Counselling and Wellbeing Service**

If you are having difficulties with a personal issue, under pressure with your academic work or perhaps you are an international student finding it hard to settle into university life in a new country. Whatever the problem the counselling team can offer you confidential help and guidance. <http://www.port.ac.uk/students/student-wellbeing-service/>

You can make an appointment by calling (023) 9284 3157 or by email [wellbeing@port.ac.uk](mailto:wellbeing@port.ac.uk)

## **Chaplaincy**

The chaplains recognise that life is more than work or study and are available to be alongside you in whatever you are facing. <http://www.port.ac.uk/chaplaincy/> Please call on (023) 9284 3030 or email [chaplains@port.ac.uk](mailto:chaplains@port.ac.uk) you can also just drop in to the Nuffield Centre.

## **Academic Skills Unit (ASK)**

ASK can help you develop your thinking, writing and organisational skills. Highly experienced lecturers offer confidential tuition that is personalised for each individual student. Through discussion and reflection on previous academic work, we help students:

- improve their understanding of the kinds of thinking and writing that foster success
- discover practical steps for improving academic performance

<http://www.port.ac.uk/ask/>

Telephone (023) 9284 3028 or email [academicskills@port.ac.uk](mailto:academicskills@port.ac.uk)

## **English for Academic Purposes (EAP)**

The University of Portsmouth welcomes students from all over the world to its undergraduate and postgraduate courses. In order to support students whose first language is not English and help them to succeed in their academic programmes, we offer classes in English for Academic Purposes (EAP).

<http://www.port.ac.uk/eap/>

Telephone (023) 9284 2178 or email [eap@port.ac.uk](mailto:eap@port.ac.uk)

# Your timetable

Timetables are generated electronically before induction week and are available on your Myport page. The timetables are mostly self-evident except you may need to refer to fig. 1 below for the full building names as these are only indicated by initials.

A	Anglesea Building	LG	Lion Gate	SA	St Andrew's Court
BB	Burnaby Building	MS	Middle Street Studios	SB	Spinnaker Building
BK	Buckingham Building	ML	Milldam	SG	St. George's Building
DS	Denis Sciama Building	NU	Nuffield Centre	SM	St. Michael's Building
EL	Eldon Building	PK	Park Building	UL	University Library
ELB	Eldon Basement	PO	Portland Building	WB	Wiltshire Building
ELW	Eldon West Wing	RB	Richmond Building	WS	White Swan Building
KH	King Henry Building	RO	Rotunda		

Figure 1. List of University of Portsmouth Buildings

## Checking your Timetable

Errors and omissions on timetables do happen, so if you suspect an error (e.g. missing class, missing unit, clash of lectures/tutorials) you should immediately contact the CT Admin Office for assistance (email [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk) and mark the subject line "Timetable Enquiry").

## Changing your Timetable

University timetables are very complex. All class timetables are created centrally and cannot be changed to suit an individual's preference. Please do not ask us to reconsider your timetable unless there is a very strong reason (e.g. medical problem or childcare issues.) Should such a case arise students should initially contact the timetabler by emailing [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk) and marking the subject line "Timetable Enquiry").

## Changing Options

Options can ONLY be changed for exceptional reasons arising from course management difficulties or for academically valid reasons (e.g. you may need to change direction based on poor previous performance or you may have decided that your future career plans require a different option choice)

Options can ONLY be changed during the 2<sup>nd</sup> week of teaching (from 3<sup>rd</sup> October 2016 through to the 7<sup>th</sup> October 2016) and can ONLY be changed if there are no impacts on your existing timetable and there is space on the new unit you wish to join.

To change options please email your request to [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk). Include your Student ID, U Code and Title of the units being dropped and taken. We can accept option change requests prior to the above dates but they cannot be confirmed or actioned on your timetable until the second teaching week detailed above.

# Attendance

It is important that you attend regularly if you want to do well, and if you do not (without good reason) you may be excluded from your course. Please, therefore, note all of the following elements.

## **The University Year and the Week Numbering System**

The academic year for students runs from September to June (September to September for taught postgraduate programmes) but the University system of week numbers runs from August, so the week numbers will not start at the beginning of term. The week numbers will be shown in your diary supplement. However, it is worth noting that induction for new students and re-orientation for existing students takes place in week 8, and the first teaching week will be Week 9.

## **University Teaching Day**

The University teaching day commences at 9.00am and normally finishes at 8.00pm Monday to Friday (finishing at 1.00pm on Wednesday). However classes may sometimes be timetabled to finish at a later time. In particular students choosing to study a language will often find their class is timetabled between 6.00pm and 9.00pm.

**Length of Classes** – the majority of classes are timetabled as a one-hour session. However, some will be two-hour, or even three-hour, sessions.

## **Start and Finish Times**

All classes timetabled as one-hour sessions start on the hour and finish 50 minutes later (pro-rata for longer length sessions). This is to allow staff and students time to move to another room or building for the next class. Timetables are constructed to allow sufficient time to move between classes. Students are expected to arrive on time for all classes, whatever the time of day or weather conditions.

## **Attendance requirements**

University regulations state that: "Students admitted to any course of study are required to attend regularly and punctually." Students should be active participants in their own learning and as such, many units depend upon full student participation and interaction.

The School will exclude students who persistently fail to attend or submit assessments without good reason. Attendance is monitored for all students and those who consistently miss timetabled sessions will receive attendance warning letters, you may also be called in for a discussion regarding your attendance with your Personal Tutor, your section leader or Deputy Head of School.

If poor attendance and engagement continues you will be subject to the withdrawal of Service regulations. This means that your University services (library use and IT account) will be suspended for a period of up to one month. You will be called in for an interview about your attendance with the Deputy Head of School and if your attendance or engagement does not improve you will be permanently excluded from the University. If

there are signs of improvement, withdrawal of services will be lifted but you must continue to show good attendance and engagement.

It is the students' responsibility to make sure they understand their timetable and they know where and when their classes will take place. Students who miss a significant number of lectures normally obtain poor end of year results. Picking up a set of notes from Moodle after the lecture or copying somebody else's lecture notes is a poor substitute for actually attending a lecture and absorbing its content.

If you know in advance that you may be absent from classes you should inform the CT Admin Office in Eldon Building by completing the following online absence form:

[http://www.jotformpro.com/lyonss/Absence\\_Report\\_Form](http://www.jotformpro.com/lyonss/Absence_Report_Form)

If you are absent for periods of longer than three days please notify the CT Admin Office, and in the case of illness you should obtain a medical certificate where appropriate, particularly if you wish the illness to be considered as an extenuating circumstance in respect of coursework or examinations.

Should you miss an assessment hand-in date or an examination/test with good reason you must always complete an Extenuating Circumstances form (available from the CT Admin Office) and provide suitable and acceptable evidence (see page 27 for more details).

# Keeping us informed

## Campus card

At registration you were given your UoP Student Campus Card – Keep this with you at all times as it is proof that you are a student and allowed to be on University premises!

Failure to do this could result in you:

- Being unable to sit your examinations (you MUST show your card to the invigilator)
- Being unable to collect your marked coursework.

If you lose your card you must first pay for a replacement via the online store <http://onlinestore.port.ac.uk/> under Students and Campus Cards. The fee for replacing your card is £10.

Once you have paid, please call the service desk on 02392 847777 to notify the Student IT Help Centre that your replacement student card is required. The service desk will direct you to the location of the Student IT Help Centre to obtain your replacement student card. The Student IT Help Centre is open Monday - Friday 10am - 4pm. Please ensure your payment has been fully completed before you call the service desk.

## Students with additional needs

If you are in any doubt about the additional support you require for your studies, or you have a query. If you are experiencing difficulty e.g. there is no wheelchair access to a building that your lesson is timetabled in or you are unsure of your exam arrangements (extra time, use of a PC), then please contact our student disability representative Gavin Wade [gavin.wade@port.ac.uk](mailto:gavin.wade@port.ac.uk) (023) 9284 5484. Alternatively please contact Sam Lyons in the CT Admin Office [sam.lyons@port.ac.uk](mailto:sam.lyons@port.ac.uk) (023) 9284 5920 or the Additional Support and Disability Advice Centre [asdac@port.ac.uk](mailto:asdac@port.ac.uk) (023) 9284 3462

## Keeping the admin office informed

**Remember** If you change any personal, course or unit details you must let us know. In particular if you wish to:

- **Transfer course** – You will need to collect & complete a TF (transfer) form – you can collect this from the CT Admin office.
- **Suspend your studies** – You will need to collect & complete a SF (suspension) form – you can collect this from the CT Admin office.
- **Withdraw from the course** – You will need to complete the online withdrawal form: <http://www.registryhub.port.ac.uk/withdrawals/> Failure to complete one will affect your entitlement to any tuition fee refund.
- **Change your address** - Please send an email to [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk) (you can do this via Myport). We cannot be held responsible for you not receiving important information if you have not updated your contact details.

# Assessment

Assessment is part of all courses and it is the process by which the University satisfies itself that you have achieved the necessary Learning Outcomes and are therefore entitled to an award. From your point of view assessment can be exciting, stimulating and self-rewarding as you build your knowledge, understanding and skills in your chosen subject area.

## **Type of Assessment**

In-course assessments normally aim to be practical, problem solving exercises, which apply theory to a given situation. Assessments are generally of two types or combinations of these types:

**Formative** - ongoing assessments to discover strengths/weaknesses, to monitor students progress and provide feedback. This form of assessment does not normally count towards achieving the Learning Outcomes.

**Summative** - to judge or grade students on the basis of their achievements against some specified standard or criteria. This type of assessment does formally count towards achieving the Learning Outcomes of the unit.

## **Assessment Schedule**

Scheduling of assessments will depend on the overall assessment pattern of the unit and will vary from unit to unit. The University will endeavour to see that the burden of assessment is distributed as evenly as possible across the teaching period. However, it is inevitable that some 'bunching' will occur towards the latter part of the teaching period.

## **Assessment Briefs**

All assessments are specified in writing and marked out of 100. Marks will then be weighted relative to the assessment plan for a unit. Assessment briefs will normally include all the following details: Unit Code, Unit Title, Assessment number, Weighting, Detailed Task Specification and Marking Scheme.

## **Assessment Queries**

If you have any queries regarding the mark awarded for a coursework or you feel an assessment result does not properly reflect your input then you must follow the Examination and Assessment Regulations for academic appeals.

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,163713,en.pdf>



### **Unit Assessment Board**

The Unit Assessment Board (UAB) will meet toward the end of the academic year. The UAB is attended by academic staff and external examiners. The Board will review results and recommend one of several actions as defined in the Academic Regulations.

As well as considering individual student performance the UAB will also review the overall success of units in delivering their objectives. In addition, it would consider any circumstances that affected the unit delivery or its assessment as well as any student feedback or complaints.

### **Board of Examiners**

The Board of Examiners (BoE) meets once each academic year to decide on progression and make recommendations of awards to be conferred on individual students. The BoE is attended by academic staff and external examiners. The Board will review the overall results and recommend one of several actions as defined in the Academic Regulations. In simple terms the actions will either be to allow a student to progress to the next stage of their course, make an award if the course has been completed or some other action if the student has not achieved the requisite number of credits.

As well as considering individual student performance the BoE will also review the overall success of the course in delivering to its objectives.

### **Unit Study Times**

The University suggests 200 hours of learning time per 20 point unit. In most cases, for undergraduate students your study will consist of 20 credit year-long units where you might expect 36 contact hours spent in a mixture of lectures, seminars, practical sessions or tutorials. The rest of the time is made up as tutor-directed study, self-directed study, assessment preparation, revision and examinations.

A rough target figure, in terms of time, you should spend on your studies would be about 36 hours per week on average including the time spent on assessed coursework.

# Coursework

## Handing in coursework

The School of Creative Technologies uses Turnitin for the online submission of coursework for selected units assessed by essay type assessments. Please follow the instructions given by your tutor where online submission is required. **Please be aware that submitting assessment online takes time you are asking for problems if you try to log in and submit your assessments 10 minutes before the deadline. Please allow yourself a minimum of an hour.**

All other Coursework and Projects (in any shape or form) must be handed in to the CT Admin Office. REMEMBER: Under no circumstances should coursework be handed in or emailed to the lecturer as you will not receive a receipt (proof of handing it in).

Make sure you know exactly when the deadline for all your coursework is.

REMEMBER that the CT office is open from 9.00am until 4.00pm (closed for lunch 1 till 2 pm) Monday to Friday, but that the **standard coursework deadline is always 3pm for assessments submitted via the office.**

## Complete the submission/receipt form (see following example)

Where possible all coursework must be submitted anonymously and identified only by your student ID number which can be found on your campus card. Please add your ID number as a header to every page of your coursework.

In some instances e.g. CVs and the final year project anonymous marking is not possible however these are the only exceptions and all other assessments must be submitted anonymously.

Please complete a coursework submission form for each piece of coursework before you come to the admin office: this will speed up the process and reduce queues! Once you have your receipt, **HOLD ON TO IT** until you have received your coursework back. It is your only proof that you handed it in, in the unlikely event that your work is lost!

## Group coursework

If you are submitting group coursework, please make sure that ALL group members have listed their ID numbers on the submission form. You don't all have to hand it in together, just ONE of you can hand it in. Sign against your names on the relevant class list (or sign on behalf of group members not present).

If you are taking a non CT unit e.g. a School of Computing unit – you will need to make sure that you find out what their office opening hours are – you will not be able to hand the work in to us and we will not accept that you handed work in late because you did not know the other department's operating hours!

# SCHOOL OF CREATIVE TECHNOLOGIES

## HOW TO COMPLETE YOUR SUBMISSION FORM:

Student ID Number	TITLE OF DEGREE PROGRAMME	Level	Department
456456	THIS IS YOUR COURSE TITLE	4/5/6	CT

<b>Short Unit Name:</b>	E.G. CT4EDITS	<b>Due Date:</b>	
<b>Full Unit Name:</b>	EDITIING FOR FILM AND VIDEO		
<b>Unit Lecturer Name:</b>			
<b>Details of Submission:</b>	You only need to complete this is you are submitting something other than an essay e.g. USB / DISK / PORTFOLIO		

**All additional items should be clearly labelled with ID numbers and unit name and securely attached to your work.**

Candidates are reminded that the following are defined as Assessment Offences and will be dealt with in accordance with the University's Code of Student Discipline:

- a) any attempt to complete an assessment by means considered to be unfair
- b) plagiarism, which the University defines as the incorporation by a student in work for assessment of material which is not their own, in the sense that all or a substantial part of the work has been copied without any adequate attempt at attribution or has been incorporated as if it were the student's own work when in fact it is wholly or substantially the work of another person.

**Please note: Group coursework will be filed under the first Students ID stated above.**

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### FOR OFFICIAL USE ONLY

Date Received / Office Stamp
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Provisional Mark % / Comments.
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## **Late coursework**

There are two main reasons why you might be late for handing in your coursework:

You cannot meet the deadline because of an extenuating circumstance.  
You did not plan your workload properly or got to the office after it had closed.

If the reason is any of the following:

- The printer didn't work
- I didn't finish till 4.30 this morning and then I overslept
- My watch is 20 minutes slow and I thought it was only 14:40

**Please don't waste time finding creative excuses and accept the fact that your lateness will be penalised. Penalties applied to late coursework submissions will only be lifted in the presence of valid extenuating circumstances.**

## **Late submission (first attempt)**

Coursework submitted by undergraduate students within 20 working days of the published submission date will be marked. The mark for the assessment will be limited to the unit pass mark (40%), but the uncapped mark should also be shown on the coursework when it is returned to you.

If you submit valid extenuating circumstances within 20 working days of the published submission date your original mark will be reinstated and the cap lifted.

Coursework submitted by undergraduate students more than 20 working days after the published submission date will not be marked and will be recorded as a non submission.

Bearing all this in mind we suggest you PLAN AHEAD. If you are using the computers in the labs, please be aware that a few days before deadlines systems start getting pretty hot. Networks and printers may be affected due to overload. Leave yourself enough time!

## **Late submission Second attempt and deferred first attempt assessment**

Second attempt coursework submitted after the 3pm deadline on Friday 28<sup>th</sup> July 2017 – will not be marked (i.e. automatically = 0%). This will result in you repeating the units that you have failed only next academic year, you cannot progress to the next level of your course.

**IMPORTANT:** If you do not attempt ALL elements required for the second attempt you will fail the unit(s) and will have to repeat these units only next academic year.

### **Return of coursework**

Coursework will normally be available for collection three weeks after you have submitted it. However sometimes there will be an unavoidable delay.

It normally takes a week for the office to process the coursework once it has been marked and returned to us. We will email your University Google mail account to inform you when your work and feedback is ready for collection.

You must show your Student Campus Card to collect your Coursework. **REMEMBER:** No card means you cannot collect! Please note we will dispose of all coursework not collected six months after graduation or withdrawal. Some oversize and **all electronic artefacts will be retained** as we cannot make copies of these for the external examiners to view.

# Policy and guidelines on assessed group working

Working in groups and project teams is an important feature of most areas of activity in the creative industries. Letting students experience this in preparation for a professional career is a fundamental feature of the school's approach to learning and teaching.

## **What if there are problems in our groups?**

The dynamics and relationships in a team evolve over time, and not everything will run smoothly unless you are very fortunate. The general principle is that we help groups to overcome any difficulties they may have so that they can function effectively. In doing so the school follows these six basic principles/guidelines:

- The unit lecturers can remove a student from a group (and a project) if their behaviour (1) or other factors make the proper functioning of the group difficult.
  - Any student who is removed from a group or project has a right of appeal (2), and, if the appeal is upheld, can be reinstated.
  - If a student is excluded from a group and not reinstated on appeal, they will be given an alternative piece of individual coursework (3) to complete for the unit assessment.
  - If a student's attendance and engagement is less than satisfactory then they may be subject to the University Withdrawal of Services procedure.
  - If peer review (4), or peer assessment (5), is used to either directly, or indirectly, allocate marks to individuals then a fair, robust and transparent system for doing so must be put in place (e.g. ideally it should be carried out in supervised conditions and with no possibility of collusion or via an online form to reduce the likelihood of collusion).
  - The final decision on individual marks is a matter for the lecturer's judgement, and they can set aside, or amend, any peer review/peer evaluation. However, if they do so, clear justification must be given to the students on request.
1. Examples might include: Not attending meetings; missing classes; insufficient communication with colleagues, staff or clients; illness or other factors beyond the students controls that prevents them contributing in a meaningful and timely manner; failing to contribute work for the group in a timely and effective manner; any other actions deemed to be detrimental to the functioning of the group or the task.
  2. Students must appeal within 5 working days of notification of their mark, or removal from a group, by contacting their course leader. If the course leader is the lecturer of

the unit, then the appeal should be made to the Deputy Head of School, Rod Jeffcote.

3. Excluding a student from a group assignment is practical rather a punitive measure so an alternative (individual) assignment will be made available to the student which should, as far as practicable, aim to cover the unit learning outcomes.
4. Peer Review is taken here to mean the process whereby students feedback views on their own, and other group members, contribution to the work undertaken.
5. Peer Assessment is taken here to mean the process whereby feedback on others work includes an element of evaluation in the form of marks, comments or other observations on the actual work produced by other group members.

# Examinations

When attending examinations please remember your campus card. The rule is quite straightforward: **No campus card means no exam.**

Exams will take place from Monday 8<sup>th</sup> May 2017 through to Friday 2<sup>nd</sup> June 2017.

If you are not on the attendance list for a unit you will not be able to sit the exam. Please check before the end of the first teaching week that the units you are attached to on Myport and the units on your timetable match the units which you are attending and wish to study.

**Remember, if you are not on the unit class list you cannot sit the exam.**

You should arrive at the exam venue at least **20 minutes before the exam commences**. You should remain silent throughout the exam and not create distracting noises of any kind.

## **Non Attendance**

Non-attendance for an exam or failure to submit coursework can have very serious implications. Any student who fails to attend an exam or submit coursework and then goes on to fail the unit is automatically ineligible for compensation on that unit should it end up being the only 20 credit unit they fail at any given course stage.

## **Conduct in exams**

During all your examinations or in-class tests you must adhere to the University Regulations regarding conduct. Our invigilators are trained to ensure all students follow the regulations and we will not hesitate in taking disciplinary action if any assessment offence is committed.

### **In particular you must:**

- Not talk during the exam.
- Stop writing immediately when told to by the invigilator.
- Not use your mobile phone. (See the University Regulations for full details of exam conduct).
- Place all bags and coats away from your desk at the front of the exam room.
- Switch off all mobile phones and place in your bag at the front of the exam room.
- Not use programmable calculators



### Foreign language dictionaries

If you are an overseas student you may take into the examination a language dictionary. This is a language translation dictionary ONLY, from your first language to ENGLISH (or vice versa). You must ask the Senior Invigilator to check your dictionary before the examination commences. **No Electronic or computerised dictionaries are allowed.**

<b>Exam dates – Do not book holidays during exam periods</b>	
First Attempt Exam Period	Monday 8 <sup>th</sup> May – Friday 2 <sup>nd</sup> June 2017
Second Attempt/Exams Period	Monday 10 <sup>th</sup> July – Friday 28 <sup>th</sup> July 2017

It is your responsibility to be available during **ALL** exam weeks, including the **SECOND ATTEMPT** period. Do not book holidays during exam periods. Exams start at 9am on the Monday of the exam period! And remember set every alarm in the house - you wouldn't want to oversleep!

Failure to attend scheduled second attempt exams will prevent you from progressing to the next stage of your course. The fact you might have a family holiday booked during the resit (second attempt) period is not an acceptable reason for missing an assessment. Even the strongest students in the group can have bad days resulting in a second attempt examination. 'I didn't expect a second attempt exam' is not a valid excuse!

Please note that all second attempt assessments that take place in July **MUST** be sat in Portsmouth. We cannot arrange for them to take place elsewhere.

# Non submission and compensation

## **Non Submission**

Non submission of coursework or failure to attend an examination without a valid extenuating circumstance may have very serious implications. In addition to risking failing the unit you may also negate the possibility of compensation, see below.

## **Compensation**

In some circumstances you might be granted a “compensated pass” for a failed unit. A compensated pass means that the Board of Examiners has decided to give you credit for that unit based on your performance on other units in that year. In order to be eligible for compensation you must have:

- An average mark for the year of at least 40% across all units and
- Attempted the final assessment artefact in the unit to be "compensated", or have a valid extenuating circumstance to explain any non-attempt.

**Please note compensation is not an automatic right but is a Board of Examiners decision. It also does not apply to Pass/Fail units.**

There is a limit on the total amount of compensation allowed per student in order to get a degree (60 credits for an honours degree, 30 credits for a master’s degree). There is also a limit of 20 credits compensation possible at each level of an honours degree.

# Extenuating circumstances

**Extenuating Circumstances** are circumstances relating to your health and /or personal life which are of a sufficiently serious nature to result in your being unable to attend, complete, or submit an assessment on time.

The University of Portsmouth operates a “fit to sit” extenuating circumstances policy. This means that if you sit an examination or submit an assignment on time, you are declaring yourself fit to sit the assessment and no extenuating circumstances will be accepted. You can only submit extenuating circumstances if you have failed to submit coursework, missed an examination or were taken ill during an examination.

**Extenuating Circumstances forms can no longer be submitted for second attempt or deferred first attempt assessments.**

This year the School of Creative Technologies will be trialling an online Extenuating Circumstance Form. Further details regarding accessing the online form and guidance notes will be made available to all students as soon as they are available. You will be asked to complete the form and submit online with documentary evidence including a written explanation/statement of case.

Extenuating circumstances will only be considered on the completion of the online form, which will need to be submitted by the relevant deadline. If you require assistance with completing your form please contact Mark Witton [ccistudentsupport@port.ac.uk](mailto:ccistudentsupport@port.ac.uk) (023) 9284 5458. Sam Lyons [sam.lyons@port.ac.uk](mailto:sam.lyons@port.ac.uk) (023) 9284 5920 or speak to any of the staff in the CT Admin Office [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk) (023) 9284 5460.

For coursework assessments your ECF must be submitted within 20 working days of the published submission date.

The deadline for all ECFs relating to **examinations** is: **Friday 26<sup>th</sup> May 2017**

Your form may not be considered if you submit after the deadline. Once submitted you should be informed of the outcome within 10 working days.

# Plagiarism

You are probably already familiar with this term, which means literary theft, or 'copying' – either from published sources or from other students – and also aware that it is an offence which may be punished by a reduced mark or in severe cases for repeat offenders, even exclusion from the University.

The University defines plagiarism as: “the incorporation by a student of work for assessment which is not their own, in the sense that all, or a substantial part has been copied without any adequate attempt at attribution, or has been incorporated as if it were the student’s own, when in fact it is wholly or substantially the work of another person or persons.”

Most undergraduate scholarship depends on using the work of others to discuss, critique or build on, so it is not that the work of others should not be used in your work, rather that work must be properly acknowledged by citation and references.

You should be taught how to do this and how to use the standard referencing format (Harvard APA) but if you are in any doubt ask for advice.

Some lecturers will incorporate the online system 'Turnitin' into their units which will identify material and help you to check that you have referenced it correctly.

The Academic Skills Unit (ASK) [www.port.ac.uk/ask](http://www.port.ac.uk/ask) also has materials to help students with this aspect of their work.

Any student suspected of plagiarism will be required to attend a disciplinary meeting which will be arranged according to the assessment offences policy.

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,167415.en.pdf>

# Getting your results

After the Unit Assessment Boards (UAB) have met and after the Board of Examiners (BOE) have met, your results will be available via the student web portal and the etCeTera Website only.

The emphasis is on you to find out your results. It is important that you check Myport and the CT admin web pages on etCeTera (especially after the BOE) as this **is the only way you will find out if you are required to undertake any second attempt assessments that will take place in JULY**. There is not enough time after the BOE and before the second attempt period, for us to write to you with details.

Result letters will be sent to your mailing address (which is usually your home address) during July and where necessary followed up with a second letter in August detailing the outcome of any second attempt assessments that were taken during July.

It is **your** responsibility to check **your results** and ensure that you know where and when to sit exams and hand-in coursework. The University will not accept non-receipt of mail, or 'I was waiting for my letter' as an excuse for failure to complete second attempt assessments.

## Parchments

For final year students your result letter and parchment will be sent to your mailing address (which is usually your home address). If you are an overseas student and staying in the UK and you do not want your parchment to be sent home, please make sure you update your mailing address with us by the end of June.

# Second attempts: What do I have to do?

It is important that you check your results (especially after the BOE- Board of Examiners) as this **is the only way you will find out if you are required to undertake any second attempt assessments that will take place in July**. There is not enough time after the BOE and before the second attempt period, for us to write to you with details.

1. As soon as your mark for a unit appears on Myport this will give you an indication of whether you will have to take a second attempt in the unit i.e. if you have failed a unit. **Please note you are only eligible for second attempts if you have failed a total of 40 credits or less.**
2. You then need to **check to see the method of assessment** to see if you need to take a second attempt exam, coursework or presentation etc (this will be published on the unit Moodle page)
3. If the method is coursework, you can download this from Moodle from Friday 7<sup>th</sup> July 2017. If you are unclear about what you need to do please contact the ct-admin office and we can talk you through it.
4. The final decision regarding eligibility is made by the **Board of Examiners (BOE)** so you need to **check the BOE results on the etCeTera web page or Myport from Friday 7<sup>th</sup> July 2017**. If they have made a decision offering you a second attempt or deferred first attempt assessment then you will need to:
  - **Download your coursework from the unit Moodle page which will be available from Friday 7<sup>th</sup> July 2017. The submission deadline is Friday 28<sup>th</sup> July 2017 by 3pm.**
  - **Attend the relevant exam** (refer to the Second Attempt exam timetable which will be published to you on Myport, or emailed to your student email account if you have additional needs).

## Publication of results – Important dates

<b>CT Unit Assessment Boards:</b>	Monday 19 <sup>th</sup> June 2017
<b>All CT First Attempt BOE results</b> published on Myport and etCeTera	Monday 3 <sup>rd</sup> July 2017
<b>All CT Second Attempt BOE results</b> published on Myport and etCeTera	Monday 14 <sup>th</sup> August 2017

## **Progression and awards**

As you move through your course, your progress will be reviewed at the end of each session. The expectation is that you will be allowed to progress to the next stage of the course or if you have accumulated enough credit an award will be made.

To progress to the next stage of your course students must accumulate 120 credit points, so that by the end of three years students must have accumulated 360 points to qualify for an honours degree. Of these 360 credit points at least 120 must be at level 3, and not more than 120 at level 1.

## **Exit Awards**

Exit awards, that is awards other than the one you were originally registered for, are available at every stage of the course should students either wish to, or be forced to discontinue their studies. The credit regulations for the following awards are to be found in the document "Awards of the University of Portsmouth" and in the Academic Regulations. The awards are as follows: Certificate in Higher Education (120 credits), Diploma in Higher Education (240 credits) or an Ordinary Degree (300 credits).

## **Ordinary Degrees**

The Board of Examiners may award an 'ordinary degree' (sometimes called an unclassified degree or a pass degree) to a student who has studied an honours course but failed to meet the full requirements. The credit requirements for an ordinary degree are contained in the academic regulations.

Students who are confirmed eligible for the award of an ordinary degree will normally have the opportunity of either first attempt deferrals, second attempts or repeat study of units in order to qualify for an honours degree.

## Award of a Degree with Honours

When the credit requirements for the award of a degree with honours, as set out in figure 4 have been met the final honours classification will be the highest classification available using the rules set out in the Examination and Assessment Regulations-

Exit Award Name	Distinction	Total Credits	Min Level M	Maximum/Minimum Credit at Specified level		
				Min Level 3	Level 2	Max Level 1
Undergraduate Degree with Honours	No	360	-	120	-	120
Undergraduate Ordinary Degree	No	300	-	60	-	120
Diploma of Higher Education	Yes	240	-	120		120
Certificate of Higher Education	Yes	120	-	120		
University Certificate of Credit	No	-	-	-	-	-

Notes: Academic Regulation should be consulted for the criteria related to distinctions

Figure 3 - Exit Awards on Undergraduate Programmes

## Postgraduate Awards

The complete University Regulations on assessment are contained at the rear of the Handbook of Student Regulations. This summary is intended to give a brief overview that should suffice for most purposes.

### Awards at Master's level and other postgraduate Exit Awards

Master of Science (MSc) may also be awarded with Merit or Distinction  
 Postgraduate Diploma (PgDip.) may also be awarded with Merit or Distinction  
 Postgraduate Certificate (PgCert.) may also be awarded with Merit or Distinction

MSc	MSc with Merit	MSc with Distinction
180 level M credits	180 level M credits with overall average of 60% or above <b>or</b> of which 90 credits have a mark of 60% or above	180 level M credits with overall average of 70% or above <b>or</b> of which 90 credits have a mark of 70% or above
PgDip.	PgDip. with Merit	PgDip. with Distinction
120 level M credits	120 level M credits with overall average of 60% or above <b>or</b> of which 60 credits have a mark of 60% or above	120 level M credits with overall average of 70% or above <b>or</b> of which 60 credits have a mark of 70% or above
PgCert.	60 level M credits with overall average of 60% or above <b>or</b> of which 30 credits have a mark of 60% or above	60 level M credits with overall average of 70% or above <b>or</b> of which 30 credits have a mark of 70% or above
60 level M credits		

Figure 4 - Exit Awards for Postgraduate Programmes



# Changing course, withdrawal or suspension of studies

The following is a summary of what may happen in some cases as a student progresses through the course.

## **Changing Courses**

Many courses are designed to give some flexibility and allow for changes between the undergraduate degree streams, particularly at level 4. Details of what changes are possible and when will be made clear as the first year progresses. If, however, you wish to change to another course in another department, then you should establish whether this is possible with the course administrators of the course you wish to transfer to, and then consult with your present course leader or personal tutor who will advise you as to the procedure.

Course transfers will only be actioned once you have completed the appropriate form (TFv1) available from the administration office.

## **Withdrawal**

If you wish to withdraw from the course you must consult your Course Leader or their nominee. Leaving without consultation will involve additional financial costs to yourself, invalidate your student loan or invalidate other financial agreements, associated with your University studies making it difficult to enter a course of your choice at a later date. You need to complete and submit an online withdrawal from <http://www.registryhub.port.ac.uk/withdrawals> which is then forwarded to the School for approval.

If you do not attend the University then we have the right to withdraw you from your course and the University if we cannot make contact after 2 weeks of trying.

If you withdraw without notifying us and completing a withdrawal form then you will not be entitled to any refund in tuition fees.

## **Suspension of Studies**

If you wish to suspend your studies for a period you may apply to do so. The procedure for this is to complete a form available from the office. There is no automatic right of suspension of studies for a student – it is a decision made ultimately by the Head of School. You are not allowed to take assessments if you have suspended your studies.

# Industrial placement

Industrial placements are a key feature of the undergraduate degrees in the School of Creative Technologies. All of our full-time undergraduate programmes incorporate an optional placement year.

The placement experience is a valuable opportunity. As the number of new graduate's increases it is now more important than ever to show potential employers that, as well as the knowledge gained on your course, you also have practical experience gained during a placement year. Nearly half of employers rate relevant work experience as the most important thing that they look for in potential employees.

For more detailed information on placements please refer to the Moodle web pages – CCI Placements <http://moodle.port.ac.uk/course/view.php?id=7374>

## **The Placement Year**

Whilst on placement you are still registered as a student at the University and will have to enrol online at the start of the academic year. Details of tuition fees for placement students are available from the Student Finance Centre.

It is important that you keep the university informed of any changes to your home and term-time addresses so that we can write to you during your year out. Please make changes via the student portal or by emailing [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk)

For further information on the placement year please contact the Creative Careers Centre:

Email: [cci-placements@port.ac.uk](mailto:cci-placements@port.ac.uk)  
Telephone: 023 92 845181  
In person: Creative Careers Centre, Eldon West Wing EW0.03  
Moodle: <http://moodle.port.ac.uk/course/view.php?id=7374>

## **Self Employed Placement Year**

Creative Technologies offers students a Supported Enterprise scheme to help students start up their own business and gain real work experience. Starting a business can be a great way to get real work experience and will provide a wide range of learning opportunities. The skills required range from hard business skills such as managing a budget or grappling with business law to interpersonal skills such as leadership, team working etc. It will also require a great deal of self-motivation and resilience as when you are your own boss it is down to you to make sure that everything happens that needs to happen. No-one is going to tell you what to do!

For further information on the self-employed placement year please contact the Creative Careers Centre:

Email: [cci-placements@port.ac.uk](mailto:cci-placements@port.ac.uk)  
Telephone: 023 92 845181  
In person: Creative Careers Centre, Eldon West Wing EW0.03  
Moodle: <http://moodle.port.ac.uk/course/view.php?id=7374>

# Student representation

Each course and year group or cohort of students should have at least one Student Representative. These Student Representatives act as a link between the School of Creative Technologies and the rest of the students on the course.

If you would like to know who your student representative is please refer to the CT Student Representative Moodle page or come to the CT Admin office and we can let you know and give you their contact details.

<http://moodle.port.ac.uk/course/view.php?id=7141>

If you would like to volunteer to represent your course please contact your course leader.

## **Student Staff Consultative Committee**

Student Representatives are invited to attend the Student Staff Consultative Committee (SSCC) which sits 3 times a year. The SSCC is chaired by a student member, at the SSCC student reps have an opportunity to feedback to the School on matters relating to resources:

Academic staff availability

Administrative arrangements including timetabling

Assessment submission and retrieval

Central student support provision (Academic Skills Unit (ASK), Careers and Employment, etc)

Communication

Enrolment and induction

IT provision and other technical facilities

Library provision

Teaching rooms

Tutorial support arrangements and personal tutoring including the Study Support Centre

Any other student comments

## **Board of Studies**

Student Representatives are also invited to attend the Board of Studies (BOS) which meets three times a year. At this meeting past, present and future delivery of your course is discussed. Student Representatives have the opportunity to feedback on the delivery of units or courses. Planned future developments to courses are also discussed to try and gauge the general feeling of students towards any changes.

We value any feedback we receive from our Student Representatives whether it is positive or negative and always follow up any comments we receive.

# FAQs

## **I think I might have an additional need or requirement regarding my teaching or exams e.g. dyslexia or a mobility issue. Who should I go to for help?**

Please contact the Creative Technologies student disability representative Gavin Wade [gavin.wade@port.ac.uk](mailto:gavin.wade@port.ac.uk) (023) 9284 5484 or alternatively Sam Lyons in the CT admin office on (023) 9284 5920 [sam.lyons@port.ac.uk](mailto:sam.lyons@port.ac.uk) or the Additional support and Disability Advice Centre (ASDAC) on (023) 9284 3462 [asdac@port.ac.uk](mailto:asdac@port.ac.uk) and they will assist you.

## **I am unable to attend lectures due to sickness or another reason, what should I do?**

Please ensure this on-line form is completed:  
[http://www.jotformpro.com/lyonss/Absence\\_Report\\_Form](http://www.jotformpro.com/lyonss/Absence_Report_Form)

## **I have moved house who do I need to tell?**

This is very important as we often use your addresses for important correspondence. Please send us an email via the form on Myport or send an email to [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk). Please always include you student ID number, course and year in the subject heading.

## **How can I change my options?**

Options can ONLY be changed during the 2<sup>nd</sup> week of teaching (from 3<sup>rd</sup> October 2016 through to the 7<sup>th</sup> October 2016) and can ONLY be changed if there are no impacts on your existing timetable and there is space on the new unit you wish to join.

To change options please email your request to [ct-enquiry@port.ac.uk](mailto:ct-enquiry@port.ac.uk). We can accept option change requests prior to the above dates but they cannot be confirmed or actioned on your timetable until the second teaching week detailed above.

## **I would like to change my course who can help me?**

Please contact a member of the course team to discuss your proposal. You will then need to complete a TFv1 (transfer) form and return it to the CT admin office.

## **How do I go about registering a complaint?**

Please follow the student handbook procedure.  
<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,17469,en.pdf>

## **I have lost my student campus card. How do I get a new one?**

First go to the CT admin office to check if it has been handed in. If you lose your card you must first pay for a replacement via the online store:

<http://onlinestore.port.ac.uk/browse/product.asp?compid=1&modid=1&catid=70>

The fee for replacing your card is £10. Your replacement student card will be provided when you call the IS Service desk (Tel: (023) 9284 7777) to tell them you have made a payment for a replacement card. Please ensure your payment has been fully completed

before you call the service desk. The Campus Card Service at the Student IT Support Centre is open during term time from 10.00 am – 4.00pm Monday to Friday.

### **What should I do with lost property?**

If you have lost or found property please take it to reception in Eldon West Wing or report it to the caretaking staff in the building from where you lost or found it. If you find a student's campus card please bring it to us in the CT admin office and we will arrange to return it to the student.

### **I am having personal or financial problems, where can I go for help?**

Your personal tutor or course leader may be able to help otherwise you should get help from Student Services in the Nuffield centre. Please refer to the following web pages:

Financial Help: [www.port.ac.uk/students/student-finance-centre/](http://www.port.ac.uk/students/student-finance-centre/)

Counselling and Wellbeing: [www.port.ac.uk/students/student-wellbeing-service/](http://www.port.ac.uk/students/student-wellbeing-service/)

### **I am having problems regarding the academic content or requirements of my course, who can help me?**

Please contact your personal tutor, course leader or come to the admin office. You may also wish to consider calling in at the Creative Technologies Study Support Centre. If this does not help contact your student rep to raise the issue at the Board of Studies meeting.

### **I am having problems with the computer network. Is there somebody I can contact?**

Please contact the IS servicedesk on (023) 9284 7777 or email [servicedesk@port.ac.uk](mailto:servicedesk@port.ac.uk). You could also ask your student rep to raise the issue at the staff/student committee. Please do not ignore the problem, if we do not know about it there is nothing we can do about it!

### **Can I access University computer systems remotely?**

Yes, including wireless access on campus, see the Information Services website at: <http://ithelp.port.ac.uk/>

### **I have an issue of health and safety that I am worried about.**

Please contact Clifford Phillips on (023) 9284 3831 or email [clifford.phillips@port.ac.uk](mailto:clifford.phillips@port.ac.uk)

### **I need a first aider!**

The caretakers in every building are qualified first aiders please phone (023) 9284 3418. Sam Lyons (023) 9284 5920 in the CT admin office is also a first aiders.

### **Can I change my personal tutor?**

Yes, please contact [ben.hodgson@port.ac.uk](mailto:ben.hodgson@port.ac.uk)

# Library information

## Term Time opening hours

Monday - Friday           Open 24 hours (issue desk, 9am- 9:00pm)  
Saturday & Sunday        Open 24 hours (issue desk, 10am- 4pm)

Please find further useful information regarding the library at <http://www.port.ac.uk/library>

## Photocopying facilities

At present there are limited facilities available in the open access IT area on the first floor of Eldon Building South. The University Library has photocopying facilities available and the print room in Anglesea building can provide state of the art printing and copying facilities to students. <http://www.port.ac.uk/departments/services/printingservices/>

# Car parking

There are only a very limited number of University parking spaces available for students, and these cost £75 per year with no guarantee of a space. These spaces are restricted to those who are disabled, or who have other mobility problems, or who have restricted access to transport from home.

If you wish to apply for a permit please see the following web page:

[www.port.ac.uk/departments/services/estates/campusenvironment/carparking/permitsforstudents](http://www.port.ac.uk/departments/services/estates/campusenvironment/carparking/permitsforstudents)

# Health and Safety

## Fire Evacuation Procedures

Each building you study in will have fire evacuation procedures notices displayed on each floor (some in each room); please ensure you are familiar with them. In each building there will be a weekly test of the fire alarm. This lasts for a very short period of time. From time to time there will also be practices of the fire evacuation procedures.

## First Aid

If you are injured or feel ill in any way you should report if possible to the lecturer you are with or the CT Admin Office where a registered First-Aider will be available. NB. All Caretakers are registered First-Aiders and can be contacted by telephone on 023 92 843418.

# Course leaders

## Undergraduate Programme Course Leaders

Award Title	Local Code	University Code	Notes	Course Leader	Contact info
BA (Hons) Animation	ANI	C1912S		Eva Palacios	<a href="mailto:eva.palacios@port.ac.uk">eva.palacios@port.ac.uk</a> Eldon Building (North EL2.08 First floor) extn 3811
BA (Hons) Animation with Business Communication	ANIBC	C2549S		Colin West	<a href="mailto:colin.west@port.ac.uk">colin.west@port.ac.uk</a> Eldon Building (North EL2.08 First floor) extn 5924
BA (Hons) Television and Film Production	TVFP	C2173S	Levels 5 and 6	Steve Whitford	<a href="mailto:steve.whitford@port.ac.uk">steve.whitford@port.ac.uk</a> Eldon Building (North EL2.11 Second floor) extn 5695
BA (Hons) Television and Film Production with Business Communication	TVFPBC	C2551S	Levels 5 and 6	Yael Friedman	<a href="mailto:yael.friedman@port.ac.uk">yael.friedman@port.ac.uk</a> Eldon Building (North EL2.11 Second floor) extn 5640
BA (Hons) Film Production	BAFP	C2653S		Steve Whitford	<a href="mailto:steve.whitford@port.ac.uk">steve.whitford@port.ac.uk</a> Eldon Building (North EL2.11 Second floor) extn 5695
BA (Hons) Film Production with Business Communication	BAFPBC	C2654S		Yael Friedman	<a href="mailto:yael.friedman@port.ac.uk">yael.friedman@port.ac.uk</a> Eldon Building (North EL2.11 Second floor) extn 5640
BSc (Hons) Computer Animation	CA	C1555S		Panagiotis Vafeiadis	<a href="mailto:panagiotis.vafeiadis@port.ac.uk">panagiotis.vafeiadis@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 5931
BSc (Hons) Computer Animation with Business Communication	CABC	C2496S		Panagiotis Vafeiadis	<a href="mailto:panagiotis.vafeiadis@port.ac.uk">panagiotis.vafeiadis@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 5931
BSc (Hons) Computer Games Enterprise	CGE	C2308S		Ted Turnbull	<a href="mailto:ted.turnbull@port.ac.uk">ted.turnbull@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 5932
BSc (Hons) Computer Games Technology	CGT	C1671S		Gavin Wade	<a href="mailto:gavin.wade@port.ac.uk">gavin.wade@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 5484
BSc (Hons) Computer Games Technology with Business Communication	CGTBC	C2550S		Mark Eyles	<a href="mailto:mark.eyles@port.ac.uk">mark.eyles@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 5468
BSc (Hons) Digital Media	DM	C1515S		Kevin Curtis	<a href="mailto:kevin.curtis@port.ac.uk">kevin.curtis@port.ac.uk</a> Middle Street (MS2.01 Second floor) extn 5466

BSc (Hons) Entertainment Technology	ET	C0767S	Levels 5 and 6	Jules Pettitt	<a href="mailto:jules.pettitt@port.ac.uk">jules.pettitt@port.ac.uk</a> Eldon Building (EL2.08 Second floor) extn 5478
BSc (Hons) Music & Sound Technology	MST	C1802S		Phil Thompson	<a href="mailto:philip.thompson@port.ac.uk">philip.thompson@port.ac.uk</a> Middle Street Studios, (MS1.02 First Floor) extn 5463
BSc (Hons) Music Computing	MC	C2554S		Mark Sexton	<a href="mailto:mark.sexton@port.ac.uk">mark.sexton@port.ac.uk</a> Eldon Building (EL2.06 Second floor) extn 5476
BSc (Hons) Television and Broadcasting	TVB	C2345S		Charlie Watts	<a href="mailto:charlie.watts@port.ac.uk">charlie.watts@port.ac.uk</a> Eldon Building (Second floor EL2.11) extn 5485
BSc (Hons) Television and Broadcasting with Business Communication	TVBBC	C2497S		Charlie Watts	<a href="mailto:charlie.watts@port.ac.uk">charlie.watts@port.ac.uk</a> Eldon Building (Second floor EL2.11) extn 5485

We also deliver a combined honours course with School of Arts, Film and Media. The Deputy Course Leader of these programmes, representing this Department, is Jules Pettitt, Eldon Building (North EL2.08 Second floor) Telephone extension 5478, [jules.pettitt@port.ac.uk](mailto:jules.pettitt@port.ac.uk)

### Postgraduate Programme Course Leaders

Award Title (MSc)	Local Code	University Code	Notes	Course Leader	Contact info
Computer Games Technology	CGT	C1994	Part Time and Full Time	Neil Dansey	<a href="mailto:neil.dansey@port.ac.uk">neil.dansey@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 3024
Computer Animation	CA	C1722	Part Time and Full Time	Hui Yu	<a href="mailto:hui.yu@port.ac.uk">hui.yu@port.ac.uk</a> Middle Street Studios (MS1.01 First floor) extn 5470
Music Technology	MT	C2504	Part Time and Full Time	Pere Villez	<a href="mailto:pere.villez@port.ac.uk">pere.villez@port.ac.uk</a> Middle Street Studios (MS1.02 First floor) extn 5483
Creative Professional Practice (MA/MSc)	CPP	C2406P	Part-Time only	Leila DeLara	<a href="mailto:leila.delara@port.ac.uk">leila.delara@port.ac.uk</a> Eldon Building (North EL2.08 Second floor) extn 3531
Digital Media	DM	C1579	Part Time and Full Time	Nipan Maniar	<a href="mailto:nipan.maniar@port.ac.uk">nipan.maniar@port.ac.uk</a> Middle Street (MS2.01 Second floor) extn 5475
Film and Television	FT	C2514	Part Time and Full Time	Searle Kochberg	<a href="mailto:searle.kochberg@port.ac.uk">searle.kochberg@port.ac.uk</a> Eldon Building (Second Floor EL2.08) extn 5923
Mobile Media Applications	MMA	C2456	Part Time and Full Time	Nipan Maniar	<a href="mailto:nipan.maniar@port.ac.uk">nipan.maniar@port.ac.uk</a> Middle Street (MS2.01 Second floor) extn 5475



# Staff contact details

## Main telephone number 5460

Dr Steve Hand	5461	<b>Head of School</b>	Eldon EL0.05a
Mr Rod Jeffcote	5459	<b>Deputy Head</b>	Eldon EL2.08a

## Administrative staff

Mrs Kirstie Bannatyne	5921	Senior Course Administrator	Eldon EL0.05
Miss Kerry Butler	5465	Course Administrator	Eldon EL0.05
Miss Sandra Holloway	5461	HoS Secretary	Eldon EL0.05
Miss Tessa Foley	5922	Course Administrator	Eldon EL0.05
Mr Sam Lyons	5920	School Manager	Eldon EL0.05
Miss Rachel Ravenhall	5451	Course Administrator	Eldon EL0.05

## Academic staff

Mr Andy Bain	5462	Eldon EL2.08
Mr Adam Battersby	5463	Eldon EL2.06
Mr Gary Bown	5464	Eldon EL2.10
Mr Paul Charisse	5403	Eldon EL2.08
Mr Kevin Curtis	5466	Middle Street MS2.01
Dr Neil Dansey	3024	Eldon EL2.08
Mrs Leila De Lara	3531	Eldon EL2.08
Dr Andrew Dolphin	5929	Eldon EL2.06
Dr Roger Eglin	5467	Eldon EL2.08
Mr Jared Embly	8596	Eldon EL2.08
Dr Mark Eyles	5468	Eldon EL2.08
Ms Jenn Feray	5661	Eldon EL2.08
Ms Melanie Fitzgerald	3531	Eldon EL2.08
Mrs Yael Friedman	5640	Eldon EL2.11
Mr Mat Garey	5477	Eldon EL2.08
Mr Ben Hodgson	5702	Eldon EL2.08
Mr Peter Howell	5925	Eldon EL2.08
Mr Neil Hunt	3815	Eldon EL2.08
Mr David Jordan	5661	Eldon EL2.08
Mr David Kinnaird	5712	Eldon EL2.08
Mr Searle Kochberg	5923	Eldon EL2.08
Mr Mel Krokos	5473	Middle Street MS2.02
Mr Johnny Lochland	5661	Eldon EL2.08
Ms Natalie Long	5359	Eldon EL2.08
Mr Nipan Maniar	5475	Middle Street MS2.01
Dr Andreea Molnar	5928	Middle Street MS2.01
Mr Daniel Mulligan	5180	Eldon EL2.08
Ms Eva Palacios	3811	Eldon EL2.08
Mr Stephen Pearse	5927	Middle Street MS2.01
Ms Jules Pettitt	5478	Eldon EL2.08
Dr Vaughan Powell	5930	Eldon EL0.07

Dr Wendy Powell	5667	Eldon EL0.10
Mr Si Qiao	3405	Eldon EL2.08
Ms Claire Sambrook	5481	Eldon EL2.08
Mr Mark Sexton	5476	Eldon EL2.06
Dongjoe Shin	8598	Middle Street MS1.01
Dr Adalberto Simeone	5926	Eldon EL2.08
Dr Brett Stevens	5482	Eldon EL2.08
Ms Jane Steventon	5443	Eldon EL2.10
Ms Katie Still	5480	Eldon EL2.10
Mr Ben Thompson	5693	Eldon EL2.11
Mr Phil Thompson	5474	Middle Street MS1.06
Mr Damian Toal	5647	Eldon EL2.08
Mr Panagiotis Vafeiadis	5931	Eldon EL2.08
Dr Pere Villez	5483	Middle Street MS1.02
Mr Gavin Wade	5484	Eldon EL2.08
Mr Charlie Watts	5485	Eldon EL2.11
Mr Colin West	5924	Eldon EL2.08
Dr Jackie West	3624	Eldon EL2.08
Mr Steve Whitford	5695	Eldon EL2.11
Mrs Diana Yang	5492	Middle Street MS2.01
Dr Hui Yu	5470	Middle Street MS1.01

### Technical Support

Mr Stephen Bellinger	3043	Centre of Digital Creativity	Eldon EL1.118
Mr Les Black	4074	Service Delivery Manager	Eldon EL2.08
Mr Callum Sanderson	5490	Music and Sound Tech	Middle Street
Mr Alex Counsell	5489	Centre of Digital Creativity	Eldon EL1.125C
Mr William Hutchin	5646	Video Store	Eldon EL0.107
Mrs Louise Lovesey	5471	CCi TV Studio Office	Eldon EL1.100
Mr Michael Parsons	5471	CCi TV Studio Office	Eldon EL1.100
Mr Clifford Phillips	3831	Centre of Digital Creativity	Eldon 1.125C
Mr Emil Nidal	5489	MOCAP Studio	Eldon EL1.72
Mr Luke Robertson	5711	Video Editing Tech	Eldon EL1.93
Miss Joanna Szyczewska	5711	Video Editing Tech	Eldon EL1.93
Ms Ruiying Wang	5493	VR Tech	Eldon EL2.08
Mr Chris Whitear	5490	Music and Sound Tech	Middle Street MS1.04

### Research

Mr Karl Bhuyan	5632	Eldon EL2.08
Mr Phill Brown	5184	Eldon EL1.26
Mr Terry Carnell	5492	Eldon EL2.08
Mr Marc Cook	5184	Eldon EL0.07
Ms Charlotte Croucher		Eldon EL1.26
Mr Tim Dykes	5627	Eldon EL2.08
Dr Jose Garcia		Middle Street MS2.02
Mr Matt Higgins	5935	Eldon EL2.08
Mr Martin Kearl		Middle Street MS2.02
Mr Jianwen Lou		Middle Street MS1.01
Mr Stoycho Velez		Eldon EL1.26
Mr Yiming Wang		Middle Street MS2.02

Mr Dion Willis  
Mr Zani Zaman  
Mr Shu Zhang                    8597

Eldon EL1.26  
Eldon EL1.26  
Middle Street MS1.01

**Staff email addresses**

Staff University email addresses are available from: <https://sdtools.port.ac.uk/directory/>  
they are structured: [forename.surname@port.ac.uk](mailto:forename.surname@port.ac.uk) If you are using email from inside the  
University then you can abbreviate staff email addresses to just forename.surname.

# Part 2

This part of the handbook:

- Describes the basic structure of the Faculty of Creative and Cultural Industries.
- Explains how your course is administered within the School.
- Explains how units within your course are taught and assessed.
- Brings to your attention some of the relevant University rules and regulations

## **Faculty and School Structure**

The Faculty of Creative and Cultural Industries is one of five faculties within the University of Portsmouth. Formed in August 2006, it is the newest faculty. Within the faculty there are four academic schools:

The School of Art and Design (ARTDES)

The School of Architecture (ARCH)

The School of Media and Performing Arts (SMPA)

The School of Creative Technologies (CT)

*See next page for a diagrammatical representation of the University, Faculties and School/Departments within the Faculty.*

## **Courses**

A full list of courses and associated departments can be found on the CCI website

<http://www.port.ac.uk/ccj>

## **Administration Office**

The Creative Technologies administration office is located on the ground floor of the North Wing of Eldon Building in room 0.05 (tel. x5460). The office provides a central point for all students and deals with all general course administration matters.

## **Academic Matters**

Should you have any queries about academic matters arising from this handbook please contact your personal tutor or course leader as appropriate.

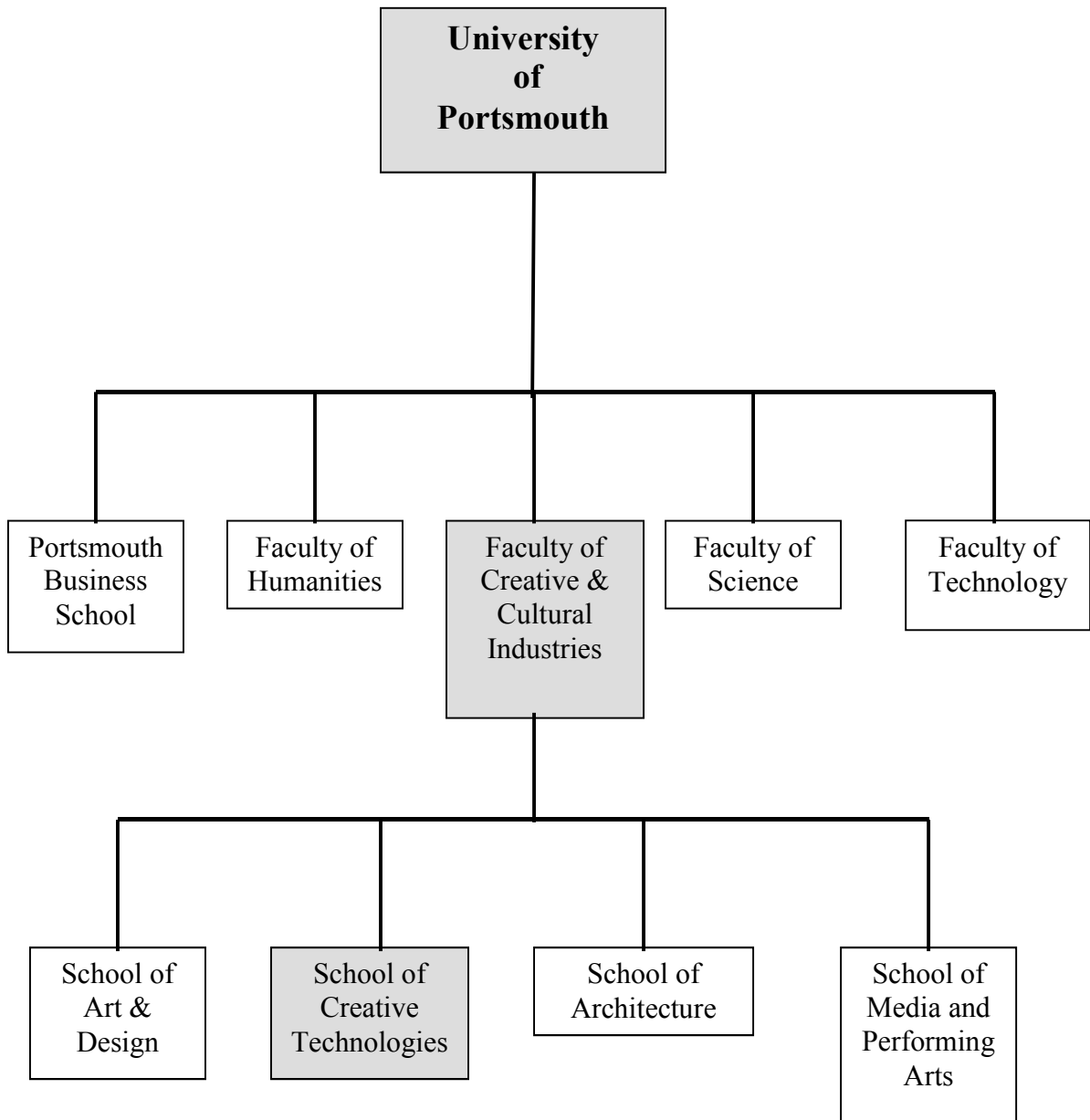


Figure 2 - Structure of University, Faculties and Schools within Creative and Cultural Industries.

## **Faculty of Creative and Cultural Industries Educational Aims**

The mission for our courses is:

To produce graduates with academic and professional integrity who are skilled practitioners able to work in any modern environment in a way that enhances the organisation to which they are committed as well as themselves.

To achieve our mission, for ALL our students we aim to in general:

- Ensure that students have a high quality learning experience and environment.
- Ensure that courses are exciting, stimulating and self-rewarding.
- Inspire an enthusiasm for the subject.
- Enable a wide range of backgrounds to embark on a career relevant to your course
- Offer a flexible range of programmes with professional aspirations in relation to a wide spectrum of careers
- Provide students with up-to-date knowledge in our fast-moving subject areas
- Facilitate the development of sound technical and vocational capability relevant to the named award
- Support the development of techniques in problem-solving required to work in the modern world
- Ensure that students have an excellent preparation for the job market and subsequent career development
- Enable students to meet the educational requirements for entry to the professional bodies
- Foster student abilities in relation to managing their own learning effectively
- Ensure students acquire a clear understanding of their professional and ethical responsibilities

In relation to the School of Creative Technologies, there are four more aspects to the mission:

- Prepare technically-able students for careers in creative technologies within the creative industries or elsewhere
- Undertake research on behalf of, and in collaboration with, the creative industries to facilitate adoption and development of new technologies
- Undertake research on the application of advanced creative technologies to other application areas, including leisure, defence, business, health and learning
- Investigate the interactions between technological advances and creative processes.

# University handbooks, guides and web pages

<http://www.port.ac.uk/accesstoinformation/policies/>

The University regulates itself and all its courses by means of appropriate documentation either through issue of handbook supplements like this one or through the web. Many of these documents are directly related to helping students succeed whilst at University. You are strongly advised to at least know the purpose of these documents.

Essentially, all the general documentation that you get is collectively known as the Student Handbook and it is made up of a number of supplements. Many supplements will be given to you directly whilst others are only available electronically via the web (however you will be able to download copies). Some supplements will be in the form of booklets containing many pages but others will be just one or two pages long. The most important are:

## **Student Charter:**

This brief document spells out the University's commitments to its students and the expected commitments of the student to the University in return. It is available online via the main "Myport" web page.

## **(University) Student Handbook:**

This deals with common student matters and includes such things as health and safety, finance, accommodation and equal opportunities and is produced centrally and issued at the start of your studies. It is available online via the main "Myport" web page.

## **(School) Student Handbook: (i.e. this handbook)**

This contains information about the school where your course resides. It will contain general information about your department/school including structure, academic and administrative staff, general learning, teaching and assessment matters. This is available from the School Admin. Office and/or the school website.

## **(Course) Student Handbook:**

These contain information about a course or group of courses. It will contain important information regarding course structure and academic staff. If your course produces one of these your Course Leader will distribute this during the first week or so of the course. This is available from your course leader.

## **(Unit) Student Handbook (or Unit Handbook):**

This supplement contains information that relates to the study of a named unit or units. This would include information on how to study the unit, information sources, study notes and assessment. These will be given out by unit lecturers and often will also be made available electronically via Moodle.

**Code of Student Behaviour:**

This lays out the expectations and responsibilities of students as members of the academic and local community. Available online at:

<http://www.port.ac.uk/accesstoinformation/policies/>

**Examination and Assessment (and all other) Regulations:**

All University Policies and Codes of Practice (for example: Assessment Regulations, Equal Opportunities, Appeals and Complaints, etc.) are produced centrally by the University Academic Registry and are available online at:

<http://www.port.ac.uk/accesstoinformation/policies/>

**Useful Web pages**

There are a large number of computers available for student use within the University; most of them with web access and it is quite likely that you have your own computer as well. For this reason most of the important information you will need is available in some form on the web. Here is a list of some useful websites.

**School Administration** - <http://www.ct.port.ac.uk/> - etCeTera

etCeTera is the site set up by the School of Creative Technologies for all existing and new students. etCeTera is our site which includes all the important information around your course and the facilities and activities in the School of Creative Technologies.

**Academic Registry** - <http://www.port.ac.uk/departments/services/academicregistry/>

This is the main place to find out about all the University of Portsmouth Regulations and other Quality Assurance practices.

**Academic Regulations** - <http://www.port.ac.uk/accesstoinformation/policies/>

This is the main place to find out about all the University of Portsmouth's Academic Regulations, including the Handbook of Student Regulations and the Assessment Regulations.

**Academic Skills Unit** - <http://www.port.ac.uk/ask>

The Academic Skills Unit (ASK) provides general advice and support on the specific study skills, which are essential to progress as a student. Support includes correct referencing, essay and report writing and tips on academic writing

**Student Services** - <http://www.port.ac.uk/studentsupport/>

This is where you will find information on the general University support network. From here you will get links to Careers, Counselling as well as other useful links.

**Student Finance Centre** - <http://www.port.ac.uk/students/student-finance-centre>

This is where you can obtain financial advice and help about paying University fees, loans, housing etc.

**University Library** - <http://www.port.ac.uk/library/>

This is an excellent site with many sources of information that will be of help to you in your studies at the University.



## **University Assessment Policy -**

<http://www.port.ac.uk/accesstoinformation/policies/qualityassurance/filetodownload,11086,en.pdf>

This policy sets out what you can expect in terms of how you will be assessed and what is expected of staff with regard to assessment.

## **Unit Descriptions –** [www.port.ac.uk/unitwebsearch/](http://www.port.ac.uk/unitwebsearch/)

Course Structures and Unit descriptions are found on this website. Students should ensure that they read the descriptions of all the units that they take. Please ensure that you search using the correct year.

## **Referencing –** <http://referencing.port.ac.uk/>

The University expects very high standards in the way you reference and cite material in assessment including essays, reports and projects. The University has a policy on referencing systems and this site will give you detailed instructions for Harvard APA style which is the style adopted by this, and most other schools.

## **Studying a Foreign Language –** <http://www.port.ac.uk/iwlp>

Students on undergraduate degrees may study a language as an extra curriculum subject (i.e. not for credit) in any, or all, of the three years. If you wish to take a language for credit you may do so at level 5 (year 2) of your degree programme. Please note you cannot do a language for interest at Level 6 if you have not undertaken a language at Level 5. More details can be found via the Institution Wide Language Programme.

## **Support with English Language -** <http://www.port.ac.uk/eap>

International and European Union students can access the English for Academic Purposes programme to help them develop their language skills in the academic context.

## **Students with Disabilities -** <http://www.port.ac.uk/asdac>

This site gives information on how the University can help and support students with matters related to your disability.

## **Counselling Service –** <http://www.port.ac.uk/students/student-wellbeing-service/>

The Counselling Service offers confidential help with a wide range of personal, emotional and academic concerns.

## **Computing and Network Access Policy**

The University provides computing facilities to enable you to complete your course. However, they must not be used for personal gain or improperly.

Full details available at:

<http://www.port.ac.uk/accesstoinformation/policies/information/services/filetodownload,88683,en.pdf>

# Academic structure and related matters

## **Committee Structures and Responsibilities**

The University operates a committee structure as a way of managing and regulating itself. Of these committees the most important from your point of view are the following:

### **Board of Studies (BOS) and Student/Staff Consultative Committee (SSCC)**

These boards have direct responsibility for the academic validity, coherence and quality of the courses and the quality of student support and resources. Normally they meet three times a year and include course leaders, heads of school, teaching staff, service providers and student representatives.

### **Creative Technologies School Management Group**

This is a staff board working under the Board of Studies which meets every 4 weeks in term time, chaired by the Deputy Head of Creative Technologies and comprising of all Creative Technologies Course Leaders.

### **The Credit Accumulation & Transfer System (CATS)**

Most UK Universities operate the CATS system, that is, each unit, or module of study is worth a certain number of credit points at a given level. There are 3 undergraduate levels (1, 2 & 3) normally studied in each of three years, and in each year 120 CATS points are studied. 360 CATS points (at the relevant levels) then equate to an honours degree.

This system is designed to allow standardization and flexibility so that students may transfer between institutions.

### **Undergraduate Programmes**

As previously stated, for each student on a full-time undergraduate programme, a study session (usually a year) is made up of units whose points value must total 120. A unit curriculum for a session will be made up of core (compulsory) units and optional (student choice) units. The minimum number of credits in a unit in this school is 20 and the maximum is 40.

If, for some reason at the end of your course you do not accumulate 360 credits, but achieve over 300 (where 60 or more are at level 3) then you may qualify for a non-honours (or Ordinary) degree.

### **Postgraduate Programmes**

Students enrolled on postgraduate programmes will study units to the value of 180 credits including a major project. It is not possible to study extra optional units (with the exception of language units, which can be studied for interest but will not form part of the award).

# Programme specification document

This is the most important document for your course since it is the place where your course is fully described. You can find the Programme Specification Document for your course on the course overview page for your course on the University website. It has 24 sections covering everything from entry conditions to quality control. However, once you have started on your course the sections that you need to be familiar with are:

**Learning Outcomes** – this section lists what it is you should be able to do at threshold level when you graduate. Learning Outcomes have four elements and if you successfully complete the course you should have demonstrated all these Learning Outcomes:

**Knowledge and Understanding** – outlines the subject specific knowledge that you will have gained.

**Cognitive Skills** – outlines the thinking skills you should have acquired.

**Practical Professional or Subject Specific** – outlines a range of skills that are related to professional use of the subjects that you have studied.

**Transferable and Key Skills** – outlines a general set of skills that you will have used in the process of studying your courses.

**Unit Assessment Map** – this section essentially lists all the units of study available to you on a year-by-year basis and how the assessment plan is split between examination and coursework.

**Assessment Regulations** – summarises the academic regulations for your course. In particular you should note any special exemptions your course has from the Standard University Regulations.

## **Professional Bodies**

Some of the courses and units carry accreditation by professional bodies or by software vendors. Talk to your course leader to find out more.

## **Quality assurance and student feedback**

The University has a Quality Assurance structure and a set of processes by which courses and units are monitored and regularly reviewed. Course teams and teaching staff are always ready to make improvement to the structure, processes, assessment, resources and learning on the courses. Two formal review mechanisms are used in which your active participation is encouraged.

**Unit Review** - on completion of a unit, teaching staff will normally review the unit with a view to possible improvements in materials, content and presentation. The review may be carried out in a number of ways but typically by means of a questionnaire and open discussion in class.

**Course Review** - at the end of the teaching period or session your Course Leader will carry out a review of your course. Course level feedback is normally collected using a questionnaire, at the end of the session. Feedback may also be collected through an open discussion with your Course Leader. In general the review will cover four areas: programme of study, general topics, resources, teaching and learning. Feedback from this review will be reported back to Course Teams and the Board of Studies.

**National Student Survey** – Students on final year courses will be surveyed online by an independent organization funded by the government to give feedback on their course as a whole. These findings are then published in the national press and online. It is very important that you complete this survey when requested.

### **External Examiners**

Every unit and course in the University will have one or more External Examiners who are tasked to independently review the assessment procedures and award standards. In order to carry out their function they overview all examination papers, examine samples of marked examination scripts and examine a selection of marked continuous assessment work. The subject External Examiner for a group of units will attend the associated Unit Assessment Boards and an External Examiner will attend the Board of Examiners for each course.

In addition, External Examiners are regarded as non-executive members of the course team and their views on all significant course related matters are sought.