

Section 5

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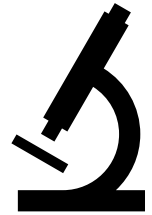
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Assessment in Coursework and Examinations

The forms of assessment associated with each module are set out in your course/subject and/or module handbook(s). Coursework and/or formal examinations may be used. The relative weighting between coursework and examinations and the overall contribution of the module to the final award is described in course regulations. The assessment is designed to demonstrate how well you have met the learning outcomes of the module. Your performance is generally measured as percentage marks, but grades may be used and some modules are graded on a pass/fail basis only. Marking is guided by assessment criteria.

Coursework may involve the production of essays, reports, seminar papers, a project report or dissertation, designs or artefacts, or participation in a class test.

There are set dates for the submission of coursework. Work will not be accepted after this date unless the Course/Subject Director has granted prior permission. You will receive timely feedback on your performance. You should retain your coursework. You may be required to return it at any time within one year. Failure to do so will be a sufficient reason not to take the work into account in determining your results.

Examinations are normally of two or three hours' duration. The University has a system to ensure that examination scripts are anonymised during the marking process. This may also apply to coursework. Examination scripts are not returned to you but you may discuss your performance with your adviser.

You will receive information and feedback on your performance in coursework and in examinations. You should note that marks and grades are subject to a process of moderation, which ensures their validity and reliability, and that no result is finalised until confirmed by the Board of Examiners.

The Board of Examiners makes decisions about your assessments, progress and final award in accordance with the course and award regulations. The Board comprises all internal examiners and at least one external examiner. A senior independent member of faculty staff chairs it. You may be asked to meet with the external examiner.

For combined honours degrees (major/main/minor), decisions about progress and award are made by a campus Progress and Award Board following receipt of results from the subject Boards of Examiners.

Publication of Examination Timetables

The University has four examination periods in the academic year. These are:

- Semester I (January)
- Semester II (May)
- Supplementary (August)
- Semester III (September)

Provisional timetables are published for the Semester I and II examinations; final timetables are published for

all periods. These are available on campus notice board as follows:

- Belfast:** Student Services Centre notice board
- Coleraine:** Examinations Office notice board
- Jordanstown:** Examinations Office notice board (on the Mall)
- Magee:** Registry and Examinations Office notice board

Timetables are also available from the student portal at portal.ulster.ac.uk – My Studies tab, Examinations and Assessment channel.

You are required to note carefully from provisional timetables the time and place of each of your examinations and check that all your examinations have been listed correctly. Any inaccuracies should be notified to the appropriate campus Examinations Office immediately.

When the provisional timetables for the Semester I and II examination periods have been confirmed, your final personal examination timetable will be published on the student portal, My Studies tab, Examination Services channel. You are required to check that the final version contains the correct details. A copy must be printed and brought to each of your examinations. This is important as the timetable includes your seat number for the examination.

You will be able to find out when provisional module timetables and final personal timetables will be available by checking the publication dates posted at portal.ulster.ac.uk, My Studies tab, Examinations and Assessment channel.

Conduct of Examinations

You should note that:

- a) to sit an examination a candidate must be enrolled and have paid all fees due;
- b) no unauthorized books, papers or other material may be taken into the examination room;
- c) any prescribed texts permitted in an examination should not be annotated as this could be construed as giving a candidate an unfair advantage and consequently such texts may be retained by the Senior Invigilator at the end of the examination;
- d) paper or electronic dictionaries may not be brought into the examination unless their use is permitted as stated in the rubric of the examination paper;
- e) mobile phones, ipods, MP3's, or similar devices are not permitted in the examination room;
- f) food or drink may not be brought into the examination room without the prior permission of the Senior Invigilator;
- g) electronic calculators which are operationally quiet, hand-held, contain their own power source and cannot communicate with other devices may be used by candidates in an examination unless expressly forbidden by the examiners;
- h) no material may be removed from the examination room except the question paper, unless the examiner specifies that it must not be removed;
- i) candidates must not communicate with each other during an examination and may only leave the hall if accompanied by an invigilator;
- j) no information relating to the examination paper, additional to that contained in the paper, may be conveyed to candidates during the examination, unless there is an error in the paper, in which case the information shall be provided to all candidates taking the examination;
- k) candidates will not be admitted to the examination hall later than one hour after the start of the examination, except with the permission of the Senior Invigilator;
- l) no candidate may leave the examination until one hour after it has commenced, or in the last fifteen minutes, except with the permission of the Senior Invigilator;
- m) it is the responsibility of each candidate to ensure that his or her examination script is received by an invigilator;
- n) non-attendance at an examination, except for medical reasons or other sufficient cause, will result in the candidate being deemed to have failed the examination;

- o) examination scripts and assessments must be legible, or examiners may decide not to mark them;
- p) anyone disrupting an examination session will be asked to leave.

In addition to the above points, students should ensure that they are familiar with the current Regulations Governing Examinations in Programmes of Study available at :-

portal.ulster.ac.uk, My Studies tab, Examinations and Assessment channel, Guidelines and Regulations section.

Students should also be familiar with the specific regulations for their own course.

Cheating and Plagiarism in Examinations and Coursework

It is an offence for a candidate to infringe, or attempt to infringe, the regulations governing the conduct of examinations or to engage, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of such conduct are:

- a) copying from the examination script or other work undertaken for assessment by another candidate;
- b) personation of others;

- c) fabrication of results;
- d) plagiarism, that is, the presentation by a candidate of work, including ideas and theories, of another person as if it were the candidate's own work (see below 'Plagiarism Policy and Procedures');
- e) collusion;
- f) using inadmissible material.

Reports of alleged offences are considered under procedures approved by the Council in consultation with the Senate in accordance with the Ordinance on Student Discipline.

Students should note that there are severe penalties for such offences. The following action is typical of the penalties imposed upon a student who is found guilty of a first offence:

- a) a reprimand;
- b) a warning;
- c) a fine – currently up to a maximum of £250
- d) no credit for the coursework or examination concerned;
- e) postponement for a year of the repeat of the coursework or examination (where a repeat has been granted) and withholding of permission to gain further credit towards a qualification in the interim.

Plagiarism Policy and Procedures

Definition of Plagiarism

Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting

it as if it were your own. Typical plagiarists use ideas, texts, theories, data, created artistic artefacts or other material without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own previously published work is re-presented without being properly referenced. Plagiarism is a form of cheating and is dishonest.

Advice on proper referencing practices is given early in your course. If you are concerned about referencing techniques, please draw the matter to the attention of your Course/Subject Director so that you may receive extra advice.

Student Declaration of Ownership

When submitting coursework you will be required to sign the following declaration of ownership, which will appear on the coursework submission sheet:

I declare that this is all my own work and does not contain unreferenced material copied from any other source. I have read the University's policy on plagiarism and understand the definition of plagiarism. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

Electronic Detection System

At the discretion of the module co-ordinator, coursework may be submitted to an electronic detection system in order to help ascertain if any plagiarised material is present. At enrolment you have given your consent to your work being submitted to electronic detection systems.

Plagiarism Offences

Where a member of staff suspects that your coursework contains plagiarised material, you may be asked to attend for interview to discuss the piece of work. A record of the meeting will be kept. You may also be required to undertake an oral examination on the content of your work. If plagiarism is found to have occurred, you will be penalised in accordance with the Framework of Penalties for Plagiarism Offences. A note will be placed on your file and a central register.

Framework of Penalties

The Framework of Penalties for Plagiarism Offences in Taught Programmes follows.

The Framework for Offences in Research Programmes is available from the Research Office and research supervisors.

Framework of Penalties for Plagiarism Offences in Taught Programmes

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1 st Offence	2 nd Offence	3 rd Offence	4 th Offence	Plagiarism detected subsequent to graduation
<p>Reduction in marks based on exclusion of plagiarised work.</p> <p>Formative interview with module co-ordinator and/or lecturer.</p> <p>Where 1st offence is in Master's Dissertation:</p> <p>Mark of zero. Re-submit. Interview with Head of School and/or Course Director and/or supervisor.</p>	<p>Mark of zero for assignment containing plagiarism.</p> <p>Interview with Head of School and/or Course/ Subject Director and/or lecturer.</p> <p>Formal letter placed on student file.</p>	<p>Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for coursework element.</p> <p>Case referred to Dean with recommendation of reprimand and fine not exceeding the maximum amount permitted under the Ordinance on Student Discipline at the time of application of penalty.</p> <p>Formal letter placed on student file.</p>	<p>Mark of zero for module.</p> <p>Case referred to University Disciplinary Committee with recommendation of suspension (1 semester or 1 year as advised by Faculty), or discontinue studies at the University.</p> <p>Outcome placed on student file.</p>	<p>The award may be revoked.</p>

NOTES: (a) After a student has received formative advice offences are cumulative and carry over from year to year. Offences are not carried over from undergraduate study to postgraduate study.

(b) Penalty of mark of zero not implemented until formative advice has been given to a student. It may therefore be appropriate, depending on the proximity of assignment deadlines, to count two or three occasions of plagiarism as one offence.

(c) A student who does not attend for interview (1st offence) will be deemed to have received formative advice for the purpose of applying penalties.

(d) When formative advice is given to a student, or an interview held, a note should be placed on the student's file. If the student does not attend for interview, this should also be noted on the student's file.

(e) When a student fails in assessment following the application of a penalty, the normal consequences of failure as set out in course/award regulations apply.

(f) In addition to the academic and disciplinary penalties which apply under the Framework, some students may also be subject to the codes of ethics/behaviour of certain professions and the Ordinance on Fitness for Practice may also apply.

Absence from Examinations

Students who fail to attend for examination, whether or not this is due to authenticated medical or compassionate circumstances (see following section), must notify the Course/Subject Director of their absence not later than five working days following the examination.

Presentation of Information about Extenuating Circumstances

Written medical evidence, or evidence of compassionate circumstances, relevant to your performance in coursework or an examination must be presented not later than five working days following the submission date of coursework or the examination

to your Course/Subject Director, except in the Faculty of Computing and Engineering where forms should be submitted to School Offices.

Evidence of ill health or extenuating circumstances should be presented using form EC1.

This form is available from your Faculty or School Office or at portal.ulster.ac.uk, My Studies tab, Examinations and Assessment channel.

Evidence of ill health must be authenticated by your medical adviser. Medical certificates should be forwarded directly to your Course/Subject Director. Self-certification will not be accepted.

Only in exceptional circumstances will late evidence be considered, in accordance with the procedures set out below in the section 'Appeals against Academic Decisions'.

Progress

Please note that:

- a) Your academic progress will be considered by a Board of Examiners or Faculty Board or Campus Progress and Award Board. In addition, if you are required to take/retake examinations and/or submit/resubmit coursework during the supplementary period, a Supplementary Board will consider your academic progress in August/September.
- b) If your progress is unsatisfactory you may be required by the Board to withdraw from your course of study.

c) Progression from Semester I to Semester II is automatic except for repeating students who have failed at the final attempt. These students are required to withdraw from study.

d) Unsuccessful students may be permitted in accordance with regulations to repeat coursework and/or examinations before the commencement of the next academic year (in the August resit examination period), or during the course of the next academic year. In either case they will be required to pay a fee for each module or part thereof. The fees are reviewed annually and are available on the web at portal.ulster.ac.uk, Admin and Services tab, Student Handbook channel.

e) Following August resits, a student may be permitted in accordance with the regulations to progress to the next year of their course carrying failure in module(s) of up to 20 credit points. The examination(s) and/or coursework in the failed module(s) will be scheduled to take place in the appropriate semester(s) in the next year of study.

Repeating without Attendance

If you are permitted by a Board of Examiners to take/retake examinations/coursework or submit/resubmit dissertation in the next academic year without attendance you should note that:

a) You are required to re-enrol with the campus Examinations Office at the beginning of the academic year. The Examinations Office will forward an enrolment form to you in September/October.

b) If you are required to take/retake coursework and/or examination for a semester two module only, you may elect to retake this at the January examination period provided that you notify the campus Examinations Office prior to the start of the academic year.

If successful, you may be permitted to proceed to the next year of the course and take semesters out of sequence. This is subject to consultation with your Course/Subject Director.

c) If you are required to take/retake Semester I modules only, you may, if successful, be permitted to proceed to the next year of the Course and take semesters out of sequence. This is subject to consultation with your Course/Subject Director.

d) If you require a replacement ID card you should contact your campus Registry Office/Student Services Centre.

Publication of Results

Decisions of Boards of Examiners are published through the Portal and are normally available within two working days of the meeting of each Board. Coursework and examination marks are also published through the Portal by a set deadline following each examination period.

The Portal location is portal.ulster.ac.uk:
Go to My Studies tab and Examination Services channel.

Schedules for the publication of Boards of Examiners decisions and marks will be available at the same location.

It is the responsibility of students to find out their results. Results will not be given over the telephone.

The consequences of failure are set out in course regulations. It is the responsibility of unsuccessful candidates to ensure that their Course/Subject Director provides them with a written record of the decision made by the Board or Examiners on their academic progress.

Appeals against Academic Decisions

You have the right to appeal, in appropriate circumstances, against a decision of a Board of Examiners or a Faculty Board or a Campus Progress and Award Board. An appeal must be based either:

- a) on evidence of extenuating circumstances relevant to your progress which in your view was not in the possession of the Board of Examiners when it made its decision; or
- b) on a procedural or other irregularity associated with the decision.

Any supporting evidence must be submitted by the date given.

If you base your appeal on the submission of evidence of extenuating circumstances you will be required to provide a satisfactory explanation as to why such information was not submitted by the deadlines specified in the above section 'Presentation of Information about Extenuating Circumstances'.

Once you have presented yourself for examination it is not open to you to appeal against the examiners' decision on the grounds of complaint about the delivery or management of the module/course (see page 75 on student complaints). You should raise any concerns or complaints about any aspect of course delivery or supervision as soon as they arise.

The academic judgment of the examiners is not open to appeal (i.e. marks awarded cannot be appealed) but, if you consider that there was an irregularity in the examination procedures of such a nature that the examiners might have reached a different conclusion had the irregularity not occurred, you are entitled to appeal. (A procedural irregularity could, for example, be a change to published examination arrangements not notified to students in advance, or applied to some but not other students on the course/module.)

If you wish to appeal you should obtain the appropriate form (SA1 for the submission of new information, or SA2 for the submission of evidence of procedural or other irregularities) from the campus Examinations Office (Student Services Centre, Belfast). The completed form should be returned, by the specified deadline, to the office from which it was obtained.

The forms are also available from the student portal at portal.ulster.ac.uk – My Studies tab, Examinations and Assessment channel.

All information will be treated confidentially. However, if you have information about highly sensitive or personal circumstances, which you do not wish to present to the

Appeals Panel, you may lodge it in a sealed envelope in the campus Examinations Office (Student Services Centre, Belfast) with your name, course and the words 'For the attention of the Chairperson of the Appeals Panel' and 'Strictly Confidential' written on the outside.

What happens to your form?

The completed SA1 form will be considered by an appeals panel normally comprised of the Chairperson of the Board of Examiners, accompanied by the Head of School and the Course Director. (For students enrolled on combined subject honours degrees the appeals panel will normally comprise the Chairperson of the Progress and Award Board accompanied by the Director of Combined Studies and the Subject Director(s)). You will normally be entitled to be heard in person and to be accompanied by a member of the University (for example, a student or a Students' Union officer or a member of staff, subject to there being no conflict of interest, ie, the person must not be related to you).

The completed SA2 form will be considered by a Senior Officer. If the Senior Officer decides that you have not provided evidence of procedural or other irregularities in your completed SA2 form the appeal will be disallowed and the original decision of the Board of Examiners will be confirmed. If the Senior Officer decides that you have provided evidence of procedural or other irregularities he/she will either agree with the faculty the amendment to be made to the original decision of the Board, or convene a panel comprising members of staff not associated with the original decision to consider the evidence.

An explanatory leaflet on appeals procedures may be obtained from the student portal at portal.ulster.ac.uk - My Studies tab, Examinations and Assessment channel.

Academic Transcript

Students who have successfully completed their course and obtained an award will receive a statement of academic record containing a breakdown of the modules taken and results achieved. This will be provided free of charge and mailed to your home address following graduation. If you wish to send your transcript to a prospective employer, or educational institution, you are advised to request the recipient to return the document to you. However, should you require further copies of your transcript, application can be made to the appropriate campus Examinations Office.

The form is available from the student portal at **portal.ulster.ac.uk**, My Studies tab, Examinations and Assessment channel, then Office Services or from the Alumni website at **www.ulster.ac.uk/alumni**.

The following fees, which are subject to review, will be payable each time you apply:

£25 for one copy of the transcript;
£10 for each additional copy.

You may also request a statement of academic record while you are a currently enrolled student. This will provide the results of modules approved by examination boards up to the date of the request. The charges above apply.

Higher Education Achievement Report (HEAR)

The University of Ulster is committed to implementing the new Higher Education Achievement Report (HEAR) for all undergraduate students in accordance with national developments. This will be developed from the time you arrive at the University, and is intended to capture more fully your performance. It will also enable you, when you become a final year student and graduate to present a wider range of achievements to employers and postgraduate tutors, thereby potentially enhancing your employability or opportunities for further study.

The HEAR will sit alongside the degree certificate and contain:

- A detailed academic record of modules undertaken and marks obtained.
- A record of additional achievements, such as in volunteering or representative roles, particular additional University awards, and/or academic or professional prizes.

Graduation

There are two main conferment points in the academic year, one in the summer (usually June/July) and the other in the winter (usually December). In addition students who have successfully completed postgraduate research may have their awards conferred in spring (usually April).

There are two sets of graduation ceremonies, summer and winter.

Summer graduation ceremonies take place either during the last week in June or the first week in July. Students from the Belfast campus graduate along with students from the Jordanstown campus normally at the Waterfront Hall in Belfast. The graduation ceremonies for students from the Coleraine campus take place on the Coleraine campus. The graduation ceremonies for students at Magee take place at the Millennium Theatre in Londonderry.

Winter graduation ceremonies take place in December on the Jordanstown campus for students from Belfast and Jordanstown while the ceremonies for Coleraine and Magee students alternate between the Coleraine campus and the Millennium Theatre, Londonderry.

In order to attend, candidates must have successfully completed their course and paid all fees and any debts owing to the University. The award of any student in debt will not be conferred.

Application to attend graduation is made online and students will be notified by email each year when the system opens. There is a charge for attendance at a graduation ceremony which includes the hire of academical dress and two guest tickets.

All students who have already completed their studies in Semester I, or who are expected to do so by June of the relevant year, will be eligible to register to attend graduation. Postgraduate students on a linked Masters course who wish to exit with a Certificate/Diploma will normally be included in the winter graduation ceremony.

Portal.ulster.ac.uk, My Studies tab, select Graduation channel

Prizes and Awards

The University offers annually a substantial number of prizes and awards for competition among students. The great majority of these are awarded by Boards of Examiners to the most successful students on their courses. Information about the availability of a prize on a course is available from the Course/Subject Director or from the Course/Subject handbook or from the course notice board.

There are also a number of awards available to students across courses. Details, including dates of application, are publicised within faculties and on the Academic Office web page (www.ulster.ac.uk/academicoffice/prizes.html) where application forms may also be obtained. The value of endowed prizes in any year depends on the income generated.

UNIVERSITY PRIZES AND AWARDS

FINDLATER AWARD IN SOCIAL STUDIES

Establishment of Award

As a result of a bequest by Mr Alexander Findlater

Basis of Award

The prize is for the best piece of written work concerned centrally with social conditions in Ireland, which are interpreted to include social, economic and political areas of study

Eligibility

Any student registered for a course of study in the University of Ulster

Value of Award Approximately £300

Closing Date End of March

GREER GARSON FILM AWARD

Establishment of Award

As a result of an endowment by Miss Greer Garson

Basis of Award

The prize is for the best piece of creative work in film
Eligibility Any student (or group of students) registered for a course of study in the University of Ulster

Value of Award Approximately £500

Closing date End of March

GREER GARSON THEATRE AWARD

Establishment of Award

As a result of an endowment by Miss Greer Garson

Basis of Award

The prize is for the best piece of creative work in theatre.

Eligibility

Any student (or group of students) registered for a course of study in the University of Ulster

Value of Award Approximately £500

Closing date End of March

MCCREA LITERARY AWARD

Establishment of Award

The award is derived from the McCrea Bequest formerly held by Magee University College

Basis of Award

The prize is available biennially for creative writing, in the fields of poetry, essay, drama, the novel or the humanities in general

Eligibility

All members of the University of Ulster, and graduates and honorary graduates of the University of Ulster and the New University of Ulster

Value of Award Approximately £500

Closing date End of March

STUDENT COMPETITION**Establishment of Award**

Established by the Centre for Higher Education Practice

Basis of Award

Made to the students who submit the winning entries to an annual competition organised by the Centre based on a Teaching and Learning Theme.

Eligibility

All students currently registered at the University

Value of Award Three awards of £250

Closing date End of March

**UK FEDERATION OF BUSINESS AND
PROFESSIONAL WOMEN (NI DIVISION)
TRAVELLING SCHOLARSHIP**

Establishment of Award

As a result of a donation by the Northern Ireland Division of the UK Federation of Business and Professional Women

Basis of Award

The scholarship is intended to provide the holder with the opportunity to travel and visit places outside Northern Ireland, which will allow the student to extend her experience in ways which are likely to enrich her personal and academic skills. The scholarship shall normally be tenable for a period during the following summer vacation, and the course of travel shall be agreed and approved by the selection panel.

A scholar is liable to forfeit her scholarship should she fail, without good reason, to carry out the terms of the approved course of travel.

Eligibility

Any female student registered for any full-time course of study in the University

Value of Award Approximately £300

Closing Date End of March

WALTER ALLEN PRIZE FOR CREATIVE WRITING**Establishment of Award**

Established in 1974 by Dents the Publishers in honour of Walter Allen who was Professor of English from 1968 to 1973.

Basis of Award

Creative writing in poetry, prose or drama

Eligibility

All undergraduate students of the University of Ulster

Value of Award £50

Closing Date Early May

CONVOCATION STUDENT OF THE YEAR AWARD**Establishment of Award**

Established by the Convocation of the University of Ulster and funded from the Convocation Gift Fund.

Basis of Award

Made to a student or group of students who, during their time at the University of Ulster, has/have demonstrated significant personal achievement or a substantial contribution to the life of the University, its students or the community.

Eligibility

All students currently registered at the University and in good academic standing.

Value of Award A perpetual trophy and £500

Closing date End of March
