**Course/Subject Handbook Template for taught courses**

Text in italics should be included in Handbook as given. Some information is also contained in or from links in the general University Student Guide available to all students [www.ulster.ac.uk/studentadministration/students/current-students/student-guide](http://www.ulster.ac.uk/studentadministration/students/current-students/student-guide) and

[www.ulster.ac.uk/connect/guide](http://www.ulster.ac.uk/connect/guide)

It is suggested that some material to which students should be directed may be placed on the Blackboard course/programme support area or linked to it from that area. Course/Subject Directors should decide the appropriate medium through which the necessary information will be provided to students.

1. **Introductory Section**
* Welcome by Head of School and/or Course/Subject Director
* Photos of Course Team
* Guide on use of course/subject handbook including direction to Blackboard Learn Course/Programme Support Area and explanation for its use
* Faculty/School/Department location, map of key locations, and details of School/Department Office including opening hours
* Communication

Use of notice boards and other means of communication, including University email

* Learning and Teaching Support Charter

*This Charter is for all students studying on a taught course at Ulster University. It underlines the University’s commitment to the development of a partnership in learning and the provision of an enriching learning experience for its students. It sets out what you can expect from the University and what we expect of you in relation to the teaching you will receive, how you will be supported in your learning and in relation to assessment.*

[www.ulster.ac.uk/studentcharter/home](http://www.ulster.ac.uk/studentcharter/home)

1. **Course Section**
* Induction

Reference to induction process and any materials, and to the ongoing support that underpins the first year learning experience

* Programme specification

Introductory paragraph: explain programme specification and how it informs learning and teaching experience. Link to online version.

* Reference to Academic Calendar, with significant course dates added, e.g. dates of field trips, 1st year assessment hand-in

[www.ulster.ac.uk/studentadministration/students/current-students/academic-calendar](http://www.ulster.ac.uk/studentadministration/students/current-students/academic-calendar)

* Course structure and the nature of the learning environment
* Contact/teaching and study hours: a brief description of learning and teaching methods - see ‘Explaining Contact Hours’ guidance (2011) including learning and teaching and assessment methods at QAA’s website [www.qaa.ac.uk](http://www.qaa.ac.uk), and use of Blackboard Learn
* Learning in Higher Education: brief paragraph on expectations of learners in HE, including use of non-contact hours for study, use of feedback (see also below), and fixed nature of deadlines
* Course regulations

Introductory paragraph and full set

* Module Information

Information on modules (including choice where applicable). Supplemented by more detailed information in module handouts and module areas in Blackboard.

* Information on availability of additional study support through ‘Studiosity’ [addl.ulster.ac.uk/yt-sso/](http://addl.ulster.ac.uk/yt-sso/)
* Assessment criteria

How work will be assessed: to include brief explanation of University marks/grades/classification, use of formative and summative assessment, assessment criteria (with appropriate links), reference to self and peer evaluation, if used, anonymous marking, and consequences of failure.

The following statement should be included:

*You will receive information and feedback on your performance in coursework and 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.*

* Feedback and how it can support your learning

How feedback will be given (normally within 15 days), formative and summative, how to use it constructively.

* Referencing and plagiarism

Importance of accurate referencing and link with avoidance of plagiarism. Introduction to specific style of referencing that is to be used. Examples of correct referencing and plagiarism relevant to subject.

* 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. Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented 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 work is re-presented without being properly referenced. Plagiarism is a form of cheating and is a disciplinary offence.*

* Student Declaration of Ownership

*(This should also be used when assignments are being submitted electronically.)*

*I declare that this is my own work and that any other material I have referred to has been accurately and consistently represented. 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 in Taught Programmes and Master of Research (look at the Course Handbook in your Blackboard Course Support Area for the framework). A note will be placed on your file and the offence will be recorded on the central register of plagiarism and other forms of cheating.*

* Link to Policy and Penalties:

[www.ulster.ac.uk/studentadministration/students/current-students/examinations/cheating-and-plagiarism](http://www.ulster.ac.uk/studentadministration/students/current-students/examinations/cheating-and-plagiarism)

* Other key learning resources (Library, laboratories, performance spaces, studios)
* Any additional costs incurred in doing the course – books, equipment, material, field trips
* Copyright: You should be aware of the limits on photocopying and scanning materials required by copyright law.

As an individual student what amount can I photocopy?

* + *You should seek to observe the extent limits or so called “safe copying” limits of:*
		- *one whole article from an issue of a journal.*
		- *one whole chapter from a work*
		- *one short story, poem or play (not exceeding 10 pages in length) from an anthology*
		- *one whole scene from a play*
		- *one whole paper from a set of conference proceedings*
		- *one whole report of a single case from a volume of judicial proceedings*

*Or 10% of the total publication, whichever is the greater*

* + *Under fair dealing you may only copy for yourself. You cannot make copies for other people.*
	+ *You may make only one copy of the same work.*
	+ *As a general rule you may not copy more than the so called “safe copying limits” from the same work at around the same time (i.e. you cannot copy one chapter from a work one day and a further chapter for the same work the next)*
	+ *Your copying should be for non-commercial research or private study purposes.*
	+ *You should acknowledge the source of your copy.*
* Extenuating circumstances
* Appeals

See: [www.ulster.ac.uk/studentadministration/students/current-students/examinations](http://www.ulster.ac.uk/studentadministration/students/current-students/examinations)

* Higher Education Achievement Report (HEAR)

*This record of your achievements will be developed from the time you arrive at the University. It will contain a detailed academic record of modules taken and your marks and a record of additional recognised activities. It will enable you to present a record of a wider range of achievements to potential employers or postgraduate tutors, so enhancing your employability.*

* Link to HEAR information:

[www.ulster.ac.uk/studentadministration/students/current-students/my-academic-record/hear](http://www.ulster.ac.uk/studentadministration/students/current-students/my-academic-record/hear)

1. **Course Organisation**
* Brief details of staff involved in course
* Roles of key members of staff

(The text in italics below is also set out in the Student Guide – Courses and Modules - Organisation Management)

* Course /Subject Director

*A course committee is responsible for the organisation and management of the course. It is made up of all the academic staff associated with its delivery. One of these staff is appointed the Course Director who looks after its day-to-day running. You should contact this person if your Adviser of Studies, the module co-ordinator or other lecturing staff are not able to help you with a particular problem or query relating to the course.*

(If relevant) *For major, main and minor subject strands contributing to modular Honours degrees a Subject Director and Subject Committee take on these roles and a campus co-ordinating group, comprising all subject directors, and chaired by the Director of Combined Studies, consider inter-subject matters.*

* Module Co-ordinator

*Each module has a Module Co-ordinator who has overall responsibility for the module. The main responsibilities of the Module Co-ordinator are:*

* + *Planning the module and changes to the module*
	+ *Co-ordinating and managing teaching on the module*
	+ *Co-ordinating the examining of students on the module. In cases where a module is delivered by more than one member of staff, some responsibilities will be shared.*
* Studies Adviser

Nature of Studies Advice system – what students should expect.

*Each registered student on a taught course is assigned an Adviser of Studies who provides guidance in matters relating to choosing modules, assessment, and progress. You are encouraged to talk to your adviser about your work and progress and to seek assistance, if required, with study or examination skills.*

*Studies Advisers will be pleased to provide students with information about the range of support available e.g. from Student Wellbeing, Chaplaincy, Employability and Careers and, if requested, will plan for students to seek specialist advice, or help.*

*You will be given the name of your Studies Adviser during the first week of the semester. You should meet with your Adviser at least once each semester. Your Adviser will agree with you the frequency and format of these meetings.*

Indicative agendas for Studies Advice meetings (from Guidance on Implementation of Code of Practice for Studies Advisers).

See Academic Office Polices: A

[www.ulster.ac.uk/academicoffice/policies](http://www.ulster.ac.uk/academicoffice/policies)

Description of the following roles:

* Placement Tutor
* Head of School
* External Examiner
* Timetable and attendance

Explanation of nature of different sessions in the timetable and preparation for them. Importance of regular attendance and procedure for monitoring and following-up on non-attendance. Absence reporting.

* Submission of coursework (procedure, submission sheet, normally electronic, or physical location). Downloadable submission sheet - see Academic Office Polices: C [www.ulster.ac.uk/academicoffice/policies](http://www.ulster.ac.uk/academicoffice/policies)
* Changing an optional module

*The University's regulations allow you to replace optional modules provided that you notify the Registry Office on a* [*Module Amendment Form*](https://www.ulster.ac.uk/studentadministration/students/current-students/forms) *signed by your Course Director or Studies Adviser within the first two weeks of the semester in which the module is taught.*

[www.ulster.ac.uk/studentadministration/students/current-students/my-academic-record](http://www.ulster.ac.uk/studentadministration/students/current-students/my-academic-record)

* Staff-Student Consultative Committee – see Student Guide: course Organisation and Management and [www.ulster.ac.uk/quality/procedures/student-engagement/staff-student-consultative-committees](http://www.ulster.ac.uk/quality/procedures/student-engagement/staff-student-consultative-committees)

Explain purpose of Committee, including sharing of External Examiners’ reports

* + Procedures for electing Course representatives. Further details and link to Students’ Union site: [www.uusu.org/student-voice](http://www.uusu.org/student-voice)
	+ How students provide feedback on their learning experience
		- Module Feedback Survey
		- National Student Survey
	+ Health and Safety – subject related Health and Safety information
	+ Rooms used for teaching - maps
1. **Community Engagement and Employability**
* Opportunities within the programme, including
	+ Entrepreneurship
	+ Creativity
	+ Work-related learning
	+ Placement (where applicable)
	+ Modules within the CPPD framework – brief introduction and value of student engagement with these additional learning opportunities
* Opportunity to undertake work experience e.g. Tutoring in Schools

*Tutoring in Schools is a programme that places University of Ulster student tutors in a primary, secondary or special school. Traditionally popular with students wishing to complete a PGCE and undertake a career in teaching, the programme is however open to any student who wishes to gain valuable placement experience*

[www.ulster.ac.uk/flexible-education/schools/tutoring-in-schools](http://www.ulster.ac.uk/flexible-education/schools/tutoring-in-schools)

* Opportunity to study broad

Include, as appropriate, reference to StudyUSA, Erasmus scheme, International Student Exchange Programme

* Opportunity to work with Social Enterprises e.g. through Science Shop

*The Science Shop offers all University of Ulster students an opportunity to undertake a project with a community or voluntary group across Northern Ireland. Students who engage in Science Shop activities come from a variety of disciplines including, architecture, communications, social policy, geography, business and management, law, environmental health, and computing.*

[www.ulster.ac.uk/flexible-education/community/science-shop](http://www.ulster.ac.uk/flexible-education/community/science-shop)

* Support provided by Employability and Careers:

[www.ulster.ac.uk/employability/home](http://www.ulster.ac.uk/employability/home)

*Offers friendly and impartial help and advice with career planning and provide opportunities for you to develop your employability skills. There are information centres on each campus.*

*Services provided include:*

* *A comprehensive range of current career information resources, for reference, to take away, and online.*
* *Access to graduate vacancies for permanent employment, placement, vacation and part-time work.*
* *Regular opportunities to meet employers and professional bodies at fairs, forums, presentations and interviewed throughout the year.*
* *Accredited modules to help you develop career management skills.*
* Ulster Edge

*The EDGE Award is an opportunity for undergraduate students. The award has been designed to enhance the employability of Ulster students by providing official recognition and evidence of activities outside your programme of study. It is taken in addition to your programme of study and enrolling is free.*

*For the award you will take part in a wide range of activities to enhance your career prospects and also to show future employers you are committed to developing your personal skills.*

*When you graduate from Ulster, the EDGE award will appear in your official transcript, the Higher Education Achievement Report.*

1. **Other Enrichment Opportunities**

Other ways that you can get involved in University life, enjoy yourself and enhance your C.V.

For example:

* Students’ Union: <https://www.uusu.org/>
* Clubs and Societies
* Being a course representative
* UUSU Volunteering Centre

*The University of Ulster Students’ Union Volunteering Centre supports students who want to lend a helping hand in their local community or Students’ Union whether they are passionate about social change, seeking to gain valuable experiences and skills or whether they just want to meet new friends and have fun.*

* Voluntary organisations e.g. Young Enterprise
* Mentoring schemes
* Being a Peer Leader
* Prizes
* Competitions
1. **Support**

It is normal to have questions about your studies and University life, and the University provides a variety of places that you can get information and support. You are encouraged to make full use of them to help you with your learning in higher education.

Who to talk to:

· Studies Adviser

· Course Director

· Student Wellbeing Services [www.ulster.ac.uk/wellbeing/home](http://www.ulster.ac.uk/wellbeing/home)

*Many students experience wellbeing challenges while living in the University environment. Student Wellbeing services focus on students ‘Being Well and Doing Well at ulster’. All support is confidential, provided in a supportive atmosphere by qualified wellbeing professionals. By accessing student wellbeing support about wellbeing pressures, including disability support needs, mental health, money management and financial challenges you can help ensure your success.*

· Students’ Union [www.uusu.org/](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uusu.org%2F&data=04%7C01%7Cl.roos%40ulster.ac.uk%7Cddd44d12760e43828d7008d958ba9a33%7C6f0b94874fa842a8aeb4bf2e2c22d4e8%7C0%7C0%7C637638380738436989%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XUZHgibIW5in3v6BIMN8HJc%2FQEr1urTvY%2BY55Tq6K98%3D&reserved=0)

1. **Other Useful Information**
* Student Charter and associate charters for:
	+ - Learning and Teaching
		- Information Services
		- Library Services
		- Residential Services

[www.ulster.ac.uk/studentcharter](http://www.ulster.ac.uk/studentcharter)

* Student Complaints Procedure

[www.ulster.ac.uk/quality/procedures/student-engagement/student-complaints](http://www.ulster.ac.uk/quality/procedures/student-engagement/student-complaints)

**Disclaimer**

*Details of the course/subject\* are set out in this Handbook. The University will use all reasonable endeavours to deliver the course/subject\* in accordance with this description. However, the University does not provide education on a commercial basis and is largely dependent on public and charitable funds, which the University has to manage in a way which is efficient and cost-effective, in the context of the provision of a diverse range of programmes to a large number of students. The University therefore reserves the right to make variations in the content or method of delivery or assessment or other changes if such action is reasonably considered necessary by the University in the context of its wider purposes. [The University cannot guarantee complete success in placements being secured for all students.\*\*]*

*\* as applicable*

\*\* delete if not applicable

**Retention of Information**

*You are advised that you should retain this Handbook and associated module handbooks for future reference. You may be asked to provide documentary evidence of modules taken and their content by potential employers or in connection with an application to undertake further study. The University can provide such details from its records but will make a charge to cover the costs involved in conducting searches and supplying information.*

**Academic Office**

**August 2021**