­­

Programme Handbook

2017/18

School   
Programme Title

Programme Handbook

[1. Welcome from Programme Leader 6](#_Toc485902331)

[1.1 Student Charter 7](#_Toc485902332)

[1.2 Getting your Student Card 7](#_Toc485902333)

[2. About your programme of study and the School of insert name here 7](#_Toc485902334)

[2.1 Programme Team 7](#_Toc485902335)

[Programme Director/Leader (and/delete as necessary) 8](#_Toc485902336)

[Deputy Programme Leader 8](#_Toc485902337)

[PDTs, year tutors, lecturers, etc 8](#_Toc485902338)

[Disability and Inclusion Contacts 8](#_Toc485902339)

[The iPoint 8](#_Toc485902340)

[2.2 Communication between you and your Programme Team 9](#_Toc485902341)

[Meetings with staff 9](#_Toc485902342)

[Email 9](#_Toc485902343)

[Moodle 9](#_Toc485902344)

[Information through social media 10](#_Toc485902345)

[Notice boards 10](#_Toc485902346)

[How we will communicate last minute changes to activities 10](#_Toc485902347)

[3. Important dates for your diary! 10](#_Toc485902348)

[3.1 Calendar of the academic year 2017/18 10](#_Toc485902349)

[3.2 Trimester dates for session 2017/18 11](#_Toc485902350)

[3.3 Holiday dates for session 2017/18 11](#_Toc485902351)

[3.4 Examination Dates for session 2017/18 11](#_Toc485902352)

[3.5 Freshers’ and Week 1 12](#_Toc485902353)

[3.6 Attendance expectations 12](#_Toc485902354)

[3.7 Programme specific dates 13](#_Toc485902355)

[3.8 Timetable 13](#_Toc485902356)

[4. So, what will my programme be like? 13](#_Toc485902357)

[4.2 Philosophy 14](#_Toc485902358)

[Insert Programme Aims and Learning Outcomes 14](#_Toc485902359)

[Lectures 14](#_Toc485902360)

[Tutorials/Workshop 14](#_Toc485902361)

[Laboratories 15](#_Toc485902362)

[Independent and Directed Study 15](#_Toc485902363)

[How do I progress through programme, developing my subject expertise? 16](#_Toc485902364)

[In addition to the developing my subject knowledge and expertise, what other opportunities are available on my programme? 16](#_Toc485902365)

[How are my employability and transferrable skills developed over the duration of my programme? 16](#_Toc485902366)

[Can I undertake a period of work experience within my programme? 16](#_Toc485902367)

[Are there any opportunities to study abroad within my programme? 16](#_Toc485902368)

[Will I get the opportunity to be involved in research? 16](#_Toc485902369)

[Programme Structures 16](#_Toc485902370)

[4.3 Our Modular System 17](#_Toc485902371)

[Modules 17](#_Toc485902372)

[Compulsory and option modules 17](#_Toc485902373)

[Accreditation 17](#_Toc485902374)

[Course Prizes/Medals 17](#_Toc485902375)

[What facilities, field trips, equipment, software etc will I be using on my programme? 18](#_Toc485902376)

[Academic Skills and Study Skills 18](#_Toc485902377)

[5. How do I submit my coursework/assignments? 18](#_Toc485902378)

[5.1 What happens if I submit my assignments late? 19](#_Toc485902379)

[5.2 What do I do if I am absent due to illness or other personal circumstances? 19](#_Toc485902380)

[5.3 What should I do if I am ill or absent on the day an assignment it due or on the day of an examination? 19](#_Toc485902381)

[5.4 Plagiarism and what this means 20](#_Toc485902382)

[5.5 Fit to Sit / Extenuating Circumstances 20](#_Toc485902383)

[6. When will I get my feedback and marks? 21](#_Toc485902384)

[6.1 How and when do I get feedback on my assignments? 21](#_Toc485902385)

[6.2 How do I know if I have passed? 21](#_Toc485902386)

[6.3 When will I get my results? 21](#_Toc485902387)

[6.4 What if I have failed? 21](#_Toc485902388)

[6.5 Reassessment 22](#_Toc485902389)

[6.6 Progressing to next year of study 22](#_Toc485902390)

[6.7 Boards of Examiners 22](#_Toc485902391)

[7. What opportunities will there be on my programme to provide feedback to staff? 22](#_Toc485902392)

[8. Get involved 23](#_Toc485902393)

[8.1 Edinburgh Napier Students’ Association (ENSA) 23](#_Toc485902394)

[8.2 Student Representation 24](#_Toc485902395)

[8.3 Academic Excellence and Engagement 24](#_Toc485902396)

[8.4 School Representatives 24](#_Toc485902397)

[8.5 Getting Involved 25](#_Toc485902398)

[8.6 Volunteering 25](#_Toc485902399)

[8.7 Further Information 25](#_Toc485902400)

[9. Graduation – What is it? 25](#_Toc485902401)

[10. Supporting you from Induction to Graduation 26](#_Toc485902402)

[10.1 Academic Skills 26](#_Toc485902403)

[10.2 Careers 26](#_Toc485902404)

[10.3 Confident Futures 27](#_Toc485902405)

[10.4 Employer Opportunities 27](#_Toc485902406)

[10.5 Global Mobility 27](#_Toc485902407)

[10.6 In addition to placements are there any additional employer links associated with my programme? 27](#_Toc485902408)

[11. Health and safety 28](#_Toc485902409)

[12. Are there any School processes and forms that I need to be aware of on my programme? 28](#_Toc485902410)

Across the university a range of different awards have been achieved. Some Schools have also been awarded prizes (for example Athena SWAN Bronze Departmental Award in the School of Computing and in the School of Engineering and the Built Environment. In addition each School has provision that is accredited by professional or statutory bodies.

*While care has been taken to try to ensure that the information contained in this edition of the programme handbook is correct, no guarantee can be given that it is completely free of errors   
or omissions.*



# 1. Welcome from Programme Leader

<Guidance: In completing this section Programme Leaders are asked to welcome new students to the programme on behalf of the Programme Team and welcome back returning students. As part of this introduction you should remind students of the importance of matriculating each session, the importance of ensuring they use this handbook as an important reference point. The following text is given as a guide, please amend as necessary to support the needs of your particular programme>

Example:

As Programme Leader for < insert title of programme(s) >,on behalf of the staff members of the School of Enter School Name and the Programme Team we would like to extend a very warm welcome to the university. We look forward to working with you and supporting you during your time at Edinburgh Napier University. We hope you will have a fantastic time and make the most of all the opportunities that are available to you.

A special welcome to those of you who are joining the Programme in its later years having already completed a Certificate or Diploma programme. Well done so far. We would like to wish you every success with your degree programme.

To those of you who are continuing with your studies, I am delighted to be welcoming you back. Congratulations on your achievements so far. I and the rest of the Programme Team are looking forward to working with you again this session.>

The Programme Team hope that you will have an enjoyable, interesting and challenging year of researching and learning which will provide a sound basis for the future.

You must matriculate each year of your course. If you do not do this, you will lose your network and email access, and Tuition Fee and Student Loan payments will not be made. Details are posted online each year and can be completed before you return to the university.

Your student card provides you with a means of identification and also grants access to library resources, as well as access to certain labs and buildings. It is your responsibility to carry your matriculation card at all times on campus. If your card is lost, stolen or has expired, please ask at the iPoint about getting a new one.

Personal Information: It is your responsibility to notify the University promptly of any change of address, change of name or changes to your personal information. This can be done via eStudent Records on [myNapier](http://my.napier.ac.uk/Pages/Home.aspx).

In case of emergencies: In the event of an emergency on campus, there are Security offices at all our main campuses. The main Control Room is operated 24 hours and can be contacted on 0131 455 6119. If you feel uneasy on campus, please phone the emergency line (0131 455 4444) and ask for an escort to the exit. Assistance will be with you in 15 minutes.

The purpose of this handbook is to give you a permanent source of information about your programme and to make you aware of some of the more important regulations under which it operates. Members of the teaching staff will be happy to explain any aspects which might seem unclear. Please ensure you know where to find a copy of it for future reference, and read its contents carefully.

## 1.1 Student Charter

At Edinburgh Napier University, we want staff and students to work together to improve the quality of the student and learning experience. To achieve this, we all have a responsibility to each other. The student charter, explains this responsibility and sets out the level of service you can expect while you are studying with us. It also says what we expect of you. You can access the student charter at [myNapier](http://my.napier.ac.uk/Pages/Home.aspx).

## 1.2 Getting your Student Card

For the start of the next academic year, 2017/18, all cards will be printed offsite by a third party provider and sent direct to your term-time address. New students will receive their cards within 5 days of matriculation. If any student needs a replacement card it can be requested at an iPoint and will be sent directly to you within 48 hours of request and payment.

# 2. About your programme of study and the School of insert name here

<Guidance: in completing this section, Programme Leaders are asked to ensure that students on the programme are clear about the contact details and roles of those colleagues who they will interact with on their programme e.g. the Programme Team, their PDT,their programme administrator and administrative staff, placement coordinators, Academic Support Advisor, Pastoral Care Adviser/Dissertation Co-ordinator etc. Programme leaders are encouraged to ensure the email addresses for these colleagues are hyperlinked and include or hyperlink to staff photographs. The details below outline some of these roles. Programme Leaders are encourage to customise and add to this listing as required to best support and represent their programme(s)>

## 2.1 Programme Team

Your programme has a team to manage its day-to-day running. If you have a question or problem, then you should contact one of the following members of staff. You should ensure that you know who the members of the Programme Team are for your programme.

Note: If you are using a University phone inside a university campus, you only need dial the last four digits of the numbers below.

### Programme Director/Leader (and/delete as necessary)

[name] [room] [phone number] [email]

The role of your Programme leader is to manage and co-ordinate the operation of your programme in liaison with your Dean and the rest of the University, and to liaise with the any professional bodies of relevance to your programme.

### Deputy Programme Leader

[name] [room] [phone number] [email]

### PDTs, year tutors, lecturers, etc

[name] [room] [phone number] [email]

[name] [room] [phone number] [email]

[name] [room] [phone number] [email]

[name] [room] [phone number] [email]

[name] [room] [phone number] [email]

Your Personal Development Tutor (PDT) is the person to whom you should go in the first instance for guidance on any academic or personal issues that may affecting your academic work. You can find out who your PDT is by logging into eStudent Records.

< Guidance: In this section, the Programme Leader is asked to provide details of role of a PDT and how Personal Development Planning )PDP) is undertaken within the programme, how frequently the PDT will meet with students and whether this will be a 1:1 or in a group session. Will these sessions be timetabled? Etc.>

### Disability and Inclusion Contacts

[name] [room] [phone number] [email]

[name] [room] [phone number] [email]

### The iPoint

The iPoint is your first point of contact with the University and will provide you with access to a range of services and support. They can help with enquiries relating to: requests for student status letters; council tax exemption requests; and booking appointments for some student services. The iPoint can also help with student card queries. You will find the iPoints at the primary entrances to our main campus buildings at Sighthill, Merchiston, and Craiglockhart and they are open between 0845 and 1700 hours, Monday to Friday. Further information is available on [myNapier](http://my.napier.ac.uk/Pages/Home.aspx)

## 2.2 Communication between you and your Programme Team

### Meetings with staff

Meetings can usually be arranged by contacting the relevant staff members either via telephone or email.

### Email

As a matriculated student of the University you will be allocated a University email address. This is the only recognised account for emailing your Programme Team, your School Support team or the University’s support services. Your University email is also linked to Moodle, our online learning environment. This will mean that you will receive any notifications from Moodle direct to your email account. Accessing your email regularly helps to keep you connected to the University. You can do this from any Internet enabled device, including tablets and smart phones.

**H:\Work in progress\Programme Handbook\Images\exclamation.jpgIt is your responsibility to check your Edinburgh Napier e-mail account regularly**

### Moodle

Moodle is the online learning environment for supporting your studies at the University. It provides secure access to important course information, learning activities and additional learning support where appropriate. Once you have matriculated you will automatically be registered in Moodle and enrolled to the module sites. Please take the time to find how Moodle is to be used within your modules and take advantage of the opportunities provided. You can login to Moodle from any Internet enabled device, including tablets and smart phones. Support for Moodle is available from the IT Support Desk for any login issues, from the school office for incorrect modules, and from your module leader for access to materials and activities.

H:\Work in progress\Programme Handbook\Images\exclamation.jpg<Guidance: Programme Leaders should insert a please put hyperlink to the programme Moodle page here>

**It is your responsibility to check the programme Moodle pages regularly.**

### Information through social media

Your programme may make use of social media such as Facebook and Twitter to create additional online spaces for communication with the Programme Team, fellow students, and associates outwith the University. The University recognises the potential benefits of social media, and encourages responsible and acceptable use so that you can enjoy the benefits of online networks, whilst maintaining the high standards of conduct expected by the University and relevant professional organisations. Guidance of how to be webwise can be found in the Data Protection section on myNapier.

< Guidance: Programme leaders are asked to qualify if and how the Programme Team make use of social media within the programme>

**H:\Work in progress\Programme Handbook\Images\exclamation.jpgIt is your responsibility to maintain a professional online identity when using social media.**

### Notice boards

< Guidance: Programme Leaders need only include this section if Notice Boards are still used by the Programme Team>

You will be shown where your notice boards are located during your induction week. Many important notices will be placed on them.

It is your responsibility to check these notice boards regularly.

### How we will communicate last minute changes to activities

< Guidance: In this section Programme Leaders are required to inform students about how they would be informed of any last minute changes to teaching activities. Depending on the programme this might involve the use of email, Moodle or the programme Facebook page>

# 3. Important dates for your diary!

## 3.1 Calendar of the academic year 2017/18

At Edinburgh Napier University your academic year is divided into three trimesters. Teaching on your programme will take place in Trimesters 1, 2 and 3.

<Guidance: Programme Leaders are asked to complete the section above in the context of their programmes: i.e.confirm during which of the trimesters teaching takes place>.

Inter-trimester week should be used by you as a supplementary reading week to help develop knowledge and skills for the next trimester, reflect on your learning in the previous trimester, or as additionally specified by your Programme Team.

The last two weeks of each trimester are normally reserved for examinations, the timetable for which is published about six weeks beforehand. Please note, if you are a first year student studying in Trimester 1, you will not normally be required to undertake any university administered examinations during that trimester. Details for your programme can be found in the assessment matrix located in appendices of this handbook.

The full 2016/17 university calendar can be found on myNapier.

## 3.2 Trimester dates for session 2017/18

All dates are inclusive

|  |  |
| --- | --- |
| Trimester 1 | 4 September 2017 – 16 December 2017 |
| Trimester 2 | 8 January 2018 - 5 May 2018 |
| Trimester 3 | 14 May 2018 - 25 August 2018 |

## 3.3 Holiday dates for session 2017/18

|  |  |
| --- | --- |
| September weekend | 18 September 2017 |
| Christmas break | 18 December 2017 – 2 January 2018 |
| Inter-trimester week | 03 – 05 January 2018 |
| Easter break | 26 March - 06 April 2018 |
| Inter-trimester week | 07 - 11 May 2018 |
| Victoria Days | 21 - 22 May 2018 |

## 3.4 Examination Dates for session 2017/18

|  |  |
| --- | --- |
| Trimester 1 | 4-16 December 2017 |
| Trimester 2 | 23 April - 05 May 2018 |
| Resit | 19 July – 01 August 2018 |
| Trimester 3 | 13 - 24 August 2018 |

## 3.5 Freshers’ and Week 1

Edinburgh Napier is committed to ensuring that you have a great induction experience as you join the learning community of the university. Freshers’ and week 1 activities are delivered by your Programme Team with input from the Edinburgh Napier Students Association (ENSA). This week will give you the opportunity to meet your programme leader and members of the teaching team, get to know students in your programme, to engage in a range of social events and to use the opportunity to sign up for sports clubs and societies. It’s a great way to get to know people!

<Guidance: In this section, Programme leaders are asked to detail the arrangements that have been put in place by the Programme Team to support the students as they make the transition into studying at Edinburgh Napier. This will include details/links to Freshers’ week andweek 1 activities, and details of ongoing embedded induction activities. Programme Teams should complete this section to reflect the various types of students who may be on their programme e.g.:

Information for New Students e.g

1st years

Direct Entry students

Part Time students

Online/Distance Learning students

Information should also be included for returning students to indicate their role in any Freshers’ activities and how they will start the next stage of their studies.

Each Full time cohort

Each Part time cohort

etc>

## 3.6 Attendance expectations

To get the most from your time on your programme, it is critical that you attend all scheduled class activities. There is clear evidence that links attendance to successful progression and keeping our students through the programme.

<Guidance: In this section Programme Leaders are asked to qualify any more specific attendance expectations on your programme. e.g. as defined by professional and statutory bodies. >

## 3.7 Programme specific dates

<Guidance: In this section Programme Leaders are asked to describe any programme specific events and dates that students need to be made aware of, this might include, field trips, visits, periods on placement, overseas study and programme social events.>

## 3.8 Timetable

A significant University Strategic project is currently underway to enhance the timetable service we provide to our students.  It is anticipated that Academic year 17/18 will see the launch of individual student timetables.  When delivered, students will be able to access an individual timetable via mobile devices and the student portal. Timetables are published three times in the year for the upcoming Trimester. Module level timetables are made available prior to the start of term on myNapier and your individual myTimetable is released at the beginning of term, after you have enrolled and made any optional module choices.  Further information about this project will be available at the start of Trimester 1.

# 4. So, what will my programme be like?



4.1 Background

<Guidance: Programme Leaders are requested to outline some of the history and development of the programme. How did the programme come about, what has been its evolution and development, how does it support the needs of the profession etc.>

## 4.2 Philosophy

< Guidance: In this section Programme Leaders are expected to detail their programme philosophy, for example: .

The philosophy of Programme is to use a vocational approach with a high degree of practical application to create a high employability focus. The student, at all stages, will be encouraged to take an independent self-learning approach to developing a deep knowledge of the subject area.>

### Insert Programme Aims and Learning Outcomes

<Guidance: Programme Leaders please insert the high level aims/objectives and Learning Outeomes of your programme here. You will find this information in your programme specification.>

What approaches to teaching and learning are used on my programme?

<Guidance: Programme Leaders should describe the approach adopted in terms of teaching and learning within their programme. This will include the main teaching approaches, activities and methods that will be used as students progress through their programme of study. This outline should demonstrate how students will, through these approaches, build their subject knowledge and expertise, develop and enhance transferable skills etc. You may find the following descriptions of key learning activities useful to draw upon>

### Lectures

Some of the study hours for each module on the Programme will be spent attending lectures. These are an opportunity for a lecturer to communicate information to a large group of students. Most material will be available on Moodle, so it is important you are familiar with the system and register for modules. Taking additional notes during lectures is an important aspect of learning as you will find well-structured summaries of the lectures a valuable starting point for investigating a topic in the library and elsewhere such as the Web. If you wish to ask a question please do so. However you will find that some lecturers prefer to take individual questions at the end of the class in order to minimise disruption to the class as a whole.

### Tutorials/Workshop

These are meetings between smaller groups of students and a member of staff. They may be used for smaller discussion of topics covered in the module, or for discussion based on problem-solving questions. You may be asked to prepare a paper to read aloud at a tutorial or you may be asked to make a presentation to the tutorial, either individually or as part of a group. You will normally need to prepare work prior to a tutorial.

### Laboratories

In subjects that involve the application of information technology some of your classes will take place in laboratories where you have an opportunity to develop computer skills. You will be expected to work at your own pace using self-teaching packages and a subject tutor will be available to assist with individual problems. It is important to remember that the timetabled class hours are only a part of the hours which you will need to spend on developing computer skills. You should schedule time for regular independent work in one of the laboratories either in the department, the computer unit or the library.

### Independent and Directed Study

When you are not attending classes you will have time for individual study i.e. researching, reading, preparing material for tutorials, referring to texts and articles, preparing coursework assignments, revising for examinations etc. You will find that the one of the best place for these activities is the library. During the early stages of your Programme you will be shown round the library and you will be given detailed information on the services which the library provides for you.

What will assessment and feedback be like on my programme of study?

We are committed to ensuring that your experience of assessment and feedback is supportive of your learning and development throughout the duration of your programme.

You will therefore experience a variety of assessments. These are intended to help you and your programme team gauge how you are getting on with the modules in your programme. These assessments may take a wide range of forms. They may be coursework or examination-based or both. Assessments are formative or summative. Formative assessments provide planned learning opportunities and give high quality feedback, but do not count towards the final module mark. Formative assessments are designed to help you learn and support your successful completion of summative assessments. Summative assessments do count towards the final mark for the module.

You should receive an assessment brief for each module in your programme. It will give further detail about what you need to do and when, whether it is a formative assessment or one which is summative.

< Guidance: Programme leaders may wish to add to the text above, to give more details to the students around the assessment and feedback philosophy and strategy from a programme perspective. In the event that currently formative assessments are assessed within modules, then the text above will need to be amended to reflect this. >

Details of all the assessments that you are required to undertake for each module during the trimester can be found in the assessment matrix located in Appendix A of this handbook. The matrix tells you the type of assessment, the week the work is required to be submitted, when you can expect to get feedback, and the method that will be used to give you the feedback.

### How do I progress through programme, developing my subject expertise?

< Guidance: In this section Programme Leaders are asked to provide a narrative of how their students progress through each year of the programme, outlining how their subject knowledge will be developed as they progress through each year and between years of the programme.>

### In addition to the developing my subject knowledge and expertise, what other opportunities are available on my programme?

< Guidance: Programme Leaders are asked to detail in this section of programme specific opportunities that are available for students to develop employability skills and graduate attributes etc. You may find it helpful, for example, to outline these opportunities using themes in or across years. Programme Leaders are asked to provide details in relation to the questions below: >

### How are my employability and transferrable skills developed over the duration of my programme?

xxx

### Can I undertake a period of work experience within my programme?

xxx

### Are there any opportunities to study abroad within my programme?

xxx

### Will I get the opportunity to be involved in research?

xxx

### Programme Structures

<Guidance: Programme Leaders should insert their programme structures from their programme specifications here. You may also find it useful to add in some narrative to support students engaging and understanding these structures and give details on what support students will be given around option choices within their programme.>

## 4.3 Our Modular System

Modes of attendance and duration of programme

< Guidance: In this section Programme Leaders are requested to complete details on the modes of attendance available in their programme along with the expected duration of each mode.>

### Modules

Each standard module contributes 20 credits towards your degree, and full-time undergraduate programmes contain three standard modules per trimester, i.e. six standard modules in each year of the programme (6 x 20 credits = 120 credits). An undergraduate degree with honours comprises 480 credits.

< Guidance: In this section, in addition to the text above, Programme Leaders are requested to complete details of any non-standard modules they may have on their programme e.g. long thin modules running over two trimesters, 60 credit project modules etc.>

### Compulsory and option modules

Compulsory modules are modules which you must take within your programme of study.

Option modules are offered from an option pool of modules determined by your programme of study, from which you will choose. Your choices may include modules relating to your programme of study and/or modules from other disciplines which are relevant to you. Your Programme Leader or PDT will be able to provide you with support and guidance in relations to module choices.

For a list of modules within our catalogue please go to:

<http://www.modules.napier.ac.uk/Home.aspx?ID=1>

### Accreditation

< Guidance: In this section programme leaders should give details of any professional, statutory and regulatory body which provides accreditation on the programme. You should also outline if any specific combination of modules or module choices are required to be made by students in order to meet the specific requirements of these bodies e.g. additional modules in a key subject area e.g. mathematics. Also if any of the modules that are studied provides exemption to professional body registration>

### Course Prizes/Medals

<Guidance: In this section programme leaders are requested to provide a summary of any prizes or programme medals that are offered to students on the programme.>

### What facilities, field trips, equipment, software etc will I be using on my programme?

< Guidance: In this section Programme Leaders are required to outline specific specialist teaching areas, laboratories, software, equipment, use of field trips etc, that will be used to support students in their learning and give the programme its unique identity.>

### Academic Skills and Study Skills

As a university student, you want to get the most out of your studies and to develop as an effective learner. If you are experiencing any difficulties and would like to enhance your skills you are encouraged in the first instance to go along and speak to your Personal Development Tutor (PDT). This person can provide you with some help and sign post you to other services on offer at the University. Your School may have an Academic Support Advisor. Your PDT will be able to share details of this person.

Our Academic Skills team also offer a range of workshops and one-to-one advice to help you improve your academic skills - and your grades! Support is offered in a variety of ways to suit your individual needs. To find out more about the support we offer email [academicskills@napier.ac.uk](mailto:academicskills@napier.ac.uk).

# 5. How do I submit my coursework/assignments?

It is really important that you read and understand the submission requirements for the modules that you are undertaking. Details of this will be included in the assessment brief. Depending on the nature of the assessment you may be required to produce a physical artefact or assignment which has to be taken to class or submitted to your iPoint or to a coursework submission box. Increasingly, Module Leaders will require you to submit the assignment in an electronic format usually through a link in Moodle such as Turnitin.

If you are taking a module from a different school than the one in which the majority of your modules are taught, you must follow that school’s own submission procedures - check what these are with your lecturer, the other school’s office, or the module handbook.



## 5.1 What happens if I submit my assignments late?

Coursework submitted after the agreed deadline will be marked at a maximum of 40% (undergraduate) or P1 (postgraduate). Coursework submitted over five working days after the agreed deadline will be given 0% (although formative feedback will be offered where requested).

## 5.2 What do I do if I am absent due to illness or other personal circumstances?

It is your responsibility to let your module leader know if you are going to be absent from classes. When you come back you will need to ensure that you are aware of what happened in any missed classes and make sure you catch up. Details of the University Fit to Sit – Extenuating Circumstances are available at [myNapier](http://my.napier.ac.uk/Student-Administration/Extenuating%20Circumstances/Pages/Extenuating-Circumstances.aspx)

## 5.3 What should I do if I am ill or absent on the day an assignment it due or on the day of an examination?

If you are ill on the day of an examination you need to let your PDT or Programme Leader know. The University has Extenuating Circumstances Regulations which can be found on myNapier. Please read these if you are having difficulty in meeting deadlines due to illness.

If you know that you will not meet with a deadline due to exceptional circumstances you may wish to contact the appropriate module leader to apply for an extension.

Details of the submission dates are found in your assessment matrix in appendix A of this handbook, with exact dates located in either the module handbook or the assessment brief.

## 5.4 Plagiarism and what this means

Plagiarism at Edinburgh Napier is defined as the “unacknowledged incorporation in a student’s work either in an examination or assessment of material derived from the work (published or unpublished) of another." This means that you may not use work from others and call it your own. Work in this context applies to any form of work (and not only written work). It therefore also applies to music, art, audio and drama.

Plagiarism is considered a breach of academic conduct regulations. It is considered a serious offence and is dealt with according to the University’s Student disciplinary regulations and Academic conduct: Code of practice for staff and students.

Good referencing practice is the best way to avoid unintentional plagiarism and you will find help and resources about this on the Be Wise, Don’t Plagiarise website.

Your School Academic Conduct Officer (ACO) is responsible for investigating allegations of breach of Academic Conduct Regulations.

Academic conduct officer

[name] [room] [phone number] [email]

## 5.5 Fit to Sit / Extenuating Circumstances

If you submit a piece of assessment or undertake an examination you are declaring yourself as " fit to sit" and in doing so are confirming that you are able to undertake the assessment to the best of your abilities. As part of submission/sitting assessments, you will be asked to confirm that you are fit to sit as part of the declaration. You will not be able to submit your assessment until you tick a checkbox that includes that you are fit to sit.

The options available to you if you feel unable to submit assessment are to apply for an extension, deferral or extenuating circumstances. You should note that extenuating circumstances will not increase your individual marks’. If you pass an assessment that you have submitted an EC1 form for, that mark will stand. More details are available from [myNapier](http://my.napier.ac.uk/Pages/Home.aspx). Please speak to your programme leader/ personal development tutor to get help completing the EC1 form.

H:\Work in progress\Programme Handbook\Images\exclamation.jpgIt is your responsibility to ensure that your Extenuating Circumstances form is submitted by the required deadline.

# 6. When will I get my feedback and marks?

## 6.1 How and when do I get feedback on my assignments?

The University currently undertakes in our student charter to ensure that students will get feedback on their work within three working weeks of the assessment being submitted. Details of the exact date and form of this feedback can be found by referring to the assessment matrix contained in appendix A of this handbook and should also be in the assessment brief and module handbook.

Very occasionally there may be an issue associated with getting feedback back to students within the three week time limit e.g. due to staff illness. Should there be a delay, students will be informed by the Module Leader. Details of the revised feedback date may be given during class, via email, Moodle etc, – so please check for any changes. When you receive your feedback you will also get a preliminary mark until this mark is considered at the Module Board of Examiners it is not agreed and final.

## 6.2 How do I know if I have passed?

There are different pass marks/grades depending on the level of study that you are undertaking. To pass an undergraduate module you must get 40% overall. To pass a postgraduate module you must get P1 overall. Each module may be made up of one or two components; and each component of assessment may contain a number of elements, e.g. the assessment component may be a portfolio of work which contains a Powerpoint Presentation, a report and a series of class tests. These would be known as the elements which make up the component. The weighting components and elements can be found within the module descriptor. You can find out about the specifics of how overall marks/grades are calculated within the University Regulations.

## 6.3 When will I get my results?

You will normally get your mark/grade for each individual assessment or piece of work at the same time as you get your feedback on the assessment. Normally this will be with you within three working weeks. However, these marks at this stage are still preliminary and have to be confirmed by your Module and Programme Boards of Examiners. These Boards normally meet early in the next Trimester. Your confirmed results will be available through your student account and the date of when this is available can be found on myNapier.

## 6.4 What if I have failed?

Do not panic if you have failed a module. Help can be obtained from a number of people. In the first instance you can contact your PDT, module leader or Programme Leader to talk through what will happen regarding reassessment. You can also ask for additional support from your module leader as you prepare for any reassessment. Information on reassessment, what is expected, submission and examination dates can also be obtained from the Moodle site of the module.

## 6.5 Reassessment

Reassessment is when you need to resit an assessment due to having failed it. Reassessments are usually undertaken during trimester 3 and specific details can be found on the Moodle site for the module or if it is an exam can be found through the exam timetable.

## 6.6 Progressing to next year of study

Once you have successfully completed all your modules you can start preparing for your next year of study.

<Guidance: Programme Leaders are expected to expand and include any specific progression requirements.>

## 6.7 Boards of Examiners

Boards of Examiners are responsible for making decisions about your academic performance, including whether you have passed or failed a module, whether you can continue on a programme of study and what your final award will be.

Further information about the role of module and programme boards can be found in Section A of the University academic regulations.

Programme and Module External Examiners

[name] [position] [place of work]

[name] [position] [place of work]

External examiners are experienced university teachers from other institutions who provide an overall independent judgement on general student performance and the quality and standard of your programme of study.

They do not mark your work. You should also note that it is not part of their remit to communicate with individual students.

# 7. What opportunities will there be on my programme to provide feedback to staff?

We value student feedback greatly and you will find during your programme that your module leaders will seek feedback from you informally during the trimester. They will be keen to hear what you and your class mates are enjoying, what is going well and any concerns or changes which you feel might be required.

Towards the end of the module, there will be the opportunity to complete a module evaluation questionnaire. Here you can give your views on key aspects of the module, including the teaching and learning you have experienced, the assessment and feedback you have received, and comment on the resources used to support the delivery of the module. Depending on the level of study you are at you will also be asked to provide feedback through the National Student Survey (UG) or Postgraduate Taught Experience Survey (PTES). Programme teams welcome feedback at all times.

< Guidance: In this section, the Programme Leader should detail the operation of SSLC and Boards of Study on your programme and how these forum are used to seek and action student feedback, enhance and support the development of the programme etc.>



# 8. Get involved

## 8.1 Edinburgh Napier Students’ Association (ENSA)

Edinburgh Napier Students’ Association offers a range of services and opportunities to help support and enhance your student experience at Edinburgh Napier University. More information is available on the [ENSA pages](http://staff.napier.ac.uk/groups/napier-students-association/Pages/ENSA.aspx)

Its key areas are: ‘Student Engagement’, ‘Student Sport and Societies’, ‘Diversity and Inclusion’, ‘ENSA Advice’, ‘Volunteering, Community and Leadership’, ‘Student Representation’ and ‘Academic Excellence’.

## 8.2 Student Representation

At programme level the ENSA’s role is to train and support your elected programme representatives and facilitate their engagement with the representative structures. The fundamental role of a programme representative is to ensure that your views about the programme are understood and taken into account by the Programme Team.



## 8.3 Academic Excellence and Engagement

Edinburgh Napier University and ENSA actively encourage you to get involved in your education experience by engaging with your student representatives. The University is committed to working in partnership with you and ENSA as members of the academic community to drive forward its ambitious academic agenda, and to strive for academic excellence for its students and the University.

## 8.4 School Representatives

The focus of your programme representatives is to ensure that the Programme Team understand your expectations of the programme. There is also another group of student representatives called ‘School Representatives’ who operate at a strategic level.

Each School selects four students to engage with the representative structures at School level and above. These students deal with the broader themes as described in the [University Strategic Plan](http://staff.napier.ac.uk/services/principal/strategy/Pages/Strategy-2020.aspx).

## 8.5 Getting Involved

You will be offered opportunities to become programme and school representatives during your time at Edinburgh Napier University.

You will also be offered opportunities to feedback your views to your student representatives, the Programme Teams and the University generally in a variety of ways including: questionnaires, surveys, focus groups, meetings with your Personal Development Tutor, representative forums and many more. More information can be found on myNapier.

## 8.6 Volunteering

Through the ENSA Volunteer Base, V Base, you will be able to gain non-academic credit and a supported personal development pathway for any non-paid, extra-curricular activity you undertake while at the University. More information can be found on myNapier.

## 8.7 Further Information

Additional information about ENSA, our services and how to get involved is available from www.napierstudents.com web site.

# 9. Graduation – What is it?

Graduation is an important occasion to celebrate your success with your family and friends. There are a few things you need to do in preparation for graduation day, so please read through this information carefully to ensure your graduation runs smoothly, including our Data Protection Statement on how your details will be used.

Specific details about how you apply to Graduate and what to do when attending, hiring or purchase of the graduation gown, how to obtain an official photograph of you at the event and how to obtain tickets for friends and family can be found on myNapier.



# 10. Supporting you from Induction to Graduation

As a University we offer a range of services to support students to prepare for the world of work. The Employability & Opportunities team will support you to develop a wide range of skills, attributes and attitudes by providing you with opportunities that will enhance your learning experience and develop employability skills that are highly sought by graduate employers. Full details of the services and support offered, visit myNapier

## 10.1 Academic Skills

Our Academic Skills Advisers can help you develop and enhance your academic skills to equip you for studying and writing effectively at postgraduate level. These skills include critical and reflective thinking and the ability to research and evaluate information: all of which are highly sought after by employers. You will also be expected to demonstrate strong verbal and written competences which are also key employability skills.

[academicskills@napier.ac.uk](mailto:academicskills@napier.ac.uk)

## 10.2 Careers

Employers expect graduates to be effective in the workplace immediately and value attributes such as adaptability, professionalism and innovation. Our Careers team works alongside your academic tutors to help you maximise your employability and make the most of your opportunities. We list thousands of vacancies each year and our employer events, workshops and guidance sessions to support you with decision-making and job applications are examples of how we work to help you achieve success in your chosen career.

[careers@napier.ac.uk](mailto:careers@napier.ac.uk)

## 10.3 Confident Futures

The unique Confident Futures programme is designed to enhance your ability to be successful, and increase your competitive edge with employers. The ability to set goals, learn from mistakes, face up to challenges and work and network effectively with others are essential for academic success, professional prospects and career progression. Our workshops will help equip you to recognise and develop the essential personal and professional skills and attributes sought by employers.

[confidentfutures@napier.ac.uk](mailto:confidentfutures@napier.ac.uk)

## 10.4 Employer Opportunities

Our employer events programme runs throughout the academic year and provides you with opportunities to develop your employability skills, by enabling you to make direct contact with a wide range of industry professionals. Employer events range from employer presentations and careers fairs to networking events and employer skills workshops. Our successful Employer Mentoring Programme has been running for four years. The programme aims to enhance your employability, by providing you with an insight into the workplace and an opportunity to access impartial advice, guidance and support from industry professionals.

[employeropportunities@napier.ac.uk](mailto:employeropportunities@napier.ac.uk)

## 10.5 Global Mobility

The Global Mobility team support and promote a range of international opportunities including European Commission-funded Erasmus+ work placements in Europe and summer schools across the world. Through these you can gain first-hand knowledge of working and living in another culture, demonstrate initiative and adaptability, and develop abilities in planning, organisation and problem-solving. All of these can greatly enhance your CV and your ability to respond to competency-based questions at interview.

[studyabroad@napier.ac.uk](mailto:studyabroad@napier.ac.uk)

## 10.6 In addition to placements are there any additional employer links associated with my programme?

<Guidance: Programme Leaders are asked to provide details or other information about employer links such as guest lecturers, symposiums, careers fairs, etc which are to support students on your programme.

# 11. Health and safety

Adherence to the safety practices laid down by the University and your school is required by all students. As a student you must read and familiarise yourself with the University fire and emergency procedures which can be found at on MyNapier at http://my.napier.ac.uk/Campus-Services/health-and-safety/Pages/Fire-and-Emergency.aspx

<Guidance: Programme Leaders are asked to provide details or links to the following:

* the fire and emergency procedures.
* the accident and emergency procedure in your School
* safety procedures specific to your programme and/or School – anything specific to labs/equipment?>
* Health and safety policies and procedures specific to your programme.
* the power point School/Service induction for new students available at <http://staff.napier.ac.uk/services/hr/healthandsafety/guidance/Pages/StudentInduction.aspx>

# 12. Are there any School processes and forms that I need to be aware of on my programme?

< Guidance: In this section Programme Leaders are asked to detail any specific processes and forms that students may need to complete in relation to their programme of study.>

#### Appendix A

Guidance notes – blank assessment table for completion

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Module | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |