Course Handbook
BSc (Hons) Policing and Criminal Investigation Top Up
2018/19
(Distance Learning)
Course Leader: Bob Barnes
School of Forensic & Applied Sciences

Contents

1. Welcome to the course

The School of Forensic and Applied Sciences at the University of Central Lancashire provides undergraduate education in the areas of Forensic Science and Policing and Criminal Investigation. It offers six main areas of specialist education within these programmes: forensic investigation (crime scene investigation, laboratory analysis and evidence interpretation), forensic biology, forensic anthropology, forensic chemistry and policing. It has invested significantly in staff and physical resources in these five areas since its establishment (initially as the Centre for Forensic Science) in September 2000. In the time since its inception, it has successfully established itself as the largest provider of higher education in this field in the UK, and now hosts some 1500 undergraduate students and over 90 academic members of staff. Its specialist facilities, laboratories and equipment resources are arguably the best of any UK University.

This booklet contains, in addition to academic information, details of formal routes by which you can make your views of your educational provision known to us, but we also welcome more informal feedback and communication from our students. Please be assured that I and the other staff of the School will do our best to be available to you and responsive to your needs. As you come to know us over the next few weeks and months, I hope you will find us and the School to provide a friendly and supportive environment for you and your studies.

Welcome.

Carol Cox

Head of School of Forensic and Applied Sciences

1.1 Rationale, aims and learning outcomes of the course

It is important that both you and your teaching team are clear about what you are striving to achieve over the next two years of your studies, and so we have listed our aims here.

The specific aims of the course are:

- To foster the development of skills that will be a help in further academic and vocational training, and in subsequent employment.
- To develop knowledge and learning ability in students to prepare them for a career as crime investigators in the police service or one of the other Applied bodies in the public or private sector.
- To provide education in: criminal law and criminal investigation; forensic science; and specialist policing and police practice. These elements are tailored to the needs of the Applied bodies
- To make careers in criminal investigation accessible to people with disabilities that preclude them from police service
- To develop critical and analytical thought

The course provides education in criminal law, policing and investigation and, to a lesser extent, crime scene science. These knowledge elements are tailored to the needs of Applied and policing institutions, but also provide generic graduate skills required by employers for "graduate" jobs in many fields.

What are the Learning Outcomes of the Course?

At the end of the course you will have a knowledge and understanding of:

- Crime scene science, forensic science and evidence gathering relevant to crime investigation
- Criminal law and its application
- The English legal system and the roles of the people in it
- Skills required of a modern criminal investigator employed by the police or other Applied organisation and the ability to apply those skills
- Skills in communication, observation and team work.
- The structure and functioning of the police service in England and Wales

At the end of your course you will be able to:

- Demonstrate a range of practical techniques in the recovery, preservation and documentation of scientific evidence
- Demonstrate ability to critically evaluate evidence within the law of evidence and relate it to substantive law.
- Demonstrate knowledge of major concepts and principles of law.
- Demonstrate knowledge of the terminology, nomenclature and classification of law and criminal investigation.
- Demonstrate an ability to organise and conduct Applied interviews.
- Demonstrate an ability to assess and examine crime scenes and recover physical evidence.

At the end of the course you will have obtained the following cognitive skills:

- Selection and analysis of information from written, electronic and interview-based sources;

- the formulation of hypotheses and lines of enquiry and the execution of critical evaluation of these in the light of specific evidence;
- presentation of the results of Applied studies

During the course you will also develop transferable skills and be able to:

- Manage time and learning/work activities
- Work individually and in a group to solve 'real world problems'
- Learn independently, making use of written, electronic and human sources of information
- Communicate effectively individually or as a group
- Management of people and situations, such as crime scenes and incidents
- Analyse problems and generate a dissertation plan

1.2 Course Team

School of Forensic and Applied Sciences

Head of School

Carol Cox

BSc (Hons) MSc, PHd, PGCE
E-mail: ccox1@uclan.ac.uk Ext 3757 Room MB52

Academic Lead

Clive Tattum

MBA FCMI AFHEA
E-mail: ctattum@uclan.ac.uk Ext 4253 Room MB131

Course Leader

Bob Barnes

Cert ED. MSc
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Course Team

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MSc

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MBA, PGCE, FHEA

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Cert.Ed. MA

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Mark Toogood   BSc PhD

School Disability Officer

E-mail: mtoogood@uclan.ac.uk Ext 3528 Room KM106

1.3 Expertise of staff

The course team have many years of experience in the field and this is complemented by a substantial network of professional contacts who are welcome guest speakers on the course.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hub which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals. Details of the relevant hub for this programme are as below.

Foster Building
FosterHub
Forensic and Applied Sciences
telephone:01772 89 1990/1991
email: FosterHub@uclan.ac.uk

1.6 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread. You should expect staff to reply to emails within one working day unless they are on leave or otherwise away from the university.

Communication on this course will be via your Uclan email address. Course information assignment details and teaching materials are communicated via Blackboard system.

Appointments with staff should be made by email although they will try to deal with students who "turn up" at their offices if at all possible.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. You can access the external examiner's report via the Course site on Blackboard. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

~~Mr Geoff Elvey (BA Hons) (FHEA~~Mr Mark Holleran Senior Lecturer in Policing, York St John University~~), Police Programme Manager, Faculty of Social Science, University of Chester~~ is the current external examiner.

2. Structure of the course

2.1 Overall structure

This programme is a two-year part time degree delivered by distance learning. You will study three modules over semester 1 and two in year one and year two. You will need a computer with adobe connect software installed. Communication will be via the UCLan email and you will be invited into the e classroom via the adobe connect software as a virtual classroom.

Year 1

Module Code	Module Title	Credits	Semester
FZ3141	Major Crime Inquiries	20	Year Long
FZ3142	Cybercrime Investigation	20	Year Long
FZ3146	Fraud	20	Year Long

Year 2

In year two you will undertake a double module for the dissertation on a policing subject. You will be allocated a supervisor to help you undertake this research project.

Module Code	Module Title	Credits	Semester
FZ3147	Police Accountability and Ethics	20	Year Long
FZ3940	**Policing and Criminal Investigation Dissertation**	40	Year Long

Again, all modules are studied year long,

2.2 Modules available

Each module as above is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module. Once students are enrolled detailed information about each module can be obtained from the relevant module descriptor and handbook, which are available via Blackboard.
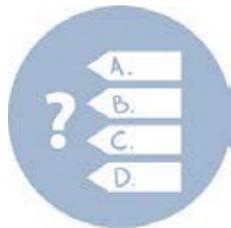
2.3 Progression Information

Discussions about your progression through the course normally take place in February/March and June each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.4 Study Time

2.4.1   Weekly timetable

Distance Learning Students are not provided with an electronic Weekly Timetable personal to them as this will be controlled by the tutor allowing you to study at your own pace.

2.4.2   Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours, including contact time in lectures and tutorials. This general means that each module will require around 120 – 150 hours of private study over the two teaching semesters.

2.4.3 Attendance Requirements

You are required to attend all distance learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

FosterAttendance@uclan.ac.uk

You may check on your own attendance record via myUCLan. Attendance is taken very seriously by the School, not least because there is a proven lick between poor attendance and academic failure.

3. Approaches to teaching and learning

3.1 Expertise of staff

We are particularly proud that, whilst academically qualified, the vast majority of the teaching staff on the programme are ex-senior police officers with a wide range of policing and criminal investigation experience.

3.2 Learning and teaching methods

This programme is designed to produce graduates with both general and specific skills pertinent to the area studied. The course is assessed by examination and coursework to

ensure that your knowledge and abilities are fully evaluated. The course will be delivered by lectures, tutorials and practical sessions.

Policing and Criminal Investigation is a multi-disciplined subject covering a range of theoretical principles and practical applications. Consequently the subject matter covered is diverse and the School therefore uses a diverse portfolio of teaching and assessment methods to reflect the nature of this subject. Skills are developed through practical sessions which may incorporate stand-alone practical exercises or individual or group projects. **You must engage in independent study and indeed this is essential to pass the course.**

Most of the course is delivered by university staff but, where appropriate, experts in their own field are brought in to speak with authority from their own experience and expertise.

As with all university education *you* are responsible for your own learning; **the teaching sessions are merely the starting point and you will have to undertake a substantial amount of study in order to succeed.**

3.3 Study skills
The School recognises that studying at university is different to studying at school or college. In order to prepare and help students in this context a full module in the first year is devoted to developing the necessary skills. Additional help and advice may be accessed via the link below.

http://www.uclan.ac.uk/students/study/wiser/index.php

3 Learning resources

Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

One of the fundamental skills to master is using the library services. Your university library user name and identification number have been sent to you and you have already used them to log into BlackBoard. LIS provide access to a huge range of electronic resources including e-journals, searchable databases, e-books, images and texts.

Course and module materials are **not** provided in 'hard copy' format, however, wherever practicable, lecture notes and/or presentations, seminar materials, assignment briefs and materials and other relevant information and resources are made available in electronic form via BlackBoard. This is the brand name for the on-line Virtual Learning Environment (VLE) that the University uses to support and enhance teaching and learning.

All students can access the BlackBoard spaces for the course and modules that they are registered for. Once logged into your BlackBoard area you can access material from the course and all of the modules you are studying without having to log in to each module separately.

You can expect that, on the Course page, you will be able to access:

1. Course Handbook
2. Student Guide to Assessment
3. Timetables

4. Minutes of SSLC Meetings
    5. External Examiners Report

You can expect that, on each module space, you will be able to access:

    1. Module Description
    2. Module Booklet
    3. Assignment briefs (including a marking scheme), if not included in the module booklet
    4. Generic feedback on coursework assignments
    5. Handouts for tutorials and practical's
    6. Lecture notes (no later than 48hrs *after* the date of the lecture).
    7. A past exam paper (if there is an exam in the module)
    8. Generic feedback on the examination paper

Every student has access to the university computer facility. You can also access the university computer facilities remotely from your own computer.

3.5 Personal development planning (PDP)
Students are encouraged to prepare for their future employment and are encouraged to maintain their PDP.

While you are studying for your MSc, you will learn many new concepts, analyse them, evaluate them and apply them. You already expect to learn lots of facts and techniques to do with your subject specialism, but you will also learn other things of which you might not be aware. You will learn how to study more independently than you may have done previously, how to work with other people, how to manage your time to meet deadlines, and so on. If you are to be an employable individual it is vital that you can list the skills employers' value in your CV.

Employers are looking for skills such as:

- self-organisation
- team work
- good written communication
- good oral communication
- problem solving

In order to emphasise the importance of PDP a piece of coursework in your first year involves developing your own PDP

3.6 Preparing for your career

The programme focuses heavily on employability with relevant taught inputs delivered in your second year of study, and students are encouraged to build networks and contacts within the field and are also able to attend a careers fair during their time on the course. This course is particularly applicable to those students wishing to pursue a career in law enforcement, compliance, and risk management or in academia.

You are encouraged to record your journey, which will leave you with a permanent record of all the fantastic things you have achieved during your time at Uclan. It's your future: take charge of it!

4. Student Support
Perhaps the most important thing that the School of Forensic and Applied Sciences will give you is support. We will guide you through the subject and instil in you the critical and enquiring characteristics required of an investigator.

4.1 Academic Advisors

You will be assigned an Academic Advisor who will assist with Academic related problems. You will find out more about them and their role in induction week.

They are responsible for providing you with support and advice in relation to your programme of studies, assistance in accessing other services available to students within the University, and to offer whatever help and assistance they can to make your time at the University a satisfying and stimulating experience. Their job is not to have all the answers but they will be able to direct you to the person or place where they can be found. Your Academic Advisor should be supportive, helpful and try to understand (but not necessarily share) your point of view when you need advice. At times it may be necessary for them to challenge you over your progress, performance or attendance, but it is not their role to constantly monitor you in these areas as may have happened at school or college.

You should meet your Academic Advisor during induction week and time has been allocated on the induction timetable to enable to you do this. During this meeting you should make arrangements about the process by which future regular contact will be maintained. You should meet with your Academic Advisor regularly and have at least two meetings a year during Year 3.

Throughout the year contact with your Academic Advisor is usually maintained through e-mail, you should check your UNIVERSITY e-mail account regularly.

Both you and your tutors should keep appropriate records of meetings and this may form part of your Personal Development Process.

### 4.2 Students with disabilities
There is a named lead for students with disabilities within your School –. Mark Toogood, whose contact details are provided above at the end of the staff list.

4.3 Students' Union One Stop Shop

The Opportunities Centre is the Union's One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

If your course is for students not studying on the main campus please include the following : – as one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union, please check http://www.uclansu.co.uk/ for full details on what we may be running in your partner institution.

5. Assessment
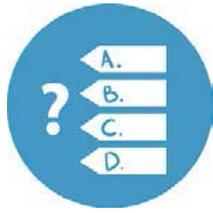
5.1 Assessment Strategy

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

The Course team recognise the main purpose of assessment as:

- the diagnosis of strengths and weaknesses of individual students;

- encouragement to students to be involved in determining their own performance;

- evaluation as to whether or not the student has met the learning outcomes of the module and programme in order to progress to the next level or achieve an exit award.

Assessment is continuous and uses both formative and summative methods.

Formative assessment relates to the continuing and systematic appraisal of the degree of learning. This helps you by providing feedback on the appropriateness of your study skills in meeting the learning objectives. It also assists the academic staff by providing information as to the appropriateness of the learning environment in facilitating student learning. Formative assessment includes assessment strategies that encourage the student and tutor to build on the student's strengths and to plan remedial help to correct identified weaknesses. Formative assessment encourages the development of personal self-awareness and self-evaluation such that corrective change can be instigated by the individual.

The nature of formative assessment varies between modules. In some there are short tests or essays, while in others there is informal feedback via activities such as tutorials or discussion of experiment results during laboratory sessions.

It is important that we try to match assessment to the learning outcomes of each module. Sometimes we need to assess how well you have assimilated facts, sometimes we need to assess your understanding, and at other times your application of the facts. Often we need to test all of these learning outcomes at once. In addition, we need to assess skills, such as your ability to communicate your ideas.

The assessment methods and what we are trying to assess by the particular method are shown below:

Examinations	Short answer questions are usually looking for how well you have learned factual information. Essay questions are looking for your understanding and critical analysis skills.
Presentations	Your presentational skills under pressure are being assessed here, as is the ability to think on your feet using the facts that you have learned.
Role-plays	These sessions are important in providing you with the opportunity to put skills that you have learned into practice. You will be placed in a number of situations, with familiar and unknown individuals, and often

	video-taped and recorded for later feedback purposes. Some sessions will be assessed by peer and staff appraisal.
Essays	Non-examination situation essays assess your understanding of the subject as well as your research, written communication and critical analysis skills.
Case studies	These assess the application of theory to practical situations. They also assess either your written or oral presentation skills when communicating your deliberations to the class or marker.
Dissertation	This assesses the application of the information that you have gained and assesses your skills in bringing a large body of work together in a concise coherent report.

You will find a detailed breakdown of the assessments in the individual module booklets.

5.2 Notification of assignments and examination arrangements

Assignments will be posted on the BlackBoard space for the individual module and will include the Assessment briefing, marking guide and the deadline clearly outlined. Where assessment is via examination, students will receive advance notification of the time and venue for each exam via their electronic timetable. Submission arrangements for course work will be provided via the module handbook, available via "Blackboard", the university's online virtual learning environment (VLE).

5.3 Referencing
Students on the programme will utilise the Harvard referencing system; instruction and advice regarding this important issue will be provided in your first year study skills module with appropriate support material available via our virtual learning environment "Blackboard".

5.4 Confidential material
Students are expected to deal with Confidential Information in accordance with the University's Policy on Ethics and Data Protection. Prior to engaging with such information students will receive guidance and training. On this course this begins in the second year with formative sessions to equip students to submit a research based dissertation.

5.5 Cheating, plagiarism, collusion or re-presentation
Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards
The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations]. Decisions about the overall classification of awards are

made by Assessment Boards through the application of the academic and relevant course regulations.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give. Student feedback has resulted in many positive changes to the way the course and individual modules are delivered.

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook. In brief students select their own representatives for each year of the programme; these individuals meet staff on a regular scheduled basis to discuss the running of the course. The minutes of these meetings are made available via the course "Blackboard" site.

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Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1.	**Awarding Institution / Body**	University of Central Lancashire
2.	**Teaching Institution and Location of Delivery**	UCLan Preston Campus
3.	**University School/Centre**	Forensic and Applied Sciences
4.	**External Accreditation**	N/A
5.	**Title of Final Award**	BSc (Hons) Policing and Criminal Investigation (Top Up)
6.	**Modes of Attendance offered**	Part-time, distance learning
7.	**UCAS Code**	
8.	**Relevant Subject Benchmarking Group(s)**	
9.	**Other external influences**	National Occupational Standards for Crime Investigators and Policing Skillsmark
10.	**Date of production/revision of this form**	June 2012 Updated September 2013 Updated July 2014

11. Aims of the Programme
• To foster the development of skills that will help in further academic and vocational training, and in subsequent employment.
• To develop knowledge and learning ability in students to prepare them for a career as crime investigators in the police service or one of the other investigative bodies in the public or private sector.
• To provide education in: criminal law and criminal investigation; and specialist policing and police practice. These elements are tailored to the needs of the investigative bodies.
• To make careers in criminal investigation accessible to people with disabilities that preclude them from police service.
• To develop critical and analytical thought.

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding
A1. Describe and apply criminal law
A2. Evaluate the English legal system and the roles of the people in it
A3. Evidence the skills required of a modern criminal investigator employed by the police or other investigative organisation
A4. Describe and evaluate the structure and functioning of the police service in England and Wales

Teaching and Learning Methods
Directed reading, on-line tutorials and seminars.

Assessment methods
Essays, examinations, case studies, reports, presentations and dissertation.

B. Subject-specific skills
B1. Critically evaluate evidence within the law of evidence and relate it to substantive law.
B2. Apply knowledge of major concepts and principles of law.
B3. Apply knowledge of the terminology, nomenclature and classification of law and criminal investigation.

Teaching and Learning Methods
Directed reading, on-line tutorials and seminars, group work

Assessment methods
Essays, examinations, case studies, reports, presentations and dissertation.

C. Thinking Skills
C1. Select and analyse information from written, electronic and interview-based sources;
C2. Formulate hypotheses and lines of enquiry and execute critical evaluation of these in the light of specific evidence.
C3. Present the results of investigative studies.

Teaching and Learning Methods
Directed reading, on-line tutorials and seminars, group work, dissertation support

Assessment methods
Essays, examinations, case studies, reports, presentations and dissertation.

D. Other skills relevant to employability and personal development
D1. Manage time and learning/work activities
D2. Work individually and in a group to solve 'real world problems'
D3. Learn independently, making use of written, electronic and human sources of information
D4. Communicate effectively
D5. Analyse problems and generate a dissertation

Teaching and Learning Methods
Directed reading, on-line tutorials and seminars, group work, dissertation support, use of IT based assignments, evidence of appropriate IT sources.

Assessment methods
Essays, examinations, case studies, reports, presentations and dissertation.

13. Programme Structures*				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 6	FZ3141	Major Crime Inquiries	20	**Bachelor Honours Degree**
	FZ3142	Policing Cybercrime	20	Requires 120 credits at Level 6
	FZ3146	Fraud	20	
	FZ3147	Police Ethics and Accountability	20	**Bachelor Degree** Requires 80 credits at Level 6
	FZ3940	Policing and Criminal Investigation Dissertation	40	

15. Personal Development Planning
PDP is delivered and monitored through skills modules and the personal tutor system. Students are provided with a PDP handbook and an introductory lecture on it during induction week.

16. Admissions criteria
Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study.   These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University's website for the most up to date information. Students will be informed of their personal minimum entry criteria in their offer letter.
Applicants will normally be required to have: Pass Foundation Degree in Policing. Pass HND in relevant subject area (Public Services, Policing). Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6 with no subscore lower than 5.5 Please consult the UCLAN admissions department for the most up to date requirements.

17. Key sources of information about the programme
• University web site (www.uclan.ac.uk)
• UCAS web site (www.ucas.ac.uk)
• School website (www.uclan.ac.uk/forensic)
• Course Leader
• Admissions tutor
• Factsheet

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

				Knowledge and understanding				Subject-specific Skills			Thinking Skills			Other skills relevant to employability and personal development				
				A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	D1	D2	D3	D4	D5
	FZ3141	Major Crime Inquiries	COMP	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
	FZ3142	Policing Cybercrime	COMP	√	√	√	√	√		√	√	√	√	√	√	√	√	
	FZ3146	Fraud	COMP	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
	FZ3147	Police Ethics and Accountability	COMP		√		√		√	√	√			√			√	√	
	FZ3940	Policing and Criminal Investigation Dissertation	C					√	√	√	√	√	√	√			√		√

Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks

University Student Handbook
for Taught Courses

2018/19

Please read this Handbook in conjunction with your Course Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean/Head of School. This applies to the materials in their entirety and to any part of the materials.

This Handbook is produced centrally and locked for editing. Partner institutions only are given permission to contextualise the Handbook.

UCLan Mission statement

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

UCLan Values
- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

Student Charter

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. Read the full Student Charter

Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to
- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan Equality and Diversity Policy for further information.

Contents page

1. Welcome and Introduction to the University

The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. This Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

1.1 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded as unread.

1.2 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range. Details of the External Examiner associated with your course can be found in your Course Handbook.

1.3 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

1.4 Attendance Requirements

Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may request a review of this decision if you have grounds in line with the Academic Appeals Procedure. Tuition fees will be charged in accordance with Appendix 2 of our Tuition Fee Policy.

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. **You must only enter your own details on the system** as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the Regulations for the Conduct of Students

1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of personal information, please see the University's Data Protection Policy and Privacy Notice or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email DPFOIA@uclan.ac.uk.

2.   Learning resources

2.1 Learning Information Services (LIS)

Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

You can find the link to the Library Opening Hours here:
http://www.uclan.ac.uk/students/study/library/opening_hours.php

2.2 Electronic Resources

LIS provide access to a range of electronic resources – e-journals and databases, e-books, images and texts.

3. Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has employability learning integrated into it. This is not extra to your degree, but an important part of it.

Your course will take you on a journey of development that will help you to map your personal story of your time at university.

You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time at UCLan. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

UCLan Careers offers a range of support for you including:-

- One to one career and employability advice and guidance appointments.

- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

The UCLan careers portal [careerEDGE](#) contains all the information and resources you will need to help navigate your way to a successful career, including access to hundreds of graduate vacancies, placements and part-time jobs.

We are based in the entrance to Foster building and are open from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. Come to see us to arrange your guidance appointment, have your CV and cover letter checked, get help in applying for a job or just to find out more about our full range of services.It's your future: take charge of it!

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR1 2HE
01772 895858
careers@uclan.ac.uk
www.uclan.ac.uk/careers

4. **Student support, guidance and conduct**
   4.1 Student Support
   "Got a Problem to Sort? Come to us for Support".

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We offer advice on:

- Bank and Confirmation of Study Letters
- Council Tax Exemption Certificates
- International Student Support
- Library Services and Support
- Printing and Printer Credit
- Student Financial Support
- UCLan Cards
- UCLan Financial Bursary (1st year students only)
- Student Support and Wellbeing (including Disability)

and much more.

We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.
http://www.uclan.ac.uk/students/study/library/the_i.php

If you are struggling financially or have financial concerns which may prevent you from continuing on your course, you are advised to seek advice from the University's Finance Support Team, based in the <i>, or in the Advice and Representation Centre at the Students' Union.

If you are finding the course challenging or cannot complete independent study and assessments on time you should consult your Academic Advisor.

4.2 Students with disabilities

You are strongly encouraged to declare your disability on your application form when you apply to study at UCLan. If you have declared this Disability Services will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also tell any member of staff at the University, who will ask you to sign a disability disclosure form, to let the Disability Service know that you have a disability and agree to share this information with them. Disability Services will then get in touch with you to discuss your available options. Following this you will be assigned a Disability Adviser whom you can contact should you need any further help or assistance.
https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact your Disability Adviser for advice and information, disability@uclan.ac.uk

4.4 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

4.5 Conduct

You will be expected to abide by the Regulations for the Conduct of Students in the University. UCLan expects you to behave in a respectful manner towards all members of the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the Regulations for the Conduct of Students.

5. Students' Union

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students' rights is at the core of what the Students' Union does and is encompassed by its tag line of *Making Life Better for Student*s. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Students' Union is where your voice can be heard, actions taken, or campaigns launched.

Your Students' Union is also the home to a fantastic range of student-led societies, sports teams and multitudes of volunteering opportunities. You can also receive help in finding part-time work whilst you study. Not sure where to go? Pop into the Opportunities Centre on the ground floor of the Students' Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then the Student Union's dedicated staff team in the Advice and Representation Centre are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the Student Union's (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at www.uclansu.co.uk

6. Rationale, aims and learning outcomes of the course

6.1 You will find information specific to your chosen course of study in your Course Handbook, in the form of a 'programme specification'. As defined by the QAA (Quality Assurance Agency) - the regulatory body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in HE more than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a

course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our Additional Information and Conditions of Offer

7. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances have been expressly agreed by the University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member, such as your Academic Advisor or Module or Course Leader, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for extensions should be made prior to the submission date as extensions cannot be given Retrospectively (Academic Regulations).

You should complete and submit an extension request form, with any supporting evidence, to your CAS Hub. Further information is available on the Student Portal at: https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.php

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances (Academic Regulations and Assessment Handbook).

7.3 Extenuating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready

to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see Academic Regulations and Assessment Handbook)

You can apply for Extenuating Circumstances online via myUCLan. You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.
Further information about the submission process

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances (Academic Regulations and Assessment Handbook).

7.4 Late submissions
If you submit work late without authorisation, a universal penalty will be applied in relation to your work:
- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.
You may apply to appeal this decision in accordance with the University's Academic Regulations.

7.5 Feedback Following Assessments
UCLan is committed to giving you clear, legible and informative feedback for all your assessments (Academic Regulations). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress though the course.

For courses (except distance learning):
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled

submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

7.6 Unfair Means to Enhance Performance

The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation ('unfair means'). You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the Academic Regulations and the Assessment Handbook .

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the Assessment Handbook. If an allegation is found to be proven then the appropriate penalty will be implemented as set out below:

In the case of a **single** offence of unfair means in an undergraduate or postgraduate assessment:

- the appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a **repeat** offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the Students' Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.

7.7 Appeals against assessment board decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University Academic Regulations: Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;

that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Students' Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.

8. Student voice

You can play an important part in the process of improving the quality of your course through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feed back about your experience of teaching and learning which are outlined below. Where appropriate, we aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going advice and support and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities and are involved with decision making committees at levels as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

8.1 Course Representatives and School Presidents

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students' union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students' Union website or by emailing: coursereps@uclan.ac.uk.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the Students' Union website or email: coursereps@uclan.ac.uk

8.2 Student Staff Liaison Committee Meetings (SSLC)

The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other's views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an academic co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be

used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 Complaints

The University recognises that there may be occasions when you have cause for complaint about the service you have received. When this happens, the University's Student Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University's Student [Complaints Procedure](#)

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college's complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college's procedure, you will be entitled to submit your complaint to UCLan under stage 3 of the procedure.