



Course Handbook
MSc Forensic Science
2018/19

Course Leader: Dr William Goodwin
School of Forensic and Applied Sciences



Please read this Handbook in conjunction with the University's Student Handbook.

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1.0 Welcome to the course

The School of Forensic and Applied Sciences at the University of Central Lancashire provides education in the areas of Forensic Science and Police 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 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 700 undergraduate students and over 60 academic members of staff. Its specialist facilities, laboratories and equipment resources are arguably the best of any UK University.

The School has expanded its educational provision to the taught postgraduate arena through the validation and delivery of one-year MSc programmes in areas of particular staff expertise. The areas currently offered include Forensic Science, Forensic DNA Profiling, Fire Investigation, Forensic Anthropology, Forensic and Conservation Genetics and Forensic Toxicology. We are proud of our staff, courses and our students and I hope that, as well as benefiting from your postgraduate education, you will enjoy your time with us in the School.

1.1 Rationale, aims and learning outcomes of the course

The aims of the programmes are to:

- provide an in-depth study of Forensic Science
- develop the critical and analytical skills involving the principles, practices and techniques of Forensic Science
- develop competence in research methods and presentation of information
- develop skills in solving problems both independently and as a team member to a level commensurate to the master's level

Learning Outcomes of the Programme

The programme provides opportunity for learners to achieve the following outcomes:

Knowledge and Understanding

- Analyse a complex problem involving the specific aspects of Forensic Science and be able to design and implement a suitable solution.
- Present forensic information and be aware of the role of the expert witness.
- Apply data handling skills, effectively plan a project and use documentation skills in an appropriate manner.
- Design, plan and implement solutions to complex problems in Forensic Science and be capable of analysing the effectiveness of such solutions.
- Develop and write a research project within guidelines and be able to assess the success of such a project.
- Apply the skills developed on the course to a relevant individual project.
- Synthesise solutions to problems involving several aspects of the specialist topic either independently and/or as a team member.

Subject Specific Skills

- Implement scientific solutions to complex problems.
- Effectively communicate forensic science solutions with both experts and non-experts.
- Research information from literature/manuals/internet.
- Critically evaluate different potential solutions to a problem.

Thinking Skills

- Critically evaluate technical and non-technical information.
- Plan and conduct a practical research project.
- Communicate results and ideas to both experts and non-experts.
- Assimilate ideas quickly.

Other skills relevant to employability and personal development

- Work to deadlines.
- Work in a team.
- Work independently under minimum supervision.
- Generate original ideas.
- Synthesise knowledge

1.2 Course Team

You will be taught by staff from the University and Forensic Science Practitioners. This list represents those co-ordinating particular areas, or who have particular roles in the delivery of the Course. We have included their qualifications so that you can see where their expertise lies.

William Goodwin	BSc, PhD (Molecular Biology) Reader (Forensic Genetics) Course Leader e-mail: whgoodwin@uclan.ac.uk Ext 4254 Room DB326
Steve Andrews	BSc, MSc Senior Lecturer (Fire Investigation) email: spandrews@uclan.ac.uk Ext 4173 Room JBF002
Isobel Colclough	MSc Lecturer (Forensic Science) e-mail: ilcolclough@uclan.ac.uk Ext 4171 Room JBF106
Sibte Hadi	M.B.B.S; DMJ; PhD Senior Lecturer (Forensic Genetics and Medicine) e-mail: shadi@uclan.ac.uk Ext 4395 Room MB131
Phil Houldsworth	MSc, FIBMS Lecturer (Forensic Toxicology) e-mail: pehouldsworth@uclan.ac.uk Room to be confirmed

Arati Iyengar	BSc, MSc, PhD (Genetics) Senior Lecturer (Forensic Genetics) e-mail: aiyengar@uclan.ac.uk Ext 3925 Room MB130
Kevin Pritchard	FSS Dip (Crime Scene Investigator), MSc Senior Lecturer (Forensic Science) e-mail: kpritchard@uclan.ac.uk Ext 4379 Room JBF001
Tapas Sen	BSc, MSc, PhD, MRSC Reader (Inorganic and Materials Chemistry) e-mail: tsen@uclan.ac.uk . Ext 4371 Room JBF107
Judith Smith	BSc, PhD (Genetics) Senior Lecturer (Forensic Genetics) e-mail: jasmith@uclan.ac.uk Ext 4257 Room MB057
Anna Stec	BSc, PhD (Fire Chemistry) Reader (Fire Chemistry) e-mail: aastec@uclan.ac.uk Ext 3759 Room JBF108
Claire Williamson	BSc, MSc, PhD (Forensic Science) Lecturer (Forensic Science) e-mail: clwilliamson@uclan.ac.uk Ext 4152 Room MB128

1.3 Expertise of staff

The School of Forensic and Applied Sciences is a vibrant, friendly and diverse environment. One of our many strengths is the staff within the school who are drawn from those who have had careers as forensic practitioners, crime scene investigators or police officers and whose wealth of real life experience is used to ensure the subjects that we teach and the skills you develop are fully applicable to a career in forensic science. Other staff are drawn from more academic backgrounds and bring with them a wide range of academic and research skills to inform their teaching. Staff are research active in areas of Forensic Taphonomy (the factors that influence the rate and pattern of decomposition), Forensic DNA analysis (human population genetics and the application of genetic analysis in wildlife crime), Evidence Based Policing and Chemistry ensuring you are exposed to the cutting edge areas of research in this rapidly developing area of science.

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 is 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.

Foster Building

Forensic and Applied Sciences

Pharmacy and Biomedical Sciences

Psychology

Physical Sciences

telephone: 01772 891990 or 891991 (internal: 1990 or 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.

Communications will be typically through notifications on the electronic learning environment (elearn) or email. If we need to contact you urgently text messaging may be used so please ensure the university has up-to-date contact details. Staff have an open door policy and you may just drop in to see us (if we are available) and some staff will have appointment sheets on their office doors. Contact details and normal working hours for each member of staff should be displayed by their offices.

1.7 External Examiner

The External Examiner to your course helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name, their position and home institutions can be found below. If you wish to make contact with your External Examiners, you should do this through your Course Leader and not directly. You can access the external examiners report via the Course site on elearn.

The External Examiner for Forensic Science is Dr Eleanor Graham, Senior Lecturer in the Department of Applied Sciences, Northumbria University.

2. Structure of the course

2.1 Overall structure

The course is a three-semester full time programme which lasts for 46 weeks. The first two semesters are 13 weeks long and correspond to the two University teaching semesters and the third semester of 12 weeks is over the summer period, with Research Projects submitted in early August. There are two intermediate exit points designed into the course. A student who successfully completes Semester 1 may be eligible for a Postgraduate Certificate (PgCert). This is dependent on passing the modules required for the exit award as shown in the programme specification which can be found in the appendices at the back of this handbook. A student who successfully completes both Semesters 1 and 2 is eligible for a Postgraduate Diploma (PgDip) and upon completion of all three semesters, comprising 9 modules, the exit award is an MSc.

2.2 Modules available

Each module 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 ninth of a full-time postgraduate year; the Research Project is a triple module and worth 60 credits.

Common Modules

There are three modules in common to all MSc courses: Research Methods (FZ4001) in Semester 1; Expert Witness in the Legal Process (FZ4002) in Semester 2 (except for MSc Forensic and Conservation Genetics); and MSc Research Project (FZ4003) in Semester 3. In addition MSc Forensic DNA Profiling, MSc Forensic and Conservation Genetics and MSc Document Analysis share the module Laboratory Management and Quality Assurance (FZ4004), this is an optional module for MSc Forensic Science.

The content of the modules are outlined below.

FZ4001 Research Methods

Scientists are required to have a wide range of skills beyond the expertise in their specialist subject. This module provides the necessary skills in technical documentation, project management, data analysis and retrieval etc. that are required.

FZ4002 Expert Witness in the Legal Process

Communication skills are vital for a forensic scientist to pass on important information. Nowhere is this more important than when acting in the capacity of an expert witness. This module provides background and training in these important areas.

FZ4003 Research Project

You will spend the third semester undertaking a project, which uses and enhances many of the skills learnt on the course. The majority of students will undertake their project at the University, but the opportunity will exist for students to do their project at other relevant institutions.

Following the conclusion of the work you will complete a dissertation on the project.

Semester 1	Semester 2	Semester 3
FZ4001*** Research Methods	FZ4007 Crime Scene Science	FZ4003 MSc Research Project
FZ4209 Forensic Biology	FZ4002 Expert Witness in the Legal Process	
FZ4601 Separation Science and Mass Spectrometry	Optional Module FZ4004 FZ4103 FZ4203 FZ4603 FV4104* FZ4608**	

* Places are limited on the FZ4104 (Practical Fire Investigation)

** Is a year-long module with 10 credits in Semester 1 and 10 in Semester 2.

*** Research Methods is year-long, but nearly all the statistics delivered in Semester 2. The Research Proposal that leads into Research Project is classed as part of Research Methods.

Course Specific Modules

The content of these specialist modules is as follows:

FZ4209 Forensic Biology

This module will introduce the principles, methods and techniques of molecular biology that are relevant to current DNA profiling within a forensic context. The module will familiarize students with current DNA profiling techniques, from the collection and characterization of biological material, DNA extraction and quantification, and the analysis/interpretation of DNA profiles. Students will develop a critical understanding of the equipment and procedures used in forensic DNA profiling. The module will also cover the identification/recovery of biological evidence.

FZ4601 Separation Science and Mass Spectrometry

The aim of this module is to provide an understanding of the underlying principles of current separation technologies and mass spectrometry. It will develop practical and analytical skills in a range of separation and mass spectrometric techniques and develop the ability to critically appraise scientific methods and data.

FZ4007 Crime Scene Science

The aim of this module is to expose students to the challenges faced in examining crime scenes and retrieving evidence with the opportunity to put theory into practice in our crime scene houses. Students will examine materials using a suite of techniques, including tool mark analysis, comparison microscopy/macroscope, fingerprint and footwear analysis. A theoretical framework for evidence evaluation will be provided.

Optional Module

One additional module can be taken from the list below, please note the modules offered may vary from year to year (depending on which MSc programmes are running in a given year).

FZ4004 Laboratory Management and Quality Assurance

In this module you, working in a small group, will develop both protocols and best practice and quality assurance procedures for a consultancy in their specialist field. You will then undertake simulated casework as a consultancy and present their findings to professional forensic standards.

FZ4103 Document Investigation

This module will provide you with the knowledge and practical experience of the theories used in the forensic examination of suspect documentation. Areas covered will include altered, forged and counterfeit documents, indented impressions and their importance in specific forensic cases.

FZ4203 Evaluation of Genetic Data

This module is centred on the statistical analysis and interpretation of genetic data, and on the evolutionary and population genetics that influence the frequencies of these markers. This module is essential for you to place DNA profiling results in the correct context for interpretation and presentation in reports or in court through testimony.

FV4603 Molecular Spectroscopy

To provide a systematic understanding and critical awareness of the full analytical potential of the interaction of each part of the electromagnetic spectrum with matter. This will be achieved through ensuring students have a rigorous understanding of the fundamental principles controlling such interactions.

FV4104 Practical Fire Investigation (spaces are limited)

The module will develop student's ability to effectively undertake practical investigation of a fire scene while ensuring the requirements with respect to safety, scene preservation, evidence collection and presentation are fully achieved.

FZ4608 Analytical Forensic Toxicology

The module will introduce students to analytical toxicology, drug detection and alcohol analysis. It is designed to introduce core concepts of disposition and metabolism of toxic compounds before setting the work in the context of current legislation and providing in-depth case studies to show the theory and practice. It is intended that the module will support critical and analytical analysis of evidence and at the end of the module students will have an understanding of toxicology and practical knowledge of the analytical methods used by toxicologists.

2.3 Course requirements



Entry requirements are a 2.2 in a relevant degree. The degree should contain an element of chemistry and biology as these subjects are both core components of the degree. The Course Leader can make give advice as to a candidate's suitability.

When English is not the student's first language they must obtain an IELTS of 6.5 with a minimum low score of 6.0 in any one element. In order to be valid the test must have been taken within two years of the application. The International Office will provide guidance when applying for a visa.

2.3 Progression Information

Discussions about your progression through the course normally take after assessment for Semester 1 is complete. This is the point where you will select the optional module to enrol on in Semester 2.

2.4 Study Time

2.4.1 Weekly timetable

Timetable details can be found at:

<https://intranet.uclan.ac.uk/ou/lis/Pages/DailyWeekly-Timetables.aspx>

2.4.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours. Contact hours vary from module to module – in the first Semester the contact is typically around 16 hours per week, dropping to around 12 hours in Semester 2 and by semester 3 there are very few timetabled hours. However, as the amount of timetables contact decreases through the Semesters the requirement for self-directed study increases. Throughout the course there is a requirement to spend a considerable amount of time reading around the subject and completing coursework/exam preparation.

On average, you should be planning to do between 36 and 40 hours per week. Any lesser commitment is unlikely to produce a good degree. You should bear this in mind if you intend to undertake part-time employment or pursue other interests outside the curriculum. A typical week may have around 15 hours of class contact (lectures, tutorials workshops or practicals) so you need to spend at least as much time in independent study.

There is no check on this, no-one to test whether you are doing the private study – but it will become apparent through your assessments and at exam time if you have not put in the right amount of work. Developing the self-motivation and discipline needed to succeed is an important life skill and being able to work independently is a key graduate skill that employers will be looking for.

2.4.3 Attendance Requirements



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

FosterHub Attendance: FosterHubAttendance@uclan.ac.uk

Tel: 01772 891990/891991

It is imperative that any students on a Tier 4 visa attend regularly as part of the visa conditions. Students and staff can check attendance record through myUCLan.

3. Approaches to teaching and learning

3.1 Expertise of staff

Sections 1.2 and 1.3 provide an overview of the staff experience within the School.

3.2 Learning and teaching methods

Forensic Science is a practical-based subject that covers a wide range of disciplines and the School therefore uses a diverse portfolio of teaching and assessment methods to reflect the nature of this subject. There are formal lectures followed up by small group tutorials in which the subject of the lecture is explored in detail. Practical skills are developed through practical sessions which may incorporate simulations, laboratory experiments or case studies based on real investigations of major crimes. You are also encouraged to engage in independent study.

Most of the course is delivered by University staff but where appropriate external speaker who are experts in their own field are brought in to speak with authority from their own experiences.

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

The School has specialist teaching facilities such as crime scene houses, forensic investigation laboratories and dedicated forensic biology and forensic chemistry laboratories and also houses an extensive anthropological collection.

The aim of the School is to promote deep and active learning and for the students to achieve an appropriate balance between (a) the accumulation of subject specific knowledge (b) the understanding of subject-specific concepts (c) the application of these and (d) the development of general investigative and presentational skills.

3.3 Study skills

Key study skills are provide in the Research Methods module. The School of Forensic and Applied Sciences also has a dedicated team who run **Academic Skills Support (ASK)** giving one-to-one targeted support to help your get the most out of your feedback, and covers everything from library research and writing skills, through to maths skills and critical thinking. The team can be contacted by email at FASasksupport@uclan.ac.uk

There are a variety of other university-wide services including WISER (Study Skills Support) and Library Information Services (LIS) who can provide a huge range of IT and information skills training, details can be accessed at

http://www.uclan.ac.uk/students/study/study_support.php



3.4 Learning resources

3.4.1 Learning Information Services (LIS)

In addition to the generic learning resources the School has invested heavily in equipment and facilities to ensure that you are exposed to and can use the latest equipment during your studies.

3.4.2 Electronic Resources

A wide range of material is available electronically, including most relevant peer-reviewed journals, text books, Microsoft software (e.g. Word and Excel) and databases. Course material will be made available through the elearn environment.

3.5 Personal development planning

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 help you in this area, the school has introduced a system that aims to:

- help you to identify the **skills** you should be developing,
- help you to **identify** the ones you are weak in, and
- take **action** to improve those skills.

This approach can broadly be described as **Personal Development Planning**, and can be defined as:

A structured and supported process undertaken by an individual to reflect upon their own learning, performance and / or achievement and to plan for their personal, educational and career development.

The University puts a high priority on your personal development, and so keeping a record of your achievements is encouraged and will help when you are applying for jobs. When you ask staff for a reference, they could use this information to help them provide more rounded detail.



3.6 Preparing for your career

The University has active contacts with several employers, such as the Police's scientific support in Lancashire. In addition, placements have been arranged when possible, which has given students exposure to the work environment. Students from this and related Course have gone onto work in Forensic Science and also onto further study, e.g. PhD-level research. Other students have used the skills developed as part of their studies to pursue unrelated careers. Careers advice is provided as part of the course.

4. Student Support

There is a wide range of support available from both within the School and University-wide. Any problems you may choose to discuss with a member of staff, academic or otherwise, will be treated in strict confidence and will not be divulged to anyone without your permission (including parents). It is highly unlikely that you will have a problem we have not encountered before.

The important thing is not to sit on a problem and hope it will go away – it will not! As to whom you should ask, that depends on the nature of the problem:

- **Learning/teaching in a module.** Each module has a Module Tutor – a member of staff responsible for that module. The Module Tutor will be your first port of call for questions about the learning/teaching within the module.
- **Which options to take – structure of your course.** These are questions for your Academic Advisor or Course Leader. He or she will meet with you at the start of the course and will remain your Academic Advisor throughout your time throughout the course.
- **Welfare, money, housing, health, personal problems.** [The “i”](#) is a central Student Information Centre and your first point of contact.
http://www.uclan.ac.uk/students/study/library/the_i.php
- You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the ‘i’ shop and UCLan Financial Support Bursary (first year students only). They can also direct you to medical and counselling services. Links to further areas of support can be found here <http://www.uclan.ac.uk/students/>
- **Administrative questions.** Campus Administrative Services is in the Foster Hub: Room FB058. They can help you with your academic records and other administrative matters.



4.1 Academic Advisors

You will be appointed an Academic Advisor – this person will typically be Course Leader. You can also approach Module Tutors for assistance. Because of the small size of the class and the relative high contact, especially in the first semester, you will typically have a lot of opportunities to talk with your Module Tutors and Academic Advisor.

4.2 Students with disabilities

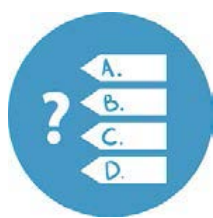
If you have a disability that may affect your studies, please either contact the Disability Advisory Service at disability@uclan.ac.uk, or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

The School has a named lead for students with disabilities – Charlie Ellis. Charlie can be contacted directly for further advice at CAEllis@uclan.ac.uk in MB223 or on extension 3536.

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.

5. Assessment



5.1 Assessment Strategy

The courses are assessed by both coursework and examination. To ensure that you do not have an excessive amount of assessment at any one time, the coursework assessment will take place throughout the course.

Semester 1 of the course is designed to ensure that you have the basic skills needed to obtain an MSc. It is important that you develop a range of skills that will be of benefit when you gain employment after the course. The main skills that you are developing will be in the areas of presentations, report writing, and experimental problem solving.

You will prepare reports during the Research Methods and Expert Witness in the Legal Process (FZ4002) modules and again in the Laboratory Management and Quality Assurance module (FZ4004) (if taken) and Research Project module (FZ4003). Report writing will take several different forms to ensure that you develop different techniques according to the nature of the task being undertaken. These consist of the conventional report, articles of prescribed length, etc. In addition there will be problem-solving tasks that will involve literacy searches, use of the Internet and case studies.

Modules will be assessed by coursework assignments and/or an examination. Each assignment will be substantial and will be based upon work undertaken in laboratory and/or tutorial sessions. Modules assessed by coursework only will have additional assignments that may take the form of a mini project. A schedule of assignments will be drawn up ensuring that there is no more than one assignment in a particular week, whenever possible. The deadline for handing in of assignments will be rigorously adhered to as would be expected in a working environment.

The MSc Research Project (FZ4003) is conducted in three main stages. The first part involves preparing a project proposal in the second semester (as part of FZ4001 – Research Methods). The second part involves assessment of your progress during the project itself, which will be conducted by reviewing draft chapters of the dissertation. The final part is the assessment of a 10,000-word dissertation which is double clean marked by the university tutors.

5.2 Notification of assignments and examination arrangements

Each assessment will have an assignment brief and marking criteria, the date and time of assessment deadlines and instructions for submission will be in the assignment brief which can be accessed through the elearn module space.

Examinations are organised centrally. Exam weeks are clearly marked in the Academic Calendar exam times and venues should appear on your electronic timetable. Students with additional needs may have separate exam arrangements to cater for their individual circumstances and will be notified by the Foster Hub of any arrangements.

5.3 Referencing

Work submitted for an assessment must be in your own words. It is important that you acknowledge the source of material used in your assessments.

Whenever you refer to, summarise or paraphrase information from another individual (e.g. a book or journal article) you must acknowledge the source of this information by correctly citing the author and publication. There are several different referencing formats, the most common being Harvard and Numeric. Individual modules may use different referencing formats relevant to the scientific discipline and tutors will advise you accordingly.

5.4 Confidential material

Confidential material may be generated/used as part of the Research Project. Students will be required to obtain appropriate ethical clearance for their Research Projects and have ethical and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations within their assignments

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.

Degree classifications and how the student's APM works will be explained during the course Introduction.



7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give. In the past feedback from students has led to a change in the timing of assessments as well as the amount of assessed coursework. Feedback is possible through Module Evaluation Questionnaires and through the Course Representative. In addition, informal feedback is welcomed.

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. Each course has an elected representative that will raise any issues and also provide positive feedback at Staff-Student Liaison Committees, which take place each semester.

8. Appendices

8.1 Programme Specification(s)

Appendix A: Programme Specification

UNIVERSITY OF CENTRAL LANCASHIRE	
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.	
1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	University of Central Lancashire Preston Campus
3. University School/Centre	Forensic and Investigative Sciences
4. External Accreditation	None
5. Title of Final Award	MSc Forensic Science
6. Modes of Attendance offered	Full-time, part-time daytime only
7. UCAS Code	
8. Relevant Subject Benchmarking Group(s)	QAA Masters Degree Characteristics, QAA Forensic Science 2012
9. Other external influences	Forensic Science Society
10. Date of production/revision of this form	Jan 2013 Updated September 2013
11. Aims of the Programme	
<ul style="list-style-type: none"> • To provide an in-depth study of Forensic Science • To develop the critical and analytical skills involving the principles, practices and techniques of Forensic Science • To develop competence in research methods and presentation of information • To develop skills in solving problems both independently and as a team member to a level commensurate to the master's level 	
12. Learning Outcomes, Teaching, Learning and Assessment Methods	
A. Knowledge and Understanding	
<p>A1. Analyse a complex problem involving the specific aspects of Forensic Science and be able to design and implement a suitable solution.</p> <p>A2. Present forensic information and be aware of the role of the expert witness.</p>	

<p>A3. Apply data handling skills, effectively plan a project and use documentation skills in an appropriate manner.</p> <p>A4. Design, plan and implement solutions to complex problems in Forensic Science and be capable of analysing the effectiveness of such solutions.</p> <p>A5. Develop and write a research project within guidelines and be able to assess the success of such a project.</p> <p>A6. Apply the skills developed on the course to a relevant individual project.</p> <p>A7. Synthesise solutions to problems involving several aspects of Forensic Science either independently and/or as a team member.</p>
<p>Teaching and Learning Methods</p>
<p>Lectures, seminars, structured laboratory classes, directed reading, presentations and demonstrations</p>
<p>Assessment methods</p>
<p>Preparation of case notes, essays, reports, practical reports, group and individual presentations and end of module seen and unseen examinations.</p>
<p>B. Subject-specific skills</p>
<p>B1. Implement scientific solutions to complex problems.</p> <p>B2. Effectively communicate forensic science solutions with both experts and non-experts.</p> <p>B3. Research information from literature/manuals/internet.</p> <p>B4. Critically evaluate different potential solutions to a problem.</p>
<p>Teaching and Learning Methods</p>
<p>Lectures, seminars, structured laboratory classes, directed reading, group and individual projects and presentations.</p>
<p>Assessment methods</p>
<p>Preparation of case notes, moot court exercises, practical reports, and group and individual presentations.</p>
<p>C. Thinking Skills</p>
<p>C1. Critically evaluate technical and non-technical information</p> <p>C2. Plan and conduct a practical research project.</p> <p>C3. Communicate results and ideas to both experts and non-experts.</p> <p>C4. Assimilate ideas quickly.</p>
<p>Teaching and Learning Methods</p>
<p>Skills developed through lectures, data interpretation, case studies, practical work, research projects, presentations, problem solving.</p>

Assessment methods				
Preparation of case notes, essays, reports, practical reports, group and individual presentations.				
D. Other skills relevant to employability and personal development				
D1. Work to deadlines.				
D2. Work in a team.				
D3. Work independently under minimum supervision.				
D4. Generate original ideas.				
D5. Synthesise knowledge.				
Teaching and Learning Methods				
Skills developed through lectures, data interpretation, case studies, practical work, research projects, presentations, problem solving.				
Assessment methods				
Preparation of case notes, essays, reports, practical reports, group and individual presentations.				
13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 7	FZ4001	Research Methods	20	Master's Degree in Forensic Science Requires 180 credits at Level 7 MSc with Distinction APM and Research Project ≥ 70% MSc with Merit APM and Research Project ≥ 60% Postgraduate Diploma in
	FZ4002	The Expert	20	
	FZ4003	Witness in the Legal Process	60	
	FZ4209	Research Project	20	
	FZ4601	Forensic Biology	20	
	FZ4007	Separation Science and Mass Spectrometry	20	
	FZ4004	Crime Scene Science	20	
	FZ4103		20	
	FZ4203	And one of:	20	
	FZ4603	Laboratory Management and Quality Assurance	20	
	FV4104	Document Investigation	20	
	FZ4608	Evaluation of Genetic Data	20	

		Molecular Spectroscopy Practical Fire Investigation Analytical Forensic Toxicology		Forensic Science Requires 120 credits at Level 7 Postgraduate Certificate in Forensic Science Requires 60 credits at Level 7
15. Personal Development Planning				
PDP is delivered and monitored through project 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				
Applicants would normally be required to have: Undergraduate degree in a relevant subject, at 2(ii) level or higher, or equivalent. International applicants for the programme will be required to have a minimum level of proficiency in English Language equivalent to IELTS band 6.5. Please consult the UCLAN admissions department for the most up to date requirements.				
17. Key sources of information about the programme				
<ul style="list-style-type: none"> • University website (www.uclan.ac.uk) 				
<ul style="list-style-type: none"> • School website (www.uclan.ac.uk/forensic) 				
<ul style="list-style-type: none"> • Course Leader 				

18. Curriculum Skills Map

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

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																			
				Knowledge and understanding							Subject-specific Skills				Thinking Skills				Other skills relevant to employability and personal development				

				A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5		
LEVEL 7	FZ4001	Research Methods	COMP		✓	✓							✓		✓		✓		✓						
	FZ4002	The Expert Witness in the Legal Process	COMP				✓				✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓		
	FZ4003	Research Project	COMP				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
	FZ4007	Crime Scene Science	COMP	✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	
	FZ4209	Forensic Biology	COMP	✓	✓	✓					✓	✓	✓	✓	✓	✓			✓	✓	✓		✓		✓
	FZ4601	Separation Science and Mass Spectrometry	COMP	✓		✓	✓			✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓			✓

FZ4004	Laboratory Management and Quality Assurance	O			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FZ4103	Document Investigation	O	✓	✓	✓	✓				✓	✓	✓	✓	✓		✓		✓	✓	✓			
FZ4203	Evaluation of Genetic Data	O				✓	✓							✓		✓		✓	✓				
FV4104	Practical Fire Investigation	O	✓	✓	✓		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	
FZ4603	Molecular Spectroscopy	O	✓		✓	✓		✓	✓	✓		✓	✓	✓			✓	✓	✓	✓		✓	
F4608	Analytical Forensic Toxicology	O	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	

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.

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- 1. Welcome and Introduction to the University**
- 2. Learning Resources**
- 3. Preparing for your career**
- 4. Student support**
- 5. Students' Union**
- 6. Rationale, aims and learning outcomes of the course**
- 7. Assessment**
- 8. Student Voice**

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 Students*. 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 through 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.