



Course Handbook  
PgDip/MSc IT Security  
2018-19  
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Please read this Handbook in conjunction with the University's Student Handbook.

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## 1. Welcome to the course

Welcome to the MSc IT Security Course and congratulations on gaining your place.

The information in this handbook contains important information about the MSc IT Security course, its structure and content. You will find it a useful resource for the coming year. This document is not designed to be a standalone manual. It is vital that you talk to staff to supplement the information. If you have any questions – please ask.

As your course leader I will be your main point of contact throughout your period of study on the MSc or Postgraduate Diploma. We will meet regularly throughout the course and you should come to see me if you have any queries or problems. Studying at Master's level provides you with an opportunity to develop your personal and academic skills. As well as being hard work it should also be a rewarding time. I hope you have an enjoyable time studying at UCLan.

-- Dr Martin Bateman

### 1.1 Rationale, aims and learning outcomes of the course



Increasing use of communication technology and information-based applications creates new opportunities and provides more convenient access to existing services, but offers increased potential for illegal or unwanted activities

The importance of networked IT systems in industry, commerce and education means that an in-depth understanding of the problems and techniques of IT Security development can improve your employment prospects in today's competitive employment market. The academic challenge and approach of an MSc can also develop an interest in research and provide opportunities to continue to PhD study.

The course will enable you to understand the underlying concepts, policies and technologies relating to IT systems security. Through the optional modules, it allows you to develop other skills useful to the development or maintenance of a secure IT system.

The course aims to build on your previous experience and we hope you will help to enrich the course with ideas from your previous studies and any work experience you may have.

#### Aims of the Programme

##### PgDip Aims

- To explore the concepts and principles of IT security
- To develop skills in the critical evaluation and use of tools and standards for IT system security and management
- To promote a systematic approach to security policy and planning
- To investigate current trends and research relevant to IT Security
- To develop practical IT skills and knowledge relevant to the design, development and management of IT systems
- To develop and enhance the students' information acquisition and critical analysis skills

##### MSc Aims (in addition to the above aims)

- To provide an opportunity for the students to plan, undertake and evaluate a substantial IT security-related project
- To develop the students' critical evaluation, communication and self-management skills to a level appropriate for post-graduate students

## Learning Outcomes

These are the skills and knowledge you should have acquired by the end of the course. The successful student will be able to

- Interpret relevant literature relating to IT security
- Critically evaluate tools and policies for the management of IT systems' security
- Apply and evaluate principles, practices and tools for the design, development and management of IT systems in a chosen area
- Explain the principles underlying techniques for preventing and investigating security exploits
- Plan, perform and evaluate a substantial security-related project
- Undertake a risk assessment and analysis of the security of an IT system
- Demonstrate a professional approach to ethical and legal issues relevant to a computing professional and understand the implications of their actions
- Select and use tools for securing and investigating an IT system
- Apply practical IT skills relevant to the design, development and management of IT systems in a chosen area
- Evaluate ideas, methods and systems in a coherent manner
- Analyse and evaluate appropriateness of methods and techniques from a specialist area for the development of computer systems in a given situation
- Locate and integrate information from multiple sources
- Analyse complex concepts and communicate the outcome effectively in a format suitable for a professional audience
- Communicate effectively to a diverse audience, for example, professional and lay audiences
- Construct reports to a professional standard
- Learn and work independently as a reflective practitioner, including goal setting, planning, self-management and review
- Work as part of a team

### 1.2 Course Team

#### Course Leader:

Martin Bateman	CM111	x3004	<a href="mailto:mbateman@uclan.ac.uk">mbateman@uclan.ac.uk</a>
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#### Academic Lead for Computing:

Chris Casey	CM226	x3278	<a href="mailto:ccasey@uclan.ac.uk">ccasey@uclan.ac.uk</a>
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#### Tutors:

Martin Bateman	CM111	x3004	<a href="mailto:mbateman@uclan.ac.uk">mbateman@uclan.ac.uk</a>
Nicky Danino	CM227	x3303	<a href="mailto:ndanino@uclan.ac.uk">ndanino@uclan.ac.uk</a>
Zaki El-Haroun	CM013	x3295	<a href="mailto:zmel-haroun@uclan.ac.uk">zmel-haroun@uclan.ac.uk</a>
Dan Fitton	CM218	x3277	<a href="mailto:dbfitton@uclan.ac.uk">dbfitton@uclan.ac.uk</a>
Peggy Gregory	CM012	x3284	<a href="mailto:ajgregory@uclan.ac.uk">ajgregory@uclan.ac.uk</a>
Janet Read	CM217	x3285	<a href="mailto:jcread@uclan.ac.uk">jcread@uclan.ac.uk</a>
Katie Taylor	CM224	x3321	<a href="mailto:kitaylor@uclan.ac.uk">kitaylor@uclan.ac.uk</a>
Li Guo	CM116	x3556	<a href="mailto:lguo@uclan.ac.uk">lguo@uclan.ac.uk</a>
Vinh-Thong Ta	CM116	x3263	<a href="mailto:vtta@uclan.ac.uk">vtta@uclan.ac.uk</a>
Mahmoud Hassan Eiza	CM213	x3169	<a href="mailto:mhashemeiza@uclan.ac.uk">mhashemeiza@uclan.ac.uk</a>

### 1.3 Expertise of staff

The course team have substantial experience of teaching at this level. They have research interests and industrial/academic experience relevant to your course. There is research into data communications and networks, mobile computing, computer security and software

engineering, particularly Agile software development. We have collaborated with Sony, BAE and a variety of UK and overseas Universities. They will use this to enrich the postgraduate learning experience. Details of staff publications and interests are available on the School website. We also have several active research groups in the Computing area that you may want to get involved with.

#### **1.4 Academic Advisor**

Martin Bateman is your personal tutor and will advise you on your progress and issues such as option choices during your studies. He can provide you with guidance on academic matters, as well as information about where to go for any additional and specialist help and advice you might need, e.g. careers, study skills, personal counselling, etc. Since Martin is also your Course Leader, he is well placed to advise you about your course and your choices. He will be the first point of call for many of the questions that you might have during the year.

#### **1.5 Administration details**



Campus Admin Services provides academic administration support for students and staff and are located in the following hubs 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.

#### **Computing and Technology Hub**

C&T Building Room 235

Contact Details: [candthub@uclan.ac.uk](mailto:candthub@uclan.ac.uk) or +44 (0)1772 891994

#### **1.6 Communication**



The University expects you to use your UCLan email address and check regularly for messages from staff. This can be set to auto-forward to another email address and is also available via remote access. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

Campus Admin Services and academic staff generally contact you via your UCLan email address. Details of term starting times, enrolment details and results will be sent to you by letter.

#### **1.7 External Examiner**

The University has appointed an External Examiner for your course to help ensure that the standards of the course are comparable to those provided at other higher education institutions in the UK.

Dr Gregory Epiphaniou of the University of Bedfordshire is the External Examiner who takes overall responsibility for checking the quality of the course, particularly for assessments and the way they are marked on the key modules. Other examiners have responsibility for other modules.

If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. 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.

## 2. Structure of the course

### 2.1 Overall structure



Students embarking on the course may be enrolled on an MSc or a PGDip. The MSc comprises 9 modules (6 taught modules and a 3 module Project). The PG Dip comprises 6 modules (all taught). Students who satisfactorily complete the PG Dip may continue to the MSc route if they wish, by undertaking the 3 module Project.

The course is flexible and can be completed in a number of ways:

#### Full-time study (MSc includes the project, PGDip does not)

##### September start

3 modules	3 modules	Project
Sept – Jan	Jan – May	May – Sept

##### January Start

3 modules	Summer	2 Modules	Project
Jan – May		Sept – Jan	Jan - May

#### Part-time study (MSc includes the project, PGDip does not)

##### Over 3 years

3 modules	3 modules	Project
Year 1	Year 2	Year 3

##### Over 2 years

4 modules	2 modules and Project
Year 1	Year 2

### 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 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.

#### Compulsory Modules

You must take all the following modules:

CO4509 Digital Security	Semester 2
CO4510 Advanced Topics in IT Security	Semester 1
CO4512 Information Security Management	Semester 2
CO4820 Critical Analysis	Semester 1

CO4804 Masters Project

Semester 2 or 3 all year for p/t

### **Optional Modules**

You must take two of the following modules:

CO4403 OO Software Development	Semester 1
CO4514 Digital Forensic Technology	Semester 2
CO4515 Trends in Cybercrime	Semester 1
CO4516 Mobile Device Evidence and Investigation	
CO4832 Independent Investigation	
CO4830 IT Projects & Programmes	
FZ4002 The Expert Witness in the Legal Process	

### **Optional Work Placement**

In addition, you may gain work experience by taking CO4822, Professional Placement.

## **2.3 Course requirements**



There are no course-specific requirements beyond the requirements of the University's Academic Regulations.

## **2.4 Progression Information**

Discussions about your progression through the course normally take place after semester results are released (in January, June, September and October). These discussions provide an opportunity for you to make plans for your study over the next semester.

## **2.5 Study Time**

Full time students are expected to study a 40-hour week; part-time students are expected to study the number of hours that are appropriate for the modules they are enrolled for. The contact time (in-class) will typically be three hours per week for each module. You should expect to do roughly an additional 6-9 hours during teaching weeks and some additional work before and after the teaching period. You will also have to attend the PDP sessions (1 hour per week) and in your second semester you have to attend a project preparation class (1 hour per week). The time outside of class contact should be spent on independent study, assignment and completing lab exercises.

### **2.5.1 Weekly timetable**

Your timetable is available on-line at <https://weeklytimetable.uclan.ac.uk/> You can also access it through the student portal.

Classes typically run on Monday and Tuesday and teaching is blocked into 3 hour sessions, running 9-12, 1-4 and 5.30-8.30. This blocking makes the course flexible for both full-time and part-time students. Some modules are delivered in burst mode over 2 weekends (Friday afternoon, Saturday and Sunday morning). Detailed timetables are available on Blackboard, which is the University's Online Learning Environment. You should have access to module information shortly after you have enrolled for the module. In addition to module classes, induction, study and Professional Development classes are also provided. You are expected to attend all classes.

### **2.5.2 Expected hours of study**

The normal amount of work involved in achieving a successful outcome for a 20 credit module is 200 hours of study time - this includes attendance at UCLan, private study and time taken to prepare for and complete assignments.

### 2.5.3 Attendance Requirements



You are required to attend all timetabled learning activities for each module. Notification of illness must be made to [CandTHubAttendance@uclan.ac.uk](mailto:CandTHubAttendance@uclan.ac.uk).

Exceptional requests for leave of absence must be made to your Course Leader.

We will monitor your attendance. It is your responsibility to make sure your attendance is recorded. You can check your attendance record through myUCLan. Occasional absences are not a problem, but you should discuss your attendance with the module tutor if your attendance is not recorded for more than one event that you attend.

You must only enter your own details on the attendance system. To enter information for anyone else is dishonest and would result in inaccurate records, which might mean that a student's problems might not be detected until it is too late for us to help. Any student who makes false entries can be disciplined under the student guide to regulations.

International students may have responsibilities under the UK Visas and Immigration (UKVI), Points Based System (PBS) - you MUST attend your course of study regularly; under PBS, UCLan is obliged to tell UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

If you have not gained authorisation for absence, do not respond to communications from the University and are absent for four weeks or more, you may be deemed to have withdrawn from the course. If so, the date of withdrawal will be recorded as the last day of attendance.

## 3. Approaches to teaching and learning

### 3.1 Learning and teaching methods

Teaching methods include lectures, tutorials, practical classes, discussion groups, and student presentations. As well as attending classes you will be expected to follow your tutor's suggestions for weekly reading and study. Materials and instructions will all be made available on Blackboard either prior to or after sessions. As a postgraduate student you are expected to be an independent learner, and to gradually take more initiative for your learning throughout the course. You already have a background in computing and experience of academic work. You are expected to build on this by reading around the subject, finding relevant material for yourself as well as following tutor suggestions and contributing to discussion.

### 3.2 Study skills

The course team support the development of study skills through individual and group feedback in class and through individual discussions with your module tutors and your academic advisor. For more information on the general support provided by the University, see WISER <http://www.uclan.ac.uk/students/study/wiser/index.php>

### 3.3 Learning resources



#### 3.3.1 Learning Information Services (LIS)

Extensive [resources](#) to support your studies are 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.

When you have complaints or problems with equipment, these should be reported to LIS ([LISCustomerSupport@uclan.ac.uk](mailto:LISCustomerSupport@uclan.ac.uk)) as well as to the relevant module tutor. LIS prefer to deal with problems first-hand and rather than indirectly through academic staff. Moreover, by dealing with LIS directly, your problem should be dealt with more quickly.

### 3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. See [http://www.uclan.ac.uk/students/study/library/electronic\\_resources.php](http://www.uclan.ac.uk/students/study/library/electronic_resources.php) for more information. You should use the Discovery search engine to help locate relevant resources from the University's collection. ([http://www.uclan.ac.uk/students/library/discovery\\_resource.php](http://www.uclan.ac.uk/students/library/discovery_resource.php)).

All modules will be supported by information on Blackboard and you should make sure that you make use of this outside as well as in class.

### 3.4 Personal development planning

Personal development planning is about assessing your own skills and abilities and planning how to develop them during (and after) your course. Technical development is part of this, but personal skills such as teamwork and communication skills are also important to your success at University and in your career. You might be surprised at how much emphasis employers put on these aspects. You will meet with your Academic Advisor to do personal development planning (PDP) and to discuss your progress.

### 3.5 Developing your career



Your University experience is not only about achieving your chosen award, it is also about developing as a person and realising your potential. We want you to gain the skills and attitudes that will help you to achieve your goals and aspirations.

The Careers Service (<http://www.uclan.ac.uk/students/careers/index.php>) offers a range of support for you including:-

- career and employability advice and guidance
- access to work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

There is a daily drop in service available from 10.30am-3pm for CV checks and initial careers information. For more information visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

## 4. Student Support

There are many student support services available in the University. In general you should go to your **module tutor** if you have questions about a particular module, your **Course Leader** and **Academic Advisor**, for course queries, the **Campus Admin Service** for administration queries and **the 'i'** for more general 'living' queries (such as accommodation, visas etc). From each of these points of contact you should be helped or directed to a more appropriate source of help.

### 4.1 Academic Advisors



Your Academic Advisor is an academic member of staff who will discuss your progress with you and help you to deal with problems. They help you to review your aims and achievements. Full-time students should meet with their personal tutor twice per semester, and part-time students once per semester.

### 4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - [disability@uclan.ac.uk](mailto: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, who will work with the School to help you study. 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.

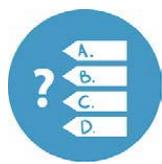
Chris Casey ([ccasey@uclan.ac.uk](mailto:ccasey@uclan.ac.uk)) is the acting disability co-ordinator for students with disabilities in PSC. Please contact him directly for further advice / support, particularly if you have not been allocated a Disability Advisor. He is not a specialist disability advisor but can help to ensure that appropriate arrangements have been put into practice.

### 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



Assessment is an important part of Higher Education. We use examinations to allow you to demonstrate your knowledge and the ability to apply that knowledge to solve problems. Because computing is a practical and vocational subject, course-work is important. You will often be expected to tackle realistic problems and to evaluate different ways of solving them.

The course learning outcomes demand that you develop a variety of knowledge, skills and abilities, which require a variety of assessment techniques:

- a) *Formally invigilated tests and examinations* can be used to explore your knowledge and your ability to apply it to simplified situations. They also ensure that your own work is assessed.
- b) *Presentations and vivas (interviews)* allow the demonstration of skills in spoken communication.
- c) *Coursework* such as laboratory work, programming exercises, design exercises, written assignments and independent research allow you to demonstrate many practical and important skills that cannot sensibly be assessed by the previous methods.

In course assessment doesn't just assess what you can do – by doing the assessment you will learn and consolidate the skills you have. Your tutors will give you formal feedback on assignments to help you to do better on other assessments, but more importantly for your future career, to show how you can improve your performance on similar tasks in the future. By acting on the feedback from the lecturer, you will develop your competence and understanding.

The overall mark for each module is calculated as a weighted average of the coursework and examination marks. The details are given in the module descriptor held on Elearn Blackboard.

### 5.2 Notification of assignments and examination arrangements

#### How do I know what assignments I will have?

At the beginning of the year you will be issued with an indicative assignment schedule. Also at the start of each module, the module leader will tell you the latest date by which a piece of coursework will be released and the date by which you must submit it. This is to help you to plan your work. Examinations will be displayed on your on-line timetable.

#### How do I submit my assignments?

Assignments are usually submitted on-line through Elearn Blackboard, which gives you an electronic receipt. Keep a copy of it safe. *To reduce problems from lost assignments, keep a **complete** copy of the work you hand in.*

*As far as possible your work will be marked anonymously, so assignment work submissions must not contain your name.*

Aim to complete the coursework before the hand-in date to allow a margin of safety in case of technical problems. The University provides you with the software and hardware relevant to your course. If you choose to use your own equipment you are responsible for backing it up. Therefore please note that **failed/lost computers; failed/lost hard-drives, etc will not be accepted as an excuse for late submission.**

Meeting deadlines and dealing with problems in good time are essential parts of your preparation for industry. If you have a problem that may make it difficult to meet a deadline, discuss it with the relevant lecturer **before** the deadline if possible.

If you fail to submit a piece of work without a good reason, you will be given 0% for that work. This will make passing the module very difficult and may mean that you have extra work to complete over the summer. **It makes sense to hand work in before the deadline, even if it is incomplete.**

### **Will I be penalised for late work?**

Except where an extension of the hand-in deadline date has been approved (using extenuating circumstances forms), lateness penalties will be applied in accordance with University policy as follows:

<b>(Working) Days Late</b>	<b>Penalty</b>
1 - 5	maximum mark that can be achieved is 50%
more than 5	0% awarded

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 apply for an extension or for an adjustment to be made because of Extenuating Circumstances, which can be done online via myUCLan (this can be accessed in the Useful Tool link on the Student Portal home page of the UCLan website).

### **5.3 Referencing**

In your assignments, use Harvard convention for referencing whenever you make a reference to someone else's work. You can find lots of information about this on the internet, but you will be given more information about it during your course. If you are in any doubt, ask a lecturer for guidance.

### **5.4 Confidential material**

If you use personal or commercially confidential information in your assignments (e.g. in your project), you have ethical and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations in your work assignments.

Students who do projects for clients must arrange for a client project agreement to be signed by the participants to ensure that they all understand their responsibilities.

### **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.

To be awarded an MSc you must pass 180 credits, which may include one compensated 20 credit module. This must include CO4820 Critical Analysis and the 60 credit CO4804 Masters Project, which cannot be compensated.

The **MSc with Pass** will be awarded where you attain an APM of 50% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **MSc with Merit** will be awarded where you attain an APM of 60% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **MSc with Distinction** will be awarded where you attain an APM of 70% or above (the APM being calculated across all modules as set out in Academic Regulations).

### ***Postgraduate Diploma***

To be awarded a Postgraduate Diploma you must pass 120 credits, which may include one compensated 20 credit module.

The **Postgraduate Diploma with Pass** will be awarded where you attain an APM of 50% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **Postgraduate Diploma with Merit** will be awarded where you attain an APM of 60% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **Post Graduate Diploma with Distinction** will be awarded where you attain an APM of 70% or above (the APM being calculated across all modules as set out in Academic Regulations).

### ***Postgraduate Certificate – exit award***

You may be awarded a Postgraduate Certificate in Computing as an exit award if you have passed 60 credits of any modules available on the course. No compensation is permitted for the award of Postgraduate Certificate.

The **Postgraduate Certificate with Pass** will be awarded where you attain an Average Percentage Mark (APM) of 50% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **Postgraduate Certificate with Merit** will be awarded where you attain an Average Percentage Mark (APM) of 60% or above (the APM being calculated across all modules as set out in Academic Regulations).

The **Postgraduate Certificate with Distinction** will be awarded where you attain an APM of 70% or above (the APM being calculated across all modules as set out in Academic 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. You will elect a student representative through the Student Union. The Staff Student Liaison Committee is a formal way of providing feedback through the student representative. However, the rep should also raise issues directly with staff on your behalf, if necessary..

**Do not simply save up problems to be raised at the meeting. To help resolve them quickly, problems should be raised with relevant staff, your course representative, or support staff as soon as you are aware of them.**

### 7.1 Student Staff Liaison Committee meetings (SSLCs)

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester. Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

## 8. Appendices

### 8.1 Programme Specification

#### UNIVERSITY OF CENTRAL LANCASHIRE

#### 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 Main campus
3. University School/Centre	Physical Sciences & Computing
4. External Accreditation	
5. Title of Final Award	MSc in IT Security PGDip in IT Security
6. Modes of Attendance offered	Full-time and Part-time with optional professional placement
7a) UCAS Code	
7b) JACS Code	I100
8. Relevant Subject Benchmarking Group(s)	Computing;
9. Other external influences	QAA (NQF for HE); BCS, The Chartered Institute for IT; Bologna agreement Skills for Justice NOS for Countering E-Crime
10. Date of production/revision of this form	April 2017
<b>11. Aims of the Programme</b>	
<b>PgDip Aims</b>	
• To explore the concepts and principles of IT security	
• To develop skills in the critical evaluation and use of tools and standards for IT system security and management	
• To promote a systematic approach to security policy and planning	
• To investigate current trends and research relevant to IT Security	
• To develop practical IT skills and knowledge relevant to the design, development and management of IT systems	
• To develop and enhance the students' information acquisition and critical analysis skills	
<b>MSc Aims (In addition to the above aims)</b>	

- To provide an opportunity for the students to plan, undertake and evaluate a substantial IT security-related project
- To develop the students' critical evaluation, communication and self-management skills to a level appropriate for post-graduate students

## 12. Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

The successful student will be able to

- A1. Interpret relevant literature relating to IT security
- A2. Critically evaluate tools and policies for the management of IT systems' security
- A3. Apply and evaluate principles, practices and tools for the design, development and management of IT systems in a chosen area
- A4. Explain the principles underlying techniques for preventing and investigating security exploits

### Teaching and Learning Methods

Lectures, directed reading, tutorial exercises, visiting speakers, case studies, supervised and unsupervised practical work.  
Project and literature-based research.

### Assessment methods

Assessment methods are specified in each module syllabus. All learning outcomes in a module are assessed with the mode of assessment specified for each outcome of the assignment. Assessment methods include written reports, portfolios, practical assessment and presentations, examinations.

### B. Subject-specific skills

The successful student will be able to

- B1. Plan, perform and evaluate a substantial security-related project
- B2. Undertake a risk assessment and analysis of the security of an IT system
- B3. Demonstrate a professional approach to ethical and legal issues relevant to a computing professional and understand the implications of their actions
- B4. Select and use tools for securing and investigating an IT system
- B5. Apply practical IT skills relevant to the design, development and management of IT systems in a chosen area

### Teaching and Learning Methods

Lecture, tutorial (e.g. problem analysis, extracting information from documentation, presentations), practical work, project preparation and supervisory advice, including peer review

### Assessment methods

Written coursework, project work, practical exercises and report

### C. Thinking Skills

The successful student will be able to

- C1. Evaluate ideas, methods and systems in a coherent manner
- C2. Analyse and evaluate appropriateness of methods and techniques from a specialist area for the development of computer systems in a given situation
- C3. Locate and integrate information from multiple sources
- C4. Analyse complex concepts and communicate the outcome effectively in a format suitable for a professional audience

### Teaching and Learning Methods

Practical work, directed research, on-line discussion groups, preparation of and participation in student-led seminars, supervisory support for the project and the Masters paper

### Assessment methods

Written coursework, project report, essays, online discussion and presentations

### D. Other skills relevant to employability and personal development

The successful student will be able to

- D1. Communicate effectively to a diverse audience, for example, professional and lay audiences
- D2. Construct reports to a professional standard
- D3. Learn and work independently as a reflective practitioner, including goal setting, planning, self-management and review
- D4. Work as part of a team

### Teaching and Learning Methods

Team-work, project preparation and supervision, preparation of and participation in student-led

seminars, critical reflection.

**Assessment methods**

Presentations, project interview, project and project report, team assessment

13. Programme Structures*				14. Awards and Credits*	
Level	Module Code	Module Title	Credit rating		
Level 7	CO4804	Masters Project	60	<p><b>Masters Degree</b> Requires 180 credits at Level 7 including CO4509, CO4510, CO4820 and CO4804,</p> <p>Optional professional placement route requires successful completion of CO4822 which has a notional credit value of 60 but does not contribute to the required award total</p> <p><b>PGDip in IT Security</b> Requires 120 credits at level 7 including CO4509 and CO4510 and CO4512</p> <p><b>PGDip in Computing</b> Requires 120 credits at level 7</p> <p><b>Post-Graduate Diploma is normally a target award for students who do not wish to carry out a project</b></p> <p><b>PGCert in Computing</b> Requires 60 credits at level 7.</p>	
	CO4820	Critical Analysis	20		
	CO4509	Digital Security	20		
	CO4510	Advanced Topics in IT Security	20		
	CO4512	Information Security Management	20		
	<b>40 credits from:</b>				
	CO4403	Object-Oriented Software Development	20		
	CO4514	Digital Forensic Technology	20		
	CO4515	Trends in Cybercrime	20		
	CO4516	Mobile Device Evidence and Investigation	20		
	CO4832	Independent Investigation	20		
	CO4830	IT Projects & Programmes	20		
	FZ4002	The Expert Witness in the Legal Process	20		
CO4822	<b>Optional module:</b> Professional Placement	60 notional credits			

### 15. Personal Development Planning

Professional skills are developed through dedicated course modules, as well as through discussion, seminars, project work, coursework, and support sessions.

Technical competence alone is not enough for the good computing professional and so is not sufficient for the award of any Masters within the School of Physical Sciences & Computing. The Programme aims identify the need to develop interpersonal skills and generic transferable skills as well as subject-specific knowledge, understanding and skills. The course team believe that this combination is needed to ensure the employability of the graduate.

The following transferable skills are developed:

- critical evaluation
- presentation skills
- report-writing skills
- investigative (information finding) skills
- problem solving
- independent learning
- teamwork
- time management.

The design of the course has been directed to the development of these practitioner skills alongside technical competence. The skills will be developed and assessed throughout the programme as a whole. The process begins with an induction scheme that runs throughout the first semester aimed at supporting

students as they transition to Masters level study. Students are encouraged to reflect on Masters level reading and writing skills, personal development plans, career opportunities, and reflective learning. In addition an academic advisor is allocated at enrolment with whom students are encouraged to discuss their personal development.

#### **16. Admissions criteria**

(including agreed tariffs for entry with advanced standing)

*\*Correct as at date of approval. For latest information, please consult the University's website.*

Applicants should have one of the following:

- Honours degree of 2.ii or above, in a computing or closely-related discipline
- Degree and substantial relevant industrial experience
- BCS postgraduate diploma plus PGD project
- Qualifications deemed by the University to be equivalent to the above

Students will be expected to display communication skills appropriate to an Honours graduate. In particular, students whose first language is not English will be required to demonstrate competence in the language. The normal minimum standard required is IELTS 6.5 or equivalent.

#### **17. Key sources of information about the programme**

- [http://www.uclan.ac.uk/courses/msc\\_pgdipl\\_it\\_security.php/](http://www.uclan.ac.uk/courses/msc_pgdipl_it_security.php/)
- **student handbook**
- **postgraduate prospectus**

## 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	B1	B2	B3	B4	B5	C1	C2	C3	C4	D1	D2	D3	D4		
LEVEL 7	CO4804	Masters Project	C	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓		✓		
	CO4820	Critical Analysis	Comp											✓		✓		✓	✓	✓		
	CO4509	Digital Security	Comp	✓	✓	✓	✓		✓		✓	✓	✓		✓	✓	✓	✓	✓			
	CO4510	Advanced Topics in IT Security	Comp	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	
	CO4512	Information Security Management	Comp	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	CO4403	Object-Oriented Software Development	O			✓							✓		✓				✓			
	CO4514	Digital Forensic Technology	O	✓	✓	✓					✓	✓			✓	✓	✓		✓			
	CO4515	Trends in Cybercrime	O	✓										✓				✓	✓			
	CO4516	Mobile Device Evidence and Investigation	O		✓						✓	✓	✓			✓			✓			
	CO4832	Independent Investigation	O			✓								✓		✓	✓	✓				
	CO4822	Professional Placement	O***															✓	✓	✓		
CO4830	IT Projects & Programmes	O			✓					✓		✓	✓	✓		✓	✓	✓			✓	
FZ4002	The Expert Witness in the Legal Process	O	✓			✓				✓			✓		✓	✓	✓	✓				

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

19. LEARNING OUTCOMES FOR EXIT AWARDS:

For **each exit award available**, list learning outcomes relating to the knowledge and understanding, subject specific skills, thinking, other skills relevant to employability and personal development that a typical student might be expected to gain as a result of successfully completing each level of a course of study.

**Learning outcomes for the award of: PGDip in IT Security**

- A1. Interpret relevant literature relating to IT security
- A2. Apply and evaluate principles, practices and tools for the design, development and management of IT systems in a chosen area
- A3. Explain the principles underlying techniques for preventing and investigating security exploits
- B1. Demonstrate a professional approach to ethical and legal issues relevant to a computing professional and understand the implications of their actions
- B2. Select and use tools for securing and investigating an IT system
- C1. Evaluate ideas, methods and systems in a coherent manner
- C2. Analyse and evaluate appropriateness of methods and techniques from a specialist area for the development of computer systems in a given situation
- C3. Locate and integrate information from multiple sources
- D1. Communicate effectively to a diverse audience, for example, professional and lay audiences
- D2. Construct reports to a professional standard

**Learning outcomes for the award of: PGDip Computing**

- A1. Describe and evaluate principles, practices and techniques relevant to the design and development of computing systems.
- A2. Find and critically evaluate computing research literature.
- B1. Select and use appropriate tools and techniques to design, build and evaluate systems.
- B2. Apply principles, practices and techniques to solve complex computing problems in specific domains (through optional modules)
- B3. Adopt a professional approach to ethical and legal issues relevant to a computing professional and understand the implications of their actions
- C1. Evaluate ideas, methods and systems in a coherent manner
- C2. Analyse and evaluate appropriateness of methods and techniques from a specialist area for the development of computer-based systems in a given situation
- D1. Communicate complex ideas to a diverse audience
- D2. Reflect critically on professional experience, devising and evaluating new approaches

**Learning outcomes for the award of: PGCert in IT Security**

- A1. Interpret relevant literature relating to IT security
- B1. Demonstrate a professional approach to ethical and legal issues relevant to a computing professional and understand the implications of their actions
- C1. Evaluate ideas, methods and systems in a coherent manner
- D1. Construct reports to a professional standard

## 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**
- 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](mailto: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](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](mailto:careers@uclan.ac.uk)  
[www.uclan.ac.uk/careers](http://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 (1<sup>st</sup> 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](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](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](mailto: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](http://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](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](mailto: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](mailto: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](mailto: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](mailto: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.