



Course Handbook
MSc Professional Practice (Early Action)

2018/19

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School of Forensic & Applied Sciences



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

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8.1 Programme Specification(s)

1. Welcome to the course

The School of Forensic and Applied Sciences at the University of Central Lancashire provides undergraduate education in the areas of Forensic Science and 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 six 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 1,500 undergraduate students and over 90 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 Criminal Investigation, DNA Profiling, Document Analysis, Fire Investigation and Forensic Anthropology to name but a few. I am pleased to welcome you to the start of your studies on these courses and also to the School. 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.

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

Head of School of Forensic and Applied Sciences

1.1 Rationale, aims and learning outcomes of the course

The aims of this course are to:

- To equip students with the knowledge and practical skills to understand Multi-Agency partnership working drawing on appropriate theory to synthesise and test potential solutions.
- To develop personal and analytical skills involving the principles, practices and techniques relevant to Multi Agency Partnership Working.
- Design, plan and implement solutions to problems in Multi Agency Partnerships and be capable of analysing the potential effectiveness of such solutions.
- To provide an opportunity for the students to plan and evaluate a Multi-Agency Partnership related project.
- To develop the students' critical thinking skills, communication and self-management skills to a level appropriate to post-graduate students
- To develop competence in research methods and the presentation of information

Learning Outcomes of the Course?

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

Knowledge and Understanding

- To equip students with the, knowledge and practical skills to understand Multi-Agency Partnership Working drawing on appropriate theory to synthesise and test potential solutions
- To develop personal awareness and analytical skills involving the principles, practices and techniques relevant to Multi-Agency Partnership Working.
- Design, plan and implement solutions to problems in Multi-Agency Partnership Working and be capable of analysing the potential effectiveness of such solutions
- To provide an opportunity for the students to plan and evaluate a Multi-Agency Partnership Working related project
- To develop the students' critical thinking skills, communication and self-management skills to a level appropriate to post-graduate students
- To develop competence in research methods and the presentation of information

Subject Specific Skills

- Implement detailed sustainable solutions to challenging problems.
- Effectively communicate solutions to problems within Multi-Agency Partnership Working with both experts and non-experts.
- Research information from all relevant sources.
- Evaluate different potential solutions to complex problems.
- Identify gaps in current knowledge.
- Discuss legal, practical and theoretical topics relevant to Multi-Agency Partnership Working from a multidisciplinary / multi-perspective point of view

Thinking Skills

- Critically evaluate complex and conflicting information that may arise in Multi-Agency Environments.
- Plan and conduct a Masters -level research project.
- Confidently communicate complex findings with both experts and non-experts.
- Make informed decisions, and critically reflect on the implications of those decisions

Other skills relevant to employability and personal development

- Time management skills
- Work in and lead teams.
- Work independently.
- Generate original ideas.
- Confidence to make decisions.
- Presentation Skills

1.2 Course Team

Dave Brian Senior Lecturer (Course Leader). DJBrian@uclan.ac.uk ext. 3539

Dave has an LLB (Hons) from the University of Lancaster, and an LLM, Employment Law and Industrial Relations from the University of Leicester. He has 30 years policing experience reaching the Rank of Detective Superintendent. He is a previous Board member of the Lancashire Drugs and Alcohol Action Team and a past Chair of Lancashire's Drugs Intervention Programme. He is a Fellow of the Higher Education Academy and a Fellow of the Chartered Management Institute.

Dave lectures on Master's Degree programmes including MSc Criminal Investigation, MSc Financial Investigation, MSc Cybercrime and MSc Expert Witness and as an invited speaker at other universities. Dave is currently studying for a Professional Doctorate in Elite Performance and is a researcher in the field of policing, meeting regularly with police forces and law enforcement agencies in the area of Evidence Based Policing. He is involved in numerous research projects with Lancashire Constabulary and partner agencies including research into multi agency working within the MASH, gun crime, domestic abuse, the protection of vulnerable people and early action, sexual consent and public engagement and Police legitimacy. Dave has responsibility as Course Leader and Module tutor for the MSc Professional Practice (Early Action).

Dr Michelle Mcmanus Senior Lecturer MAMcManus@uclan.ac.uk Ext 4154

Michelle's doctoral research is the first to examine how the police deal with this high volume crime and prioritise those offenders who are most likely to be committing hands on child sexual abuse. In addition to the research's intellectual appeal, it is

policy relevant in helping to generate evidenced based decision tools for police intelligence assessment. Her doctoral research assisted with the creation of KIRAT (Kent Internet Risk Assessment Tool), a risk management tool for individuals accessing indecent images of children.

Dr. McManus worked as an analyst and researcher for various Constabularies since 2009. This work involved development and rollout of risk management strategies in assisting with high frequency crimes, training child exploitation teams, with presentations and training to law enforcement and academic organisations internationally. She lectures and has published in various areas of policing and has been a Justice of the Peace since 2007

Bill McMahon Lecturer WMcmahon@uclan.ac.uk Ext. 4398

Bill is former Chief Superintendent in Lancashire Constabulary who has significant experience in partnership working including the role of Operational Chair of the Lancashire resilience forum for 3 years. Bill worked for Her Majesty's Inspectorate of Constabulary with oversight of the performance of 12 forces in the Northern region of the UK and their performance with regards to the PEEL Assessments. He has a BA (hons) from Liverpool John Moore's University and an MBA from UCLAN, speaks two European Languages and is a school Governor.

Phil Coope Lecturer PCoope@uclan.ac.uk Ext. 3552

Phil is a former Chief Inspector from Lancashire Constabulary who has worked extensively in Partnerships mainly the West of Lancashire covering Blackpool and the Fylde Coast. After his Policer service Phil worked within Blackpool Unitary Council in partnership roles and now lectures on the History and Development of Early Action.

Steve Hartley, Senior Lecturer. SHartley@uclan.ac.uk Ext. 4025

Steve is the current Independent Chair of the Safeguarding Adult Board for Bolton in Greater Manchester. Previous to this Steve worked with Greater Manchester Police as a Divisional Commander responsible for formulating strategic intent to deliver effective community protection activities. Nurture key relationships with stakeholders and the public. He acted as chair in multi-agency boards including Community Safety Partnership. Responsible for delivering business outcomes including significant reductions in crime, improving satisfaction and confidence, achieving targets and objectives.

He also worked for the College of Policing leading and working on reviews and commissions in over 20 police forces including performance management, governance arrangements, partnership collaboration, serious acquisitive crime, serious sexual offences, corporate communications, criminal investigation

processes, influence of gangs on violent crime and national commissions including CTU planning for the Olympics and Integrated Offender Management.

Steve also designed and facilitated organisational development programmes with the Metropolitan Police and Avon and Somerset Police. Assess organisational and operational opportunities and threats, work from the evidence base regarding performance improvement and improving business outcomes.

1.3 Expertise of staff

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

1.4 Academic Advisor

Dave Brian will be your Academic Advisor for the duration of your course you can contact via email or telephone. He is responsible for providing you with support and advice in relation to your programme of studies, assistance in accessing other services available to students within the University and to offer whatever help and assistance they can to make your time with the University a satisfying and stimulating experience.

1.5 Administration details

Course Administration Service (CAS) 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 CAS can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals. They can be found in the CAS located in:

Foster Building

Forensic and Applied Sciences
Pharmacy and Biomedical Sciences
Psychology
Physical Sciences
telephone: 01772 891990/891991
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. Staff aim to reply to emails within one working day.

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

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. 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 name and details of the external examiner are as follows:

Dr Susan Giles, Lecturer, Psychological Sciences, Liverpool University

2. Structure of the course

The course consists of 7 modules completed over 3 semesters if taken full time and 6 semesters if taken part-time.

2.1 Overall structure

Module

The level of a module is determined by a number of factors, examples of which are: the skills and knowledge required for you to benefit from the module, the intellectual demands it makes and the degree of specialisation involved. The level used in this MSc programme is:

Level 7: Display mastery of a complex and specialised area of knowledge and a critical awareness of issues at the forefront of the area of study; employ advanced subject specific and cognitive skills to enable decision-making in complex and unpredictable situations, the generation of new ideas and support the achievement of desired outcomes.

Modules are generally 20 credits in size and described as “whole” or 1 module. All the modules on this programme are this size except for the Dissertation module which is a “triple” module worth 60 credits. To achieve an MSc you must pass the equivalent of nine modules (i.e. 180 credits) over the course as described in the table below.

Full time students will take nine modules in a year. Part time students will normally take four modules in year one and five modules in year two to complete in two years.

Marks

Each student registered for a course module will be awarded a percentage mark. The following table indicates the percentage marks that are awarded. In certain instances a grade descriptor is used for fail marks or for modules that have not been completed.

Grade/Percentage	Description	Comments
70-100	Distinction	Well above average performance
60-69.99	Merit	Above average performance
50-59.99	Pass	Average performance

F	Fail	Where aggregate mark is 50% or above but a core element is failed
R<50	Fail	Reassessment recommended
I		Incomplete with good cause

It is possible for an examination board to “compensate” one module if it was failed by a small margin. This power is not usually exercised but would mean that a module or half-module did not count against you in getting an award. Some modules are specified on programmes as core and as such **CANNOT** be compensated. In this programme the dissertation is “core” and cannot be compensated by an exam board. It is particularly rare to compensate higher level modules.

2.4 Full Time programme

The course is a three-semester full time programme which lasts for 43 weeks. The first two semesters are approximately 12 weeks long and correspond to the two University semesters and the third semester of 19 weeks is over the summer period. 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).

A student who successfully completes both Semesters 1 and 2 is eligible for a Postgraduate Diploma (PgDip).

Semester 1 (12 weeks)	Semester 2 (12 weeks)	Semester 3 (19 weeks)
FZ4701 Research Methods	FZ4725 Organisational Development & Partnerships	FZ4707 MSc Dissertation
FZ4726 History & Development of Early Action	FZ4729 Research in Practice	
FZ4727 Continuous Improvement & Learning Organisations	FZ4728 Decision making in the Context of Threat Risk & Harm	

2.5 Course Delivery including Distance Learning Option

Most of the modules that you will study in Semesters 1 and 2 will consist of lectures and practical sessions/tutorials.

Students that are on distance learning will have available to them Adobe Connect where the tutor will deliver lectures, engage in discussion and for the use of group work and presentation. Distance Learning sessions may be recorded and be available to all the students, some lectures and tutorials will be pre-recorded and available on Blackboard.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per week for each 20 credit module– this includes attendance at Uclan and time spent in private study.

Over the course of a semester this equates to just over 12 hours study per week per module, which may be broken down into lectures, practical classes, seminars, tutorials and independent study (in the library, laboratory or at home). This amounts to a minimum of 36 hours per week. Any lesser commitment than this is unlikely to produce a good degree. You should bear this in mind if you are going to undertake part-time employment. Your first commitment must be to the course: if you are a full-time student it means just that.

Semester 3 of the course is the MSc Dissertation when you will be expected to research and write up a 10,000 word Dissertation.

The amount of time spent in for private study will vary from student to student and will depend on your academic ability. The recommended time should therefore in practice be taken as a minimum value.

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.

2.3 Course requirements

- An honours degree at level 2.2 or above, or equivalent qualifications and experience
- Applications are welcome from individuals with non-standard qualifications with work-based experience
- Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6 with no sub-score lower than 5.5.
- Please consult the Uclan admissions department for the most up to date requirements.

2.3 Progression Information

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules /

combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.4 Study Time

2.4.1 Weekly timetable

Students are provided with an electronic Weekly Timetable personal to them. This can be accessed via the Uclan link below on your mobile device or via the university network.

<https://apps.uclan.ac.uk/mobilett>

2.4.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours. The teaching for the full time and part-time on campus courses is conducted on a Tuesday afternoon each semester. During this time you will undertake teaching sessions which are a mixture of lectures discussions or practical exercises.

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:

The School Office in Foster Hub.

3. Approaches to teaching and learning

3.1 Expertise of staff

The staff are all experienced practitioners and or researchers in Policing related topics. Members of the team are active in Police research in the area of Risk Assessment, Early Action, Domestic Abuse, leadership and Evidence based Policing generally.

3.2 Learning and teaching methods

This programme is designed to produce graduates with both general and specific skills pertinent to the area studied. The course is assessed by both coursework and examination to ensure that your knowledge and abilities are fully evaluated. The course will be delivered by lectures, tutorials and practical sessions.

Early Action is a developing, innovative and a multi-disciplined subject covering a range of theoretical principles and practical applications. Consequently the subject matter covered is diverse and the School therefore uses a diverse portfolio of teaching and assessment methods to reflect the nature of this subject. There are formal lectures followed up by small group tutorials in which the subject of the lecture is explored in detail. Skills are developed through practical sessions which may incorporate stand-alone practical exercises or individual or group projects. You are

also encouraged to engage in independent study and indeed this is essential to pass the course.

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

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

The aim of the School is to promote deep and active learning and for you 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

You are allocated a personal Academic Advisor who can assist with any specific issues in relation to your learning at Uclan. In addition the University provides the opportunity for mentoring and for students to get assistance with written skills, research and academic writing. Teaching **also** staff recognise that students, particularly those returning to study after a gap or without an undergraduate degree, may find the skills of studying and academic essay writing initially difficult to acquire or re-acquire. To that end staff will provide generic or where necessary 1:1 support. All of the courses within the school have a study skills **element** to assist with the development of your academic and employability skills. There are a variety of other services that support schools and these include:-

[WISER](#)
[LIS](#)

3.4 Learning resources

3.4.1 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.

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

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

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

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

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

1. Course Handbook
2. Student Guide to Assessment
3. Timetables
4. Minutes of SSLC Meetings
5. External Examiners Report

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

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

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

The following sources of information are relevant to this MSc programme:

Current Journals

There are a number of current journals in the library or available online through subscription.

Books

Relevant texts can be found at the library. For more detailed listings, refer to the subject guides that are available from the helpdesk in the library or on the LIS web pages.

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. Additional material will be provided to students via Blackboard/ e-learn.

3.5 Personal development planning

Students are encouraged to prepare for their future employment and this is the focus of the course. Throughout the modules there is a focus upon employability and practice and students are encouraged to maintain their PDP.

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

Employers are looking for skills such as:

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

To help you, we have 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
- To 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 programme is focussed on employability and students are encouraged to build networks and contacts within the field and are also able to attend a careers fair during their time on the course. This course is particularly applicable to those students wishing to pursue a career in Public services, industry or in academia.

You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at Uclan. It's your future: take charge of it!

[Careers](#) offers a range of support for you including:-

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

Daily drop in service available from 10.30am-3pm, for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal. Distance Learning students can access this via the student portal.

4. Student Support

To support students the course leader and academic advisor is available and the elected course representative is also available.

4.1 Academic Advisors

The academic advisor is a named individual who is there to offer support and guidance on all academic aspects of the course. Students will have one to one meetings with their academic advisor as well as student initiated contact.

Dave Brian will be your Academic Advisor for the duration of your course you can contact via email or telephone. He is responsible for providing you with support and advice in relation to your programme of studies, assistance in accessing other services available to students within the University and to offer whatever help and assistance they can to make your time with the University a satisfying and stimulating experience.

His job is not to have all the answers but he will be able to direct you to the person or place where they can be found. Your Advisor should be supportive, helpful and try to understand (but not necessarily share) your point of view when you need advice.

At times it may be necessary for them to challenge you over your progress, performance or attendance but it is not their role to constantly monitor you in these areas as may have happened at school or college and to a lesser extent during your undergraduate studies. Your Personal Tutor should be your first point of contact for advice on a wide range of academic, personal, administrative and practical issues.

This source of support is an important feature of the course and we would encourage you to see your Academic Advisor as a friend and helper. Alternatively, where problems are related to a particular module, you are encouraged to approach the module tutor. You should contact your Academic Advisor during induction week and during this contact you should make arrangements about the process by which future regular contact will be maintained. This is usually through e-mail and you should check your **UNIVERSITY** e-mail account daily. You should make contact with your Academic Advisor regularly, at least twice in semester one and once in semesters two and three.

If you need to get advice in an emergency or when your Academic Advisor is not available then you can contact your Course Leader or the School Office and staff there will endeavour to find a member of staff who can deal with your enquiry.

The Course Leader, Retention Tutor, Module Tutors and other lecturing staff form the Course Team meets regularly to review the progress of the course and take account of your comments - both positive and negative.

Adjustments will be made to the delivery of the course if the Team feel that changes are necessary to make delivery and/or organisation better. At the end of the academic year all modules undergo review.

The University operates a quality assurance scheme which requires the Course Leader to report periodically to the Head of School to keep them in touch with progress. Every year the Course Leader submits a detailed report to the Head of School.

Your comments are important to the successful running and evolution of the course and its delivery. For this reason you will be asked to meet with your fellow students (Distance Learning students can meet in the eCoffee Lounge) and elect two Course Representatives from each year. They will meet with the Course Team (called the Staff Student Liaison Committee) once a semester to represent the views of the students. This is one route for your comments to be discussed and fed into the system. We will report how we have dealt with your comments back to the next meeting of the Staff Student Liaison Committee and minutes will be posted on the notice board (or on email to you if you are a distance learning student)

We also encourage you to feedback comments to the Course Team on an *ad hoc* basis. Your feelings and thoughts are valuable and we want to hear them.

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 - 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 - Mark Toogood. Mark's contact details are MTtoogood@uclan.ac.uk Extension 3528 and you can contact him direct for further advice/support.

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.

For students not studying on the main campus in Preston, the Students Union is still your union, please check <http://www.uclansu.co.uk/> for full details on what we may be running in your partner institution.

5. Assessment

5.1 Assessment Strategy

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

The modules 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 uniformly 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 problem solving. You will prepare essays, reports and presentations and peer group assessment may be used and you will be encouraged to discuss your strengths and weaknesses with each other.

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 literature searches, use of the Internet and case studies.

Most modules will be assessed by coursework assignments although some may have 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. The deadline for handing in of assignments will be rigorously adhered to as would be expected in a working environment.

Assessment Weighting

The weighting of assessments is varied according to the module content. Details for each module can be found in the individual module descriptions, in module booklets and in assessment briefs

Assignments

The assignments for non-project work take on two different forms. In Semester 1 where some students may be returning to an academic environment after many years out of the system, the emphasis of the assignments will be in the development of a range of study skills. This results in assignments which are solving problems, producing simple design studies, writing reports and the presentation of case studies.

The impetus from the study skills gained from Semester 1 is consolidated in Semester 2, where more challenging synthesis of material is expected. You are now involved in more Level 7 specialist topics.

Presentations

A feature of many of the modules is that you have to give a presentation on your work. This is a skill with which you may be unfamiliar so it is essential to develop it from an early stage in the course. Presentations form an important part of the content of the programme.

Presentations may be marked by peer group assessment and the course tutors will moderate these marks. Criteria for these assessments are likely to cover the following areas:

- A Structure of presentation
- B Quality of communication
- C Use of A.V. aids and resources
- D Effectiveness in handling questions

Examinations

Some of the modules studied may have an end of module examination as well as coursework assessment. The examination component is included where it is felt that this type of assessment is suitable for evaluation of your knowledge.

Examinations will typically be of two to three hours duration and will consist of a combination of short, directive answer and essay type questions. Examinations will be held at the end of Semesters 1 and 2.

Assessment of Project Work

The course culminates in semester 3 with the MSc Dissertation, which gives you the opportunity to apply what you have learnt on the course to a specialist research topic.

The MSc Dissertation is conducted in two stages. The first part involves preparing a project proposal in the second semester as part of the Research Methods. The final part is the assessment of a 10,000 word dissertation which is double marked by the university tutors. You may also be asked to prepare a presentation of your work before the submission of the final dissertation and this will allow the course team to provide you with feedback on the project.

The aims of the continuous assessment of non-project work are to:

1. Assist in the teaching/learning process,
2. Provide a measure of the extent to which you are benefiting from the course and the course is achieving its own aims.

The objectives of the assessment are that:

1. You are provided with feedback on your level of competence with the material assessed,
2. You are advised of strategies which could be used to improve future performance,
3. Staff are alerted to individual and collective problems of students with the course.

You will be assessed continuously by a variety of techniques. These involve assignments and presentations that you will submit via Turnitin on both the taught and distance learning programmes. Presentations will be recorded via adobe connect and submitted on line with clarification questions.

N.B. Plagiarism of work (i.e. presenting other people's work as your own) is considered as cheating and so is a serious offence as stated in Section G.10 of the academic regulations.

The Course team recognise the main purpose of assessment as:

- The diagnosis of strengths and weaknesses of individual students;
- Encouragement to students to be involved in determining their own performance;
- Evaluation as to whether or not the student has met the learning outcomes of the module and programme in order to progress to the next level or achieve an exit award.

Assessment is continuous and uses both formative and summative methods.

Formative assessment relates to the continuing and systematic appraisal of the degree of learning. This helps you by providing feedback on the appropriateness of your study skills in meeting the learning objectives. It also assists the academic staff by providing information as to the appropriateness of the learning environment in facilitating student learning. Formative assessment includes assessment strategies that encourage the student and tutor to build on the student's strengths and to plan remedial help to correct identified weaknesses. Formative assessment encourages the development of personal self-awareness and self-evaluation such that corrective change can be instigated by the individual. The nature of formative assessment varies between modules. In some there are short tests or essays, while in others there is informal feedback via activities such as tutorials or discussion of experiment results during laboratory sessions. It is important that we try to match assessment to the learning outcomes of each module. Sometimes we need to assess how well you have assimilated facts, sometimes we need to assess your understanding, and at other times your application of the facts. Often we need to test all of these learning outcomes at once. In addition, we need to assess skills, such as your ability to communicate your ideas.

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

Examinations	Short answer questions are usually looking for how well you have learned factual information. Essay questions are looking for your understanding and critical analysis skills.
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Presentations	Your presentational skills under pressure are being assessed here, as is the ability to think on your feet using the facts that you have learned.
Role-plays	<p>These sessions are important in providing you with the opportunity to put skills that you have learned into practice.</p> <p>You will be placed in a number of situations, with familiar and unknown individuals, and often video-taped and recorded for later feedback purposes. Some sessions will be assessed by peer and staff appraisal.</p>
Essays	Non-examination situation essays assess your understanding of the subject as well as your research, written communication and critical analysis skills.
Case studies	These assess the application of theory to practical situations. They also assess either your written or oral presentation skills when communicating your deliberations to the class or marker.
Dissertation	This assesses the application of the information that you have gained and assesses your skills in bringing a large body of work together in a concise coherent report.

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

Presentation of Written Work

The way in which you present your work will be taken into account when arriving at the final grade for the assessment. To assist you in this regard, refer to the Student Guide to Assessment, produced by the School that accompanies this handbook.

When will the assessments take place?

We will try to spread the assessment load. Nevertheless, it is important that you plan your work around the assessment timetable. For this reason we will provide you with an assessment timetable at the beginning of each semester.

Submission of Assessments

Normally all work should be submitted through **BlackBoard and Turnitin**. Information about the requirements for individual assessments and their respective deadlines for submission/examination arrangements will be provided in the assignment brief or in the module booklet that will be posted on BlackBoard.

All work should be submitted with a completed assessed work cover sheet with the declaration signed. These assessed work cover sheets can be obtained on the module and course pages on BlackBoard. Distance Learning students will submit their work via **Turnitin on Blackboard**.

Once the work has a FULLY completed and signed cover sheet attached, it should be submitted through the assignment drop-box on BlackBoard.

Deadlines for Assessments

In the workplace you will be faced with many deadlines. Assessment deadlines will help you to develop a personal ethos, which will enable you to cope with tight work schedules. We expect work to be handed in on time.

A deadline is set at a particular time on a particular day and work submitted after this time without an extension granted by the relevant retention tutor will be penalised.

If you submit work **late and unauthorised**, a universal penalty will be applied in relation to your work:

- If you submit work within five working days following the published submission date you will obtain a maximum mark of 50% for that element of assessment.
- Work submitted later than five working days after the published submission date will be awarded a mark of 0%.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0%.

Days Late	Penalty
1-5	Maximum Mark 50%
> 5	0 %

If you have problems that prevent you meeting a deadline for submission, it is imperative that you contact the retention tutor before the deadline expires.

This regulation is not intended to be draconian. However, since in most cases work will be returned to students with specimen answers and feedback, it would delay the return of coursework to the rest of the group if this regulation were not adhered to. Rather than disadvantage the majority of students for the sake of the few, **this regulation will be strictly implemented.**

5.10 Extensions

Assignments must be submitted no later than the date on your assignment 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 to the retention tutor.

Authorisation of the late submission of work requires written permission. The School with responsibility for your module will be authorised to give permission for **one extension period of between 1 and 10 working days** where evidence of circumstances has been accepted and where submission within this timescale would be reasonable taking into account those circumstances ([Academic Regulations](#):G3).

Extensions of deadlines for coursework on FZ modules will only be granted in exceptional circumstances and can only be authorised by the relevant retention tutor or, in exceptional circumstances, the Programme Co-ordinator.

Extensions must be sought **well in advance** of the deadline by contacting your retention tutor. Upon receipt of the evidence and a completed application for coursework extension form and if your application for extension is granted, the form and the assessment cover sheet will be signed by the retention tutor and a new deadline set.

We aim to inform you of a decision about granting an extension within two days 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](#): G9 and [Assessment Handbook](#)).

Extenuating Circumstances

"Extenuating Circumstances" is a phrase which refers to exceptional factors outside of your control which have adversely affected your performance within your course. These factors may prevent you from attending examinations or other timed assessments or caused you to miss assessment submission dates. Examples are illness, accidents or serious family problems.

Normally extenuating circumstances will relate to a change in your circumstances since you commenced your course, which have had a significant, adverse effect on your studies.

Everyday occurrences such as colds or known conditions such as hay-fever will not qualify unless the effects are unusually severe and this is corroborated by a medical note. The University does not look sympathetically on absences or delays caused by holiday commitments or by work commitments in the case of full-time students. The normal work commitments of part-time students would not constitute an extenuating circumstance. A disability or learning difficulty does not constitute an extenuating circumstance ([Academic Regulations: G5](#)).

You can apply for extenuating circumstances online via MyUCLan (this can be accessed as a Useful Tool link on the Student Portal home page of the Uclan website) or use the paper based system if your circumstances are such that you cannot access MyUCLan. You must submit claims within specified deadlines and submit corroborating evidence to the School office. More information about deadlines and gaining access to envelopes is available from the 'I' website.

You will be expected to re-submit claims for extenuating circumstances for each assessment period, even if your difficulties are continuing from one semester to another.

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: G9](#) and [Assessment Handbook](#)).

If you are in any doubt concerning a claim for Extenuating Circumstances, you are advised to seek guidance from your personal tutor.

Extenuating Circumstances will only be considered if they are submitted within the published deadlines and that there is evidence to support them. This should include, where appropriate, a medical certificate; hospital appointment card; note from your GP or a University counsellor; crime reference number; car recovery/breakdown report, death certificate etc. ([Academic Regulations: G9](#) and [Assessment Handbook](#)).

Feedback

Uclan is committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations: G2.4](#)). 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.

Staff will provide individual written feedback on all in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. This may initially be generic feedback and may be verbal during a lecture or one-to-one session, or written e.g. in the form of specimen answers, or comments posted on a website.

Generic feedback on end of module assessment and dissertations will be made available within 15 working days following the publication of results. Feedback may be oral, written, posted on a website.

Distance Learning:

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. Feedback may be oral, written, posted on a website or other.

5.2 Notification of assignments and examination arrangements

Assignments will be posted on the BlackBoard space for the individual module and will include the Assessment briefing, marking guide and the deadline clearly outlined.

5.3 Referencing

The Referencing system used on the MSc is HARVARD. A guide to this is included in each module space on Blackboard.

5.4 Confidential material

Students are expected to deal with Confidential Information in accordance with the University's Policy on Ethics and Data Protection. Prior to engaging with such information students will receive guidance and training. On this course this begins in the first semester with the Research Methods Module.

5.5 Cheating, plagiarism, collusion or re-presentation

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

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

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.

8. Appendices

8.1 Programme Specification(s)

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	University of Central Lancashire Preston Campus
3. University Department/Centre	Forensic and Applied Sciences
4. External Accreditation	
5. Title of Final Award	MSc Professional Practice (Early Action)
6. Modes of Attendance offered	Full-time/part-time and Distance Learning
7. UCAS Code	
8. Relevant Subject Benchmarking Group(s)	QAA Master's Degree Characteristics
9. Other external influences	
10. Date of production/revision of this form	July 2016
11. Aims of the Programme	
<ul style="list-style-type: none">• To equip students with the knowledge and practical skills to understand Multi- Agency Early Action Partnership Working drawing on appropriate theory to synthesise and test potential solutions• To develop analytical skills involving the principles, practices and techniques relevant to Multi-Agency Early Action partnership Working.• Design, plan and implement solutions to problems in Multi-Agency Early Action Partnerships and be capable of analysing the potential effectiveness of such solutions• To provide an opportunity for the students to plan and critically evaluate a Multi-Agency Early Action Partnership related project• To develop the students' critical thinking skills, communication and self-management skills to a level appropriate to post-graduate students• To develop competence in research methods and the presentation of information	

12. Learning Outcomes, Teaching, Learning and Assessment Methods
A. Knowledge and Understanding
A1. To equip students with the knowledge and practical skills to understand Multi-Agency Early Action Partnership Working drawing on appropriate theory to synthesise and test potential solutions A2. To develop personal awareness and analytical skills involving the principles, practices and techniques relevant to Multi-Agency Early Action Partnership Working. A3. Design, plan and implement solutions to problems in Multi-Agency Early Action Partnership Working and be capable of analysing the potential effectiveness of such solutions A4. To provide an opportunity for the students to plan and critically evaluate a Multi-Agency Early Action Partnership Working related project A5. To develop the students' critical thinking skills, communication and self-management skills A6. To develop competence in research methods and the presentation of information
Teaching and Learning Methods
Lectures, seminars, directed reading, presentations and case studies
Assessment methods
Coursework including essays, examination, a dissertation and presentations
B. Subject-specific skills
B1. Implement detailed sustainable solutions to challenging problems. B2. Effectively communicate solutions to problems within Multi-Agency Early Action Partnership Working with both experts and non-experts. B3. Research information from all relevant sources. B4. Evaluate different potential solutions to complex problems. B5. Identify gaps in current knowledge. B6. Discuss legal, practical and theoretical topics relevant to Multi-Agency Early Action Partnership Working from a multidisciplinary / multi-perspective point of view
Teaching and Learning Methods
Lectures, seminars, directed reading, group and individual projects and presentations.
Assessment methods
Coursework including essays, examination, presentations and on-line moderated professional discussions.
C. Thinking Skills
C1. Critically evaluate complex and conflicting information that may arise in Multi-Agency Early Action Environments. C2. Plan and conduct a research project C3. Confidently communicate complex findings with both experts and non-experts. C4. Make informed decisions, and critically reflect on the implications of those decisions
Teaching and Learning Methods
Skills, knowledge and understanding are developed through lectures, data interpretation, case studies, research projects, presentations and problem-solving exercises. For students on the on-line course this will be done using Adobe connect on-line software.
Assessment methods
Preparation of essays, reports, group and individual presentations and M-level dissertation.
D. Other skills relevant to employability and personal development
D1. Time management skills D2. Work in and lead teams. D3. Work independently. D4. Generate original ideas. D5. Confidence to make decisions. D6. Presentation Skills

Teaching and Learning Methods				
Skills developed through lectures, tutorials, directed reading, case studies, research projects, presentations, problem solving.				
Assessment methods				
Preparation of essays, reports group and individual presentations.				
13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 7	FZ4701	Research Methods for Crime & Criminal Justice	20	Master's Degree Professional Practice (Early Action) Requires 180 credits at Level 7
	FZ4729	Research in Practice	20	
	FZ4707	MSc Dissertation	60	Postgraduate Diploma in Professional Practice (Early Action) Requires 120 credits at Level 7
	FZ4725	Organisational Development and Partnerships	20	
	FZ4726	History & Development of Early Action	20	Postgraduate Certificate in Professional Practice (Early Action) Requires 60 credits at Level 7
	FZ4727	Continuous Improvement & Learning Organisations	20	
	FZ4728	Decision Making in the context of Threat Risk and Harm	20	
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 will normally be required to have: 2:2 Hons Degree or equivalent qualifications and experience Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6 with no sub-score lower than 5.5. Please consult the UCLan admissions department for the most up to date requirements.				
17. Key sources of information about the programme				
<ul style="list-style-type: none"> • University website www.uclan.ac.uk • School website www.uclan.ac.uk/forensic • Course Leader Dave Brian • Admissions tutor Dave Brian 				

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	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	
LEVEL 7	FZ4701	Research Methods for Crime and Criminal Justice	COMP	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓		✓		✓	✓	✓			✓	
	FZ4727	Continuous Improvement & learning Organisations	COMP	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FZ4729	Research in Practice	COMP	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FZ4707	MSc Dissertation	CORE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FZ4726	History & Development of Early Action	COMP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FZ4725	Organisational Development & Partnerships	COMP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FZ4728	Decision Making in the context of threat risk & harm	COMP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

University Student Handbook for Taught Courses



2018/19

Please read this Handbook in conjunction with your Course Handbook.

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

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

UCLan Mission statement

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

UCLan Values

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

Student Charter

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

Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan [Equality and Diversity Policy](#) for further information.

Contents page

1. **Welcome and Introduction to the University**
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.