Course Handbook
MSc Project Management
2018/19
Dr Adebayo Oladapo

School of Engineering

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

Contents

1. Welcome to the course

Firstly, congratulations on securing your place on our Postgraduate Project Management course: I hope you find your time with us demanding, rewarding and enjoyable. Studying at postgraduate level poses great challenges and it is the aim of the course team to help you meet these challenges and achieve success through hard work and commitment.

This programme leads to the target award of Master of Science in Project Management by full time or part time study including block mode attendance. Should you wish to leave the programme before completing all of the requisite modules, you may do so and can achieve what is called an 'exit' award of a Postgraduate Diploma (six modules) or a Postgraduate Certificate (three modules) in Project Management, subject to the successful completion of the required modules for these awards. The full MSc comprises seven modules.

The MSc programme has been developed following themes implemented upon various professional industrial training and management development courses. These courses relate to companies such as Pochin Construction and GEC Tarmac (formerly Railtrack Rail Maintenance), GEC Alstom, Lancashire Engineering Partnership and Leyland Product Design, with programmes involving a range of training and education aimed at enhancing the skills of qualified engineers and managers. Our MSc formalises this training and education into a full academic qualification, for which there is a strong demand both in the UK and overseas.

May I wish you the very best of luck in your studies and indeed in your career.

Dr Adebayo Oladapo
Course Leader for MSc Project Management

1.1 Rationale, aims and learning outcomes of the course

Course Rationale and Overview

The themes of sustainability, enterprise and employability, and internationalisation are central to the programme. The programme has been structured so that there is a final target award of MSc in Project Management and also exit awards - should you wish to leave or take a break from your studies – of a PG Diploma in Project Management and PG Certificate in Project Management. The following overview identifies these three elements in relation to the defined exits awards.

The PG Certificate has been designed with a central compulsory component that includes the modules of Risk & Value Management and Project Team and Leadership Development contributing towards the PG Certificate award. This will provide a common skills set for all candidates. The Risk & Value Management module will help you develop a range of numerical and quantitative skills, enabling you to identify, analyse and manage inherent risks to optimize value within contemporary projects. The Project Team & Leadership Development module enables you to practice and develop the interpersonal skills that are prerequisites to the successful management of the project of a project. The Project Planning, Control and Analysis module develops the fundamental operational management skills required by professional project managers. Progression to the PG Diploma will only be allowed if the candidate has successfully completed all of the required elements of the PG Certificate or the candidate has relevant Accreditation for Prior Learning (APL).

The PG Diploma presents a move towards specialist knowledge by completion of two modules in Strategic Project Management and Quality & Environmental Management. These modules feature a study of the technical tools and solutions for achieving project success, including studies of typical projects and consideration of current issues relating to the practice and process of Project management. For example, the Strategic Project Management module enables students to review and develop their strategic project management skills sets. In addition, the Health & Safety Management module identifies the impact of human factors on the success or failure of projects. Progression to the Master's phase will only be allowed if the student has successfully completed all of the required elements of the PG Diploma or the candidate has relevant APL.

The MSc phase of the programme involves the completion of the dissertation. The dissertation is a triple module which focuses upon personal management, research methodology and information management issues for research projects. The dissertation element is the main focus of the MSc and should be seen by students as the final phase of the study skills and philosophical approaches that have been

developed in each of the certificate and diploma phase modules. The dissertation module will feature project titles that relate to the practice of project management. The dissertation, which will be approximately 12,000 words in length will be based upon a related subject area and will seek to develop research skills in providing evidence of how a research project can be designed and managed to arrive at the project findings and make recommendations.

The aims of the programme are to establish and develop:

• A critical awareness of contemporary issues in project management informed by leading edge technology, research and practice and the capacity to apply emerging principles and project management skills to standard and unpredictable workplace scenarios
• A detailed understanding of Project Management knowledge areas and control methods which can be applied within the project management process
• Effective use of IT and other innovative tools, techniques and methodologies as applied to project management and the research process
• The capacity to undertake and reflect upon strategic and complex decision-making in the project management process
• Leadership and team skills, personal and interpersonal skills which can be applied to the project management process
• Relevant skills in order to pursue life-long learning and continuous development in the context of workplace practice within the subject specialism and international project management
• The ability to identify, retrieve and assess the rigour and value of published research as the source of alternative perspectives that inform and underpin the project management decision making process and investigative research
• Creative and innovative approaches to investigative research including the review, evaluation and selection with justification of appropriate research methodologies and the communication of findings in an objective, coherent and professional manner
• Skills in research methods and applications

The following learning outcomes are intended to be met by those students who successfully complete the course programme:

- Comprehensively appraise the principles of project management in the context of contemporary issues and the implementation process in the workplace.
- Critically evaluate contemporary roles and responsibilities of the project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.
- Select appropriate decision-making and information management tools for project planning and project control.
- Identify, select and critically evaluate appropriate research methodologies

relevant to advanced study in the field of project management.

- Critically appraise strategic techniques and solutions to project management scenarios and provide innovative solutions to workplace problems
- Pursue a critical research oriented approach to investigate the application of health and safety, environmental and quality management systems within project environments through review and evaluation of external factors and leading edge research.
- Observe and reflect upon group interaction within simulated exercises.
- Select and apply appropriate methods of data analysis to project management scenarios
- Critically appraise and evaluate concepts of quality, time and financial management to the process of management.
- Apply appropriate theoretical concepts of project management to contemporary projects.
- Employ appropriate IT and other innovative tools and techniques of project management to contemporary project scenarios
- Review and evaluate methodologies used in a range of research projects and justify the selection of methodologies appropriate to the theoretical perspective or conceptual framework employed in the research
- Organise tasks to meet priorities and deadlines within a project environment.
- Select appropriate research strategies and tools to undertake an in-depth research project conducted in the field of project management in a workplace situation.
- Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form
- Appraise and evaluate own performance and capabilities through reflective critical analysis.

1.2 Course Team

The names and details of key members of the team.

Adebayo Oladapo   BSc, MSc, PhD (Construction Management), MNIQS, FHEA
Senior lecturer in Quantity Surveying, Course Leader for MSc Project Management, module leader for BN4206

Harris Building, Room HB242
☎ 01772 894227 (ext.4227), ✉ aaoladapo@uclan.ac.uk

Paul Watson

BSc, PhD
Academic Lead for Construction & Civil engineering, module leader for BN4400
Harris Building, Room HB318a
☎ 01772 893320 (ext.3320), ✉ pdjwatson@uclan.ac.uk

Godfaurd John

BEng, MSc, PhD (Construction Management),MIStructE, FHEA
Senior *Lecturer in Project Management and Performance of Structures, Course Leader for BSc Civil Engineering, module leader for BN4010 and BN4410*

Harris Building, Room HB240
☎ 01772 893227 (ext.3227), ✉ gajohn@uclan.ac.uk

Champika Liyanage

BSc, PhD (Facilities Management), FHEA
Reader in Facilities Management, Research Degrees Tutor, module leader for BN4609

Harris Building, Room HB242
☎ 01772 893221 (ext.3221), ✉ clliyanage@uclan.ac.uk

Stanley Njuangang

BSc, MSc, PhD.
Lecturer in Construction, module leader for BN4420
Harris Building, Room HB320
☎ 01772 894214(ext.4214), ✉ Snjuangang1@uclan.ac.uk

1.3 Expertise of staff

Dr Paul Watson has more than 25 years' experience of working higher education. He started his career as an optimisation process engineer with Thames Water after graduating from the University of London in 1987 (with an upper second in Geological Engineering), before moving back into academia in 1988 studying for a PhD (in Geotextile Filters) at Queen Mary, London. Prior to the completion of his PhD, he joined Kingston University in 1992 as a junior academic in civil engineering, successfully gaining his doctorate in 1995.

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Dr. Adebayo Oladapo has more than 30 years of experience working in industry and higher education in several countries and organisations in Africa and Europe. He has a wide range of industry and teaching expertise in financial management of projects, risk and value management, quality management, procurement management and quantitative data analysis. He is research active within the area of built environment and sustainability and is a member of the Centre for Sustainable Development

Dr. Champika Liyanage is a Reader in Facilities Management. She is also the Research Degree Tutor within the Civil Engineering and Construction side of the School of Engineering. She is actively involved in research relating to sustainability; health and wellbeing; and facilities and infrastructure management. She has also published over 100 journal and conferences papers to-date. She has also won several awards for her research and publications. She is a member of Centre for Sustainable Development, WellSust and EuroFM research groups.

Dr. Godfaurd John is research active within the area of built environment and sustainability and is a member of the Centre for Sustainable Development. He has a wide range of industry and teaching expertise in civil engineering, project planning and health & safety management.

Dr Stanley is research active within the area of built environment and sustainability and is a member of the Centre for Sustainable Development. His research interests are in facilities management, maintenance management, construction Management, infection control, performance measurement and management, Private Finance Initiatives (PFI) and sustainability

1.4 Academic Advisor

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

1.5 Administration details

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

Computing and Technology Building

Art, Design and Fashion
Computing
Journalism, Media and Performance
Engineering
telephone: 01772 891994/891995
email: CandTHub@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.

There is a Blackboard course level space where you will find documentation relating to your course – for example student handbooks, support and advice regarding student placements and job hunting, along with other useful information.

It is important to keep all your contact details up to date as you may be contacted by post, e-mail or telephone.

The office hours for the course team members are 9.00 am – 5.pm Monday – Friday. Please e-mail staff to make an appointment

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. 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.

The name and details of the external examiner is as follows:

To be advised.

External Examiner reports for the Engineering courses can be accessed electronically via the Engineering@UCLan Blackboard pages.

2. Structure of the course
2.1 Overall structure

SEMESTER ONE (SEPT-DEC)				
MODULE	**DURATION**	**LOCATION**	**TUTOR**	**REMARKS**
BN4010 Project Planning, Control and Analysis	Sept-Dec 2017	Main campus, Preston	Dr. Godfaurd John	
BN4410 Health & Safety Management	Sept-Dec 2017	Main campus, Preston	Dr. Godfaurd John	
BN4609 Masters Dissertation	Sept 2017-Sept 2018	Main campus, Preston	Dr. Champika Liyanage	Formal teaching starts with a 4-day workshop in Oct 2017
BN4430 Project Team & Leadership Development	4-day workshop in October or November 2017	Off campus, out of Preston	Dr. Adebayo Oladapo	4-day residential workshop in the Lake District or other location
SEMESTER TWO (JAN-MAY)				

BN4206 Risk & Value Management	Jan-May 2018	Main campus, Preston	Dr. Adebayo Oladapo	
BN4420 Quality & Environmental Management	Jan-May 2018	Main campus, Preston	Dr. Stanley Njuangang	
BN4430 Project Team & Leadership Development	4-day workshop in April or May 2018	Off campus, out of Preston	Dr. Adebayo Oladapo	4-day residential workshop in the Lake District or other location
BN4440 Strategic Project Management	Jan-May 2018	Main campus, Preston		

In all, there are 7 modules totalling 180 credit points to pass for the award of Master of Science in Project Management.

All the modules are compulsory modules. Full time students are required to take all the modules in a semester (except BN4430 which can be taken in either semester 1 or 2). Part time students can take a maximum of 2 modules per semester.

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.

The following modules are compulsory on the course.

BN4010-Project Planning, Control and Analysis

This module is concerned with developing the planning, control and analysis skills of the student in the context of scheduling resources in complex projects. It presents a holistic view of planning complex projects, and focuses on the selection and application of internationally accepted tools, technologies, and techniques requisite for sustainable planning. This module includes computerised planning utilising industry standard applications such as Microsoft Project/Primavera P6, and includes advanced simulation and nD planning methodologies. The skills developed within this module are directly transferable in to the international workplace.

(**20 credits**)

BN4206-Risk and Value Management

This module is intended to build upon, and add to, the student's knowledge gained in the study of other units in order to develop a co-ordinated professional approach to the assessment and management of risk and value in relation to engineering and management processes, security and insurance.

(**20 credits**)

BN4410-Health and Safety Management

This module will consider the requirements and applications of health, welfare and safety legislation relevant to the project management environment. The module will seek to analyse and appraise the development of systems and cultures in the management and control of safety and health with particular emphasis upon human factors and continuous improvement processes.

(**20 credits**)

BN4420 -Quality and Environmental Management Systems

The module considers the issues of international quality and environmental assurance management standards and procedures. It introduces the principles of quality and environmental management for projects and operations within the wider context of sustainable development, and identifies the requirements common to such management systems – especially cognisant of international nuances e.g. culture, perceptions, adoption, application etc. The module offers students an opportunity to review the role, scope and context of the auditor and manager.

(**20 credits**)

BN4430-Project Team and Leadership Development

This module will provide the opportunity for students to evaluate the role of the Project Manager regarding human aspects of project management, including team skills and leadership. The module incorporates reflective learning for personal, educational and career development where students are supported in developing their understanding of the contribution that reflective review and action planning may make to their learning and personal development, with emphasis placed upon transferability into the workplace.

(**20 credits**)

BN4440-Strategic Project Management

This module aims to develop generic and specific advanced project management skills covering both the production and business management remits. It provides a basis for critical thinking and analysis, cognisant of the three core drivers of sustainable development, internationalisation, enterprise and employability. In this respect, a series of project-driven simulated exercises are used to critique extant production and project management theories and concepts in order to not only procure strategic and financial awareness, but also holistically evaluate outcomes against conventional thinking.

(**20 credits**)

BN4609-Dissertation

The aims of the module are to develop research skills. Students will be required to carry out an in-depth study, on an individual basis, which includes theoretical, experimental or investigative analysis or a combination of these. Part of this study requires the preparation of a research proposal that sets out the aim and objectives, and formulates a research problem or hypothesis related to the programme's subject specialism. The work should be based on proven

research/investigative techniques, make an original contribution to knowledge and demonstrate advanced scholarship in the research discipline.

(**60 credits**)
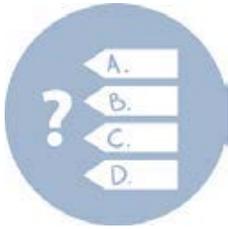
2.3 Course requirements

Entry Requirements

The requirements for admissions shall be in accordance with the Regulations as set out in the University's Admissions Policy.

Applicants must possess an honours degree in an engineering, construction or management discipline. International applicants are also required to provide evidence of English Language competence and an IELTS score of 6.5 (or equivalent).

Final Degree Award

The award of the Master of Science in Project Management requires a student to pass all the 7 modules with a minimum mark of 50% in each module

2.4 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 ver 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.

2.5 Study Time
2.5.1   Weekly timetable

UCLan has an online timetabling system that provides students with a personalised timetable that only shows the teaching events you are registered on. We try to avoid making changes to your timetable, but sometimes we have to. If a change is made, such as a room change or the event is cancelled, your online timetable will be updated.

Therefore, we ask that you do not print your timetable but try to check it on a regular basis - ideally before you come to University each day.
Checking your timetable each week will be necessary as some modules will be roomed in different locations each week. If changes are made to your timetable, you will also receive an email to your UCLan email account or if we are able to give less than 24 hours' notice, we may even be able to send you a text to alert you of the change, so please ensure UCLan has your correct mobile number.
Click here to go to the Student Portal and your timetable

2.5.2   Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

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.

2.5.3 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:
✉ CandTHubAttendance@uclan.ac.uk
☎ +44 1772 891994 or 01772 891995.

Exceptional absence requests are made to Jonathan Francis (Academic):

☎ +44 1772 893229 | ✉ jfrancis1@uclan.ac.uk

For international students, you have additional responsibilities under the **UK Visas and Immigration**, Points Based System (PBS) – in that you MUST attend your course of study regularly. Under PBS, UCLan is obliged to tell **UK Visas and Immigration** if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

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

Your attendance is being monitored through SAM where you can check your attendance record through my UCLan.

Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

You are encouraged to seek the advice of your Personal Tutor and/or Course Leader if your personal circumstances make it difficult to meet your study obligations

3. Approaches to teaching and learning
3.1 Learning and teaching methods

Project Management is a broad subject area incorporating many disciplines such as risk management, project planning and health & safety management. Consequently the subject matter covered is broad and diverse and the course team therefore uses a diverse portfolio of teaching and assessment methods to reflect the nature of this subject. There are formal lectures, workshops, group and individual presentations. You are also encouraged to engage in independent study. Most of the course is delivered by university staff but, where appropriate, experts in their own field are brought in as guest lecturers to speak with authority from their industry 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 MSc Project Management programme uses a number of different assessment techniques that will allow you to demonstrate your understanding of concepts and issues covered. These may be broadly categorised as 'coursework', which may be in the form of individual or group assignments, practical problem-solving exercises and presentations.

It should be emphasised that the purpose of assessment is to not only grade you, and provide information to facilitate management of the course, but also to provide feedback to you.

You should keep all the returned assessment work in a file as you may have to submit this at the end of the year for the external examiners to assess.

Individual module leaders will distribute information on the methods of assessment used, and their weighting, at the start of each module.

3.2 Study skills

The university provides various resources to support your learning. These include general computing facilities, the library, and study areas to name a few. In addition to the general resources available, you also have access to academic support provided by
WISER http://www.uclan.ac.uk/students/study/wiser/index.php

3.3 Learning resources
3.3.1 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. Library opening times can be found at the following link:
https://www.uclan.ac.uk/students/study/library/opening_hours.php

3.3.2 Electronic Resources

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

Blackboard (our virtual learning environment) will be used on this course. Here you will find notes and other important resources for your course. It is important that you check your Blackboard areas on a regular basis for updates

3.4 Personal development planning

Within your course you will develop skills outside of the core project management skills. These include personal development where you will reflect on your performance and actively engage to improve your skills. Skills in PDP such as self-reflection, recording, target setting, action planning and monitoring will be highlighted as key lead indicators of success in the assignment feedback you receive from your tutors.
 Over the duration of the course, and including reference to extra-curricular student activities, tutors will take formal responsibility for supporting students through their personal development in the following areas:
   • Self Awareness
   • Study Skills
   • Reviewing Progress
   • Career Plans
   • Making job Applications

3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at the university and beyond. Your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show potential employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you to write the personal story of your time at Uclan:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.

- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self- employment,

- You will then be ready to learn how to successfully tackle the recruitment process.

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.

Careers (careers@uclan.ac.uk) 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 09:00-17:00 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.

4. Student Support

The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'i' shop and UCLan Financial Support Bursary (first year students only).

4.1 Academic Advisors

Academic advisers provide help for students with problems and are responsible for overseeing the progress of students, their welfare, academic counselling and guidance. Your Academic Advisor is allocated when you enrol. You must see your Academic Advisor when requested and meet at least once per semester. Ensure they know you and have your current email address.

Please seek help relating to lecture material and practical classes from the module tutor in the first instance. If necessary make an appointment to seek additional support. Please remember that academic staff are busy people and may not be able to give you instant help.

Although Academic Advisers and Course Leaders will deal with most of the day-to-day questions which arise, the Dean of School is always willing to see students and an appointment can be made through the Student Hub. Advice relating to administrative issues may be obtained from the Student Hub.

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 a member 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.

4.3 Students' Union One Stop Shop

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 we do and is encompassed by our tag line of, *Making Life Better for Student*s. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Union is where your voice can be heard, actions taken, or campaigns launched.

Your 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 our dedicated staff team in the Advice and Representation Centre are on hand to help. As we are independently run from the university, we can offer truly impartial advice.

More information on all these things, as well as details about all our (not-for-profit) commercial services, including our student supermarket (Essentials) and student-bar (Source) can be found at http://www.uclansu.co.uk/.

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

5. Assessment

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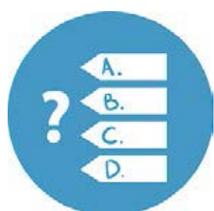
5.1 Assessment Strategy

The Course Team recognises 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 the 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 about the appropriateness of the learning environment in facilitating student learning. Formative assessment includes strategies that encourage you and your tutor to build on our 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.

5.2 Notification of assignments and examination arrangements

You will be notified of assessments by your module tutors. They will advise you of the requirements, the marking criteria and of the respective submission dates during one or more of the timetabled sessions.

Submission of coursework assignments is typically by one of two methods. Paper submissions are made to the assignment boxes located in specified rooms in Harris Building (Each assignment must have a signed 'Assignment Submission Form' attached. Electronic submissions are made through the Blackboard site for the module, using the **Turnitin** software.

5.3 Referencing

For most of your assignments you will be expected to do some further reading, and you are required to think and produce increasingly original work around the work of others. Do not fall into the 'plagiarism trap' either deliberately or by accident. You need to give suitable credit to those that have produced the work that you are using.

The default referencing style is the Harvard referencing system (a guide to this system prepared by the Lancashire Business School can be found at
http://www.uclan.ac.uk/students/study/wiser/files/LBS_referencing.doc)

Please use the Harvard system unless you are directed differently in your assignment brief.

5.4 Confidential material

Students should be aware of the ethical and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations within their assignments.

5.5 Cheating, plagiarism, collusion or re-presentation

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

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:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:
- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (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.

6. Classification of Awards

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

To be eligible for the award of MSc you must normally pass all the seven modules with an overall APM of 50% or better.

The award will be an MSc in Project Management.

The APM is calculated using a rather complicated formula as stated in academic regulations.

$$APM = \frac{m_1 l_1 c_1 + m_2 l_2 c_2 + \ldots + m_n l_n c_n}{l_1 c_1 + l_2 c_2 + \ldots + l_n c_n}$$

Put simply, the APM calculation takes into account the mark you got in a module (m), the size or credit of the module (c) and also the level of the module (l).

Your APM is calculated using all the seven modules you studied.

Candidates who are considered by the Board of Examiners to have shown exceptional levels of performance may be awarded an **MSc with Distinction**. Normally this would require a candidate to pass a total of seven modules with an overall APM of 70% or better.

Candidates who pass the 7 modules with an APM of 60-69 are awarded **MSc with Merit**

Candidates who pass the 7 modules with an APM of 50-59 are awarded **MSc**

The following exit awards are available:

Award	Credits/levels required
PGDip Project Management	120 credits (6 modules) at level 7
PGCert Project Management	60 credits (3 modules) at level 7

7. Student Feedback

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

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

The course team encourages student feedback in all areas and recognises that additional items for discussion may also be raised regarding:

•Update on actions completed

•Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.

•Review of enrolment / induction experience;

•Course organisation and management (from each individual year group, and the course overall);

•Experience of modules - teaching, assessment, feedback;

•Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements and The Card;

•Other aspects of University life relevant to student experience e.g. learning resources, IT, library;

•Any other issues raised by students or staff.

All module tutors as well as course leaders and schools gather feedback to gauge how well we are doing and continually improve.

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). International students also have an opportunity to participate in the International Student Survey (ISS).

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 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.

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.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester. Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting, including:

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

Minutes of SSLC meetings are recorded on blackboard and agendas for meetings are emailed to the elected reps. Usually a speaker from the SU will briefly attend induction to explain what a rep is and hold an impromptu election.

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) University of Central Lancashire (West Lakes Campus) University of Mauritius Enterprise
3.	**University School/Centre**	Engineering
4.	**External Accreditation**	Association of Project Management
5.	**Title of Final Award**	MSc in Project Management

6.	Modes of Attendance offered	Full-time & Part-time
7.	UCAS Code	NA
8.	Relevant Subject Benchmarking Group(s)	NA
9.	Other external influences	APM Body of Knowledge 6th Edition, IPMA Competence Baseline, BS 6079-1:2010. *Project Management- Guide to project management.*
10.	Date of production/revision of this form	September 2017

11. Aims of the Programme
The aims of the programme are to establish and develop :

- A critical awareness of contemporary issues in project management informed by leading edge research and practice and the capacity to apply emerging principles and project management skills to standard and unpredictable workplace scenarios
- A detailed understanding of Project Management knowledge areas and control methods which can be applied within the project management and engineering process
- Effective use of IT and other innovative tools, techniques and methodologies as applied to project management and the research process
- The capacity to undertake and reflect upon strategic and complex decision-making in the project management process
- Leadership and team skills, personal and interpersonal skills which can be applied to the project management process
- Relevant skills in order to pursue life-long learning and continuous development in the context of workplace practice within the subject specialism and international project management
- The ability to identify, retrieve and assess the rigour and value of published research as the source of alternative perspectives that inform and underpin the project management decision making process and investigative research
- Creative and innovative approaches to investigative research including the review, evaluation and selection with justification of appropriate research methodologies and the communication of findings in an objective, coherent and professional manner
- Develop the student's research methods and applications

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Comprehensively appraise the principles of project management in the context of contemporary issues and the implementation process in the workplace.

A2. Critically evaluate contemporary roles and responsibilities of the project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.

A3. Select appropriate decision-making and information management tools for project planning and project control.

A4. Identify, select and critically evaluate appropriate research methodologies relevant to advanced study in the field of project management.

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops.   Case study work will be undertaken together with practical tasks contained within project simulation exercises.

Assessment methods

By completion of written coursework submissions, Learning Logs, online quizzes using the WebCT platform, oral presentation and defence of papers, and using a variety of scenarios and example applications.   Peer assessment will additionally be incorporated into the assessment of some modules.   The student will be assessed on an individual and group basis.

B. Subject-specific skills

B1. Critically appraise strategic techniques and solutions to project management scenarios and provide innovative solutions to workplace problems

B2. Pursue a critical research oriented approach to investigate the application of health and safety, environmental and quality management systems within project environments through review and evaluation of external factors and leading edge research.

B3. Observe and reflect upon group interaction within simulated exercises.

B4. Select and apply appropriate methods of data analysis to project management scenarios

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises.

Assessment methods

By completion of written coursework submissions, Learning Logs, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules. The student will be assessed on an individual and group basis.

C. Thinking Skills

C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.

C2. Apply appropriate theoretical concepts of project management to contemporary projects.

C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary project scenarios

C4. Review and evaluate methodologies used in a range of research projects and justify the selection of methodologies appropriate to the theoretical perspective or conceptual framework employed in the research

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises.

Assessment methods

By completion of written coursework submissions, Learning Logs, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules. The student will be assessed on an individual and group basis.

D. Other skills relevant to employability and personal development

D1. Organise tasks to meet priorities and deadlines within a project environment.
D2. Select appropriate research strategies and tools to undertake an in-depth research project conducted in the field of project management in a workplace situation.

D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form

D4. Appraise and evaluate own performance and capabilities through reflective critical analysis.

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops.   Case study work will be undertaken together with practical tasks contained within project simulation exercises.   Further use of research skills within the research methods module will enable high-level research skills and information management and processing to be developed and applied to the subject area.

Assessment methods

By completion of written coursework submissions, learning logs, oral presentation and defence of papers, and using a variety of scenarios and example applications.   Peer assessment will additionally be incorporated into the assessment of some modules.

13. Programme Structures*				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 7	BN4609	Master's Dissertation	60	**Masters of Science in Project Management with pass/merit/distinction** **Final award** Requires 180 credits at Level 7
	BN4420	Quality and Environmental Management Systems	20	
	BN4410	Health and safety management	20	
	BN4440	Strategic project management	20	**Postgraduate Diploma in Project Management with pass/merit/distinction** **(Exit award)**
	BN4430	Project team and leadership development	20	
	BN4206	Risk and value management	20	Requires 120 credits at Level 7
	BN4010	Project planning, control and analysis	20	**Postgraduate Certificate in Project Management with pass/merit/distinction** **(Exit award)** Requires 60 credits at Level 7

15. Personal Development Planning

The programme features defined PDP elements, these being:

- Alignment with the Association of Project Management knowledge areas (edition 5). Each module contributes to the APM *Evidence Map*.   This enables candidates to contribute to the attainment of the APM's project management competencies for APM membership.
- Module BN4430, Team Leadership and Development, requires the student to candidates complete a self-reflective analysis of their leadership and team working skills from which transferable skills can be identified.   This analysis is reviewed with tutors in workshop and tutorial sessions and action planning is used to drive the development process.

16. Admissions criteria

Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study. These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University's website for the most up to date information.

Students will be informed of their personal minimum entry criteria in their offer letter.

General

The minimum entry requirement for the course is a recognised British honours degree or its equivalent.

Applicants who do not satisfy the standard minimum entry requirement can be admitted on the basis of equivalent prior experience or learning details of which can be found at: http://www.uclan.ac.uk/information/services/sss/accreditation/index.php

The course is subject to the **University's Admissions Policy & Code of Practice** which can be accessed at the following link: http://www.uclan.ac.uk/information/services/sss/admissions/index.php

Applicants must be able to provide evidence of English Language competence and an IELTS score of 6.5 (or equivalent). Students who do not meet minimum language entry requirements may be offered a place on an UCLan preparatory English programme, for which the minimum level required is IELTS 3.5.

Selection Procedure

Notwithstanding the foregoing requirements the Course Leader will normally interview non-standard applicants. This will provide the opportunity to applicants to visit the School and speak to staff. In each case, account will be taken of such factors as motivation, enthusiasm and overall suitability for the course.

17. Key sources of information about the programme

- **UCLan School of Engineering website:** http://www.uclan.ac.uk/engineering
- **MSc Project Management website:**
- http://www.uclan.ac.uk/courses/msc_project_management.php
-
- **UCLan Postgraduate course prospectus**
- **Course Leader: Dr Adebayo Oladapo**
    - **Tel: +44 (0)1772 894227**
    - **Email:** aaoladapo@uclan.ac.uk

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)	Knowledge and understanding				Subject-specific Skills				Thinking Skills				Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
LEVEL 7	BN4609	MASTERS DISSERTATION	COMP				✓	✓	✓		✓		✓		✓		✓	✓	
	BN4420	QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEMS	COMP			✓	✓		✓				✓		✓		✓	✓	
	BN4410	HEALTH & SAFETY MANAGEMENT	COMP	✓	✓	✓					✓		✓	✓	✓		✓	✓	
	BN4440	STRATEGIC PROJECT MANAGEMENT	COMP			✓		✓		✓			✓		✓	✓			

Code	Module	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BN4430	PROJECT TEAM & LEADERSHIP DEVELOPMENT	COMP	✓	✓	✓		✓		✓		✓				✓			✓
BN4206	RISK & VALUE MANAGEMENT	COMP	✓	✓	✓				✓		✓		✓				✓	
BN4010	PROJECT PLANNING, CONTROL AND ANALYSIS	COMP	✓				✓				✓		✓					

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

19.   LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of Postgraduate Diploma in Project Management with pass/merit/distinction

Requires 120 credits at Level 7

A1. Comprehensively appraise the principles of project management in the context of contemporary issues and the implementation process in the workplace.

A2. Critically evaluate contemporary roles and responsibilities of the project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.

A3. Select appropriate decision-making and information management tools for project planning and project control.

B1. Critically appraise strategic techniques and solutions to project management scenarios and provide innovative solutions to workplace problems.

B3. Observe and reflect upon group interaction within simulated exercises.

B4. Select and apply appropriate methods of data analysis to project management scenarios.

C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.

C2. Apply appropriate theoretical concepts of project management to contemporary projects.

C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary project scenarios.

D1. Organise tasks to meet priorities and deadlines within a project environment.
D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form.

Learning outcomes for the award of Postgraduate Certificate in Project Management with pass/merit/distinction

Requires 60 credits at Level 7

A1. Comprehensively appraise the principles of project management in the context of contemporary issues and the implementation process in the workplace.

A3. Select appropriate decision-making and information management tools for project planning and project control.

B4. Select and apply appropriate methods of data analysis to project management scenarios.

C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.

C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary project scenarios.

D1. Organise tasks to meet priorities and deadlines within a project environment.
D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form.

University Student Handbook
for Taught Courses

2018/19

Please read this Handbook in conjunction with your Course Handbook.

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

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

UCLan Mission statement

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

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

Student Charter

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

Supporting Diversity at UCLan

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

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

Contents page

1. Welcome and Introduction to the University

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

1.1 Communication

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

1.2 External Examiner

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

1.3 Expected hours of study

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

1.4 Attendance Requirements

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

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

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

1.5 Data Protection

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

2.   Learning resources

2.1 Learning Information Services (LIS)

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

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

2.2 Electronic Resources

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

3. Preparing for your career

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

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

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

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

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

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

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

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

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

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

4. **Student support, guidance and conduct**

4.1 Student Support
"Got a Problem to Sort? Come to us for Support".

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

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

and much more.

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

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

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

4.2 Students with disabilities

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

4.3 Assessment arrangements for students with a disability

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

4.4 Health and Safety

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

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

4.5 Conduct

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

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

5. Students' Union

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

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

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

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

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

6. Rationale, aims and learning outcomes of the course

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

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

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

7. Assessment

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

7.1 Dealing with difficulties in meeting assessment deadlines

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

7.2 Extensions

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

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

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

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

7.3 Extenuating circumstances

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

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

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

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

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

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

You may apply to appeal this decision in accordance with the University's Academic Regulations.

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

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

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

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

7.6 Unfair Means to Enhance Performance

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

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

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

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

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

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

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

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

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

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

7.7 Appeals against assessment board decisions

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

1.   that an Assessment Board has given insufficient weight to extenuating circumstances;
2.   that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3.   that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

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

8.   Student voice

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

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

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

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

8.1 Course Representatives and School Presidents

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

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

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

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

8.2 Student Staff Liaison Committee Meetings (SSLC)

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

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

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

8.3 Complaints

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

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