



**Faculty of Science**

**School of Mathematics**

**Postgraduate Taught Student Handbook**

**2010-11**

Please note that whilst every care has been taken to ensure that the information in this Handbook is accurate, it must be read as subject to change over the coming year. The Handbook is intended as a guide only. Full reference should be made to the University's web pages for the full rules and regulations and updated information.

## Contents

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Welcome and introduction	1
Checklist of things you should do during your first week at UEA	3
Finding your way around UEA	4
Faculty of Science	5
Schools of study	5
Science Teaching Office	7
Your Academic Adviser	7
Role of UEA Adviser	7
Senior Adviser	8
Disability Liaison Officer	8
Your course	8
Course profile	8
Programme Specifications	8
Modules	8
Module enrolment	8
Changing courses	9
How will you learn?	9
Lectures	9
Seminars and Tutorials, Problem Classes and Example Classes	9
Laboratory classes	9
Timetables	10
Timetable Slotting System – Basic Scheme	11
Absence and Attendance	12
Attendance	12
Absence due to illness	12
Absence for reasons other than illness	12
Intercalation	12
Assessment	13
Coursework	13
Coursework deadlines	13
Submission of coursework	13
Return of coursework	14
Extensions to coursework deadlines	15
Penalties for late submission of coursework	16
Examinations	16
Attendance at examinations	16
Religious Festivals	17
Sitting examinations and course tests	17
Calculators in examinations	17
Dictionaries in examinations	17
Absence from examinations and course tests and “good cause”	17
Individual arrangements	18
Sticker system for students with a specific learning disability	18
Progression and reassessment	18
Extenuating circumstances and student performance	19
Dissertations	19
Dissertation modules	19
Degree classification	19
Official Name	20
Health and Safety	20

Important dates	21
Academic year	21
Semester and Assessment Dates	21
Calendar for 2010-11	21
Communication	22
Notices, letters and emails	22
Campus cards	22
Change of address	23
Student finances	23
Student representation and feedback	23
Student Charter	23
Staff/student liaison groups/committees	23
Representation on School Board	23
Module evaluation	24
The Union of UEA Students	24
Regulations	25
General regulations for students	25
Regulations for Awards	25
Equal opportunities for students	25
Complaints	26
Academic appeals	26
Plagiarism and collusion	27
Advice, guidance and support	29
Library	29
IT and Communication Services	29
IT accounts and passwords	29
What is phishing?	29
What happens when you reply to a hoax email	29
Dean of Students Office	30
Learning Enhancement Service	30
Students with dyslexia	31
UEA Accommodation	31
University Medical Service	31
Careers Centre	31
EmployAbility	31
Students Union Advice Centre	32
Security Services	32
Chaplaincy	32
Counselling Service	32
Nightline	32
Definitions	33
MTH Staff and Admin contact details	35
Copy of coursework coversheet	36
Copy of Coursework Extension Request Form	37
Guidelines for coursework and extension requests	38
Abbreviations for Schools and Centres	39
Campus map	40

## Welcome and Introduction

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Dear Student

Welcome to the School of Mathematics, or MTH as it is known at UEA. I hope you will find your time here enjoyable and challenging. Joining instructions and important information about registration can be found on our website [www.uea.ac.uk/newstudent](http://www.uea.ac.uk/newstudent). Please follow the links on the left hand side and read the joining instructions carefully as they provide details of information you are required to return to the University prior to your arrival.

The academic and administrative staff in the School are friendly and approachable, and happy to answer your questions. To help orient you, here are some of the things you need to know.

**People:** As **Head of School**, I am the administrative head of the School, as well as being a member of the academic staff. The administrative staff you will come into contact with are the **Faculty Manager**, Lisa Johnson (room S2.01), and the **Head of School's Secretary**, Anna Holdom (room S1.30). Gill Thompson, Tracy Elley and Lucy Allison are the MTH contacts in the **Science Faculty Teaching Office** (room S0.07). At the Reception Party for new students, you will meet some of our current students who can give you friendly help and advice while you settle in. Your **Adviser** is a member of the academic staff who will monitor your progress, offer advice on choice of modules, and someone with whom you can discuss any problems which you may be having ( - not just academic ones). It is your responsibility to make good use of the advising system and you should meet with your Adviser at least once a semester.

**Learning:** MTH is a school with high academic standards, and we are proud of the standards reached by our graduates. Acquiring mathematical knowledge is not a passive activity: rather than teaching you mathematics, we are going to help you to **learn** it! You will find that **Lectures** are very intensive: the material is presented fairly quickly and you need to note down much of what the lecturer is saying and writing. You must attend all the lectures, and expect to spend about an hour going over your notes from each lecture and understanding them before the next lecture in that module. Taking notes and having the discipline to go over them later is very difficult at first, so persevere. **Tutorials** and **Seminars** provide an opportunity to present your work and ask questions. Your active participation is essential for these smaller group sessions to be a success. In **Private Study**, you will work on set problems and spend time going over the lecture notes. The Library has a good collection of Mathematics books, as does the undergraduate Reading Room in MTH (called the Russell Room, next to room 1.09). Many students find it helpful to work in groups, and we try to provide places where you can do this. You are responsible for making sure the work you hand in is your own work, but it is an excellent idea to go over lecture notes in a group.

A huge amount of information will be handed to you in your first week. Try to look over all of it, and above all ask questions if you are confused. Please also remember that you should check your e-mail and your pigeonhole at least once a day.

I look forward to meeting you, and wish you the very best for your time here.



David Stevens  
Head of School

This Handbook will give you information about your School of Study, the Faculty of Science and the University in order to help you make the best of your time with us. Much of the content is aimed specifically at new students, but we've also included information that will be useful during the whole of your programme of study and it is therefore important that you keep it for reference. There will be changes from time to time to procedures and regulations and this information will be passed on to you through other means, either individually in writing via email or notices to your School pigeon holes, or through official notices on School Notice boards, or via the University Intranet or your Portal pages. You must therefore check these sources regularly to ensure that you are up to date with all the information that you need to know.

This Handbook describes some of the processes by which we ensure that every student may obtain the maximum benefit from his/her course, and by which every student is treated fairly in the assessment of their academic work. We expect that all students to gain an understanding of the working of these processes and regulations.

Like all modern universities, UEA is a complex organisation. In particular, it generates a large amount of information – much of it available via your student portal <https://portal.uea.ac.uk>

Keep your Handbook safe and accessible for reference. If you lose your copy, you can download another copy from the SCI Teaching Office website [www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching).

If there is something you are unsure of and you cannot find the answer in this handbook, please ask your Adviser, the School Office or the SCI Teaching Office.

We hope you enjoy your time in the Faculty of Science, at the University of East Anglia.

## Checklist of things you should do during your first week at UEA

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1. Attend your registration event  
You will be welcomed to the UEA by our Admin Team and you will be given a welcome pack which includes lots of information for you to read through. Also included will be your School's induction programme.
2. Attend all the sessions on your School's induction programme.  
These sessions have been organised to equip you with a basic understanding of UEA processes and your course requirements so that you will be fully prepared for the start of formal teaching.
3. Make sure that you meet with your Adviser.  
Later in this handbook there is more information about the role of Advisers at UEA, but here are some of the things you might wish to discuss with your Adviser during your first week:
  - the modules you will be studying during the Autumn semester and/or year
  - understanding your timetable
  - any issues which are concerning you about starting at University or which might affect your studies.
4. Make sure you understand your course profile and enrol for the year 1 modules required.  
If you do not have a copy of your course profile (i.e., a level-by-level description of the requirements of your course), then ask for one at the SCI Teaching Office (see page 8 for contact details). If you do not understand the course profile then ask your Adviser. There is more information about course profiles later in this handbook.
5. Take the time to understand your timetable for your first week of teaching.  
If you are confused, you should ask for help at the SCI Teaching Office or your Adviser.
6. Explore the UEA campus and find out where your first lectures, tutorials and labs will be held.  
There is a map of the UEA campus at the back of this book and we've included a map in your Welcome Pack. Don't be afraid to ask for directions.
7. Read the ITCS Survival Guide  
Available on the web at [www.uea.ac.uk/is/itsurvivalguide](http://www.uea.ac.uk/is/itsurvivalguide) to enable you to make the most of UEA's IT resources.
9. Register as a new patient at the UEA Medical Centre
10. Attend Sports Mart on Tuesday afternoon and/or Soc Mart on Wednesday afternoon and join those societies which interest you. This is a good way to meet people.
11. Familiarise yourself with the information available to you:
  - **Student portal** (gateway to information held on websites within the UEA)
  - **Blackboard** (found in the academic section of the portal. You will see information about modules, coursework submission dates and return dates and reading lists)
  - **School websites** (each School has their own website)
  - **SCI Teaching Office website**
12. Have fun and make new friends!

For many students coming to UEA it will be their first experience of independent living. We hope you will find it exciting, enjoyable and challenging. But don't be surprised if sometimes you feel homesick or lonely. Most people do experience these feelings when they start living in a new place. If these feelings are getting you down you should not hesitate to find someone to talk to: the Student Counselling Centre, the UEA Chaplaincy, the Student Night-Line or the Dean of Students' Office and your Adviser all offer student support. Contact details for all these organisations are at the end of this handbook.

## Finding your way around UEA

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### Schools

UEA is divided into Schools of Study within a Faculty structure. Some examples of Schools at UEA are:

- BIO – School of Biological Sciences
- ECO – School of Economics
- MTH– School of Mathematics
- NBS – Norwich Business School
- SWK – Social Work and Psychosocial Sciences

### Floors

Once you have found your way around into the right school, you need to understand how the different floors are numbered. Most access round UEA is via the pedestrian “walkway”.

The floor on which you enter from the walkway is floor 0 (except in BIO where the walkway enters on floor 01!).

- One (two) floor(s) below the walkway level is floor 01 (02).
- One (two) floor(s) above the walkway level is floor 1 (2).

### Rooms

The rooms on each floor are numbered in a way which was logical when UEA was built 40 odd years ago – and in most instances rooms are still numbered in order. All rooms are located by information in the order:

**School or building (3 letter acronym) floor.number**

### Example

You are likely to find that some of your lectures are in a room called SCI 0.31

To find this room, go along the walkway to the entrance for the Schools of Mathematics and Computing Sciences. On entering the main foyer, you are on floor 0 and the entrance to the lecture theatre SCI 0.31 is straight ahead in the foyer.

### Location of the School of Mathematics

The School is on Floor 1 in the Computing Science (CMP) and Mathematics (MTH) building and the General Office is in Room S1.30. The Local Support Office for CMP and MTH is in room S2.45.

## The Faculty of Science

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The Faculty of Science (SCI) consists of the following seven Schools of Study:

Biological Sciences (BIO)  
Chemistry (CHE)  
Computing Sciences (CMP)  
Environmental Sciences (ENV)  
Mathematics (MTH)  
Pharmacy (PHA)  
Science (SCI)

The faculty is managed by the **Dean of Science (Professor David Richardson)** who is responsible for the academic and strategic management of the Faculty and a **Director of Faculty Administration (Michael McGarvie)** responsible for the administrative support services within the Faculty. The Director of Faculty Administration is supported by **Faculty Managers** responsible for the various areas of operation.

The Faculty also has an **Associate Dean**, with responsibility for Learning, Teaching and Quality, this is **Dr Ben Milner**.

### Schools of Study

Each School has a **Head of School** who is responsible for the academic and strategic management of the School. Your School of study provides a range of academic courses, leading to an award of the University of East Anglia. Each School has a **Senior Adviser** who is responsible for the management of Student Advising System and a **Teaching Director** who is responsible for the academic quality of courses within the School. Each School also has a **Faculty Manager** with administrative responsibility.

#### Biological Sciences (BIO)

- BIO School Office is floor 01, room 01.36, opposite the entrance from the walkway.

Head of School	Professor Dylan Edwards
Secretary	Mrs Carol Knock
Teaching Director	Dr Richard Bowater
Senior Adviser	Dr Grant Wheeler
Disability Liaison Officer	Dr Kay Yeoman
Faculty Manager	Mrs Margaret Wilson-Corr

#### Chemistry (CHE)

- CHE School Office is floor 0, room 0.19 in the foyer opposite the entrance from the walkway

Head of School	Professor Manfred Bochmann
Head of Foundation Year (FY)	Dr Richard Stephenson
Secretary	Ms Nicola Howlett
Teaching Director	Dr Nigel Clayden
Senior Adviser	Dr David Steytler
Senior Adviser (FY)	Mrs Liz Phillips
Disability Liaison Officer	Dr Stephen Ashworth
Faculty Manager	Mr Andy Hutcheson

### Computing Sciences (CMP)

- CMP School Office is floor 2, room 2.45

Head of School	Professor Vic Rayward-Smith
Secretary	Mrs Sue Koria
Teaching Director	Dr Geoff McKeown
Senior Adviser	Dr Pierre Charдаire
Disability Liaison Officer	Dr Pierre Charдаire
Faculty Manager	Mrs Lisa Johnson

### Environmental Sciences (ENV)

- ENV School Office is floor 0, room 0.64 just inside the entrance from the walkway.

Head of School	Professor Julian Andrews
Secretary	Miss Rachel Carver
Teaching Director	Dr Mat Cashmore (PGT)
Senior Adviser	Dr Peter Simmons
Disability Liaison Officer	Dr Carol Robinson
Faculty Manager	Mrs Carrie White

### Mathematics (MTH)

-The MTH School Office is on floor 1, room 1.30 or floor 2, room 2.45

Head of School	Professor David Stevens
Secretary	Mrs Anna Holdom
Teaching Director	Dr Nigel Scott
Senior Adviser	Dr Richard Purvis
Disability Liaison Officer	Dr Richard Purvis
Faculty Manager	Mrs Lisa Johnson

### Pharmacy (PHA)

- PHA School Office is floor 0, room 0.19 in the foyer opposite the entrance from the walkway

Head of School	Professor Duncan Craig
Secretary	Ms Nicola Howlett
Teaching Director	Dr Susan Barker
Senior Adviser	Dr Maria O'Connell
Disability Liaison Officer	To be appointed
Faculty Manager	Mr Andy Hutcheson

### Science (SCI)

- SCI School Office is located within the SCI Teaching office, floor 0, room 0.07

Head of School	SCI Associate Dean for Learning, Teaching and Quality (Dr Ben Milner)
Senior Administrator	Mrs Julia Jones
Receptionist	Mrs Jill Humphrey
Teaching Director	Dr Martin Loftus
Senior Adviser	Dr Tharin Blumenschien
Disability Liaison Officer	tba

You can find further information about each School and its activities on the School Intranet and School notice boards, including contact details for all members of staff.

## Science Teaching Office (SCI TO)

The Science Teaching Office is located on Floor 0 in the SCI Building. The postgraduate reception counter is SCI 0.04. To find the office, walk down the walkway and enter through the entrance labelled "School of Mathematics" and "School of Computing Sciences". Turn immediately left and the door is straight ahead. The TO is open from 9am – 5pm every week day.

Visit our website at: [www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching)

Email us at: [science.teaching@uea.ac.uk](mailto:science.teaching@uea.ac.uk)

Faculty Manager	Rachel Paley (Jean Whiting covering until October 2010)
Senior Administrator	Caroline Rose
Senior Administrative Assistant	Karen Bezants
Administrative Assistant	Malcolm Robertson

If you have any queries about your modules, your course, your marks or any other teaching related matters, please do talk to someone in the Teaching Office. We also assist students with queries about extensions or requests to take a break in your studies (referred to as intercalation). Please see the FAQ section on the Teaching Office website:

[www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching)

## Your Academic Adviser

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You will be allocated a member of academic staff as your Adviser. Your Adviser will be your first point of contact in matters relating to your academic work and course of study. Your Adviser can also offer you help and guidance if you find that you are experiencing any difficulties during your time here as a student, and can also offer advice if you find that you are experiencing circumstances that may have affected your performance in any part of your assessment.

You will be offered the opportunity to meet with your Adviser at least three times per academic year, and your Adviser will let you know their availability for these meetings. Your relationship with your Adviser is an important one, and you are therefore encouraged to attend these meetings and keep in regular contact with your Adviser.

### Role of the adviser

The principal role of the Adviser is to provide academic and pastoral advice to postgraduates and to monitor their academic progress

The following is a summary of an Adviser's academic duties and responsibilities:

- (1) to be available for academic advice and to monitor the academic progress of their advisees;
- (2) to be familiar with the University's Regulations for Postgraduate Degrees, the Instructions to Examiners (including any Appendices which apply to their School), and procedures relating to all student matters to a sufficient level to enable them to discharge their duties and responsibilities properly in respect of their own advisees without regular recourse to colleagues;
- (3) to draw to the attention of the Head of the School and the relevant Examinations Boards any factors which may affect the performance of an advisee in any part of an Assessment and which may assist the examiners in the performance of their duties.

You are therefore recommended to keep in touch with your Adviser and to let him/her know about any problems at an early stage.

### **Senior Adviser**

Each School has a Senior Adviser who has overall responsibility for matters related to student welfare within your School. If, for any reason, you wish to change your Academic Adviser, then you should arrange this with your School's Senior Adviser.

### **Disability Liaison Officer**

Each School has a Disability Liaison Officer who provides staff and students with a point of reference for advice and guidance about disability issues and support. The Disability Liaison Officer liaises regularly with the Disability Coordinator in the Dean of Students' Office in relation to general policies and procedures and individual requirements.

## **Your course**

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You will be given course specific information by your School, which will detail the requirements of your course, provide information about your course profile and give you other information about your study with us. Each course has a Course Director who is responsible for the management of the course, and you should consult with the Course Director if you have queries about your course.

### **Course profile**

Each course has a course profile which outlines the detailed requirements which you are required to study to satisfy the requirements of your course. The course profile for each year specifies the modules you must take, the options available and the semester in which each module is offered. Copies of your course profile are available on your Portal page but can also be obtained from the SCI Teaching Office or the SCI TO website [www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching).

There are different categories of module within your course profile as follows:

- **Compulsory** means you must take this module as part of the course on which you are registered. You will be automatically enrolled on modules which are compulsory for your course.
- **Option A (or B)** means that you can choose between the modules in this option range as specified
- **Free Choice** any module with the agreement of the Course Director.

### **Programme Specifications**

Each course also has a programme specification; a copy is available from the SCI Teaching Office or on the web at [www.uea.ac.uk/ltqo](http://www.uea.ac.uk/ltqo)

### **Modules**

Each module has a **Module Organiser** who is responsible for the management of the module. Details of the module, giving an outline of the content of the module and how it is assessed are set out in the module outline. Module outlines are available either on BlackBoard <http://blackboard.uea.ac.uk> or on your School Intranet <https://portal.uea.ac.uk>. If you have any queries about a module please contact the Module Organiser.

### **Module Enrolment**

You can see the modules on which you are enrolled on your Portal page.

If you have a choice of modules to make for your first semester, you should select your modules as soon as possible. Forms on which you select your modules are available from the SCI

Teaching Office. When making module choices, you are recommended to discuss the options with your Adviser.

Changes to Module Enrolments are not normally permitted after the second week of teaching in any semester. If you need to change your Module Enrolments you should contact the Teaching Office as soon as possible to discuss your options. Schools may set an earlier deadline for Module Enrolment changes and fines may be imposed for late changes.

It is in your interest to enrol for modules at the earliest opportunity as places may be restricted. You may wish to consider issues such as your likely workload and the timing of examinations as well as academic relevance and interest when selecting modules. Contact your Course Director or Adviser, who must approve your final selection, if you feel you need guidance.

It is your responsibility to ensure that you complete the appropriate number of modules for your degree programme, so please be sure you understand the specific requirements for your programme of study.

### **Changing Courses**

If you decide that your course of study is not the right one for you it may be possible to transfer to another course, normally at the start of the academic year. If you wish to change courses, you should discuss your options with your Adviser in the first instance. In the event that you decide that you wish to change course, you should contact the relevant Admissions Office to obtain further advice and guidance on what you need to do next.

## **How will you learn?**

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UEA uses a wide variety of methods to help students develop the requisite knowledge and skills. For these, there will be obligations, commitments and a need for self-discipline.

### **Lectures**

Lectures are compulsory. It has been found that there is a direct correlation between non-attendance at lectures and poor academic performance. All material given verbally or via handouts in a lecture is examinable. The notes in the lecture handouts do not cover all the material that you are required to know.

In the lecture you will be required to listen and take notes as appropriate as the lecture notes provided will not be a verbatim record of all the material. Students will be expected to take additional notes. ***Please note that exam questions can relate to material taught in a lecture that does not necessarily appear in the printed notes.***

### **Seminars and Tutorials and Problem Classes and Example Classes**

These are compulsory; they are designed to consolidate knowledge and enable application of the material delivered in lectures. They are therefore an aid to revision and hence passing your exams.

### **Laboratory Classes**

Practical and laboratory classes are compulsory as essential skills are learnt and developed during these sessions. Absence from practical classes may prevent the student from demonstrating competency in the assessed skill to the required level.

Absence from a specific practical class may be allowed if a student has a valid reason supported by appropriate documentation, e.g. a medical certificate. If absence from a practical class is granted, it is then incumbent upon the student to speak to the module coordinator to arrange a time when the student can perform the relevant experiments. Please note that due to

timetabling issues, the facility to “make up” missed practical sessions may not always be available.

## Timetables

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Timetables will be available to you at the beginning of each semester. The SCI Teaching Office will inform you when your timetables are available.

The University has a common timetable with 1 hour "slots" identified by letters, as shown below. The main slots are A, B, C, D and E. Timetable slots indicate the **range** of times within which a module may be scheduled. However, you should note that a module is unlikely to be taught in every available hour within its designated slot or sub-slot; for example, a module scheduled in a full 12 hour slot (eg AA) is unlikely to entail 12 hours of classes for each student. Slotting is helpful to students in deciding whether it is feasible to study particular combinations of modules in the same semester: careful checking is required if you wish to study two modules which are in the same slot.

Module information on the Portal will usually indicate which timetable slot the module is taught in and this will help you select modules appropriately during your enrolment selection. If you happen to select modules that clash (i.e. teaching events occur at the same time) you will need to change your enrolment. To avoid timetable clashes it is recommended that you aim to choose modules in one semester that do not have the same slot code.

Most Schools have introduced sub-slot schemes, subdividing each of the five major slots into standardised patterns as shown below.

Students sometimes have difficulties initially understanding their timetable – so please do ask for help. Your Adviser or the SCI Teaching Office are good sources of help.

## TIMETABLE SLOTTING SYSTEM : BASIC SCHEME

		Monday	Tuesday	Wednesday	Thursday	Friday			
1		B1	C1	D1	E1	A1			0900
		B2	C2	D2	E2	A2			1000
2		B3	C3	A3	E3	D3			1100
		E4	D4	B4	A4	C4			1200
3		C5	D5	E5	A5	B5			1310
		C6	D6	E6	A6	B6			1410
4		C7	D7	E7	A7	B7			1510
		C8	D8	E8	A8	B8			1610
5		A9	B9	C9	D9	E9			1710
		A10	B10	C10	D10	E10			1810
		EY	AY	BY	CY	DY			1910

## Absence and Attendance

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### Attendance

You are required to attend **all** lectures, seminars, workshops and other classes as prescribed by your course of study. If you find that you are unable to attend, due to illness or another unforeseen reason, you must contact the SCI Teaching Office as soon as possible to explain your absence.

Unsatisfactory work and/or attendance may lead to a formal Head of School warning under the **University Disciplinary Procedures**. If there is no improvement this may lead to a second formal Head of School warning. In serious cases, a third formal Head of School warning will be given and your case referred to the Senate Discipline Committee and you may be withdrawn from the University.

PLEASE NOTE: Postgraduate students do not get the same Christmas and Easter vacations as undergraduate students. You are expected to be in attendance at all times unless you have prior permission from your Head of School to be absent.

#### i) Absence due to illness

**All absence due to illness must be reported, in writing or by email, to the SCI Faculty Teaching Office on the first day of the illness occurring.** If the initial information is given by telephone, this should be followed up with an email or letter. You are required to self-certify for absence due to medical reasons of up to 7 days. Forms can be obtained from the University Medical Service or the Faculty Teaching Office.

If your illness is likely to be of over 7 days duration or prevents you from attending two or more successive classes, or prevents you from attending a course test or assessed presentation, you should make an appointment with the University Health Centre or your General Practitioner to obtain a medical certificate to cover the period for which you are absent. The medical certificate must be passed to the Faculty Teaching Office as soon as possible.

#### ii) Absence for reasons other than illness

If you find yourself in circumstances that require your absence during a semester for reasons other than illness, you must contact your Adviser or the SCI Teaching Office; if possible this should be prior to the period of absence, explaining why you are unable to attend, or as soon as possible thereafter.

**Absence for any reason does not exempt you from submitting coursework by the due date.** You may apply for an extension to your coursework deadline where absence has affected your ability to complete your coursework on time. Please refer to the Extension section in this handbook. It is your own responsibility to make up work that you have missed while absent from UEA.

Science students who miss an assessed item (eg lab, course test, problem sheet) with “good reason” can apply to have a delayed assessment attempt. Details of the form and instructions for completion are available on the Teaching Office website at [www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching)

#### iii) Intercalation

The General Regulations for students make provision for students who are facing particularly serious personal difficulties outside of their studies to interrupt a course of study for an agreed length of time. This is referred to as “intercalation”. Intercalations are granted for a variety of reasons some of which include, for example, medical, financial, personal, or a combination of these. Often the factors which have led to the intercalation request will have affected academic progress.

If you consider that you may need to intercalate, you should contact your Adviser in the first instance, and then make sure you come and see a member of staff in the Teaching Office to discuss your options. Intercalations require the approval of the University and you should not assume that your request has been granted until you are formally informed by the University.

## Assessment

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You will probably be assessed by a variety of different methods. For example:

- **Coursework** (e.g. lab reports, essays, problem sheets, presentations etc).
- **Examinations** (examinations are organised by the University Examinations Office and take place during the Christmas and Easter undergraduate vacation periods and in the 6 week assessment period in May-June.
- **Projects or dissertations.**

This is not an exhaustive list of forms of assessments, but all students need to be familiar with the University regulations regarding coursework and examinations. Some modules are assessed by coursework only, many modules will be assessed by a combination of coursework and examination. Information about the assessment for each module is set out in the module outline.

### 1. Coursework

#### i) Coursework deadlines

Deadlines for the submission of coursework will be published on the SCI Teaching Office website: <http://www.uea.ac.uk/sci/teaching> and any changes to the published deadlines will be notified to you by the SCI Teaching Office. All coursework must be submitted by 1500 hrs on the published date. This is the latest time at which coursework can be submitted and you are advised to aim for an earlier time. If you are not sure about the deadline it is important that you ask the person setting the work. Failure to submit on time without an approved extension will result in a penalty for late submission.

#### ii) Submission of Coursework

Coursework should be submitted to the School which is teaching the module, as shown below:

School in which the module is taught	Place where coursework should be submitted if meeting the deadline	Place where late coursework must be handed in
BIO	Coursework boxes in Reception area on floor 01 outside local support office	General Office, room 01.36 Late coursework must be handed in to one of the members of the School support staff.
CHE	Room 3.33 Opposite the entrance to the Teaching Lab	Room 0.19 Late Coursework must be handed to one of the School support staff in the School Office
CMP	On floor 2, via lilac coursework boxes outside the Peter Stocker lab.	Room S2.45 Late coursework must be handed in to on the School support staff in CMP/MTH Local Support Office
ENV	Posted in the box in ENV reception	Must be handed to the receptionist in ENV reception.
MTH	Completed coursework should	Late coursework must be

	be posted in the red box with the relevant module number on it, located on Floor 1 outside room S1.01B.	handed in to the Head of School's Secretary Anna Holdom, in room S1.30 or to the CMP/MTH LSO room S2.45.
PHA	Room 3.33 Opposite the entrance to the Teaching Lab	Room 0.19 Late Coursework must be handed to one of the School support staff in the School Office
SCI	SCI Teaching Office	Room 0.07 Late Coursework must be handed to the SCI Teaching Office reception

In response to students' concerns about possible unintentional bias on the part of the markers, the University uses a system for the **anonymisation of coursework, project reports and dissertations at the point of submission.**

Each piece of submitted coursework must be attached to a completed coursework cover sheet, which is available at the place where coursework is handed in. A copy of the SCI coursework cover sheet is given at the end of this book (for information only).

This is what you need to do for each piece of course work you hand in:

- You need to have with your student registration number, your completed coursework and a biro or other pen
- On the coursework cover sheet form complete ALL the details requested – you **must** ensure that your student number is correct at the point of submission to avoid getting penalised.
- attach the white, top copy to your coursework/lab report
- post the coursework, with the top copy attached, in the box labelled “coursework/lab reports” (or leave it in the collection tray)
- keep the yellow copy as your records (note that this does not act as a receipt)

For any modules taken in a School which is not in the Faculty of Science, coursework should be submitted to the relevant Faculty or School Office, as directed in the Module Outline or other notification given to you.

### iii) Return of Coursework

In the SCI Schools the arrangements for the return of coursework are as follows:

School in which the module is taught	Arrangements for the return of coursework
BIO	Marked coursework to be placed in pigeon holes in the General Office, sorted by the last 2 digits of the student's registration number. Students will be notified by email when the work is ready for collection.
CHE	Marked coursework is placed in the pigeon holes on the right of the CAP entrance foyer, where there is one pigeon hole for each module
CMP	Markers email students to tell them when work is ready for collection and coursework is placed next to the pigeon holes for students to collect.
ENV	Marked coursework is returned to students via their Advisers. For non-ENV students, the marked coursework can be collected from the cabinet next to the coursework submission box in ENV reception.

MTH	Marked coursework is returned by the Module Organiser or by your Adviser, either in a seminar or via the student pigeonholes / boxes situated on floor 1 outside room S1.01B.
PHA	Marked coursework is not returned to students until they have completed the course. Students may look at their marked coursework which is stored in a filing cabinet in the CAP Teaching Lab.
SCI	Marked coursework is returned to the student's pigeonhole

Please note that if you have taken modules from a School other than your own, the arrangements for return of relevant coursework may be those operated by the School in which the Module is taught.

Please also take care of your coursework after it is returned to you. You may be asked to return your coursework to your School Office so it can be available to the Final Examination Board when it will be considered along with your examination scripts.

Coursework marks are available to view via evision which can be accessed through the student portal. **Please note that all marks are provisional until confirmed by the Board of Examiners.** At the Module Assessment Examinations Board, the Examiners review the marks to take into account factors such as the standard deviation and overall average mark relative to other modules. The Board may then decide to scale marks for a module, you should note that if scaling occurs, marks can only be scaled upwards.

#### iv) Extensions to coursework deadlines

If you consider that you have experienced circumstances that have affected your ability to complete your coursework on time, a request for an extension to a coursework deadline should be submitted to the Teaching Office (S0.04). If possible, requests for extensions should be made prior to the coursework deadline date and must be submitted on the relevant coursework extension request form which is available from the relevant School Office or the Teaching Office. For example, Modules starting with CHE-xxxx are run by Chemistry and coursework extension request forms can be obtained from the School Office in the CHE foyer. Notes on the type of situations for which extensions are considered are given on the back of the extension forms.

A copy of the Science Faculty coursework extension form is given at the end of this book. All such requests must be formally approved by the School and approval will be dependent on whether you have sufficient extenuating circumstances. If you have any queries on whether you would qualify for an extension, you should contact your School Office or the SCI Teaching Office in the first instance.

If you submit coursework after the deadline, without an approved extension, you can still complete a coursework extension request form, setting out the reason why the work is being submitted late, to apply for a retrospective extension to the coursework deadline. Allowance may be given for acceptable extenuating circumstances and in such cases penalties for late submission will not be applied.

Please note that late submission due to failure of a personal computer will only be accepted as extenuating circumstances if supported by written confirmation from a recognised computer repair company, detailing the nature and extent of the computer failure. **In all cases, you should ensure that you make regular back-up copies of all coursework in progress.** Further information on backing up your work can be found on the ITCS web site (see help sheets) – <http://www.uea.ac.uk/is/ithelp>

## v) Penalties for late submission

If you submit coursework after the published deadline, without an approved extension, the following penalties will apply.

<b>Work submitted</b>	<b>Marks deducted (based on percentage marks)</b>
on the due date after 1500 hours but before 1700 hours	5 marks
on the day following the due date up to 1700 hours	10 marks
on either the 2 <sup>nd</sup> or 3 <sup>rd</sup> day after the due date up to 1700 hours	20 marks
on the 4 <sup>th</sup> day after the due date or later	all the marks the work merits if submitted on time (i.e. no marks awarded)

The penalties for **late submission of pass/fail marked coursework** in the absence of acceptable extenuating circumstances is that any coursework submitted after 1500 hours on the due date will be awarded a fail mark.

Saturdays and Sundays will not be taken into account for the purposes of calculation of marks deducted

The full policy on “*Coursework Extensions and Penalties for Unauthorised Late Submission of Coursework*” is published in the University Calendar and is available on the University intranet <http://www.uea.ac.uk/ltqo/calendar>

## 2. Examinations

All examinations will take place during the Masters examination periods in the Christmas or Easter breaks or during the main May-June assessment period in each academic year. Each student is provided with a personal examination timetable several weeks before the start of the Assessment Period.

You can expect to receive an individual copy of your timetable in your pigeon holes.

PGT Examination Periods are:

- 10 January 2011 to 15 January 2011 inclusive
- 3 May 2011 to 6 May 2011 inclusive
- 9 May 2011 to 11 June 2011 inclusive

### i) Attendance at examinations

All students, including Visiting Students, are required to take any prescribed examinations for Module(s) studied. Failure to sit an examination without prior approval will result in a mark of zero being recorded for the examination. The regulations relating to University Examinations and the conduct of examinations are published in the General Regulations for Students: <http://www.uea.ac.uk/ltqo/calendar>

It is your responsibility to check the examination timetable and ensure that you are present for examination at the appropriate time and place. Please note that examinations may be held on a Saturday during the published Assessment or Reassessment period.

The dates of examinations are set by the University and cannot be amended to suit the preference or interest of any particular student or group of students. You should, therefore, not make any plans to be away from UEA until you know the precise date(s) of any examination(s) you are required to take.

## Religious festivals

You are reminded about the UEA regulation regarding religious festivals:

- A student who for religious reasons is unable to carry out University work or examinations on Saturdays or on certain other days during the year shall give notice of this fact in writing to the Registrar and Secretary on first registering at the University
- It is the responsibility of such students to inform themselves concerning the work which has been done in classes from which they have been absent.
- Although every effort will be made to avoid holding examinations on those days for which students concerned have given notice in writing to the Registrar and Secretary, the University reserves the right to hold examinations on those days if no alternative time is convenient.
- It is essential that you let your Adviser or the relevant member of the SCI Teaching Office staff know if you will be missing timetabled work because of a religious festival.

### ii) Sitting Exams and course tests

At the start of the exam or course test it is essential to read the examination paper carefully and ensure that you know how many questions you have to answer.

Allocate your time appropriately between the different questions, paying attention to any marking-scheme given on the paper.

Make sure that you attempt the required number of questions.

Think carefully about what the question is asking.

Try to attempt each part if there is more than one section in the question paper.

If you fail to complete the paper, you will get no marks at all for the unanswered parts.

It is much better to write something for each question rather than to complete a smaller number of questions in greater detail.

### iii) Calculators

Non-programmable calculators may be used in most exams. You will be advised in advance of specific requirements. Further information and an approved list of calculators is available on the intranet at: <https://intranet.uea.ac.uk/ltqo/exams/conductofexams>

### iv) Dictionaries

Students for whom English is a second language, may be permitted to use simple translation dictionaries in some examinations. Further information and an approved list of dictionaries is available on the intranet at: <https://intranet.uea.ac.uk/ltqo/exams/conductofexams>

### v) Absence from examinations and course tests and “Good Cause”

If you are unable to attend an examination or course test due to illness, you must see a doctor at the University Medical Centre or your own doctor **on the day of your examination or course test** to obtain confirmation that you are not fit to sit the examination / course test. There is a special UEA medical certificate to cover absence from examinations, available from the University Medical Centre. If you are using your own doctor, you should try and obtain this certificate for your own doctor to complete.

The medical certificate must be sent to, or handed in to, the SCI Teaching Office as soon as possible after the missed examination.

Where you are certified as unfit to sit an examination or course test, the SCI Teaching Office will make an application under the **Good Cause** procedure to allow you to sit your examination at a later date, probably during the reassessment period in August, as a delayed first sit.

**NOTE:** A self certificate will not be accepted as a good reason for missing an examination or a course test. It is essential to obtain a medical certificate, signed by a doctor, to say you are not well enough to take the examination or course test. The UEA Medical Centre does not charge a fee for this service, but other GPs might do so, in which case you are responsible for payment.

#### **vi) Individual arrangements**

The Dean of Students Office offers support to students with disabilities, including dyslexia. Information can be found at the following website: [www.uea.ac.uk/services/students/disability](http://www.uea.ac.uk/services/students/disability)

Students with disabilities can apply for a concession to be given extra time to complete course tests and examinations, through the Dean of Students' Office. Each application must include a report conducted at fifteen years (where appropriate) by an Educational Psychologist plus a top-up report conducted post-sixteen by an Educational Psychologist, Dyslexia Support Tutor or Specialist Teacher. Students cannot be allowed additional time until the concession has been granted.

Applications for concessions for extra time in course tests and Postgraduate Examinations which take place during the Christmas and Easter breaks must be submitted by Friday 29 October 2010 in order for the concession to be granted in time for Autumn semester course tests and Christmas and Easter examinations.

The deadline for applications for concessions for individual arrangements (i.e., extra time, use of a pc etc) in examinations which take place during the May-June Examination period is Friday 1 April 2011 but you should contact the Dean of Students' Office at the earliest opportunity to arrange your individual arrangements.

#### **vii) Sticker system for students with a specific learning difficulty**

If you have a specific learning difficulty (SpLD), you can now choose to use a coloured sticker on your examination and course test scripts. This will preserve your anonymity but will alert markers to the fact that the script has been produced by someone with a SpLD. Markers will then be expected to mark the papers in accordance with approved guidelines. These will emphasise the importance of marking for content and not penalising unduly for errors of grammar and spelling where the meaning is clear. The exception will be where correct grammar and spelling are a learning outcome of the unit (eg in modern languages or linguistics). In such cases, this should be made clear to students in advance.

Stickers can be obtained from the Dean of Students Office. You must apply in person before the published date and should bring a copy of your examination timetable with you so that you can be issued with the correct number of stickers. When you apply, the system will be explained to you and you will have the opportunity to ask questions. You will be asked to sign a copy of the conditions of use and will be provided with a copy for your information.

For more information about the Sticker System, please see the Dean of Student's Office website at: [www.uea.ac.uk/services/students/disability/sticker\\_intro](http://www.uea.ac.uk/services/students/disability/sticker_intro)

### **3. Progression and Reassessment**

At the end of the taught module element of your course, the Examination Boards will meet to consider the performance of each student in the School. Students who have not passed all taught modules may be referred to Reassessment in modules failed. These students will be notified, by letter after the Examination Board, of the modules in which they will be required to be reassessed. Reassessment may be by coursework or examination. The reassessment examinations take place during the period 19 August 2011 to 27 August 2011 inclusive. Students referred to reassessment are required to attend and will be required to pay a Reassessment fee.

If you are referred to reassessment, you will be responsible for ensuring that you are available to sit the examination at the prescribed time. The dates of reassessment examinations cannot be changed.

The regulations relating to Assessment and Reassessment (i.e., the Common Masters Framework) can be found in the UEA calendar: <https://www.uea.ac.uk/ltqo/calendar> .

### **Extenuating circumstances and student performance**

There may be medical or other reasons that you consider have affected your academic performance and prevented you from achieving your full potential in any part of the assessment for a Course or Module. The Board of Examiners may take account of these factors as extenuating circumstances if they are reported to them in advance of the Board of Examiners meeting. You will be notified of the deadline for reporting any extenuating circumstances that you wish to be taken into consideration by the Board of Examiners by the Teaching Office.

You may report any extenuating circumstances affecting your performance in writing to your Head of School, Teaching Office or Adviser, or you may give permission for your Adviser, or another member of academic staff to report to the Board of Examiners on your behalf. You should make available any medical or other evidence which will support your extenuating circumstances. All extenuating circumstances reported to the Board of Examiners will be treated as confidential.

### **Dissertations**

All students taking a Masters Degree are required to undertake a Dissertation or Research Project. Prior to submitting your dissertation, you will be informed of the relevant requirements such as length, font size etc. If your research requires you to undertake a survey you must obtain ethical approval prior to distribution of your survey from the UEA Survey Office. Further details are available at <https://www.uea.ac.uk/services/students/surveyoffice>.

### **Dissertation Modules**

MSc students should be aware of the importance of passing their dissertation module. The research work is often of a type which cannot easily be repeated and involve levels of supervision which cannot be repeated.

Please keep your coursework safe and accessible, as you will be asked to submit it all for consideration by the External Examiners. Coursework should be handed in at your School Office. The External and Internal Examiners like to review all assessed work, coursework, examination scripts and dissertations when making their decisions. Your work will be returned to you following the Board of Examiners' meeting.

### **Degree Classification**

In order to be awarded a Masters Degree, students need to obtain at least the pass mark of 50% in all modules and have an overall aggregate for the taught component of the course of 50%. Where a student has not completed the taught components satisfactorily as specified, the Board of Examiners shall determine whether through use of discretion, the fail mark(s) should be condoned, or the student should be offered the option of reassessment. Taught modules totalling no more than 40 credits may be condoned and marks above 45% are automatically condoned if the student meets all other requirements.

Students may be considered for a distinction if they have achieved an aggregate over 180 credits of at least 70%.

Candidates are asked to submit their coursework for consideration by the External Examiners and may be asked to attend for a viva examination if they fall into a borderline category.

## Official Name

Please note that the name you use for registration will be the name used on Pass Lists and Degree Parchments. It is important to correct any spelling mistakes or other errors. The order of appearance of your names may also be important to you if you want your degree recognised by external organisations. Pass lists cannot be changed once published.

## Health and Safety

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### UEA General Regulations for students

(1) A student shall exercise reasonable care:

- (a) for his or her personal safety
- and
- (b) for the safety of other persons who may be affected by his or her acts or omissions
- and
- (c) for the safety of the property of the University and of its students, staff and visitors.

(2) As regards any duty or requirement imposed on the University, its employees or any other person under the Health and Safety at Work Act or under any relevant statutory provisions relating to health and safety, a student shall co-operate with that body or person so far as is necessary to enable that duty or requirement to be performed or complied with.

(3) A student shall comply with the University's Health and Safety policy as published from time to time and with any health and safety procedures relating to the facilities which the student is using.

(4) A student shall not intentionally or recklessly interfere with or misuse anything provided by the University in the interests of health, safety or welfare in pursuance of the Health and Safety at Work Act or of any relevant statutory provisions relating to health and safety.

(5) Where a period of work experience / placement away from the University campus is an integral and required part of a student's course, attendance will be in accordance with the University's Code of Practice on Placement Learning.

(6) It shall be a disciplinary offence to be in or on the Broad except as may be expressly or by implication authorised by the University authorities concerned.

What this all means is that YOU have **Individual Responsibility**. You have a duty to 'exercise reasonable care for both your own health and safety and that of others who may be affected by your acts or omissions at work' (Management of Health and Safety at Work Regulations 1999).

Health and Safety may seem tedious until something goes wrong, often from the most apparently innocuous set of circumstances.

In Schools which run practical sessions, field work or laboratory classes, you will be informed of the specific and appropriate safety measures. This is an important part of your training as a scientist and it is essential that you follow the requisite procedures.

*The Safety Officer for MTH is Dr Mark Blyth.*

## Important dates

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### The Academic Year

The academic year is divided into two teaching semesters each of twelve weeks, and one assessment period of six weeks during which formal University examinations are held for those modules which have them as part of their assessment.

### Semester and Assessment Dates

Autumn Semester: Monday 27 September 2010 to Friday 17 December 2010

*Postgraduate Examination period: Monday 10 January 2011 to Saturday 15 January 2011 inclusive*

Spring Semester: Monday 16 January 2011 to Friday 8 April 2011

*Postgraduate Examination period: Tuesday 3 May 2011 to Friday 6 May 2011 inclusive*

Main University Assessment period: Monday 9 May 2011 to Saturday 11 June 2011  
(postgraduate examinations may take place during this period)

Reassessment period: Friday 19 August 2011 to Saturday 27 August 2011 inclusive

Please note that, although there are breaks between the University semesters, all full-time taught postgraduate students are required to be at UEA for the whole period of their registration. Any student requiring absence will need to seek permission from the Head of School.

### Calendar for the Academic Year 2010-11

Start of Autumn Semester		
w/c 20 Sept	Thursday 23rd	Registration
w/c 27 Sept	Week 1	Start of Autumn semester teaching
w/c 4 Oct	Week 2	Friday 8 October: student deadline for amendments to Autumn Semester Module Enrolment
w/c 11 Oct	Week 3	
w/c 18 Oct	Week 4	Friday 22 October: Deadline for amendments to Autumn Semester modules and year-long modules to be entered into system.
w/c 25 Oct	Week 5	Friday 29 October: Deadline for applications for individual arrangements for long standing/illness/disability (in respect of course tests and examinations which will take place during Christmas and Easter breaks.
w/c 1 Nov	Week 6	
w/c 8 Nov	Week 7	
w/c 15 Nov	Week 8	
w/c 22 Nov	Week 9	
w/c 29 Nov	Week 10	
w/c 6 Dec	Week 11	Friday 10 December: Publication of Postgraduate Examination timetable for January 2011 Examinations.
w/c 13 Dec	Week 12	End of Autumn semester
Non teaching time: 18 December 2010 – 16 January 2011		
Start of Spring semester		
w/c 17 Jan	Week 1	Start of Spring Semester
w/c 24 Jan	Week 2	Friday 28 January: student deadline for amendments to Spring Semester Module Enrolment

w/c 31 Jan	Week 3	
w/c 7 Feb	Week 4	Friday 11 February: Deadline for amendments to Spring Semester modules to be entered into the system.
w/c 14 Feb	Week 5	
w/c 21 Feb	Week 6	
w/c 28 Feb	Week 7	
w/c 7 March	Week 8	
w/c 14 March	Week 9	Friday 18 March: Publication of Postgraduate Examination timetable for Easter series of Examinations.
w/c 21 March	Week 10	
w/c 28 March	Week 11	Thursday 31 March: Publication of main examination timetable. Friday 1 April: Deadline for applications for individual arrangements for long standing illnesses/disability
w/c 4 April	Week 12	Spring Semester Teaching Ends
Non teaching time: 9 April – 8 May 2011		
May-June Assessment Period		
w/c 9 May	Assessment Week 1	
w/c 16 May	Assessment Week 2	
w/c 23 May	Assessment Week 3	
w/c 30 May	Assessment Week 4	
w/c 6 June	Assessment Week 5	
w/c 13 June	Assessment Week 6	
w/c 18 July	Congregation for 2009/10 MSc students	
w/c 1 August	Friday 5 August: Publication of reassessment examination timetables	
19 to 27 August	Reassessment Exams	
w/c 26 Sept	Dissertation Submission	

## Communication

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### Notices, letters and emails

You are required to respond to any notices or communication directed to you within 48 hours of it being made available to you. Notices may be posted on University, Faculty or School notice boards, delivered to your pigeonhole or contact address, or sent by email. You must therefore ensure that you are aware of the location of pigeonholes and notice boards, and that you check pigeonholes and your University email account on a regular basis, at least every 48 hours. All communications will be assumed to be known to you within 48 hours of the date of issue.

### Campus Cards

Campus cards are issued to all UEA students. You will need a Campus Card to gain access to the following:

- The Library
- 24 Hour IT Area on floors 0 and 1 of the Library Extension
- Car Park
- Sportspark
- Restricted access areas - Labs in some schools
- Student Union Membership (UEA & national membership)

You will also need the Campus Card to borrow and reserve Library books and for network printing and photocopying.

Campus Cards are produced from 9am - 5pm, Monday to Friday at the Campus Card Desk next to the Reception on floor 0 of the Library. Staff will also update existing or expired membership during these hours.

A replacement charge of £10.00 is made for lost or stolen cards.

The replacement fee is waived if a police crime sheet number is shown at the Campus Card Desk. <http://www.uea.ac.uk/is/campuscardsitaccounts>

### **Change of address**

You must ensure that you keep your semester time and out of semester time addresses updated. This can be done via e-vision [<https://evision.uea.ac.uk/>] (see instructions in the online Survival Guide) Failure to do so will result in information being sent to your last known address and may result in your not receiving important information relating to your study.

### **Student Finances**

Taking responsibility for your finances is an important part of your time at UEA. When you receive an invoice from the University, you must pay it within 21 days. Should this be impossible then you must go to the Cashiers Office in Registry to talk to someone about the difficulty. It may be possible for alternative arrangements to be made to avoid 'late payment' fees added to your bill. Make sure that you are aware of the consequences of not keeping up with payments to the University. The Dean of Students' Office (DOS) offers information and advice on all aspects of student financial support

## **Student Representation and feedback**

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### **Student Charter**

The Student Charter rests on the guiding principles that students are to be active partners in their own education and in the academic development of the University.

The Student Charter can be found on the intranet at: <http://www.uea.ac.uk/ltqo/calendar>

If you wish to pursue an individual concern, you should do so through the mechanisms that exists in your School – through your Adviser, the Senior Adviser, the Staff-Student Liaison Committee or the Head of School. Beyond this, the University has a comprehensive set of procedures, or example, the Academic Appeals, Academic Complaints and Non-Academic Complaints procedures – which enable students to raise specific concerns without prejudice.

### **Staff/Student Liaison Groups/Committees**

Each School will operate a staff/student liaison group or committee at which student representatives can raise issues of concern or seek information and guidance on matters related to their course or University experience.

In MTH, we feel it is vital to hear your views about our courses and how you feel about the School in general. A very important forum is the Staff/Student Liaison Committee (SSLC), where matters of student interest (such as those concerning coursework, technical needs and social events) are discussed and resolutions of action are proposed to the School Board.

The MTH SSLC is Chaired by Dr Richard Purvis and minutes of the meetings are published on the School's intranet. Please make your voice heard and even consider becoming a Board representative when the call goes out at the beginning of the Autumn Semester!

### **Representation on School Board**

Each School meets at least twice per annum under the constitution of the School Board. Each School Board will have student representation, and further details on the election process for student representatives will be made available to you at the start of the academic year. Being a student rep gives an insight into how some of the UEA Teaching and Learning Committees work and how students' views are include in decision making.

## Module evaluation

After each Module of study, you will be invited to give feedback on your experience on the Module through the completion of an anonymous questionnaire. The information you provide is an important part of the University Quality Assurance process, enabling Academic Staff to take student views and experience into consideration when reviewing Modules and Courses as part of the annual Course and Module Update process. You are therefore strongly encouraged to complete the Module Evaluation Questionnaires to help your School to continually improve the level of provision for students. Some Schools carry out electronic module evaluation using BlackBoard or through the Student Portal and some hand out paper questionnaires in a lecture towards the end of the module.

Here is a comment from an ENV student rep:

*“Module evaluation forms that students are asked to complete at the end of each module are very important. It is a way in which we can express our opinions on teaching, lecturers, demonstrators, rooms and facilities. The comments we make on these forms are taken very seriously by lecturers, who read all of them and produce a summary for the Teaching Executive Committee. The committee, which is made up of a few students as well as lectures, meet to discuss your the evaluation forms. In order for the committee to make decisions and improve things, they need feedback from as many students as possible. You will be given time at the end of your last lecture to fill out the forms, please give as much detail as possible to help improve the teaching you receive in ENV.”*

## The Union of UEA Students

All UEA students are automatically members of the Union of UEA Students and there are loads of ways for you to get involved:

- JOIN a club or society and get involved in something that interests you. There are over 150 to choose from and if you can't find anything you like you can always start your own! Look out for SportsMart and SocMart on Tuesday 28th and Wednesday 29th September.
- CAMPAIGN for change. Why not make a difference at UEA? This year we want to know what you think our campaign priorities should be through a poll in October. In the past we've campaigned on unfair student fees and debt, transport, making UEA more sustainable and course feedback.
- REPRESENT UEA students. Be a student rep in your school or a Union councillor to make sure that all students' voices are heard. You can also run in the Union elections in March to be a student officer to lead UEA students.
- VOTE for what you believe in and feed into the decisions the Union makes, as well as those made locally and nationally. The more students who vote the more likely we are to be heard.
- SHOUT out if you've got a problem. By going to the Union Advice Centre you don't just get free independent advice on topics such as complaints about your course or woes with your landlord but you also feed into the Union's representation of UEA students. If student officers know that a number of students are facing similar problems they can sort them out with the University, Local Authority or Government.
- ENJOY the Union's services. It's your LCR, your Waterfront, your bars, your Travel Shop, your Union Food Outlet (UFO), your Post Office and your Paper Shop. These services are for you. The money made here goes back into paying for the Union's clubs, societies, campaigns and representation.

- **SHAPE** what we do. Students set the Union's policies and priorities and we want you to tell us what we could be doing differently. Whether that's stocking something new in the UFO or changing our stance on a particular issue, we want to know what you think about us so that we can be the best Union we can possibly be. Email [union.info@uea.ac.uk](mailto:union.info@uea.ac.uk) with your comments and ideas.

The Union of UEA Students –  
Website: [ueastudent.com](http://ueastudent.com)  
Phone: 01603 593272  
Twitter: UnionUEA  
Facebook: "Freshers and Newcomers 2010"

## Regulations

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### General Regulations for Students

All students must abide by the **General Regulations for Students**. You should ensure that you are familiar with the regulations and conduct yourself accordingly. If you have any queries about any part of these regulations, please contact your Adviser or Faculty Manager for further advice. Failure to abide by any University regulations may result in disciplinary action under the University **Disciplinary Procedures**. The General Regulations and Disciplinary Procedures are available on the UEA Intranet at <http://www.uea.ac.uk/ltqo/calendar>

### Regulations for Awards

The regulations governing the Common Masters Framework are available on the UEA Intranet <http://www.uea.ac.uk/ltqo/calendar>

### Equal Opportunities for Students

The University of East Anglia is a premier research and teaching university, the University's mission is to understand, empower and act, to enhance the lives of individuals and the prospects of communities in rapidly changing work. As a reflection of its mission the University is a large, international and multicultural community which values and encourages diversity.

The University is committed to equality of opportunity and fair treatment for all its students and staff and aims to create an atmosphere of learning that is tolerant and respectful of differences. The University has developed policy and code of practice to promote equality of opportunity for students, to ensure that no student receives less favourable treatment on grounds of sex, marital status, race, colour, ethnic origin, age, sexual orientation, disability, political or religious belief or any other criterion accepted as irrelevant by the University Council.

If you have any concerns or queries related to equal opportunities you may seek advice from your Adviser, staff of the Dean of Students' Office (DOS), the Students' Union, the Graduate Students' Association, and in the case of students with disabilities, your School's Disability Liaison Officer or the University's Disability Co-ordinator. You can also contact the Equality and Diversity Office by emailing [equality@uea.ac.uk](mailto:equality@uea.ac.uk)

The University Counselling Service, the Chaplaincy and the University Health Service are also available to students requiring their help.

For further information, please visit the pages of the Equality and Diversity Office  
[www.uea.ac.uk/equality/welcome](http://www.uea.ac.uk/equality/welcome)

## Complaints

The University has a Complaints Procedure for use by any student who wishes to make a complaint about matters which are the responsibility of the University, but which are not complaints regarding the Students' Union, the Graduate Students' Association or which are Academic Appeals which are dealt with under separate procedures. Complaints will be dealt with promptly and fairly with an appropriate remedy, if upheld, within the bounds of what it is reasonable and practicable for the University to provide.

The University procedures for dealing with complaints are published on the UEA Intranet as follows:

- Non-academic complaints: <http://www.uea.ac.uk/ltqo/calendar>
- Academic complaints: <http://www.uea.ac.uk/ltqo/calendar>

If you have a complaint you should, in the first instance, seek to resolve the matter informally by taking it up as quickly as possible with the person(s) who are most directly involved if at all practicable in an informal manner. This may involve contacting their Personal Adviser/Supervisor, another member of the academic staff or other appropriate person.

If you remain dissatisfied with the informal resolution, you may take up your complaint formally through the Complaints Procedure. You may seek the advice of the Students' Union Advice Centre when making a complaint. You will not be disadvantaged if you make a complaint in good faith.

If you wish to make a complaint about the Students' Union or Graduate Students' Association you should consult the appropriate procedure below:

- Complaints concerning the Students' Union [www.ueastudent.com/](http://www.ueastudent.com/)
- Complaints concerning the Graduate Students' Association  
[www.uea.ac.uk/menu/grad\\_students/](http://www.uea.ac.uk/menu/grad_students/)

## Academic Appeals

The Academic Appeals Procedure is intended to allow UEA students undertaking taught or research programmes formally to raise concerns about their academic results or circumstances relating to them. We take such concerns seriously at UEA and the Procedure is designed to enable a student's concerns to be considered fully and action taken to remedy the situation, where appropriate, and in a timely manner.

Please note that concerns about academic or other matters that do not relate to academic results should be raised via the Complaints Procedure (which includes Academic Complaints). Details are available from the Students' Union Advice Centre and on-line at:  
<http://www.uea.ac.uk/ltqo/calendar>

The Academic Appeals Procedure comprises two parts: Stage One, in which the Head of School considers the appeal and Stage Two, which a Student may follow if dissatisfied with the outcome of the Stage One appeal. Stage Two appeals are considered by an independent panel of senior academics, with the student presenting the Appeal (with someone to accompany or represent them if they wish), and the Head of School or a suitable substitute presenting the School's case. The Hearing Panel represents and acts with the full delegated authority of the Senate.

If you have a concern about a mark or assessment decision, you should first try to resolve the matter informally before beginning the formal Procedure. You can seek further advice or

explanation from your lecturer, Module organiser, Academic or Senior Adviser, a supervisor, the School Director (Learning and Teaching), or the Teaching Office. You can also seek advice from the Dean of Students' Office and/or the Student Union's Advice Centre.

Under the Academic Appeals Procedure, you may be able to have coursework re-marked without having to pursue a formal Academic Appeal. If you are concerned about an academic result for a piece of assessed coursework that has been marked by a single teacher or examiner, you can apply via the Teaching Office for the work to be re-marked independently by a second teacher or examiner. Applications for a remark must be made to the Teaching Office preferably within 10 working days of the provisional result being issued to you. Whilst we will endeavour to deal with your request, it may not always be possible to have work re-marked if you delay applying until the period preceding the meeting of the Board of Examiners to confirm module results.

The University Academic Appeals Procedure is available on the UEA Intranet at <http://www.uea.ac.uk/ltgo/calendar> If you wish to make an appeal against a mark or assessment decision, you should ensure that you are familiar with the Academic Appeals Procedure before completing and submitting the Stage 1 Appeal Form. You may seek help in completing the form from the Student Union Advice Centre or Dean of Students' Office.

### **Plagiarism and Collusion**

The University takes very seriously cases of plagiarism or collusion. Students who deliberately plagiarise or collude threaten the values and beliefs that underpin academic work and devalue the integrity of the University's awards. In proven cases, offenders shall be punished, and the punishment may extend to failing their degree, temporary suspension or expulsion from further study at the University if the case comes before a Discipline Committee of the University. Plagiarism and collusion, at any stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University.

Plagiarism and collusion are defined as follows:

#### **Plagiarism**

Plagiarism is the unacknowledged use of another person's work. It can take the following forms:

The reproduction (or "quotation"), without acknowledgement, of the work of others (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase, including material downloaded from computer files and the internet. It can occur in "open-book" examinations and/or coursework assessments which may take a variety of forms, including, but not exclusively confined to: essays, reports, presentations, dissertations, projects.

All work submitted for assessment by you is accepted on the understanding that it is your own effort without falsification of any kind. You are expected to offer your own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as you rely on sources, you should indicate what these are in accordance with the appropriate convention in your discipline.

#### **Collusion**

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people, with the intent to deceive. It can take the following forms:

- (a) The conspiring by two or more students to produce a piece of work together with the intention that at least one passes it off as his or her own work.
- (b) The submission by a student of the work of another student, in circumstances where the latter has willingly lent the former the work, and where it should be evident to the student lending the work that by so doing an advantage is conferred on the other student. In this case **both** students are guilty of collusion.

- (c) In cases where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own. Various forms of collaborative assessment undertaken in accordance with published requirements evidently do not fall under the heading of collusion.
- (d) The commissioning and submission of work as the student's own, where the student has purchased or solicited another individual to produce, work on the student's behalf.

**By formally registering with the University, all students sign to declare that any work handed in is their own work, free from plagiarism and collusion.** A reminder of this is included in the coursework cover sheet.

The University has subscribed to an electronic plagiarism detection service called Turnitin and reserves the right to use Turnitin software to check work where there is a reasonable suspicion that plagiarism and/or collusion might have occurred. In order to register at UEA, you must give consent for your work to be processed by Turnitin should this be required by the University.

A number of modules across the University will be using Turnitin this academic year, for a full list, please see the latest information on the Teaching Office website at: [www.uea.ac.uk/sci/teaching](http://www.uea.ac.uk/sci/teaching)

In order to avoid plagiarism and collusion, you should ensure that you make yourself familiar with the referencing requirements and academic conventions of your subject area, and consult your Module Organiser or Adviser if you need to clarify any aspect that you do not understand. You should make sure that you read and understand all study skills material provided by your School and you can also consult the resources published on the Plagiarism Awareness site provided by the Dean of Students' Office at: [www.uea.ac.uk/plagiarism](http://www.uea.ac.uk/plagiarism)

If you are suspected of plagiarism or collusion, you will be asked to attend a meeting with the School Plagiarism Officer and the member of academic staff marking your work to discuss the allegation in detail. You may be accompanied to this meeting by a friend if you wish.

If you are deemed guilty of plagiarism or collusion your mark will be penalised. You may also be subject to disciplinary action in accordance with the University's **Disciplinary Procedures** <http://www.uea.ac.uk/ltqo/calendar>

The University's **Policy and Procedures for Dealing with Suspected Cases of Plagiarism and/or Collusion** can be found at <http://www.uea.ac.uk/ltqo/calendar> under the Strategies, Policies and Procedures link. If you have any questions relating to these procedures, please do not hesitate to contact your Adviser, or the School Plagiarism Officer.

### **What You Can Do To Avoid a Charge of Plagiarism or Collusion**

- Make sure that you understand the University's definitions of plagiarism and collusion
- Make sure that your work is your own
- Acknowledge the work of others on which you have drawn (in footnotes or in the text)
- Do not lend your work to other students
- Keep your work secure
- Talk to your adviser and seek help, if you need it, about how to set out footnotes and prepare a bibliography

Students are reminded that in producing essays and reports they are expected to write in their own words. Copying of text from other sources is only acceptable in exceptional circumstances (e.g. to present another individual's viewpoint) and should give clear indication that the material has been reproduced. For text the section reproduced should be separated from the students own words either using quotation marks or italics. The fact that the material has been reproduced should be clear and the author and source of the material given. The same applies

to diagrams or photographs. Here the source should be given at the end of the figure caption beneath with a form of words such as 'Reproduced from Reference 1'

## **Advice, guidance and support**

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### **Library**

The UEA Library is open seven days a week during semesters and has a range of books, journals, audio-visual material and electronic resources as well as study places and computers available for student use. Full details of the opening times, services, catalogue, electronic resources, borrowing entitlements and fines are available on the Library Intranet

[www.uea.ac.uk/is/lib](http://www.uea.ac.uk/is/lib)

### **IT and Communication Services (ITCS)**

The UEA provides an extensive network of computing facilities across the campus for use by students, and you will have a University email address and personal web pages whilst you are studying with us. You will receive a copy of the ITCS Survival Guide which includes all the information you need to get started in using the facilities and further advice and guidance on the computing facilities can be accessed from the ITCS Intranet <http://www.uea.ac.uk/is/it>

### **IT Accounts and Passwords**

The university has in the past often been blacklisted by Hotmail and other email providers. This happens when people reply to "phishing" emails purporting to come from UEA's IT helpdesk asking people to send through their username and password. *UEA's IT Helpdesk will **never** email anyone asking for details of your password.*

### **What is phishing?**

Phishing (pronounced fish'ing) is the act of sending an e-mail to a user falsely claiming to be from a legitimate source (such as the UEA IT Helpdesk) in an attempt to acquire sensitive information such as usernames, passwords and credit card details.

### **What happens when you reply to a hoax "Phishing" email?**

1. If you reply to such an email with your username and password, the spammers will log in to your UEA account. They will then be able to see all of your private emails and files.
2. The spammers will use your UEA email account to send thousands of spam emails to other people.
3. This will result in other email providers (e.g. Hotmail) "blacklisting" UEA. This means that nobody at UEA can send any emails to anyone with a hotmail address for several days afterwards. This causes a great deal of inconvenience for the 30,000 (approx) members of staff and students at UEA who will all be affected by this problem.
4. Action to stop the spammers may require the mail service be interrupted for short periods. This causes annoyance for any users logged in to webmail at the time who will get an error message asking them to re-enter their login details and may lose messages they are in the middle of composing.
5. Your UEA IT account will be disabled and you will be unable to login until you have contacted the helpdesk to resolve the problem and change your password

**PLEASE NOTE THAT UEA IT STAFF DO NOT HAVE ACCESS TO YOUR PASSWORD AND WILL NEVER ASK FOR IT.**

**REMINDER: Do not reveal your password to anyone in an email or by other means. Always be cautious of unsolicited emails that appear to be from a legitimate UEA source and provide a link for you to sign into your account.**

**If you are in any doubt, please contact the IT helpdesk for advice.**

Tel: 01603 593169

Email: [it.helpdesk@uea.ac.uk](mailto:it.helpdesk@uea.ac.uk)

**Further information about IT accounts and password security can be found at [www.uea.ac.uk/password](http://www.uea.ac.uk/password)**

### **Dean of Students' Office (DoS)**

The Dean of Students' Office offers wide-ranging advice and guidance to any student who is experiencing difficulties or who wishes to maximise the benefits of the opportunities available to them. The Dean of Students' Office can help with enquiries related to:

- Accommodation
- Student finance
- International student support
- Childcare
- Support for dyslexia and mental and physical health

In addition, the Dean of Students' Office provides a very useful range of resources to help students on any course to develop academic learning skills, offering guidance on topics ranging from academic writing skills to note taking and time management, maths and statistics.

The Dean of Students' Office is based on The Upper Street, telephone 01603 592761, email [dos@reception@uea.ac.uk](mailto:dos@reception@uea.ac.uk). Further information on the range of services available from Dean of Students' Office can be found on the DoS website [www.uea.ac.uk/dos](http://www.uea.ac.uk/dos)

Below are details of two of the services offered by the Dean of Students office:

#### **(i) Learning Enhancement Service**

The Learning Enhancement Team, based in the Dean of Students' office, offer a range of services to support students' learning, at any level of their studies.

The Learning Enhancement Tutors can provide guidance on matters such as planning and writing assignments, reading and note-taking, exam revision and technique, and organising and managing work. They also have expertise in supporting international students and those who need maths and statistics as part of their studies. Their aim is to help any student develop their study skills and achieve their potential.

Support available includes 10 minute drop-in sessions for quick queries, hour-long individual tutorials for more in-depth issues, an email helpline, and a range of study guides available from the Dean of Students' office or on its website. They also offer workshops in collaboration with Schools.

These services are free to all UEA students. Please note that although they can discuss assignments with students, the Learning Enhancement tutors do not offer a proof-reading service.

For further information or to book an appointment with a Learning Enhancement Tutor (Chris Bishop, Robert Jenkins, Zoe Jones or Helen Webster), contact 01603 592761, email [dos.reception@uea.ac.uk](mailto:dos.reception@uea.ac.uk) or go along to the Dean of Students' office.

## **(ii) Students with Dyslexia**

If you have concerns that you might be dyslexic or if you already have identified dyslexia, advice and support is available from friendly and qualified staff in the Dean of Students' Office. They offer individual tutorial support, screening for possible dyslexia/specific learning difficulty, on-campus assessments by Educational Psychologists and help with applications for Disabled Students' Allowances (DSAs). Their aim is to develop your independence and find ways of minimising your dyslexic difficulties. Early contact with the service is advised.

More information available at <http://www.uea.ac.uk/services/students/disability>

Appointments with a Dyslexia Tutor can be booked by telephoning 01603 592891, emailing [M.Daniels@uea.ac.uk](mailto:M.Daniels@uea.ac.uk) or going to the Dean of Students office.

## **UEA Accommodation Office**

The UEA Accommodation Office is part of the Residences and Services Division and is responsible for all UEA-owned or managed student accommodation. Staff in the Office will resolve practical difficulties relating to UEA accommodation such as broken equipment, lost keys etc.

The Accommodation Office is based The Street, telephone 01603 592092, email [accom@uea.ac.uk](mailto:accom@uea.ac.uk)

## **University Medical Service (UMS)**

The University Medical Service is a National Health Service general practice that also provides a range of specialist services focussed on the needs of students; these include sexual health and contraceptive services, and a travel clinic. Unless you are registered with another local practice you must register with the UMS as soon as possible after your arrival.

There are also a National Health Service dentists based in the University Medical Centre providing a dental service available to all UEA students.

Further information about the University Medical Service is available on the internet, [www.umsuea.co.uk](http://www.umsuea.co.uk)

The University Medical Service is based in the University Medical Centre, University Drive, (beside the Bluebell Road entrance to UEA) telephone 01603 506579, email [ums@uea.ac.uk](mailto:ums@uea.ac.uk)

## **Careers Centre (CCEN)**

The Careers Centre provides impartial advice and guidance to help you plan and prepare for your future career by developing your career-related skills and knowledge.

The Careers Centre is based on The Upper Street, telephone 01603 593452, email [careers.centre@uea.ac.uk](mailto:careers.centre@uea.ac.uk)

## **EmployAbility**

EmployAbility is administered by the Careers Centre at the University of East Anglia (UEA). It is a UEA Student Job shop, listing vacancies for paid, voluntary, part-time, campus, casual and vacation work placements. Contact details for EmployAbility are:

- EmployAbility, University of East Anglia, Norwich, NR4 7TJ
- Telephone: 01603 592103 (shop) 01603 593276
- Fax: 01603 592803
- Email: [employability@uea.ac.uk](mailto:employability@uea.ac.uk)
- Web: [www.employability.uea.ac.uk](http://www.employability.uea.ac.uk)

### **Student Union Advice Centre**

The Student Union Advice Workers offer impartial student-focussed advice in a range of areas including academic appeals and complaints, legal matters and employment and housing rights. The Advice Workers are based in Union House, telephone 01603 593463 or email [advicecentre@uea.ac.uk](mailto:advicecentre@uea.ac.uk)

Further information can be found at the Student Union website [www.ueastudent.com/advice](http://www.ueastudent.com/advice)

### **Security Service**

The team of security officers provides a security presence of campus for the prevention and detection of crime and also provides security-related information and guidance. The Security Service is based at the Lodge in University Drive, telephone 01603 5932352 email [security@uea.ac.uk](mailto:security@uea.ac.uk)

You are strongly encouraged to report straightaway any crimes or suspicious persons or activities, or to seek direct help from Security staff if you are at all concerned about your safety.

### **Chaplaincy (CHAP)**

The Chaplaincy provides a centre for quiet reflection, worship, and conversation between students and staff of all faiths or none. The Chaplains include representatives of Christian, Jewish, Islamic and Buddhist faith groups. The Chaplaincy is located on The Square, telephone 01603 592168, email [chaplaincy@uea.ac.uk](mailto:chaplaincy@uea.ac.uk)

Further information can be found on the web at [www.uea.ac.uk/chaplaincy](http://www.uea.ac.uk/chaplaincy)

### **Counselling Service (COUNS)**

The Counselling Service provides confidential counselling on an individual or group basis. The Service also has expertise in educational counselling. Further information on the Counselling Service is available on the website [www.uea.ac.uk/counselling](http://www.uea.ac.uk/counselling)

The Counselling Service is based on The Upper Street, telephone 01603 592651, email [csr@uea.ac.uk](mailto:csr@uea.ac.uk).

### **Nightline**

Nightline is a strictly confidential service run by students for students, every night during semesters. It offers information about local events, travel times and welfare matters, as well as a friendly listening service for those wishing to talk something through. You can make contact with Nightline by telephoning 01603 503504 or by dropping in to the Nightline Office in Norfolk Terrace C03.11/12 or by sending an email: [nightline@uea.ac.uk](mailto:nightline@uea.ac.uk).

## Definitions

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Assessment	The process by which academic work is marked and overall progress monitored
Compulsory module	A module designated as one which students must take in their chosen course
Core module	A module designated as one which students must take and pass in their chosen course
Course	A grouping of modules leading to an award
Course code	The code which, with the title, defines a specific course or programme of study.
Course profile	The definition, for each course, of the modules which must be studied, and passed, for each stage of a specific course.
Coursework (CW)	Work of any type (essays, class presentations, course tests, practical laboratory work)
Credit	An indicator of the volume of study associated with each module
Dissertation	The module(s) representing independent research or investigation and assessed by a dissertation or its equivalent
Examination (EX)	Examination which includes an element of the unseen and/or an element of strict time limitation. UEA examinations are held only during the May/June assessment period.
Free Choice module	A module that may be selected by a student subject to the approval of the Board of the School of study (normally agreed with the Academic Adviser).
Good cause	Sufficient and reasonable grounds to indicate that a student was prevented from taking an examination by factors outside the student's own control
Intercalation	An approved period of interruption to a period of study
Level	Modules shall be classified at one of the following levels: (a) Access level (level 0) (b) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1) (c) Honours Degree level, counting towards the final degree classification (level 2 and level 3) (d) Masters (M) level. The regulations for Integrated Masters require that 50% of the Masters award is based on 120 credits of M level modules for which the pass mark is 50%.
Mark	Marks are expressed as a percentage, except where approval has been granted for marks to be expressed as pass/fail

Module	A discrete block of study for which a student enrolls. Each module is classified by its level and credit value.
Module assessment	All modules are assessed by one of the following methods: <ul style="list-style-type: none"> <li>• Wholly by coursework (CW)</li> <li>• Wholly by examination (EX)</li> <li>• By project (PR)</li> <li>• By a combination of two or more of the following: coursework, examination, project (WW) or coursework and project (CP)</li> </ul>
Optional module	A module included within a range of options from which a student must select, subject to the approval of the Board of the School of study
Programme Specification	An outline of a degree course which specifies its content and requirements; similar to the course profile.
Project (PR)	A substantial piece of work, carried out by an individual student or group of students involving scholarly research and/or the analysis or application of data/knowledge in practical undertakings
Restrictions	Restrictions on enrolment for modules may take the form of: <ul style="list-style-type: none"> <li>• Pre-requisites – a module which a student must have already completed before enrolling on a module</li> <li>• Co-requisites – a module on which a student must also enrol if taking a specific module</li> <li>• Post-requisite – a module which must be taken after the module on which the student is enrolled</li> <li>• Non-compatible – a module which may not be taken with a specified module</li> </ul>

## MTH Staff and Admin Contact Details

Faculty			Room No:	Phone (01603 59)	email
Dr	Mark	Blyth	1.16	2962	m.blyth@uea.ac.uk
Dr	Mark	Cooker	1.03	2975	m.cooker@uea.ac.uk
Dr	Erica	Damian			e.damian@uea.ac.uk
Dr	John	Dubbey *	0.01	1648	j.dubbey@uea.ac.uk
Dr	Mirna	Džamonja	1.26A	2981	m.dzamonja@uea.ac.uk
Prof	David	Evans	1.22	3710	d.evans@uea.ac.uk
Dr	Brooke	Feigon	0.02	1373	
Dr	Anthony	Flatters	0.01A	1642	a.flatters@uea.ac.uk
Dr	Anish	Ghosh	1.25	2594	a.ghosh@uea.ac.uk
Dr	Jeremie	Guilhot	1.28	2845	j.guilhot@uea.ac.uk
Dr	Paul	Hammerton	1.04	2989	p.hammerton@uea.ac.uk
Dr	Jonathan	Kirby	1.01	1436	jonathan.kirby@uea.ac.uk
Dr	Oren	Kolman	1.28	2845	o.coleman@uea.ac.uk
Prof	Alexander	Korobkin	1.08	3869	a.korobkin@uea.ac.uk
Dr	Sinéad	Lyle	1.26B	2600	s.lyle@uea.ac.uk
Dr	Adrian	Matthews	2.41	3733	a.j.matthews@uea.ac.uk
Dr	Vanessa	Miemietz	0.03	2918	v.miemietz@uea.ac.uk
Dr	Peter	Milne *	0.01	1648	p.milne@uea.ac.uk
Dr	Emilian	Parau	1.19	2965	e.parau@uea.ac.uk
Dr	Richard	Purvis	1.17	2598	r.purvis@uea.ac.uk
Dr	Hayder	Salman	1.02	1666	h.salman@uea.ac.uk
Dr	Nigel	Scott	1.24	2572	n.scott@uea.ac.uk
Dr	Johannes	Siemons	1.27	2578	j.siemons@uea.ac.uk
Prof	David	Stevens	1.18	2590	d.stevens@uea.ac.uk
Dr	Shaun	Stevens	1.23	2964	shaun.stevens@uea.ac.uk
Prof	Thomas	Ward			t.ward@uea.ac.uk
Mr	Glyn	Warnes *	0.01	1648	g.warnes@uea.ac.uk
Dr	Robert	Whittaker	1.01B	2587	
<b>Administration</b>					
Mrs	Lisa	Johnson	2.01	2571	lisa.johnson@uea.ac.uk
Ms	Anna	Holdom (School Secretary)	1.30	2844	a.holdom@uea.ac.uk
<b>Norfolk Further Mathematics Centre Manager</b>					
Mr	Glyn	Warnes *	0.01	1648	g.warnes@uea.ac.uk

\* teaching part-time

**UNIVERSITY OF EAST ANGLIA – FACULTY OF SCIENCE**

**COURSEWORK SUBMISSION FORM**

*Date stamp:*

*(used for late work handed in to BIO, CMP, ENV, MTH, SCI)  
(used for all work handed in to CHE and PHA)*

**Notes for guidance:** All students must complete Section A. In cases of late submission, please also complete Section C. Circle the options that apply to you.

**SECTION A : YOUR DETAILS**

**Student Registration number:**

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(number on front of campus card: 7 digit number)

**Adviser Name** \_\_\_\_\_

**School of Registration:** (please circle)    BIO    CHE    CMP    ENV    MTH    PHA    SCI    Other

**Year of Study:**    0    1    2    3    4    M    (please circle)

**Module code:**

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**Module title:**

\_\_\_\_\_

**Module organiser/marker:**

\_\_\_\_\_

**Title of Assessment**

\_\_\_\_\_

**Type of Assessment:**    Essay    Lab report    Review    Problem Sheet    Other:

**Date due:** \_\_\_\_\_    **Word count (actual count - essays only)** \_\_\_\_\_ or number of pages \_\_\_\_\_

**SECTION B: PLAGIARISM AND COLLUSION**

By submitting this work for assessment you are confirming that you have read and understood the University's policy on plagiarism and collusion and that the attached work is your own.

**SECTION C: TO BE COMPLETED FOR LATE SUBMISSION ONLY**

If coursework is being submitted after the deadline it must be handed to one of the Admin Assistants in the relevant School Office to be date and time-stamped.

Have you applied for an extension? (Circle appropriate answer)    YES    NO

**SECTION D: TO BE COMPLETED BY THE MARKER ONLY**

**Note to students:** If you submit this work late, without an approved extension, the Science Faculty Teaching Office will impose a penalty to the mark shown below, and you will be notified of the change by email.

**Name of marker:**

**Mark awarded:**

*All marks are provisional until confirmed by the Board of Examiners*

**2010-2011 Faculty of Science**  
**Undergraduate and Postgraduate Coursework Extension request form**

Student name (print clearly): \_\_\_\_\_

E-mail address: \_\_\_\_\_ UG or PGT

Student number: \_\_\_\_\_ Year of Study: 1 2 3 4

Student's School:      BIO    CHE    CMP    ENV    MTH    PHA    SCI    other

Name of Adviser: \_\_\_\_\_

Comments from Adviser (*optional*)

Module (code & name): \_\_\_\_\_

Module organiser: \_\_\_\_\_

Type of Coursework:

Essay              Lab Report              Review Problem sheet    Tutorial              other

Coursework title (in full) \_\_\_\_\_

Actual deadline date: \_\_\_/\_\_\_/\_\_\_\_\_

Deadline requested if extension is granted: \_\_\_/\_\_\_/\_\_\_\_\_ (by 1500hr)

**REASON FOR REQUEST** – Information regarding what constitutes a reasonable request can be found on the back of this form.

**NB if this request is on medical grounds a medical certificate will be required. Medical certificate requested  (tick if appropriate)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For School use only**

Request denied                       Request accepted

Revised submission date agreed \_\_\_/\_\_\_/\_\_\_\_\_ (by 15.00hr)

Co-ordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Faculty Teaching Office use only**

Student Notified                       Adviser Notified   
Unit organiser notified

## **GUIDELINES FOR COURSEWORK EXTENSION REQUESTS**

Students should apply for coursework extensions in advance of the deadline if the extenuating circumstances are known in advance. Below is guidance about what would usually be considered as acceptable reasons for extensions.

### **1. Medical:**

Extensions on the grounds of illness or injury will normally only be granted when a medical certificate is available to cover all, or a significant part of, the period during which the coursework is being prepared. A medical certificate should be attached to the extension request form or sent separately as soon as possible to the Science Faculty Teaching Office. The UEA Health Centre will issue a medical certificate for less than six days incapacity if a special event is affected (e.g. a course test, exam test or assessed practical).

### **2. Personal and other circumstances:**

Extensions for non-medical reasons are considered only in exceptional cases as in the following examples:

- Bereavements and funerals of close friends and relatives, or family crises which prevent the student from submitting coursework by the deadline. If possible students should provide a statement from a family member (if appropriate) or the student's adviser.
- Looking After Sick Parents. Medical evidence would normally be expected.
- Computer Failure. Supporting evidence will be required and this could take the form of written evidence on headed paper from a recognised computer repair service, or a systems log when the computer is running again. Students needing assistance in obtaining a systems log should contact the ITCS Helpdesk.

It is anticipated that there may be occasions when there is a delay in submission of the required evidence of computer failure while the machine is being repaired. On these occasions, it will be appropriate to offer an extension on the deadline for coursework, conditional upon retrospective submission of the required evidence.

### **3. General computer and printing problems:**

Students are reminded of the importance of making a back-up copy of all electronic work and data, and of regularly updating these to the latest version. Extensions will not be given for loss of work or data due to failure of the student's own storage media (e.g. usb storage, discs, cds) where a back-up copy was not made. Students are encouraged to print out work well ahead of deadlines. Extensions will normally not be given for problems with obtaining printouts from computers.

### **General guidelines**

Staff will generally be sympathetic and supportive of difficult personal circumstances, especially where these occur for reasons outside the student's control. However, if the circumstances are largely due to factors arising from the student's own actions, then the Faculty may be less sympathetic (e.g. stress arising from lack of forward planning, poor work practices).

If the medical or other circumstances are severe and / or ongoing, the student should make this known to their Adviser, their nominated deputy, the School Senior Adviser or the SCI Teaching Office to discuss alternative options.

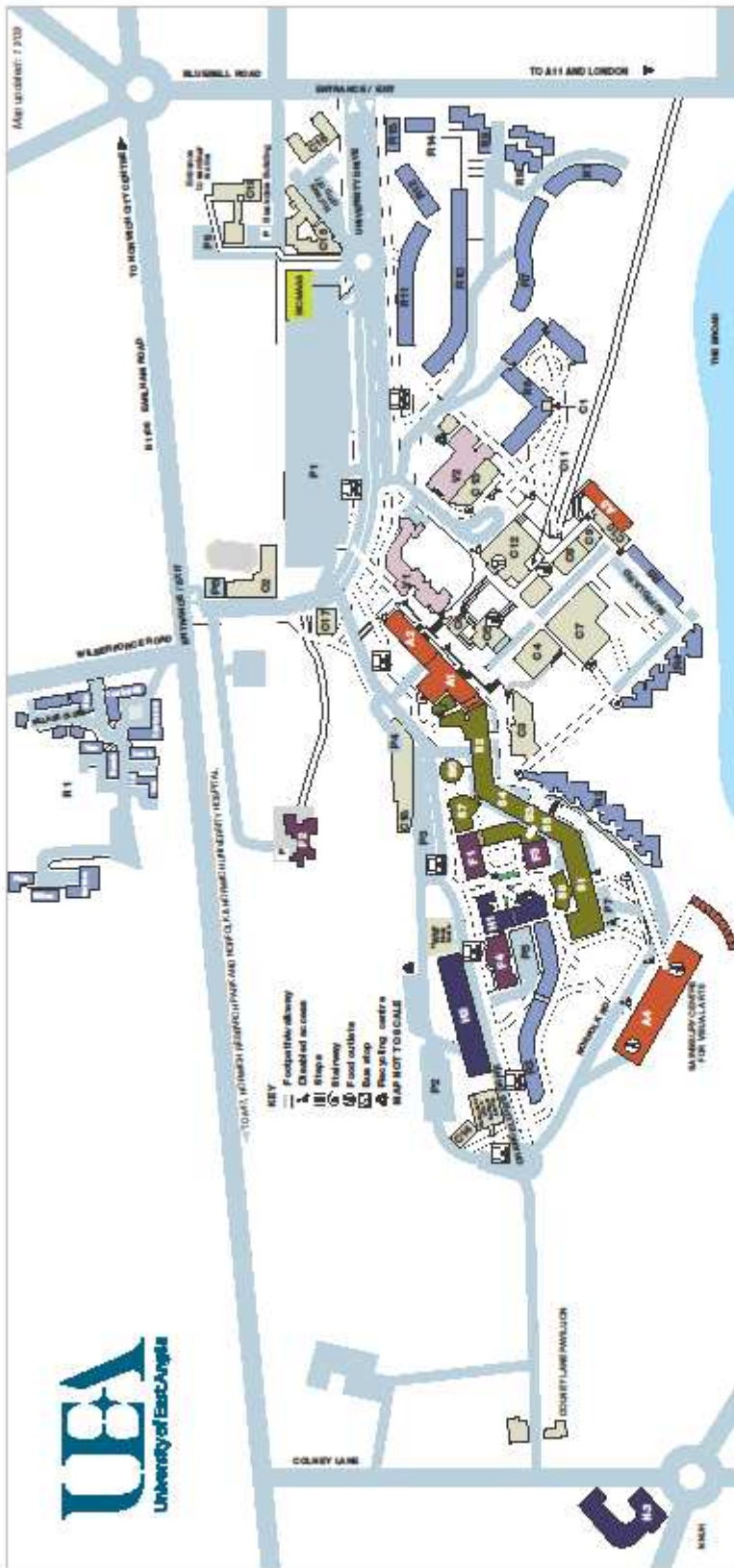
### **Bunching of deadlines**

Although efforts are made to avoid bunching when setting coursework due dates, some bunching of work for different modules is unavoidable given the large number of modules within and across schools. Deadlines are announced well in advance of due dates to allow planning of workload. Extensions will generally not be given to students who have two or more pieces of work due in the same or consecutive days.

# Abbreviations for Schools and Centres

Listed below are some of the departmental abbreviations used throughout the University.  
 These abbreviations are used where applicable in the Telephone Director.  
 (an up-to-date copy will be available at Registration)

Abbreviated Title	School/Department/Section	Abbreviated Title	School/Department/Section
ABES	ANNOTATED BIBLIOGRAPHY FOR ENGLISH STUDIES	LAW	SCHOOL OF LAW
ACAD	ACADEMIC DIVISION (REGISTRY)	LGMAC	LABORATORY FOR GLOBAL MARINE AND ATMOSPHERIC CHEMISTRY
ACCOM	STUDENT ACCOMMODATION SERVICES	LIB	LIBRARY
AHP	SCHOOL OF ALLIED HEALTH PROFESSIONS	LLT	SCHOOL OF LANGUAGE, LINGUISTICS AND TRANSLATION STUDIES
AMS	SCHOOL OF AMERICAN STUDIES	MED	SCHOOL OF MEDICINE, HEALTH POLICY AND PRACTICE
APPU	ACADEMIC PHARMACY PRACTICE UNIT	MTH	SCHOOL OF MATHEMATICS
ART	SCHOOL OF WORLD ART STUDIES AND MUSEOLOGY	MUS	SCHOOL OF MUSIC
AMC	ARTHUR MILLER CENTRE FOR AMERICAN STUDIES	NAM	SCHOOL OF NURSING AND MIDWIFERY
AVS	AUDIO-VISUAL SERVICES	NBS	NORWICH BUSINESS SCHOOL
BCLT	BRITISH CENTRE FOR LITERARY TRANSLATION	NMDC	NORWICH MANAGEMENT DEVELOPMENT CENTRE
BIMG	BUSINESS INVESTMENT MANAGEMENT GAME	NRPS	NORWICH RESEARCH PARK SCIENCE
BIO	SCHOOL OF BIOLOGICAL SCIENCES	NURS	NURSERY
CARE	CENTRE FOR APPLIED RESEARCH IN EDUCATION	ODG	OVERSEAS DEVELOPMENT GROUP
CAT	CATERING SERVICES	PES	PHYSICAL EDUCATION AND SPORT (SPORTSPARK)
CCEN	CAREERS CENTRE	PHA	SCHOOL OF PHARMACY
CCP	CENTRE FOR COMPETITION POLICY	PHI	SCHOOL OF PHILOSOPHY
CCPA	CENTRE FOR CREATIVE AND PERFORMING ARTS	PRU	PRINT GROUP
CEAS	CENTRE FOR EAST ANGLIAN STUDIES	PSI	SCHOOL OF POLITICAL, SOCIAL AND INTERNATIONAL STUDIES
CEB	CENTRE FOR ENGLISH LANGUAGE AND BRITISH STUDIES	PRS	PERSONNEL DIVISION
CEBARD	CENTRE FOR THE ECONOMIC AND BEHAVIOURAL ANALYSIS OF RISK AND DECISION	PVC (Academic)	PRO-VICE CHANCELLOR (ACADEMIC)
CEEC	CENTRE FOR ECOLOGY, EVOLUTION AND CONSERVATION	PVC (Research)	PRO-VICE CHANCELLOR (Research)
CER	CENTRE FOR ENVIRONMENTAL RISK Centre for Counselling Studies	RBS	RESEARCH AND BUSINESS SERVICES DIVISION (REGISTRY)
CHAP	CHAPLAINCY	REG	REGISTRAR AND SECRETARY'S OFFICE
CHE	SCHOOL OF CHEMISTRY	RES TUT	RESIDENT TUTORS
CRCF	CENTRE FOR RESEARCH ON THE CHILD AND FAMILY	RSD	RESIDENCES AND SERVICES DIVISION (REGISTRY)
CIMR	CENTRE FOR INTERDISCIPLINARY MATHEMATICAL	SCI	FACULTY OF SCIENCE
CIPP	CENTRE FOR INTERPROFESSIONAL PRACTICE	SCVA	SAINSBURY CENTRE FOR VISUAL ARTS
CLN	CLEANING SERVICES	SISJAC	SAINSBURY INSTITUTE FOR THE STUDY OF JAPANESE ARTS AND CULTURES
CMP	SCHOOL OF COMPUTING SCIENCES	SOMC	STRATEGIC OPERATIONS MANAGEMENT CENTRE
COMM	MARKETING AND COMMUNICATIONS DIVISION (REGISTRY)	SRU	SAINSBURY RESEARCH UNIT
CONF	UEA CONFERENCES	SSF	FACULTY OF SOCIAL SCIENCES
COUNS	UNIVERSITY COUNSELLING SERVICE	STU	UNION OF UEA STUDENTS
CRed	LOW CARBON INNOVATION CENTRE	SWK	SCHOOL OF SOCIAL WORK AND PSYCHOSOCIAL SCIENCES
CRU	CLIMATIC RESEARCH UNIT Centre for Culture Consumption and Choice	SYSCO	SYS CONSULTING LIMITED
CS	Centre for Research in Critical Thinking CENTRE FOR STATISTICS	TU	TRADES UNIONS
CSED	CENTRE FOR STAFF AND EDUCATIONAL DEVELOPMENT	TYN	TYNDALL CENTRE FOR CLIMATE CHANGE RESEARCH
CSERGE	CENTRE FOR SOCIAL AND ECONOMIC RESEARCH ON THE GLOBAL ENVIRONMENT	UDS	UNIVERSITY DENTAL SERVICE
DEV	SCHOOL OF DEVELOPMENT STUDIES	UHS	UNIVERSITY HEALTH SERVICE
DISP.OFF	DISCIPLINARY OFFICER	USS	UNIVERSITY SAFETY SERVICE
DOS	DEAN OF STUDENTS' OFFICE	WEATHERQUEST	WEATHERQUEST LIMITED
EABEC	EAST ANGLIAN BUSINESS ENVIRONMENT CLUB	ZICER	ZUCKERMAN INSTITUTE FOR CONNECTIVE ENVIRONMENTAL RESEARCH
EAFA	EAST ANGLIAN FILM ARCHIVE		
ECO	SCHOOL OF ECONOMICS		
EDU	SCHOOL OF EDUCATION AND LIFELONG LEARNING		
EMS	ENVIRONMENTAL MANAGEMENT SYSTEM CLUB		
ENV	SCHOOL OF ENVIRONMENTAL SCIENCES		
ESSE	EUROPEAN SOCIETY FOR THE STUDY OF ENGLISH ESTATES AND BUILDINGS DIVISION		
EST			
FIN	FINANCE DIVISION (REGISTRY)		
FTV	SCHOOL OF FILM AND TELEVISION STUDIES		
GSC	GRADUATE STUDENTS' CLUB		
HIS	SCHOOL OF HISTORY		
HIS-CEAS	CENTRE OF EAST ANGLIAN STUDIES		
HUM	FACULTY OF ARTS AND HUMANITIES		
IAS	INTERNAL AUDIT SERVICES (REGISTRY)		
IOH	FACULTY OF HEALTH		
ISD	INFORMATION SERVICES DIRECTORATE		
ITCS	INFORMATION TECHNOLOGY AND COMPUTING SERVICES		
IWA	INSTITUTE OF WORLD ARCHAEOLOGY		



- Faculty of Arts and Humanities (HAM)**
- A1 Language, Linguistics & Translation Studies (LUT)
  - A2 Centre for English Language & British Studies
  - A3 James Watt Language Centre
  - A4 American Studies (AMS), Film & Television Studies (FVS), Henry VIII, Literature & Creative Writing (LWC), Philosophy (PH), Political, Social & International Studies (PSIS), British Centre for Literary Translation, Centre of East Anglian Studies
  - A5 Music (MUS)
  - A6 WorldArt Studies & Musicology (WAM)
- Faculty of Health (FOH)**
- H1 Allied Health Professions (AHP), Queen's Building
  - H2 Medicine, Health Policy & Practice (MHPP)
  - H3 School of Nursing & Midwifery (NMW)
  - H4 Edith Cavell Building

- Faculty of Science (SO)**
- S1 Biological Sciences (BS)
  - S2 Chemistry (CHE) & Pharmacy (PH)
  - S3 Computing Science (CS)
  - S4 Environmental Sciences (EM)
  - S5 Mathematics, MTH & Computing Sciences (MPC)
  - S6 Climate Research Unit (CRU)
  - S7 Zuckerman Institute for Connected Environmental Research (ZICER)
  - S8 Stannard Research Centre (SRC)
- Faculty of Social Sciences (SSF)**
- A9 International Development (IDV)
  - A10 Economics (ECO)
  - F1 Education, Learning & Learning (EDL)
  - F2 Law, AML, East African Hall
  - F3 Norwich Business School (NBS)
  - F4 School of Social Work & Psychology (SWP), Elizabeth Fry Building

- Residences (RO)**
- R1 The University Wages
  - R2 Constable Terrace
  - R3 Norfolk Terrace
  - R4 Suffolk Terrace
  - R5 Suffolk Walk
  - R6 Nelson Court and Stashwell Lodge (guest suite)
  - R7 Common House
  - R8 Wilton Close
  - R9 Owl's Cove
  - R10 Batten House
  - R11 Batten House
  - R12 Mary House
  - R13 Red House
  - R14 Rows House

- Parking (P)**
- P1 Main Visitors' Car Park
  - P2 West Car Park (grant holders only)
  - P3 West Car Park (grant holders only)
  - P4 Motor/Patrol Holders Only Car Park
  - P5 Central Motor Car Park
  - P6 Stashwell Car Park (Stashwell users only)
  - P7 SCA Car Park (SCA visitors only)
  - P8 Backsiders Car Park (patrol units, Pay & Deploy)
- Vice-Chancellor's Office and Administration (V)**
- V1 Registry, Academic Division, Marketing & Communications, Council House, Finance, Human Resources, Post Services, Registrar & Secretary's Office, Research, Enterprise & Engagement, Residences & Services, Vice-Chancellor's Office, Visitor Reception
  - V2 Congregation Hall, Incumbent, International & Outreach Office

- Campus Services (C)**
- C1 Conference Office
  - C2 Sportspark
  - C3 IT & Computing Services (ICS)
  - C4 Lecture Theatre
  - C5 Postrooms
  - C6 Chequary
  - C7 Library, Audio Visual Services
  - C8 Dean of Students' Office (DSO)
  - C9 Counselling Service
  - C10 Careers Centre
  - C11 The Shop
  - C12 Waterfront Building
  - C13 NetWest Bank, Barclays Bank
  - C14 Post Office, Hays Shop
  - C15 Accommodation Office
  - C16 Union Food Outlet, Larderette
  - C17 Cold Brew Coffee Shop

- C17 Union House Travel Shop
- C18 The Hive/LOC, Employability, Job Shop
- C19 Student Union/Amika Centre
- C20 Union Bars
- C21 LEA Studio
- C22 Prayer Hall
- C23 INTO
- C24 University Medical Centre
- C25 University Centre, LEA Nursery
- C26 Larderette, Pharmacy
- C27 Security Lodge
- C28 Estates & Buildings (EB)
- C29 Baskerville Building
- C30 Faculty of Social Sciences
- C31 CUE East, Learning Room