Faculty of Arts and Humanities

School of Humanities

Academic Centre for International Students (ACIS) Programmes

Handbook Information

2018-19
# Faculty of Arts and Humanities and International Centre Programmes Handbook

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**APPENDIX 1**

**APPENDIX 2**
Dear Student

On behalf of all staff in the Faculty of Arts and Humanities I would like to welcome you to your programme of study. We are delighted that you have chosen to undertake your education at the University of Southampton and hope that you will enjoy your programme and your time as a student. The next few years will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals. Your programme involves learning experiences in a variety of environments where academics work in partnership with professional service colleagues to facilitate your learning, providing advice, guidance and direction. As a student in the Faculty and at the University of Southampton, you will be encouraged to participate in improving the student experience and your views and comments will be valued and welcomed.

I would like to take this opportunity to wish you every success with your studies.

Professor Paul Whittaker
Dean

Faculty of Arts and Humanities
1. GENERAL INFORMATION

Disclaimer
This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session. This handbook is available in alternative formats on request.

Additional University information online 2018-19
For further information on the services and support facilities available to students at the University of Southampton, please access these via SUSSED and clicking on the Students tab.

Faculty resource available to help you
The information contained within your programme handbook is designed to provide key information applicable to you and your programme during the 2018-19 academic year. It will complement the University’s Student Online and Discipline Handbooks. You can access the University’s Student Handbook by logging on to SUSSED, using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are registered with us. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

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<td>Faculty staff information</td>
<td><a href="http://www.southampton.ac.uk/humanities/contact.page">http://www.southampton.ac.uk/humanities/contact.page</a></td>
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<td>School staff information</td>
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<td></td>
<td>To find links to broad generic descriptions of the programmes and modules, follow links to your programme via the link below: <a href="http://www.southampton.ac.uk/humanities/undergraduate/courses/our_courses.page">http://www.southampton.ac.uk/humanities/undergraduate/courses/our_courses.page</a></td>
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<td>Academic Integrity</td>
<td>Statement for Students: <a href="http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html">http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html</a></td>
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<td>Blackboard</td>
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<td>Library</td>
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<td>Programme regulations</td>
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<td>Study skills support</td>
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Glossary of Common Terms

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<th>Term</th>
<th>Description</th>
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<tr>
<td><strong>Academic Integrity</strong></td>
<td>The regulations governing academic issues such as cheating or plagiarism. The regulations can be found online at <a href="http://www.calendar.soton.ac.uk/sectionIV/academic-integ-regs.html">http://www.calendar.soton.ac.uk/sectionIV/academic-integ-regs.html</a></td>
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<td><strong>Assessment Weightings</strong></td>
<td>A module can be made up of several elements of assessment, each contributing a percentage to your mark for the module (i.e. coursework at 40% and exam at 60%). This will vary by module and will be clearly indicated in the module information provided to you.</td>
</tr>
<tr>
<td><strong>Blackboard</strong></td>
<td>The portal for students to access module materials and lecture information. Blackboard is a kind of virtual learning environment and each module you take will have its own Blackboard site.</td>
</tr>
<tr>
<td><strong>Compulsory Module</strong></td>
<td>A module which you are required to take.</td>
</tr>
<tr>
<td><strong>Core Module</strong></td>
<td>A module which you are required to pass.</td>
</tr>
<tr>
<td><strong>Deferral</strong></td>
<td>Normally offered to students who have Special Considerations, you may be permitted to defer an exam to the referral period in the summer or to the following year.</td>
</tr>
<tr>
<td><strong>Module Code</strong></td>
<td>The code assigned to a module i.e. HIST1010.</td>
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<tr>
<td><strong>Optional Module</strong></td>
<td>A module of your choice, identified within your programme structure.</td>
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<td><strong>Pass Mark</strong></td>
<td>The pass mark for your modules will be determined by the Programme Specification and the specific module information provided for you separately.</td>
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<td><strong>Programme Title</strong></td>
<td>The title of your degree programme, e.g. International Foundation Programme</td>
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<td><strong>Progression</strong></td>
<td>To be able to progress from one level of study to the next: this means meeting all the progression requirements. Progression regulations can be found at: <a href="http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html">http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html</a></td>
</tr>
<tr>
<td><strong>Referral</strong></td>
<td>Within the constraints of the University's progression regulations, if you fail a module that prevents you progressing to the next year of study, you will be referred in that module, which means that you will undergo some kind of re-assessment. Referral assessments take place in late August/early September (often known as the Supplementary period).</td>
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<tr>
<td><strong>Repeat</strong></td>
<td>If you fail at the referral stage and still cannot progress to the next year of study, you may repeat (normally) the whole year. All of your previous marks are deleted and only your new marks are recorded.</td>
</tr>
<tr>
<td><strong>Special Considerations</strong></td>
<td>If your studies have been affected by illness or other personal matters, a Special Considerations form should be submitted to the Student Office. Submitting the form alerts us to any problems you are having, so you need to do so as soon as you can.</td>
</tr>
<tr>
<td><strong>Fail</strong></td>
<td>Undergraduate programmes: Any mark below 25. Even if a module is an option and, therefore, not a module you are strictly required to pass, you will be referred if your mark is below 25. Postgraduate taught programmes: Any mark below 25. Even if a module is an option and, therefore, not a module you are strictly required to pass, you will be referred if your mark is below 25.</td>
</tr>
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</table>
Enrolment
This takes place online (for new and continuing students) and you will have received information about this prior to your arrival at the University for the new academic year.

The enrolment tab can be accessed by logging on to SUSSED using your username and password, then clicking onto the Students tab.

You may also find it helpful to look at the Faculty of Humanities website which provides a range of information for incoming students.

1.1 Student Offices
The Humanities Student Office
(Avenue campus,) is located at the end of the south corridor in room 1121
Telephone – 023 8059 2206 (Internal 22206)
Student Office Email – sofh@soton.ac.uk
Modern Languages- modlang@soton.ac.uk
Archaeology and History- archhist@soton.ac.uk
Film and Philosophy- efphums@soton.ac.uk
English- englhums@soton.ac.uk
International Centre- ACIS-Students@soton.ac.uk

The Humanities Student Office – Building 2 (Music)
(Highfield Campus), is located in room 2/2011
Telephone – 023 8059 5872
Office Opening Hours (both) - Monday to Friday, 9am to 5pm
General Email Address – musicbox@soton.ac.uk

For all students, these offices are your first port of call for most of your administrative queries or problems. Staff will try to answer any queries you may have, including questions about fees and accommodation, but the role of these offices is primarily to do with academic issues and questions relating specifically to the Faculty of Humanities (including submission of medical certificates and evidence of extenuating circumstances). These offices process assessed work, and deal with transcripts, exam results, bank letters and other letters to confirm student status.

All staff will be able to help you with most of your enquiries; however if you have specific queries about your degree programme you should be directed in the first instance to your module advisor, your tutor or the Director of the International Centre.

The University has eight faculties. Each faculty has several academic groups in which specific disciplines are studied. The International Centre is situated in the Faculty of Humanities.

Although the Faculty of Humanities is based in Building 65 (Avenue Campus) some classes will be on the main Highfield Campus- map

Your timetable
The University timetable is 09.00 – 18.00. Classes are 45 minutes long (or 90 minutes if it is a double class). The first period starts at 9:00am and finishes at 9:45, the second at 10:00, finishing at 10:45 and so on until the last period which starts at 17:00 and finishes at 17:45.
You are expected to arrive in time for your classes. Please make sure you are seated in the classroom or lecture theatre ready before the class is scheduled to begin. Tutors will record students who arrive late for a class in the register. Tutors may refuse to allow students to join a class if they arrive 10 minutes after the class started.

All your classes will be held either on the Highfield Campus (often called the Main Campus) or the Avenue Campus. The Avenue Campus is shown on maps as Building 65. It is about 10 minutes’ walk away from the Highfield Campus.
Timetables show the location of classes with the building number followed by the room number. For example: 65/2117 (Building 65, room 2117) or 2/LTA (Building 2, Lecture Theatre A).

Your timetable will be shown on SUSSED (see page 8)

**Essential dates**
You can find a full list of the academic term dates for 2018-19.

**1.2 How we keep in touch with you**

*Email*
We will use your University email account to contact you when necessary. We will **not** use any other email accounts or social networking sites. Check your University email account regularly and do not let your inbox exceed your storage limit. Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Please note that in some disciplines the use of module mailing lists is also undertaken in addition to Blackboard, which will be used by tutors and students to communicate, and should be treated as an open forum to discuss ideas about the module. As members of your discipline staff are on every list, they will be monitored for misuse (such as abusive language or “flaming”), and any perpetrators will be removed from the list. You are bound by University regulations regarding use and misuse of computing facilities.

*Written Correspondence*
Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. Neither the University nor the Faculty will be held accountable if you receive important information late because you failed to update your student record.

*Use of Social Networking Sites*
We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to disciplinary action within the scope of the University's Regulations.

**1.3 Confirmation of your student enrolment status**

The Student Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least 48 hours’ notice of your requirements (longer at peak times such as at enrolment or during the examination periods). Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information.

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 11 ‘Transcripts, Certificates and Award Letters’ within the fees section of the University Calendar for a list.

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information.

**2. SUPPORTING YOU THROUGH YOUR STUDIES**

**2.1 Supporting students with disabilities, mental health conditions or specific learning difficulties**
Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. Our expert team can provide advice and support relating to your studies, both while you are preparing for University and throughout your time here. [http://www.southampton.ac.uk/edusupport/index.page](http://www.southampton.ac.uk/edusupport/index.page)

Contact details can be found here: [http://www.southampton.ac.uk/edusupport/contact.page](http://www.southampton.ac.uk/edusupport/contact.page)

### 2.2 The role of your personal academic tutor (PAT) and other key academic staff

A member of academic staff in your programme team will be assigned to act as your PAT. He/she can offer general academic guidance, such as help to improve your study skills.

Your personal academic tutor will not necessarily be involved in lectures or seminars that you will attend but he/she will oversee your scheme of work and may be asked to report on your work and progress. You should consult your personal academic tutor for advice and information on all matters connected both with your programme of study (e.g. module selection, study methods, and with University life generally).

Your personal academic tutor’s role is primarily an academic one, to provide advice on choice of modules and on your examination performance, and so on. If you are experiencing any difficulties that you feel may affect your academic performance you should raise these with your PAT as soon as they occur. It is vital that you do not wait until after examination results have been announced to raise any difficulties you are experiencing.

Normally you would expect to have the same PAT throughout your programme of study. Your PAT will normally be the person who writes you a reference at the end of your degree programme, so it is in your interests to see him/her at key points in the academic year. Your PAT will advise you on the best method to make an appointment.

If you have questions about specific module material, you should consult the module co-ordinator.

### Provision of academic references

Your PAT will be able to provide a reference for you. However, it is important to ask their permission before giving his/her name as a referee. You may find it helpful, therefore, to provide your potential referee with some detailed information about yourself in the form of a CV or a personal information sheet.

### Discipline pastoral support

If you experience significant difficulties with your work, lapses in attendance or personal/health problems during your course you may be referred by your PAT or seminar tutor to the Departmental and/or School Senior Tutor.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACIS</td>
<td>Wendy Jones</td>
<td>023 8059 7514</td>
<td><a href="mailto:W.J.Jones@soton.ac.uk">W.J.Jones@soton.ac.uk</a></td>
</tr>
</tbody>
</table>

You should also seek their advice if your other tutor(s) are not available and any crisis occurs, especially at the time of coursework deadlines. They work closely with the Senior Tutor, Mrs Julia Kelly to support students who need to apply for special considerations and can explain the policy to you if you have any questions or concerns about it. They will, with the support of the Student Office, be present for monitoring the late form process. Along with the personal academic tutors, they can point you in the direction of support that is available at the University if you experience any problems during your course.

### The role of the senior tutor

The School of Humanities has one School Senior Tutor who is responsible for coordination of the pastoral support available to students (undergraduate and postgraduate) and liaising with the services provided by the central university. Julia Kelly is based in office 3046 on the Avenue Campus. She can be contacted by emailing J.A.Kelly@soton.ac.uk or telephoning extension 23942 (023 8059 3942 if calling externally). The Senior Tutor is supported by Jane Tibbit who is based in the Student Office at Avenue campus and can be emailed at sofh@soton.ac.uk, extension number 22206 (023 8059 2206).
You can make an appointment directly with the senior tutor if you would like to speak to someone confidentially regarding any difficulties you may be experiencing that are impacting on your studies. They can inform you about the various support services that the university has available and make appropriate referrals.

The School Senior Tutor is supported in departments by departmental Senior Tutors and Personal Academic Tutors, who may also recommend that you contact the School Senior Tutor to make them aware of any serious problems affecting your course. The Senior Tutor works closely with Enabling Services to support students with pre-existing medical conditions or specific learning difficulties. You should speak to the Senior Tutor if you are considering suspending your studies for any reason and you will be expected to meet with them following any extended period of absence from the university. Mrs Kelly can advise you on the procedures and regulations regarding special considerations for the School if you are thinking of applying for them and will oversee the process at the exam boards.

2.3 Humanities Peer Mentoring Scheme

University of Southampton faculties and societies provide new undergraduate students with opportunities to liaise with current students who are able to offer advice and guidance based on their own experience as they adjust to living and learning at the University. Some of these opportunities are described as student buddying, family or peer mentoring schemes.

The Humanities Peer Mentoring Scheme, run by Mission Employable, sees first year students put into groups of between 8 and 15 (depending on the size of the year group) and given a pair of Peer Mentors who are students from senior years and in most cases from the same discipline. The Peer Mentors meet their mentees in Freshers’ Week (Week 0) and then again fortnightly throughout the first semester with the meetings covering a range of topics, from the work-life balance to finding housing in future years. The aim of the scheme, therefore, is for the more experienced students to help the new students make that transition from school/college to university life, settle in well to the new environment and make the most of the opportunities available.

The role of the Peer Mentors is to enhance existing support systems and not to replace them. They will use their own experience to help their mentees overcome many of the common challenges new students may face. If the problem is more serious, then their role will be to encourage the new students to go to the correct support service. If in doubt, Mentor Officers and the Peer Mentoring Coordinator are on hand to help out. Our Mentor Officers are Student Society representatives who have responsibility for the mentors within their department. Peer Mentor Officers report to the School Peer Mentoring Coordinator and benefit from additional training relevant to role.

2.4 What to do if you are ill

It is important that your doctor (as well as your advisor) is immediately informed of any illness that is likely to affect your studies. If appropriate your GP may inform your advisor that you are experiencing some health difficulties that may affect your academic performance. This will be done with your consent and you may wish the details of your illness to be withheld from your advisor, although you should think carefully about this (your advisor will, in any case, respect your privacy). More information can be found in the General Regulations - Attendance and Completion of Programme Requirements.

On the first day of illness you should email or telephone the Student Office to advise them of your absence, see part one for contact details.

If you believe that illness or other circumstances have adversely affected your academic performance, this is known as Special Considerations. If you wish for these to be considered by the School you must complete a Special Considerations form. It is important that you submit this to your School in a timely manner and prior to the Board of Examiners. All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (although self-certification will not be regarded as evidence in relation to your examination performance) or a statement from your tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the School’s Special Considerations board which meets at the end of each semester and just prior to the referral examination board. The Student Office will contact you via your University email account to let you know once approval has been made.

Full details of the University’s policy on Special Considerations can be found at: [http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html](http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html)
2.5 **External factors affecting your attendance or performance in your studies**

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your tutor or to the Student Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

A special considerations process is in place to ensure that you are not penalised for genuine difficulties affecting you. Submitting such a request, together with supporting documentation, will enable the Exam Board to consider the issue and its effect on your studies and performance. Guidance on the special considerations policy and the procedures to follow are available from the Student Office.

**Fitness to Study**

The Fitness to Study policy applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others. The Fitness to Study policy can be accessed through the following link: http://www.calendar.soton.ac.uk/sectionIV/fitness-study.html

**Suspending your studies**

Should you feel that you need to take some time out from your studies, known as interrupting your studies, you should first discuss this with your tutor. A Suspension Request form should be obtained, completed and returned to the Student Office. Please note that, if you wish, you can suspend your studies in order to undertake an internship or period of industrial training outside of normal vacation time.

**Withdrawing from your programme**

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. You are also advised to discuss your decision with your Tutor or Director of Programmes. Further information can be found in the General Regulations - Transfer, Suspension, Withdrawal and Termination

2.6 **Special Considerations**

The School follows the University regulations for special considerations.

3. **YOUR SAFETY**

3.1 **Faculty health and safety policy**

The policy of this Faculty is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and students. To this end information, training and supervision is provided as necessary.

It is also your responsibility as an individual that you work in a safe manner to ensure not only your own safety but to ensure the safety of others in the Faculty and University.

Full details of the University’s Health and Safety policy can be found here.

*Observe good health and safety practice at all times. For example, do not congregate on the stairs and cause an obstruction, do not leave bags blocking corridors, do not use laptops in a way where their wires can cause a trip hazard, and do not smoke while on the premises, including e-cigarettes.*

**Fire alarm testing**

The fire alarm test day at Avenue campus is on a Monday afternoon and in Building 2 on a Tuesday morning. if the fire alarm sounds for longer than 20 seconds at any time you should leave the building immediately using the nearest emergency exit point.
Action in the event of a fire
In the event of the fire alarm being raised persons should exit the building as quickly as possible and assemble at the far corner of the car park to the South-East of Avenue campus buildings (opposite side from the road), or for other campuses, as indicated on notices in your particular work area. Do not spend time collecting personal belongings such as coats and bags – ensure that you leave the building as quickly as possible. Do not use lifts and do not return to the building unless you are told to do so.

The person raising the alarm should ensure that the Fire Brigade are summoned by either reporting to someone in authority or asking them to do so, or by dialling 91-999 from an internal telephone remote from where the alarms are sounding. Following this, the University Central Control Centre (CCR) should be alerted by dialling 3311 – from an internal phone or 02380 593311 from a mobile.

Floor plans of all sites indicating fire alarm call points, fire exits and fire extinguishers are available for inspection from the Faculty Safety Officer at Avenue campus.

Fire extinguishing equipment is provided in all buildings but should only be used by those trained in its use. Members of staff and PhD students are encouraged to attend a training session in the use of fire extinguishing equipment (organised by the University Safety Office) at least once every three years.

Accidents
In the event of illness or an accident causing injury, you should contact a First Aider in the Faculty and the First Aider will decide on appropriate treatment and further action, if necessary. Names of current First Aiders in the Faculty are displayed in all public areas of the Faculty at all sites.

All incidents (work-related injury, dangerous occurrence, near miss or ill health) should be recorded online which can be accessed through the first aid icon on the home page of Sussed. It is important that all incidents are recorded, especially so that action can be taken to prevent future incidents.

Personal safety on campus
Please refer to the University’s security website. If you are concerned about your personal safety on campus. Crimes can be reported to the 24 Hour Control Centre at all times by dialling 3311 – from an internal phone or 02380 593311 from a mobile. Or directly to Security on extension tel. 22828 during normal working hours.

3.2 Access to buildings

Avenue and Building 2 (Music)
Access to Avenue campus and building 2 is linked to the University Access Control system, whereby entry and exit to buildings 65, 65a, 65b and 2 is by means of a current ID card. Access is restricted to users with the Faculty of Arts and Humanities, the only exceptions being those named individuals for who authorisation has been obtained the access card system starts at 6pm and run through the night until 8am in the morning and is working all weekends and bank holidays.

Out of hour’s policy
The purpose of the policy is to ensure the safety and security of individuals who need to work outside of normal working hours. In order to achieve this, anyone in a University building between 11 pm and 6 am must have permission from the Head of School of Humanities, (11 pm and 7.30 am Avenue campus). The permission must be properly registered with the University’s Central Control Centre beforehand. In giving permission, it will be the responsibility of the Head of School to assess whether the safety and security risks for the individual are properly covered. It is expected that the granting of access will only be made in very exceptional circumstances.

Further information on the out of hour’s policy can be found at: Out of Hours Policy

Children
The Faculty buildings have not been designed to be a safe environment for unsupervised children and for this reason, children under 16 must be under the immediate and close supervision of a responsible adult at all times. Special care should be taken on, and adjacent to, stairs, and on balconies.
4 YOUR ACADEMIC PROGRAMME

4.1 The academic year and the programme structure
The structure and modular content provided within the programme specification is specific to your own programme. The taught components of the programme are delivered in modular form and run over two semesters. The teaching weeks are followed by a two to three week examination period. The semesters overlap the traditional three term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory or optional. The definitions of the first two are provided in the General Regulations- Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes. Your student record will automatically record core and compulsory modules and these must be completed in accordance with the requirements applicable to your programme. Most programmes will have a number of optional modules. If applicable you will need to select a certain number of optional modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

4.2 Registration and amendment to optional modules
You can view the most up to date version of the programme specification by accessing the Unistats website or on Blackboard.

When choosing your options, you are strongly advised to ensure that you have a similar total number of modules in Semester 1 and Semester 2, to maintain a balanced work load throughout the year. Once you have registered your options, it is possible for you make changes but there are restrictions. The substitution of modules is not allowed (i.e. you cannot take an extra module in semester 2 to replace a semester 1 module in which you failed to perform well).

You may request a change to your optional module choice up to the end of week 2 in each semester. You should complete a Change of Module form to specify your request (forms can be obtained from the Student Office). If your optional module choices clash in your timetable, then you will need to amend your optional choice accordingly by contacting the Student Office immediately.

You should regularly check your online student record for details of your registered modules. This is particularly important after you have made any changes and will help to maintain the accuracy of your student record. It will also save time and confusion during the examination period.

4.3 Attendance
All full-time students are required to attend University for the duration of their programme each year, and to attend for such additional periods of study as may be required by the regulations of the programme of study that you are enrolled. The University Attendance regulations are available from the University Calendar.

In the School of Humanities, regulation on attendance is as follows:

1. If you have to miss a lecture or seminar for a good reason, such as a job interview, let your tutor(s) know in advance if possible, and find out about the necessary preparation for the following week. If you miss a class through illness, please let your tutor know as soon as you are able (see section 2.4 on reporting illness).

2. Module tutors will report all repeated absences to the Director of Programmes and Student Office. If you have missed more than one class in any module without offering an adequate explanation for your absence, you will receive a formal written warning, and will be required to meet the Director of Programmes or your Tutor to discuss your unsatisfactory attendance record.

4.4 Additional Costs
Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, reports and dissertations as are required to fulfil the academic requirements for each programme of study. Costs that students registered for programmes typically have to pay for are included in Appendix 1.
In some cases you’ll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. Please also ensure you read the section on additional costs in the University’s Fees, Charges and Expenses Regulations in the University Calendar.

4.5 Faculty Exchanges / Placement Programmes
The School/Faculty operates a number of exchange and placement programmes, notably the Year Abroad for Modern Languages. Study Abroad

For details on the other exchanges and placements available you should speak directly with your discipline or contact the Student Office.

For details on Year In Employment please see section 8.3 below and link to website.

4.6 Combined and Joint Honours Programmes

Combined Honours degrees generally expect a 50:50 division of modules between two disciplines while Joint Honours programmes often allow the balance of subjects to vary up to 75:25 either way, allowing you to concentrate more on one or other subject as you progress.

Combined and Joint Honours programmes offer you a fantastic opportunity to broaden your range of skills, learning and making connections between two related subject areas, but you will also face challenges working within two different subject's cultures. These challenges are greater if your Programme of Study also spans two different Faculties as you will also have to deal with two administrative as well as academic units. Joint and Combined programmes set detailed requirements and rules for choosing option modules or dissertations which will differ from Single Honours programmes, so you should ensure you are familiar with the Programme Specification for your particular Combined or Joint honours programme of study.

To help you, each Joint or Combined honours programme will have a Liaison Tutor, an academic whose responsibility it is to deal with communication between your two subject areas and to advise on issues relating to your programme of study. Where there are many related programmes (such as degrees that are offered with a language) a single Liaison Tutor may be responsible for a group of combined or joint honours programmes.

One of the most significant challenges you will face is completing assessed work for different academic units. The expectations and requirements for assessments can vary between disciplines in several ways, including:

- The conventions and styles of referencing and citation may differ between subjects even within the same School/Faculty. You should consult BOTH of your discipline’s Student Handbooks and ensure you are using the correct guidance for the assessment you are completing;
- The ‘typical’ word-length requirements of (for example) essays may differ between your subjects. You should make sure you carefully read the rubric for each assessment and, if you in any doubt, you should ask the Module Leader to clarify;
- If your subjects are in different Faculties then the procedure for submitting your work may also be different. You should make sure you are familiar with the procedures and rules that are used by each of the Student Offices;
- Deadline clashes may be more common for Combined and Joint honours students, so you should take care to plan your work timetable;
- The processes for choosing your options modules may be more complex than for Single Honours students. You should discuss your module choices with your Personal Academic Tutor in advance.

5 FACULTY TEACHING AND LEARNING SKILLS

Teaching Environment
Teaching and learning are informed through a culture of investigation and enquiry, and sustained by continuous familiarity with original research. On this basis the Faculty has taken steps to provide a suitable environment that allows undergraduate students to build skills.

5.1 Time management
It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to; otherwise marks will be deducted via the imposition of a late submission penalty. However, the framework of
when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module co-ordinator or programme director. This knowledge will allow you to plan your life based on how you know you work best. Effective use of your time will allow you to perform well on your course and to enjoy student life. One of the work-place skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss them with your personal advisor.

5.2 Lectures
A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the lecture. Each lecturer will present material using either handouts or require you to make your own notes. Taking notes in lectures in a form that you find most useful is an important part of the learning process. Lectures provide a framework and starting point for you to develop your own understanding through extensive further reading and / or practice. It is essential that you use the recommended reading and the assistance of teaching staff during tutorials to gain further understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module co-ordinator. Please note that academic staff is not obliged to make the texts of their lectures available to students.

5.3 Use of electronic recording devices or mobile phones in lectures or classes
Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use a lap-top computer to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a health condition for which additional support is needed, you may, following assessment by the University’s educational support services, make appropriate arrangements with staff for recording lectures.

5.4 Tutorial/Supervisions
Group tutorials/supervisory sessions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

5.5 Independent or Self-learning
Independent study or self-directed learning involves using libraries, data retrieval systems, internet, etc., or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules - past and present - and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

5.6 Key skills
Key skills are those skills which can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. More can be found on the Academic Skills pages of the library website.

5.7 Academic Integrity: the University Policy
As a member of a ‘learning community’ you will be expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect (with both university staff and fellow students) throughout your degree. Developing skills in presenting well supported and referenced work is a significant part of students’ work at University. As a student, working in accordance with standards of academic integrity means you are open, honest and must give due regard and recognition to the sources and resources which have informed the development of your learning as you progress through your degree programme and achieve success in your studies. You will be given support and advice by your
course tutors and from your tutor about standards of good academic practice: from referencing conventions, through feedback on written work and advice on copyright. You are expected to take responsibility for the honesty and integrity of your academic work and will have to declare that you are aware of the requirements for good academic practice and the potential penalties for any breach when you submit your coursework. The University takes any breaches of academic integrity (such as plagiarism, cheating, recycling of your or another students work, or falsification of research) extremely seriously and any evidence of such can result in the termination of your programme.

We take academic integrity very seriously. You must familiarise yourself with the University's Academic Integrity Regulations.

Which include the Academic Integrity Statement by which all students are bound.

We are aware that students may have experienced differing standards at other non UK institutions but it is essential that you take steps to ensure your full understanding of the standards expected at Southampton as significant penalties can be imposed if these are breached.

If it is suspected that you have not worked with academic integrity an investigation will be conducted within the University’s defined procedures.

If you are found to have followed one of these practices there are a range of penalties which may be applied. These penalties will always affect the mark you receive for the piece of work in question, and the most serious cases could lead to a reduction in degree classification or even termination of programme. Any breaches may also impact on any future references we may be asked to provide.

You are strongly advised to read these regulations before you submit your first assignment.

5.8 School/Faculty policy on referencing
You should consult your discipline handbooks for full details on the method of referencing you should use in your work, further details can also be found through the University library website link below:
Library Information Skills

6 ASSESSMENT AND EXAMINATIONS

6.1 Coursework assessment and submission
A number of modules include coursework assignments as part of the assessment. Coursework can often occupy a large amount of time. It is worth noting that getting a few extra marks on an assignment may not justify the extra time spent. Conversely, students who forget or do not bother to hand in work can make it very difficult for themselves to achieve their full academic potential.

All essays must be submitted electronically unless you are advised otherwise by your module tutor.

a) All essays must be word-processed or typed. Word-processing facilities are available at both the Avenue and the Highfield campuses. Instruction in using University computers is available from iSolutions.

b) Use 11 or 12 point font size only, use double or at least 1½ line spacing; leave a margin of at least an inch on both sides for tutor’s remarks.

c) The electronic copy of your assignments must be submitted by 4pm on the due date. It is your responsibility to ensure that you allow yourself enough time to submit all your essays and that you work out the relatively simple e-submission process. For guidance click on eAssignment Instructions

d) You must submit your assessed essays electronically via eAssignment and do not need to submit printed copies of your essays or dissertations, with the exception of MA dissertations where a hard copy is required. Please note that essays or dissertations submitted as email attachments will NOT be accepted.

e) In order to submit an assignment, you need to go to eAssignment
f) Your whole electronic assignment (essay, footnotes, bibliography) must be in a SINGLE electronic document. It must be formatted according to regulations in the discipline handbook. Please make sure that you copy the essay question you are answering, include your student number and paginate your essay. Do NOT include your name on your essay.

g) Your electronic copy must be submitted if possible in WORD format. If this is not possible, we will accept electronic submissions in these other formats: Text, Postscript, PDF, HTML, RTF.

h) Please note that essays will be submitted to the ‘Turnitin’ plagiarism-detection software and a copy will be deposited in its repository.

i) All disciplines follow a system of anonymous marking of essays. The University encourages this practice, which ensures that the student’s identity is not known to the first marker of the essay, and therefore any personal bias with respect to that student by the marker is avoided.

j) If you run into difficulties with the submission process, you should contact iSolutions at: serviceline@soton.ac.uk and not the module’s coordinator. Problems with e-submission will not be accepted as reasons for lateness unless the problem has been reported to, and confirmed by, iSolutions (via Serviceline). You are strongly advised to save a copy of your work to your own disk space before submitting it.

k) Receipts: - when you submit your essay an electronic email receipt will automatically be sent to your University email address so make sure you follow closely the directions given in your module outline or by the Student Office, where you will submit work. The regulation is that a receipt is offered where the piece of work constitutes “more than 15% of the overall module mark”. You will be handing in essays/assignments of various lengths and different proportions of the overall module mark.

6.2 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late. Please ensure you have read the relevant section in the University Student Handbook website and familiarised yourself with this policy before your first assignment is due.

If for any reason you do not complete your essay by the deadline

You will still be required to submit your late electronic essay through eAssignment. Late penalties will apply as usual, unless there are extenuating circumstances. If there are, you will need to complete a Late Submission form stating the reasons and attaching any relevant medical certificates (see below). This must be submitted to the Student Office for attaching to your electronic essay. The Special Cases Committee will meet to decide what penalties (if any) should be imposed.

The University has a uniform policy for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark. Penalties will be applied to work submitted after the 4 pm deadline on the relevant date – please see the University Policy on Late Submission Penalties for further information:

Details on the University’s General Information and Regulations can be found here:
http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

Over Length Work

In response to student demand for greater clarity, a consistent approach towards over length work has been adopted across the School. Please refer to the School of Humanities handbook.

Your individual module co-ordinators will provide further details via their Blackboard sites. This approach to over length work does not apply if a piece of work has no word limit, however, you should attend to any length guidance given by your module co-ordinators.

6.3 Late Submission of coursework- Extensions

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late. The University has a uniform policy for the late submission.

See paragraph 6.2 above.

The University’s Regulations for Special Considerations and Extension Requests can be found here
http://www.southampton.ac.uk/quality/assessment/special_considerations.page
Guidance, which should be read in conjunction with these regulations, can be found here: Special Considerations and Extensions

6.4 Examination preparation (also see Appendix 2)
You will know yourself how best you prepare for examinations. It is always worth remembering that the sooner you start your preparation the better and that one of the aims of each module is to help you prepare for the examination. Make sure that you have a complete set of notes; that you understand their content; that you can apply the material by solving the example sheet questions; and that you have practiced questions from past papers under examination time constraints. The University’s online archive of previously set examination papers is available to assist with your learning and preparation for forthcoming examinations.

Past Exam Papers are available via the library.

Remember that if you get into difficulty during your revision process on a particular subject ask someone to help you. This may be either one of the lecturers or teaching assistants on the module.

6.5 Examinations
The dates of University examination periods are published annually on the exam timetables web page.

6.6 Illegible exam scripts
If your examination script is considered illegible, the Illegible Examination Scripts Policy will be instigated. You will be asked to come in to dictate your script so that it can be transcribed. The costs associated with producing the transcript will fall to you and will be charged at £10.00 per hour. If you refuse to attend, you may be awarded a mark of zero (0).

6.7 Coursework and examination feedback
Feedback comes in many forms and you must learn to recognise the merits of all of these. The Student Feedback Policy provides an overview of formal feedback.

Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to. Informal feedback is just as important and comes in the form of individual chats with your advisor, module leaders or project supervisors, or group meetings with academics after a lecture or practical session. Also tests and quizzes on Blackboard, which are available for several modules, can provide valuable feedback on how you are progressing.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the examination board. This feedback will typically be returned within 20 working days following your submission, however within Humanities the turnaround of marking is usually within 10 – 15 working days. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

Where appropriate, for example with smaller problem solving exercises like calculations, the lecturer will decide if feedback should be given individually, or reported back to the whole group. You are, however always free to ask the lecturer personally how you are progressing.

6.8 Access to coursework and examination scripts
Coursework
Coursework will be retained by the Student Office for a period of one month after marking, if you wish to collect your work you should do so as soon as it is available, any unclaimed work after this period may not be retained.

Examination scripts
You may if you wish ask to inspect your completed examination scripts, there is a procedure that will need to be followed and you should contact the Student Office for details. You are only permitted to view an examination script to enable you to see how you can improve your future performance and no mark or other annotation on the script is negotiable or open to alteration. The absence of annotation on a script does not mean that it has not been marked.
Scaling of Work

Occasionally, systematic issues arise in marking; for example, there may be differences noted among markers that require adjustment to bring them in line with one another, the level of difficulty of different exam questions, or anomalous variations in performance between different groups of students taking the same module. Each module is subject to a moderation process designed to identify any such issues, and further review by the relevant External Examiner. Where potential issues are identified, the module lead will review the evidence and recommend appropriate action such as re-marking using the same or a different marking scheme, re-weighting components or sub-components, or scaling the assessment component or module marks. Any adjustments to marks will be made according to the principles and practices identified in the University's double-blind marking and moderation and scaling policy/policies, which include discussion with the External Examiner and approval by the responsible Board of Examiners to confirm that the resulting marks conform to University and national standards. As determining appropriate standards is a matter of academic judgment, these decisions are not subject to academic appeal. Where marks are adjusted, affected students will be notified of both the rationale and the process applied.

6.9 Release of results

Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners. More information can be found in the Release of Marks procedure.

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at repeat or referral attempt.

6.10 Final assessment

At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your programme regulations. If you satisfy the academic standards necessary, the examination board will recommend you for award.

7 STAFF STUDENT LIAISON: GETTING YOUR VOICE HEARD

Staff-Student liaison committees (SSLC) have representatives from across each programme. These committees have the role of monitoring the organisation and management of the student programmes, to note any difficulties that students may be encountering, and to take advice about ways of improving the programmes.

Through the Students’ Union you will be invited to elect your School/Faculty representatives (School/Faculty Leaders, Academic Presidents and Course Representatives) who co-ordinate the student voice on Faculty committees to enable your voice to be heard.

The SSLC also enables student representatives to review and feedback on the external examiners reports and responses. Outside of these meetings if students wish to see these reports they should contact the Faculty Curriculum and Quality Team fah-cqa@soton.ac.uk.

7.1 Module reports

Your feedback to module surveys will be reflected upon by the module leader and will be included in the Module Report. Modules reports are available via SUSSED under the ‘programme specific information’ tab.

7.2 Module Survey

The School/Faculty aims to consult with and to provide opportunities for all students and staff to make their views known. You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken.

8 CAREERS AND EMPLOYABILITY

The Careers and Employability Service provides support to students at all levels of study and has a range of opportunities on offer. We provide drop-in advice, 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:
8.1 **Excel Southampton Internships**  
The Excel Southampton Internship Programme offers paid internships which enhance your CV, expand your network and open graduate recruitment opportunities.

8.2 **Business Innovation Programme**  
The Business Innovation Programme provides an opportunity to develop your business acumen, team working and problem-solving skills by working on an 8 week project put forward by local businesses or not-for-profit organisations. The BIP is supported by IBM.

8.3 **Year in Employment**  
The Year in Employment is a work placement taken after your second year of study enabling you to develop the skills employers’ value and gain insight to an industry of your choice. Eligibility criteria is available here please check before applying.

8.4 **Volunteering Bank**  
Volunteering is a great way to help you gain many of the skills employers are looking for, build your network and develop yourself in new ways.

8.5 **Enterprise**  
Whether you want to develop your own start-up or make a real difference from within an existing organisation, enterprise skills are essential to working life and highly valued by employers. The University of Southampton’s Student Enterprise Team support all students in developing their enterprising and entrepreneurial skills. Click here to find out more about opportunities and support.

8.6 **Career Readiness Test**  
Developed especially for University of Southampton students and graduates, our Career Readiness Test will give you an insight into your career planning. Research shows that students who are more self-aware and clear on their career strengths feel more confident in their ability to succeed in the future. The test is for everyone. Take the test to:  
- Understand where to start  
- Reflect on your strengths and areas for development  
- Recognise what makes students most employable  
- Structure your thinking  
- Identify priorities for action  

Just go to [www.soton.ac.uk/careers](http://www.soton.ac.uk/careers) and click on the Graduate Capital Model to find out more.

8.7 **Employability events within the School/Faculty**  
Alongside education, employability plays a vital part in your university experience. Throughout the academic year, a dedicated team from School/Faculty and Careers lead a number of employability related activities, events, and opportunities. Mapped to the Graduate Capital Model (created by Dr Michael Tomlinson at the University of Southampton School of Education), these activities explore core attributes and skills and work with all years and disciplines. For example, in your first year, activities introduce skills and strategies essential to success; in your second year, activities help you to develop and grow, and in your final year, provide training as to how you might effectively communicate your talents. Additional School/Faculty employability activities include Pop-up Careers advice, volunteering opportunities, and subject-specific workshops.

Humanities also operate an Employability Network. This working group, comprised of students and staff, meets at regular intervals through the academic year. The group encourages students to actively engage in employability activities and in doing so, develop, organise, and run School/Faculty and departmental initiatives. In recent years, students have been involved with the Humanities Alumni Network and have helped coordinate skills training, careers fairs, and alumni panels. Details to join the network will be released early in Semester One.

Partnership with Careers – we work closely with the central Careers and Employability Service to ensure Humanities students are able to take full advantage of the events they run throughout the year, for example the Graduate Recruitment Fair and LinkedIn Labs. The Careers and Employability Service provides support to students at all levels of study and has a range of opportunities on offer. Research* shows that graduates with
no previous work experience are unlikely to be successful during the selection process and over 30% of positions will be filled by graduates who have already worked for that organisation. We provide drop-in advice. 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:

8.8 Curriculum Innovation
At the University of Southampton we offer unique opportunities to help you achieve your ambitions. Depending on your programme of study, you may be eligible to take interdisciplinary modules

For most degree programmes you take eight modules in each year of your degree. Some of these will be compulsory modules that you must take, but in most cases you could also take some optional modules. You can choose to use these additional modules for a number of different options within your School/Faculty and elsewhere, to:

- Deepen your knowledge with more modules in your home discipline (see your School/Faculty website for more details of what is available).
- Broaden your studies by taking interdisciplinary modules, languages or other modules outside your home discipline.

8.6 Programmes with a Minor
If your degree is eligible, there is the opportunity to study a Minor subject alongside your main programme of study. The Minor will be in a different area to your subject. More information is available on the Minors website

9 FURTHER STUDY OPPORTUNITIES
Perhaps you are considering postgraduate study. There is a wide range of programmes leading to various qualifications available to you, and selecting the appropriate programme may not be easy. The first thing to realise is that you need to make a well informed decision and therefore the key is to obtain all the information you need. The School/ Faculty always aims to retain its best and brightest students for research. However when collecting information about postgraduate studies, you should cast your net wide. You need to select an area that interests you – a difficult task in itself because you will also seek an area that has good employment prospects. There is also the choice between taught postgraduate programmes leading towards a Master of Science (MSc) and/or research postgraduate degrees.

Further details on the programmes offered by the Faculty can be found on the Winchester School of Arts website and School of Humanities website.

10 APPEALS, COMPLAINTS, DIGNITY AT WORK AND STUDY, STUDENT DISCIPLINE
We hope you will be satisfied with your experiences as a student here. However, we recognise that, on occasions, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it with the relevant service of member of staff informally and as soon as the concern arises. It is always better to let us know that you feel there is a problem as soon as possible so that any concerns you have may be resolved quickly. You may also wish to consult with your programme representative if it is an issue in common with other students. In most cases we hope to resolve your concerns informally. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, student complaint or academic appeal.

10.1 ACADEMIC APPEALS
Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. The Regulations Governing Academic Appeals by Students outlines the regulations and procedures that should be followed should you wish to steps that should be followed when making an academic appeal.
10.2 **STUDENT COMPLAINTS**

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

10.3 **DIGNITY AT WORK AND STUDY**

The [University's Dignity at Work and Study Policy](#) applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect. Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

10.4 **STUDENT DISCIPLINE**

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Discipline Regulations](#), in accordance with the evidence and circumstances presented. Information for students on discipline is available from the [Student Services website](#).

11. **ACADEMIC CENTRE FOR INTERNATIONAL STUDENTS PROGRAMMES**

ACIS delivers three programmes during the academic year (September to June)

- International Foundation Year
- English for Academic Study
- Masters with Integrated Preliminary Study

Information about these programmes is given in this handbook.

ACIS also delivers the pre sessional programmes during the summer. The pre-sessional programme has a separate handbook which is made available in late June each year.

12 **INTERNATIONAL FOUNDATION YEAR PROGRAMME (IFY)**

This section of the handbook gives you the basic key information about the IFY programme at the University of Southampton. It also indicates how you can find more detailed information on the University’s website.

We will keep you informed by email. So you must read your university emails at least once a day.

When you email any university member of staff you must put your Student ID number, your full name and an indication of the topic of your email in the subject line. For example: ID 1234567 Chris Student- report

If you have any questions and concerns, please ask your Personal Academic Tutor. If they cannot help you they will tell who to contact.

12.1 **IFY Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Lucy Watson</td>
<td><a href="mailto:lucy.watson@soton.ac.uk">lucy.watson@soton.ac.uk</a></td>
</tr>
<tr>
<td>Programme Leader</td>
<td></td>
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<tr>
<td>Kasia Koniec (Programme Administration)</td>
<td><a href="mailto:IC-Students@soton.ac.uk">IC-Students@soton.ac.uk</a></td>
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<tr>
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</tr>
<tr>
<td>Elwyn Edwards</td>
<td><a href="mailto:e.i.edwards@soton.ac.uk">e.i.edwards@soton.ac.uk</a></td>
</tr>
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</table>
12.2 The IFY Programme’s in the University’s Structure

The University has eight Faculties. The IFY is situated in the School of Humanities. However on successful completion of the IFY you may to progress to over 25 undergraduate degree programmes in the Faculties of:

- Business and Law,
- Social and Human Sciences
- Health Sciences
- Humanities

12.3 Attendance

IFY students are expected to attend ALL classes, lectures, and tutorials. A register will be taken at each class.

The attendance record of international students is also noted to ensure they meet the requirements of their student visa.

If you miss any classes you:

- must email Kasia Koniec on IC-Students@soton.ac.uk and your class tutor on copy (Cc…) as soon as possible
- find out what topics were studied in the class from your classmates or the tutor
- find out what preparation you have to do for the next class.

Make sure that any private appointments you make (such as at your bank or for a routine check-up at the dentist) do not clash with any timetabled classes or tutorials.

Your tutors will tell you whether cell/smart phones, laptops, tablets and other electronic devices can be used in classes. Please switch all devices to ‘silent’ during classes so that you do not disrupt the class.

DO NOT BOOK A FLIGHT HOME BEFORE THE END OF EACH TERM

If you miss any classes because you leave during term time you will be marked as absent.

12.4 School of Humanities Student Office

The administration for the IFY is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the Student Office on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

12.5 The Structure of the IFY Programme

i. Core Modules

There are three core modules which all IFY students must take.

- English for Academic Studies
- Critical Thinking and Research Skills
- Global Society

ii. Elective Modules

You will take one or two other modules. The modules you take will depend on the undergraduate degree you are going to take when you complete the IFY.

For example;
• students studying to progress to degree undergraduate programmes requiring a certain level of maths with either take the Maths and Statistics module or the Survey Methods module in Semester 1 followed by the Understanding Organisations and Management module in Semester 2.
• students studying to progress to the Law undergraduate programme take English for Law in Semester 1 and Understanding Law in Semester 2.
• students studying for Fashion Design/Management normally take an English Language Stage, which is a special module for international students where they enhance their English language skills by studying a variety of aspects of contemporary society.

The IFY programme specification and full specifications for every IFY module taken by IFY students are available on the University website.

iii. Independent Study
Your timetable has about 17 or 18 hours of classes per week. However you will be expected to study for a total of about 30 hours a week. This means outside class you have to study by yourself.

Developing as an effective independent learner is essential to your success as a student at a British university.
You will should;
• plan when and where you work best
• use the university work stations and the libraries between classes for independent study.

12.6 Assessment
All the modules taken by IFY students include coursework. Details of how to submit coursework and how it will be marked are given on this Handbook.

Coursework on the IFY includes essays, individual presentations, group work and the Personal Research Project (PRP).

You will also have to make group presentations and take part in assessed seminar discussions. This means that you will have to develop the skill of working with other students as well as working independently.

12.7 Progression to your undergraduate programme
To progress to your degree programme at the end of the IFY you will have to complete every module successfully. The minimum marks you will need to obtain have been defined for every undergraduate degree programme which you can join after the IFY.

For example, for progression to degree programmes in management the minimum marks you need are;
• English for Academic Studies 60%
• English for Academic Studies, Critical Thinking, Global Society Overall average 65%
• Mathematics & Statistics or Survey Methods 60%
• Introduction to Organisations and Management 40%

The minimum progression marks for every degree course are given in the IFY Programme specification. Make sure you read this carefully to make sure you know the exact marks you need in every module to progress.

Please note that requests to change your choice of degree programme will not normally be considered after the end of the Winter Term in December.

12.8 The library and other resources
i. The University Libraries

The main University library is the Hartley Library and it is situated on the Highfield Campus, opposite the Students’ Union on University Road (Building 33).
The Avenue Campus also has its own Library and Learning Commons

In the libraries you will have access to
- University's collection of books and journals
- Electronic journals, databases and websites
- Study areas with Internet access
- Rooms for group work meetings
- Staff help and guide you

For more information see the library website.

ii. SUSSED  http://sussed.soton.ac.uk

SUSSED (Southampton University Staff/Student Social & Educational Directory) is the University's Web portal. The portal gives you a personalised view of all the web resources that are available to you as a member of the University.

You will use SUSSED to
- view your student timetable
- get access to your University email
- access past exam papers and view your exam timetable
- view your final marks for each module.

iii. Blackboard  https://blackboard.soton.ac.uk

Every module taken by IFY students has a Blackboard site. Your tutor will use Blackboard to store course documents such as assignment tasks, handouts, presentations and background materials.

13. ENGLISH FOR ACADEMIC STUDY (EAS)

This section of the Handbook is designed to help give you the basic key information about the EAS course at Southampton University. It also indicates how you can find more detailed information on various University Web pages.

We will keep you informed by email and it is your responsibility to consult your university emails at least once a day, as well as Blackboard in order to keep up to date with any information.

Classes will be named after British authors. The aim of this is to encourage you to read a novel in English during your stay at the University.

13.1 The EAS programme within the University

The University has five faculties. Each faculty has several academic groups in which specific disciplines are studied. The EAS course is situated in the Faculty of Arts and Humanities.

EAS Team

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Victoria Rowe (Programme Leader)</td>
<td><a href="mailto:vl1@soton.ac.uk">vl1@soton.ac.uk</a></td>
</tr>
<tr>
<td>Kasia Koniec (Programme Administration)</td>
<td><a href="mailto:IC-Students@soton.ac.uk">IC-Students@soton.ac.uk</a></td>
</tr>
</tbody>
</table>

Tutors

<table>
<thead>
<tr>
<th>Tutor</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Chris Cullen</td>
<td><a href="mailto:C.J.Cullen@soton.ac.uk">C.J.Cullen@soton.ac.uk</a></td>
</tr>
<tr>
<td>Chris Lewis</td>
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<tr>
<td>Stephen Headford</td>
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</tr>
<tr>
<td>Wendy Jones</td>
<td><a href="mailto:W.J.Jones@soton.ac.uk">W.J.Jones@soton.ac.uk</a></td>
</tr>
</tbody>
</table>
Academic Advisors and tutorials

You will be allocated a Personal Academic Tutor (PAT) who you will meet throughout the course. You will be told the name and contact details of your Academic Tutor at the beginning of Part A (Semester 1)/Part B (Semester 2) and Part C (June – August).

You will meet several times during the year. The session will last about 15-20 minutes and is a chance for you to ask questions. It is a good opportunity to discuss any particular issues which you are concerned about. All tutorials will be recorded, and any issues which concern you will be written down in confidence.

13.2 Structure of the course

The EAS course is designed to enhance your English, improve your academic skills and introduce you to some general academic content related to your postgraduate studies. The year comprises of the following modules:

A. Academic Reading & Writing
B. General Language Development
C. Academic Listening & Speaking
D. IELTS skills practice
E. Independent Study

Academic Reading and Writing:
This module focuses on essay structure, paragraphing, sentence structure, paraphrasing & summarising, skimming & scanning, reading for gist, grammar, academic integrity, referencing etc. Assessment will be in the form of comprehension questions and written tasks and an exam at the end of each semester.

General Language Development:
This module focuses on general English within the four skills, and vocabulary development. It will be theme-based to link in with the assessment tasks set in your Academic Reading and Writing class and in your Listening and Speaking class. It will allow you to build your confidence in English.

Academic Listening and Speaking:
This module focuses on listening & note-taking (audio & visual), comprehension, seminar discussions, individual discussions and group presentations. It will be theme-based to link in with the assessment set in the Academic Reading and Writing class and the language and vocabulary in the General Language Development. Global Issues and World Affairs will be discussed in this class, as well as areas you will be studying. Assessment will be in the form of listening & note-taking tasks, comprehension questions, seminar
discussions and group and individual presentations along with other tasks, and an exam at the end of each semester.

In addition, IELTS Skills Practice:
This module prepares you for the test (if you wish to take it) as well as teaches you the skills required for academic study, particularly in reading. You may change your mind and wish to take the test again. Here are some useful links: IELTS

And Independent Study:
Independent study sessions are a very important element of the course and attendance at all of them is required. Sessions will be supported by a member of staff, who will monitor your attendance and give you help in finding useful resources or work with students on areas you wish to develop. Some of the sessions will be tutor-led on study skills. The sessions are an opportunity to take control of your learning needs and work with the level of independence which is a feature of education in the UK.

There are a number of resources that you may use in the Library & Learning Commons (LLC)

Our emphasis at Southampton is on understanding rather than memory learning. This means you will need to work at your studies, have a positive attitude and be prepared to face the challenges ahead. In order to succeed you will have to work consistently through the year. This will involve a great deal of private study.

Developing as an effective independent learner is essential to your success. You will have to plan when and where you work. Make sure you have a quiet and comfortable place to study. Remember that you can use the university work stations and the Hartley Library 7 days a week. Many students find it is more productive to work in these study areas than at home, where there are often too many distractions to work productively.

Outside the classroom
Although you are expected to study hard also make sure you leave time for non-academic activities. The University has excellent facilities for sport, music, drama and various other cultural and social activities. If uncertain then try something you haven’t done before, it will help you meet new friends and keep up with what is going on in the world around you. The happiest students are those who carefully balance work and recreation.

Wednesday afternoons give you the opportunity to join a club/society and practise your speaking skills in an informal setting.

13.3 PASS MARK

Conditional Offers:
It is likely that you will have received a conditional offer from the University, which states that you need to meet a specific level of English. If you are unsure of this, please check with your tutor or the student office, making sure you have a copy of your offer letter to show them.

The table below shows the percentage range you need to achieve to meet specific IELTS entry requirements:

<table>
<thead>
<tr>
<th>IELTS BAND</th>
<th>EAS % RANGE</th>
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<tbody>
<tr>
<td>9</td>
<td>100</td>
</tr>
<tr>
<td>8.5</td>
<td>90 – 99%</td>
</tr>
<tr>
<td>8.0</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>7.5</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>7.0</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>6.5</td>
<td>50 – 59%</td>
</tr>
<tr>
<td>6.0</td>
<td>40 – 49%</td>
</tr>
<tr>
<td>5.5</td>
<td>30 – 39%</td>
</tr>
<tr>
<td>5.0</td>
<td>20 – 29%</td>
</tr>
<tr>
<td>4.5</td>
<td>10 – 19%</td>
</tr>
<tr>
<td>4.0 or below</td>
<td>0 – 10</td>
</tr>
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</table>

The table above applies to each of the areas in which you are assessed so if for example you need to achieve IELTS 6.5 overall with no less than 6.0 in writing, then you will need 50% minimum overall and minimum 40% in writing.
All marks will be decided at an exam board meeting, recognised by the University. An external examiner will be present at this time (from a different university). All assessments follow our prescribed procedures, are marked carefully according to the criteria and are standardised and moderated.

Your work will be regularly marked and feedback is regularly provided. Your tutors will help you to understand the marking criteria that we use. Homework will be set regularly and you will be given practice tasks each week.

You and your receiving department, and your sponsors if applicable, will receive a report indicating your competence in the four skills of language. This report will finally state that you are leaving the EAS course with a percentage (equivalent to IELTS) in each of the four skills. Our grading is accepted by the university for the purposes of meeting the language requirement.

Attendance
During the EAS Course we expect you to attend ALL classes, lectures, workshops and tutorials. Experience shows that repeated absence frequently results in failure or, at best, a lower mark than you would otherwise obtain. A register will be taken at the beginning of each class.

If you miss any classes, for whatever reason, make sure you let your tutor know and get a copy of the handouts from your tutors and/or classmates. Your tutors will monitor your attendance.

PLEASE DO NOT BOOK A FLIGHT HOME ON OR BEFORE THE END OF THE COURSE.

You are also expected to arrive in time for your classes. Please make sure you are seated in the classroom or lecture theatre ready to begin the lesson on time.

13.4 Language Learning Resources

- The Library & Learning Commons (LLC) – 65/2165 (Avenue Campus)
  
  In the LLC, you will find:
  - Interactive digital facilities, including video-conferencing
  - Multimedia language learning facilities (video, DVDs, satellite TV, etc.)
  - A wide range of language learning software
  - Reference materials
  - Newspapers and magazines, both in hard copy and online.

- Academic skills website
  There are guides to a wide range of academic skills material, for example working in groups, giving presentations, technical writing, referencing, and use of bibliographic software etc.

- Student Resource Rooms
  The Hartley Library on the Highfield campus also has small rooms for group work and plenty of space to sit and write with sockets for your laptop and wireless internet facilities.

13.5 The Hartley Library
The main University library is the Hartley Library and it is situated on the Highfield Campus, opposite the Students’ Union on University Road (building 33). Staff are there to help and guide you.

Borrowing
Undergraduates may borrow up to 15 items, of which three may be from the Reserve Collection, which is an area for holding books that are in very heavy demand. Most of the books in the library may be borrowed for up to three weeks but may be recalled by another reader after one week. A number of books known to be in demand are only available on one week loan.

WebCat
WebCat lists the stock of all seven University libraries. You can access WebCat at library sites or via the library website. You can also check your borrower record and make renewals, but will need to get a PIN number from one of the enquiry points or loans desk to access this facility. Tutorials on how to make the best use of WebCat are available online. You can access WebCat and other library services through SUSSED.
Opening Hours
Opening hours vary, but in term time the Hartley Library is usually open: **Monday to Friday**: 08:30 to 00:00
**Saturday**: 09:00 to 00:00 / **Sunday**: 09.00 to 00:00. For general enquiries: Phone: 023 8059 2180 (internal 22180)
Different opening hours usually apply during vacations and exam periods. Opening times of the other University libraries are shorter.

The **Library's Electronic resources**
Many resources are available online. The university has nearly 14000 journals available online.

The Web of Science (WoS) is the best source of information on published primary literature (for example journals) on the subject areas you are likely to be studying here. Use of this is a must for students who wish to excel here, particularly in senior years. It can be accessed through networked workstations, via the library web pages.

13.5 School of Humanities Student Office
The administration for the EAS is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the **Student Office** on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

14. MASTERS WITH INTEGRATED PREPARATORY STUDY (MIPS)
This section of the handbook gives you the basic key information about the MIPS (pre Masters) programme at the University of Southampton. It also indicates how you can find more detailed information on the University’s website.

We will keep you informed by email. So you must read your university emails at least once a day.

When you email any university member of staff you must put your Student ID number, your full name and an indication of the topic of your email in the subject line. For example: ID 1234567 Chris Student- report

If you have any questions and concerns, please ask your Personal Academic Tutor. If they cannot help you they will tell who to contact.

14.1 MIPS Team

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Dr Jonathan Leader</td>
<td><a href="mailto:J.W.Leader@soton.ac.uk">J.W.Leader@soton.ac.uk</a></td>
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<tr>
<td>(Programme Leader)</td>
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<tr>
<td>Kasia Koniec</td>
<td><a href="mailto:IC-Students@soton.ac.uk">IC-Students@soton.ac.uk</a></td>
</tr>
<tr>
<td>(Programme Administration)</td>
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<tr>
<td><strong>TUTORS</strong></td>
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</tr>
<tr>
<td>Chris Cullen</td>
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<td>Dr Lucy Watson</td>
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<tr>
<td>Jo Dunman</td>
<td><a href="mailto:J.Dunman@soton.ac.uk">J.Dunman@soton.ac.uk</a></td>
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</tbody>
</table>

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14.2 The MIPS Programme in the University’s Structure

The University has five Faculties. The MIPS is situated in the Faculty of Arts and Humanities. However on successful completion of the MIPS you may to progress to over 25 undergraduate degree programmes in the following pathways:

- Sociology/ISP/Criminology
- WSA
- Humanities
- Music
- Law
- Economics
- Management
- Health Sciences

14.3 Attendance

MIPS students are expected to attend ALL classes, lectures, and tutorials. A register will be taken at each class.

The attendance record of international students is also noted to ensure they meet the requirements of their student visa.

If you miss any classes you:
- must email Kasia Koniec on mipsify@soton.ac.uk with your class tutor on copy (Cc…) as soon as possible
- find out what topics were studied in the class from your classmates or the tutor
- find out what preparation you have to do for the next class.

Make sure that any private appointments you make (such as at your bank or for a routine check-up at the dentist) do not clash with any timetabled classes or tutorials. Your tutors will tell you whether cell/smart phones, laptops, tablets and other electronic devices can be used in classes. Please switch all devices to ‘silent’ during classes, so that you do not disrupt the class.

**DO NOT BOOK A FLIGHT HOME BEFORE THE END OF EACH TERM**

If you miss any classes because you leave during term time you will be marked as absent.

14.4 School of Humanities Student Office

The administration for the MIPS is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the Student Office on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

14.5 The Structure of the MIPS Programme

The MIPs programme has two parts; in Part I you will acquire the academic and English language skills you will need to be an effective student on a taught masters programme and in Part II you will join your chosen master’s programme. This handbook only refers to Part 1 of the programme – the pre masters.

Students can join the MIPS programme in September or January.

To start in:
- **September** students must have a minimum English language level equivalent to IELTS 5.5 in all four elements of the IELTS test.
- **January** must have a minimum of IELTS 6.0 in all four elements of the IELTS test.

iv. **Core Modules**

MIPS students on all pathways (except Music) have to take the following modules in Semester Two;
- English for Masters Study
- Critical & contextual Thinking for Masters study
- Research project.

In addition in Semester one all students who start in January (except those studying for Music) have to take the following module;
- Cultural Perspectives

v. Elective Modules
You also will take at least one other module. The module(s) you take will depend on the masters degree you are going to take when you complete first year of MIPS. For example, students studying to progress to masters programmes in business and marketing will take the European Business module in Semester Two.

Music Students
If you are studying music you have to start the MIPS programme in September and take three or four music modules. However, you will not take the Cultural Perspectives and Research Project modules.

The MIPS programme specification and full specifications for every MIPS module taken by MIPS students are available on the University website.

vi. Independent Study
Your timetable has about 17 or 18 hours of classes per week. However, you will be expected to study for a total of about 30 hours a week. This means outside class you have to study by yourself.

Developing as an effective independent learner is essential to your success as a masters student at a British university.
You will should;
- plan when and where you work best
- use the university work stations and the libraries between classes for independent study.

14.6 Assessment
All the modules taken by MIPS students include assessed coursework. Details of how to submit coursework and how it will be marked are given on this Handbook.

Coursework on the MIPS includes essays, individual presentations and group-work. You will also have to make group presentations and take part in assessed seminar discussions. This means that you will have to develop the skill of working with other students as well as working independently.

14.7 Progression to your undergraduate programme
To progress to your masters degree programme you will have to complete every module in Part I (pre masters) successfully. The minimum marks you will need to obtain have been defined for every masters programme which you can join after completion of Part I of the MIPS programme

For example, for progression to degree programmes in management the minimum marks you need are;
- English for Masters Study 50%
- Critical and Contextual Thinking 50%
- Cultural Perspectives 50%
- Research Project 50%
- European Business Environment 60%

The minimum progression marks for every degree course are given in the MIPS Programme specification. Make sure you read this carefully to make sure you know the exact marks you need in every module to progress.

Please note that requests to change your choice of degree programme will not normally be considered after the end of the Winter Term in December.
14.8 School of Humanities Student Office

The administration for the MIPS programme is primarily dealt with by Kasia Koniec. She is your first contact point for any general queries you may have. She is based in the Student Office.

All the staff in the Student Office on Level 1 (Room 1123) of Building 65 (Avenue Campus) are able to help with most general administrative enquiries. The office is open from 9.00 to 17.00 Monday to Friday.

14.9 The library and other resources

i. The University Libraries

The main University library is the Hartley Library and it is situated on the Highfield Campus, opposite the Students’ Union on University Road (Building 33).

The Avenue Campus also has its own Library and Learning Commons

In the libraries you will have access to

- University’s collection of books and journals
- Electronic journals, databases and websites
- Study areas with Internet access
- Rooms for group work meetings
- Staff help and guide you

For more information see the library website.

ii. SUSSED http://sussed.soton.ac.uk

SUSSED (Southampton University Staff/Student Social & Educational Directory) is the University’s Web portal. The portal gives you personalised view of all the web resources that are available to you as a member of the University.

You will use SUSSED to

- view your student timetable
- get access to your University email
- access past exam papers and view your exam timetable
- view your final marks for each module.

iii. Blackboard https://blackboard.soton.ac.uk

Every module taken by MIPS students has a Blackboard site. Your tutor will use Blackboard to store course documents such as assignment tasks, handouts, presentations and background materials.
Appendix 1:

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for the items listed in the table below.

In some cases you'll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. Details of such costs will be listed in the Module Profile. Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at Fees, Charges and Expenses

<table>
<thead>
<tr>
<th>Main Item</th>
<th>Sub-section</th>
<th>PROGRAMME SPECIFIC COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationery</td>
<td></td>
<td>You will be expected to provide your own day-to-day stationary items, e.g. pens, pencils, notebooks, etc.). Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.</td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
<td>Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as optional background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.</td>
</tr>
<tr>
<td>Equipment and Materials Equipment</td>
<td>Laboratory Equipment and Materials:</td>
<td>All laboratory equipment and materials are provided.</td>
</tr>
<tr>
<td>IT</td>
<td>Computer Discs or USB drives</td>
<td>Students are expected to provide their own portable data storage device.</td>
</tr>
<tr>
<td></td>
<td>Software Licenses</td>
<td>All software is provided</td>
</tr>
<tr>
<td></td>
<td>Hardware</td>
<td>It is advisable that students provide their own laptop or personal computer, although shared facilities are available across the University campus.</td>
</tr>
<tr>
<td>Printing and Photocopying Costs</td>
<td></td>
<td>Where possible, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. The University printing costs are currently: A4 - 5p per side (black and white) or 25p per side (colour) A3 - 10p per side (black and white) or 50p per side (colour) Please Note: Paper sizes not recognised by the printing devices will prompt you to select the size</td>
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You can pay for your printing by using the money loaders or by using print copy payment service by going to Printing for Students.

The University Print Centre also offers a printing and copying service as well as a dissertation/binding service. Current printing and copying costs can be found here. They also provide a large format printing service, e.g. Academic posters. Details of current costs can be found here.

### Placements (including Study Abroad Programmes)

Students on placement programmes can expect to cover costs for health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to. Specific details on what additional costs there will be are detailed in the individual module profiles which can be found under the modules tab of the programmes details of your programme.

## Additional costs for Modern Languages Programmes

<table>
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<tr>
<th>ML Residence Abroad – Cost Implications</th>
<th>Additional costs for Modern Languages Programmes</th>
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<tbody>
<tr>
<td>As you know, the ML third year includes a period of study or work abroad as a compulsory element of a four year degree, and as a result, all students pay reduced home tuition fees to Southampton their third year (currently 15% for home and EU students, 40% for International Students) irrespective of what placement they take up. However, as happens whilst you are in Southampton, students are expected to pay their own travel expenses, accommodation and other living expenses. So that you can assess the viability of the different options available to you, the following outlines their general cost implications, but please do bear in mind that these may vary enormously from student to student depending on what placement is selected and where it is located. Should you need further information, please contact the relevant RA language coordinator.</td>
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| Students studying or working in Europe | Students are eligible for a small grant through the British Council, which is means tested against their salary (if relevant) and which varies every year (as a guide, students this year receive around 350-400 Euros per month). The only exceptions to this are students who currently live full-time with their parents and for whom household income is above the threshold. British Council students also receive a monthly salary (this varies country to country) and are |
expected to pay for their International Child Protection Certificate (ICPC) checks, which are mandatory and currently cost £45.

University students tend to receive a slightly higher grant than those who working for the British Council since they are not in receipt of a salary. They pay no tuition fees to their host university.

Work placement students may or may not be paid, and their grant is calculated accordingly.

<table>
<thead>
<tr>
<th>Students studying or working outside Europe</th>
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<tbody>
<tr>
<td>These students are not eligible for the British Council grant but may be able to apply for funding to support their travel etc. through the International Office. All students are expected to pay for their own student visas; costs vary from country to country.</td>
</tr>
<tr>
<td>Students studying in Latin America or China will generally have to pay host university fees, although typically these are no more than £100 for the academic year.</td>
</tr>
<tr>
<td>Students working in Latin America are not generally paid a stipend. Some receive free accommodation, travel or meals as a work benefit, others (generally in voluntary work) often also have to pay to join the scheme and be eligible to work do not receive this. Students taking place in the Mexico link receive a bursary.</td>
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**Additional costs for Music Programmes**

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<tr>
<th>Vocal and Instrumental Lessons</th>
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<tr>
<td>Specialist vocal and instrumental tuition for single and joint honors Music students taking performance modules is generally provided free at the point of delivery. When lessons happen away from Highfield Campus students are expected to cover the cost of travel to and from their lessons. Students are expected to cover the cost of travel to and from off-campus rehearsal, performance and music examination venues. Most of those we use are within walking distance of Highfield Campus.</td>
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<tr>
<td>Students taking instrumental lessons are expected to own and maintain their own instruments, maintenance including the cost of repairs and of replacement parts (new strings, drumheads etc.). Students are strongly advised to arrange insurance for their instruments, covering all the usual risks including theft from places of residence and from university storerooms. Storage space for instruments is available in Music Department storerooms. Dozens of students have access to them: it is not possible to guarantee security. The university will accept no responsibility for loss or damage to instruments left in storerooms. Students</td>
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</table>
taking performance modules will be given keys to practice rooms and storerooms. Keys must be returned on or before graduation day. Students will be charged £10.00 per replacement key in the event of loss.

Jazz and pop students must buy and use their own ear protectors if asked to do so by a teacher.

Hartley Library holds a very large collection of sheet music which students can borrow free of charge. Students who want or are advised by teachers to buy their own music, perhaps in order to mark it up, will be expected to cover the cost themselves.

The Music Department has a large collection of keyboard instruments to which keyboard students are allowed free access. It owns a number of other instruments (piccolo trumpet, bass sax, basset horn etc.) which students can borrow on their teacher's recommendation. We do not charge for the use of them but do recommend that students make private insurance arrangements when taking them off campus, especially on tour. If not returned intact they must be replaced like for like at the student's expense or at their insurer's.

Students may wish to hire professional accompanists to play with them in performance exams. Accompanists charge varying levels of fee (rarely more than £60.00 per exam accompaniment, including prior rehearsal) and students are expected to pay the fees themselves.

Turner Sims -- the university concert hall -- makes 10 tickets for each of its own-promoted concerts available free of charge to Music on a first come, first served basis. (There are very rare exceptions: gala concerts intended to raise funds for Turner Sims for instance.) Monday and Friday lunchtime concerts in Turner Sims organised by the Music Department are free of charge both to Music students and to the wider public. External promoters hiring Turner Sims can charge what they like for admission to concerts.

Student-run performing arts societies such as the University of Southampton Symphony Orchestra, JazzManix and Showstoppers (there are many others which Music students might like to join) are free to set their own membership subscriptions. The Music Department does not contribute directly towards the cost of running these societies.

ACADEMIC MODULES

Very few Music lecturers insist that students purchase specific set texts. Copies of set texts are made available in Hartley Library, if necessary in the reference-only "course collection" or on short-term loan. Students may wish to own copies of recommended books but are free to choose which to buy and which to borrow.
Some lecturers prepare course handbooks for the modules they are teaching. These are generally made available free of charge to students taking the modules. For unusually bulky handbooks there may be a charge to pay -- never more than £10.00 per copy.

Music software packages are available for licensed use at designated university computer workstations free of charge to Music students. Students who wish to install compatible software on their own computers will have to cover the cost themselves.

Students using the university's Follow Me print service will be charged per page printed out, at rates listed here: [Printing for Students](#)

### Additional costs for Archaeology Programmes

| Fieldtrips and Fieldwork | The range of options and variety of activities open to you on your archaeology degree means that there may be times when you incur small additional costs. We seek to minimise this as much as possible, but there are certain personal pieces of clothing and equipment that you may need to obtain. These items will be to ensure your own safety and comfort.

During your degree you are likely to go on a number of fieldtrips, and to take part in fieldwork. The exact number and nature of these trips will depend on your module and fieldwork choices. However, wherever and whatever you do you are likely to need access to: waterproofs, sturdy shoes or boots, sun hat and a small rucksack. For some sites you may be asked to have steel toed boots.

For those qualified to do so, you may become involved in diving projects. In these circumstances you would normally be required to bring/hire your own mask, fins, snorkel, knife, exposure suit and dive watch (and if possible, dive computer). |
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Revision should be an on-going process which starts very early in your programme. The amount of knowledge to be accumulated and the variety of skills and techniques to be developed are large and they are best assimilated gradually and consolidated as you go along. Regular revision is really a part of the learning process but, of necessity, becomes more concentrated as the examination approaches. “Re-vision” means looking again at things you have already seen – it is not about learning for the first time.

2.1.1 Final revision programme
At the start of your final revision schedule (during the Christmas Vacation for Semester 1 exams, and during the Easter Vacation and at the end of the taught element of the programme for Semester 2 exams) you must get organised, and the best way to do this is to devise a revision timetable. Plan your time carefully, give yourself definite objectives for each session, revise actively, test yourself regularly, make notes, and practise problem solving. Use revision sessions to study topics you have worked on before, as revision is simply the process of reminding you of topics and techniques previously understood. You will appreciate how well-organised notes will help you during your revision. Write out important definitions, proofs, formulae and equations, checking them against your notes. Re-work previously solved problems without looking at your previous solution, then attempt questions that you have not looked at before. Make special revision notes for quick reference on cards to keep in your pocket and charts to hang on the wall of your study room. Practise your examination technique.

2.1.2 Examination practice
You should be familiar with the modules and syllabuses you will be examined in at the end of Semesters 1 and 2. Analyse recent examination papers. Work out how long you have for each question and become familiar with the style of questions.

During your ordinary study periods you will no doubt have attempted many questions but will have seldom given yourself strict time restrictions. In examinations the timing of your answers to questions is vitally important. Practice answering examination questions in mock examination conditions, allowing yourself only the normal available examination time and the equipment you are permitted to take into the examination room. To obtain ‘mock examination’ practice save one or two complete examination papers so that you can use them as final test papers ‘against the clock’.

Examination nerves are common and understandable but will be lessened if you have followed a sensible course of study and revision. You may not do yourself justice if you have a poor examination technique. The hints on the next page should help you to tackle the examination with greater confidence.

2.2 Examination techniques

2.2.1 Before the day
Before the actual day of your examination, make sure you know:
• the date, day, time and venue of each paper for your course;
• how to get to the examination venue if it is not well known to you;
• your candidate number;
• the telephone number of the Student Office.

Prepare any equipment you will need for your particular examination:
• pens which are comfortable to use;
• sharp pencils, a pencil sharpener and rubber;
• drawing instruments such as a ruler, compasses, protractor, set squares;
• University approved calculator (if allowed) and spare batteries (check that you know how to replace them quickly);
• an accurate watch or small clock.

2.2.2 On the Day
Before the examination:
Check that you have all the equipment you will need before setting off for your examination with plenty of time to spare. If you are delayed, contact the Student Office (have the telephone number with you) to explain what
has happened. Arrive at the examination room early; a late start to an examination cannot be a good start and you will not be permitted to enter the examination room later than 30 minutes after its scheduled start time.

**Just before the start:**
Listen carefully to the invigilator. There may be some changes or special instructions which you were not expecting or some errors in the paper. Fill in any details, such as your candidate number, when the invigilator instructs you to do so.

**Reading the instructions**
When the invigilator says that you may begin, read the instructions on your examination paper very carefully. Make sure that it is the correct examination paper and, in particular, note:

• the number of sections and questions you have to do;
• how much time you have to do them in;
• which questions (if any) are compulsory;
• what choice of questions (if any) you have;
• how to present your answers.

**Planning your time**
Quickly calculate the length of time you should spend on each question. You will have practised doing this for past papers but make sure that you use the instructions on your actual examination paper, rather than making any assumptions. Try to allow about 10 minutes at the end for checking your paper.

**Choosing the questions**
Read through the whole examination paper carefully, checking that you have read each page. If you have a choice of questions:

• cross out the ones you can't do;
• tick those you can definitely do;
• choose the correct number to do;
• mark the order in which you are going to attempt them, attempting your best question(s) first.

**Answering the question**
Before you attempt to answer a question, read it all again carefully, jotting down points such as formulae and information relating to that question. These hints should help you when writing an answer.

• Plan before you write – the stress of working under time constraints in the exam room can make all your good study intentions disappear. However, this is when it is more important than ever. Take a few minutes to think and plan.
• Think about what the question is actually asking. What are you expected to include in your answer. What material will be relevant? Underline the key words in the question; identify the main topic and discussion areas; choose a few points/arguments about which you can write; make a mini plan which puts them in order before you start writing. You can cross it through afterwards.
• Make sure that your writing is legible.
• Present your answer in a neat, logical and concise way.
• Show all your working; marks are often given for methodology as well as your answers. You should be able to refer by name to the main theorists/researchers in your topic, giving the year of their major works. You do not need to give page numbers of lengthy quotes, except in an open book exam. You do not need a reference list.
• Do not do things you are not asked for.
• If relevant, state any principles, results or formulae used and indicate your reasons for using them.
• Check any formulae you use with the formula sheet, if provided.
• Always do a rough estimate of any calculation to check that your answer is sensible.
• When using a calculator, make sure that each calculation is shown clearly in your answer and give your final answer to the required degree of accuracy.
• If you get ‘stuck’, re-read the question carefully to check that you have not missed any important information or hints given in the question itself.
• When you have completed your answer, re-read the question to check that you have answered all parts.
Examination discipline

It is important that you try to keep to the times you have allocated to answering a question or section and that you answer the correct number of questions. If you answer less than the number of questions required you are limiting the number of marks available to you.

At the end

Before handing in your examination script check that:

• any ‘front sheet’ is completed according to the instructions;
• every loose page is clearly marked with your candidate number, etc;
• every answer is numbered correctly;
• pages are numbered clearly and in order.