

SCHOOL OF
SOCIAL WORK AND
SOCIAL POLICY

SOCIAL POLICY
2020/21

Programme Lead
Dr Dan Heap
Dan.Heap@strath.ac.uk

Administrative Lead
Catriona Murray
catriona.murray@strath.ac.uk

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WELCOME TO SOCIAL POLICY

Welcome to the BA (Hons) in Social Policy programme offered by the School of Social Work and Social Policy which is part of the BA Humanities and Social Science degree (HaSS).

Social Policy is an exciting and contemporary subject that allows you to engage with some of the most pressing issues facing society, including poverty; inequality and social justice, and assess how successfully societies have risen to these challenges.

Social Policy modules are offered at all four years of the HASS degree and delivered by academics from the [School of Social Work and Social Policy](#). The School of Social Work and Social Policy is located within the Faculty of Humanities and Social Sciences and is home to an interdisciplinary group of researchers and teachers covering a range of fields, including:

- Criminal and Social Justice
- Health and Wellbeing
- Citizenship and Communities
- Children, Young People and Families

You will no doubt be aware that you have set out on a demanding course of education and that you will be busy over the next four years. We hope that, as well as having to work hard, you will find your time here rewarding and enjoyable.

This Handbook is intended as a guide to the BA (Hons) Social Policy course, and it supplements information contained in other University publications about services and policies relevant to your studies here.

Please read this Handbook carefully and thoroughly, and keep it for further reference as you progress through the programme.

The staff very much welcome you and look forward to working with you during your studies here.

GENERAL INFORMATION

Timetables

Module timetables can be accessed through <http://www.strath.ac.uk/timetables/>

Module-specific information

MyPlace sites are available for all Social Policy modules, and these include all module-specific information, including module handbooks.

Key Dates: Academic Session 2020/21

See <https://www.strath.ac.uk/professionalservices/keydates/keydates2020-21/>

STRUCTURE OF THE DEGREE

The Social Policy programme is designed around a developmental structure whereby students progress from the introductory curriculum at level 1 to a broader optional structure at levels 3 and 4. **Social Policy can only be studied as a joint Honours** although candidates can choose to do their 4th year dissertation in either Social Policy or their joint subject.

Level 1

The first year classes:

- L5117 – Social Policy and Society in Contemporary Scotland (20 credits)
- L5118 – Private Issues and Public Problems (20 credits)

Level 2

The second year is organised around three key classes which build upon level 1 and provide firm foundations for more specialist study at levels 3 and 4.

- L5216 The Making of Social Policy (20 credits)
- L5217 Scottish Social Policy since 1845 (20 credits)
- L5218 Key Concepts in Social Welfare (20 credits)

Level 3

Please note that Social Policy can only be taken as a joint subject. Students wishing to proceed to Social Policy at level 4 (Honours) are required to take:

- L5335 Research Methods for Political Scientists (Social Policy) (20 credits)
- L5327 Understanding Comparative Social Policy: Theories, Methods & Analysis (20 credits)

And one from either

- L5328 Emotions, Criminology and Criminal Justice (20 credits)
- L5332 Understanding Welfare Reform (20 credits)

Level 4 (Honours)

Students must take core module *Global Social Policy* and a further Social Policy option in addition to completing a dissertation (20 credits) in their principal subject.

- L5417 Dissertation (20 credits)
- L5418 Global Challenges (20 credits)

Optional Modules:

- L5416 Understanding Disability & Disability Policy (20 credits)
- L5405 Gender Based Violence: Issues and Concepts (20 credits)

EXPECTATIONS

Adherence to policies and guidance

Students are expected to adhere to all relevant university guidance and rules, and, in particular, students should familiarise themselves with

- *Guidance on Academic Dishonesty:* <https://www.strath.ac.uk/sees/studentpolicies/policies/appealscomplaintsdiscipline/academicdishonestyguidance/>
- *Student Guide on Good Academic Practice and the Avoidance of Plagiarism:* http://www.strath.ac.uk/media/ps/cs/gmap/plagiarism/plagiarism_student_booklet.pdf
- *Equality and Diversity policies:* <https://www.strath.ac.uk/staff/policies/eqdiv/>

Conduct during classes

Studying social Policy will involve students discussing their and other people's opinions on socially important issues. Every student should engage in these discussions in a way that respects the views of the other people taking part.

Seminars are also regarded as private discussion spaces, and student should not share outwith them any personal information, including someone's views, that could be traced to an individual.

Copyright

All course materials are provided to students via MyPlace for their use as part of their studies. Students should not share these outside the relevant module, such as posting them online.

Students should also not seek to make recordings of seminars, lectures or any other form of teaching without the explicit permission of any and all people who are likely to be recorded, e.g. the lecturer.

Use of e-mail and MyPlace

Students should check their e-mail and MyPlace regularly for updates.

Students should contact staff using their student e-mail account only.

Attendance and Performance

Students in the Faculty of Humanities & Social Sciences are required to attend compulsory seminar classes regularly and perform to a satisfactory level.

Students must inform Student Business at the first reasonable opportunity of any medical or other circumstances which might adversely affect their attendance, performance and/or ability to study.

Seminar Attendance

Class tutors register student attendance at the start of every seminar class. In special circumstances, students who are unable to attend their timetabled tutorial class will be permitted to attend an alternative class in the same week.

However, this must be agreed with the relevant seminar tutor(s). In all cases, students must inform the relevant class tutor and coordinator so that attendance records can be updated accordingly.

IMPORTANT: Students should note that attending alternative tutorial classes must not be a regular occurrence.

Tier 4 Student Attendance & Engagement [FAO Tier 4 Students only]

For students needing a visa sponsor to study here, the University of Strathclyde is your Tier 4 Sponsor and we must ensure that you are engaging with your studies (i.e. that you are **participating in your course on a regular basis by, for example, attending lectures/tutorials, submitting course work or meeting with your Supervisor**).

As well as supporting your academic journey and maximising your achievement, full engagement with your studies can help you to avoid complications with your visa status.

If your engagement with study is not sufficient, you will receive the following alerts:

Non-engagement alert 1: after 15 working days

Non-engagement alert 2: after 20 working days

Two days after Non-engagement alert 2, the University's Visa Compliance Team will consult with Department and Senior Faculty staff to consider if a student be withdrawn from study and reported to UK Visas and Immigration (UKVI).

Please be aware that no report will be made to UKVI until the Vice Dean Academic has reviewed the circumstances.

You must contact your Department immediately if you receive a non-engagement alert. If you have been engaging with your studies, you must ask your Department to update the engagement monitoring system. The engagement monitoring system sends automated emails until an engagement is recorded. **ONCE AN ENGAGEMENT IS RECORDED, YOUR RECORD WILL BE RESET TO ZERO DAYS.**

Check your University email account regularly Respond to any emails or telephone calls about your attendance **immediately**.

EQUALITY, DIVERSITY, HEALTH AND ADDITIONAL SUPPORT

Equality and Diversity

The University of Strathclyde is committed to achieving and promoting equality of opportunity in the learning, teaching, research and working environments. We value the diversity of our students and support the development of mutual respect and positive relations between people. The University has in place an [Equality Policy](#), [Disability Policy](#) which meet the requirements the Equality Act 2010. You are advised to familiarise yourself with the University approach to equality and diversity and relevant developments and information by visiting the website.

It is important that you understand your rights and responsibilities. Any discriminatory practice, including cyber bullying, on your part may lead to the University initiating disciplinary action. If you have any queries please bring these to the attention of staff or the University's Equality and Diversity office by emailing equalopportunities@strath.ac.uk or telephone: 0141 548 2811

www.strath.ac.uk/equalitydiversity/

Mental Health

Mental illness may constitute a disability and advice can be sought from the Disability Service, but more generally if you are experiencing emotional or mental difficulties you may also seek advice from a range of other University services including the Student Health Service, Student Advisory and Counselling Service and the Student Union. It is advisable to seek help sooner rather than later if you encounter difficulties. The University is committed to the promotion of positive mental wellbeing.

Health and Safety

The University of Strathclyde promotes a safe and secure environment for all staff, students and visitors. A dedicated Security Service Team is on hand to provide help and support 24 hours a day, seven days a week. Telephone 0141 548 3333 or 0141 548 2222 in emergencies. **From internal lines call 3333 or 2222.** For further information on Health and Safety please go to:

<http://www.strath.ac.uk/wellbeing/>.

Disability and Wellbeing Service (including Student Counselling Service and Student Health)

Phone: 0141 548 3402

Email: disability-wellbeing@strath.ac.uk

Disability & Wellbeing Service

Room 4.36, Level 4,

Graham Hills Building

50 George Street

Glasgow

G1 1QE

For more information visit the [Disability and Wellbeing Service webpage](#).

Study Skills Service

Phone: 0141 548 4064/4062

Email: studyskills@strath.ac.uk

Level 6,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Study Skills Service webpage](#).

Maths Skills Support Centre

Phone: 0141 548 3343

Room LT308,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Maths Skills Support Centre webpage](#).

International Student Support

Phone: 0141 548 4273

Email: infoandadvice@strath.ac.uk

For more information visit the [International Student Support webpage](#).

Strathclyde Students' Union's The Advice Hub

Phone: 0141 567 5040

Email: strathunion.advice@strath.ac.uk

For location see [Strath Union's Advice Hub webpage](#).

HASS Student Business (HASS)

Phone: 0141 548 3165

Email: studentbusiness-hass@strath.ac.uk

Address: McCance Building, 16 Richmond Street, Glasgow, G1 1XQ

SUBMISSION OF COURSEWORK, EXTENSIONS AND LATE MARKING POLICY

The University's academic policies, procedures and guidelines, are available at:

<https://www.strath.ac.uk/staff/policies/academic/>

Submission of Coursework

Submission dates and deadlines for all assessed work are set at the beginning of the academic year. It is good practice for you to familiarise yourself with these at the beginning of the year to ensure that you can manage dates, deadlines and workload accordingly.

Where submission deadlines do require to be changed (whilst this is not the norm there are a range of unexpected circumstances which can cause this to be the case) this will be communicated to you as soon as is practically possible. When deadlines do require to be changed this will be managed in a way that ensures that no student will be disadvantaged.

All students are encouraged to familiarise themselves with the University of Strathclyde [Policy and Procedure for Late Submission of Coursework](#).

Extensions

Before requesting an extension, it is advised that students read this section of the handbook fully. The extension request requirements vary depending on the length of extension requested and the method by which the request is submitted. There is also some guidance on what might constitute grounds for an extension request to be granted.

Students requesting an extension to the deadline for a piece of coursework must apply via the extensions tool in Myplace. Further guidance about using this tool is contained under the heading '[Myplace Extension Request](#)' below. If the extension tool is not available for your coursework, please follow the instructions contained under the heading '[Offline Process for Submitting an Extension Request](#)' below. **NOTE: where the extension tool in Myplace is available, it should be used.**

Please pay attention to the examples found under the Section 3 heading '[Grounds for Extending the Deadline for Coursework Submission](#)' below. These are taken from the [Policy and Procedure on Extensions to Coursework Submission](#). The policy intends to be supportive of students, and staff will monitor students' use of extensions in order to identify students who may require support. The policy provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. The list does not try to cover every possible scenario so students should discuss with staff any circumstances that are negatively impacting their studies.

Extension requests will normally be made in advance of a coursework submission deadline. In exceptional cases, students may apply for an extension retrospectively.

Extension of less than seven calendar days

Requests for an extension of less than seven calendar days do not require formal supporting evidence (e.g., a doctor's letter). However, students are encouraged to communicate to staff any circumstances that are negatively impacting their studies as early as possible, especially where other assessments or aspects of their studies are also impacted. This can be done by submitting a [Self-Certificate form on Pegasus](#).

Extension of longer than seven days

For extensions that are longer than seven days, it is essential that students complete a '[Personal Circumstances Form](#)' and submit it directly to Student Business for their Faculty at: studentbusiness-hass@strath.ac.uk within five working days of the agreed extension date. There is information about the Personal Circumstances Procedure [on the website](#).

Failure to submit evidence of medical or personal circumstances for extension requests of seven days or more could result in the extension request being rejected or revoked and/or any subsequent academic appeal being regarded as inadmissible.

Students should note that certified cases of medical and/or personal circumstances will be considered sympathetically and the rules will be applied in a caring manner. Where there are sensitivities or difficulties in obtaining evidence (for example, a death certificate), a compassionate approach will be taken. The rules are designed to be as clear as possible, to help students plan their work sensibly and ensure parity in the service provided to all students.

Grounds for Extending the Deadline for Coursework Submission

The list below does not try to cover every possible scenario but provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. Students should not be discouraged from submitting a request if they do not see their situation described below.

Examples of Medical Circumstances

Medical conditions or illness, including physical and/or mental health problems that negatively impact a student's preparation for an assessment.

Examples of Personal Circumstances

- serious illness or death of a person close to the student
- family break-up
- being a victim of crime
- being in a serious car accident
- jury service
- significant relationship breakdown
- unexpected caring commitments
- homelessness
- Home Office requirements
- fire
- flood
- adverse weather conditions
- exceptional travel circumstances outwith a student's control which prevented them from meeting the published submission date
- other exceptional circumstances that can be reasonably considered to negatively impact a student's ability to submit coursework on time

Examples of Insufficient Grounds for an Extension

The following circumstances would not be acceptable grounds for granting an extension:

- poor planning and time management
- error made in understanding the published dates of assessment submissions
- having another assessment due on or around the same date
- minor IT issues such as computer failure
- failure of third parties to deliver the assessment
- holidays, social events, moving house, or any event planned in advance of the submission deadline
- failure to make alternative travel plans when disruptions were advised in advance

Myplace Extension Request Process

Instructions for the submission of an extension request via Myplace are below. [A version of these instructions with images of the screen to support the explanation is also available.](#)

1. Go to the Myplace site for the class in which you wish to request an extension to the deadline of a piece of coursework
2. Click on the assignment link for the piece of coursework. This will open a page containing information about the assignment, the status of your submission and the deadline
3. Click on the Extensions section and select 'Request Extension'
4. You will be required to fill in three parts of a form:
 - i. Select a reason from the dropdown list
 - ii. Propose a new deadline (date and time)
 - iii. Describe in more detail your reason for requesting an extension
5. Submit your extension request

You will receive a Myplace notice and an email to confirm that your request has been submitted. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

Your request will be considered, resulting in one of the following two outcomes:

1. Your extension request will be granted – either based on the date and time you proposed or based on an alternative date and time specified by the appropriate member of staff
2. Your extension request will not be granted*

The outcome of your extension request will be communicated to you via a Myplace notice and an email. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

If you submit an extension request and decide that you no longer require it, you can cancel the request up until the point at which it is approved. After it has been approved, you cannot cancel the request but you can, of course, submit the work in time for the original deadline.

*If your extension request is not granted and you would like to access support please contact hass-courses-swsp@strath.ac.uk or ring 0141 444 8700 or for details of central University support services, please see the 'Support' section below.

Offline Process for Submitting an Extension Request

Contact the Social Policy Courses Support Team on 0141 444 8700 **only** where the extension tool in Myplace isn't available.

Penalties for the Late Submission of Coursework

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension, and in the absence of personal circumstances.

The [Policy and Procedure on Late Submission of Coursework provides a detailed account of the policy and procedures for the late submission of coursework](#). You should read this document carefully, noting that there may be exceptions to the policy outlined for specific types of coursework, such as (but not limited to) group work or presentations. Staff will communicate any such instances to students. However, in all instances, the range and timing of penalties will be applied according to a commitment to fairness and supporting all students in their studies alongside agreed procedures. Staff will monitor the late submission of assessments in order to identify any students who may require support. For regular coursework, the Policy and Procedure on Late Submission of Coursework outlines the penalties to be applied, and these are summarised below.

Coursework that is submitted late, but within seven calendar days of the published deadline date and time, will be subject to penalties, as shown in the table below. The table demonstrates the application of a sliding scale of penalties, where a late submission within 24 hours of the deadline will incur a penalty of 10% applied to the original mark, and for each subsequent 24 hour period, an additional 5% penalty will be applied to the original mark. The table also shows that the application of penalties will be capped for coursework that is of a Pass standard. Coursework submitted after seven calendar days of the published deadline date and time will receive a mark of zero. Students who can demonstrate that they faced exceptional circumstances on the deadline day, and who submit their coursework within 4 hours of the published date and time, will not have their coursework subject to penalties. This 4 hour period is called the 'grace period' – see below the table for further information.

Example	Day of submission	Penalties applied
1.	Coursework submitted after the deadline, student has an approved extension and submits within the approved extension period.	No penalty to be applied.
2.	Late submission on the day of the deadline (or approved extended deadline), student has communicated exceptional circumstances and is granted a grace period of up until four hours after the deadline.	No penalty to be applied.
3.	Late submission within one calendar day (less than 24 hours) of the deadline, student has no approved extension.	10 percentage point penalty applied to original mark, unless the penalty reduces the student's mark to below 40% , in which case the mark is capped at 40%.
4.	Late submission more than one calendar day (more than 24 hours) after the deadline but less than two full calendar days (less than 48 hours) after the deadline has expired, student has no approved extension.	15 percentage point penalty (10 points for first day, 5 points for second day or part day), unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
6.	Late submission more than two full calendar days (longer than 48 hours) after the deadline but less than three calendar days (72 hours), student has no approved extension.	20 percentage point penalty (10 for first day, 5 for second day, 5 for third day or part day), applied to original mark,

		unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
7.	Late submission more than three full calendar days (longer than 72 hours) after the deadline but less than four full calendar days (less than 96 hours), student has no approved extension.	25 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
8.	Late submission more than four full calendar days (more than 96 hours) after the deadline but less than five full calendar days (less than 120 hours), student has no approved extension.	30 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
9.	Late submission more than five full calendar days (more than 120 hours) after the deadline but less than six full calendar days (less than 144 hours), student has no approved extension.	35 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, and 5 for sixth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
10.	Late submission more than six full calendar days (more than 144 hours) after the deadline but less than seven full calendar days (less than 168 hours), student has no approved extension.	40 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, 5 for 6 th day and 5 for the 7 th part day), applied to original mark, unless the penalty reduces the student's mark to below 40%, in which case the mark is capped at 40%.
11.	Late submission more than seven full calendar days after the deadline. For example, a deadline was set for Midday on a Wednesday and a student submits an assessment after midday the following Wednesday	A mark of zero will be applied to the work.

Requesting the application of the grace period

If you experience unexpected circumstances before the time set on the day of the deadline and it results in a delay to your submission of less than four hours, you can request that the grace period is applied to your coursework submission via the late submissions tool in Myplace. If the reason provided is acceptable for use of the grace period, this will mean that a penalty is not applied to your mark. **Requests for the grace period to be applied must be submitted within 4 hours of the**

published date and time and no longer – we strongly suggest that you submit your request as soon as you have submitted your coursework. To request that the grace period is applied:

1. Submit your coursework
2. In the assignment page containing information about the status of your submission and the deadline, click on the Late Submissions section to expand it
3. From the 'Reason for grace period' dropdown list, select the reason that best describes why you are requesting the grace period
4. Submit your request

The grace period will be automatically applied to your submission. However, if it becomes apparent that the grace period has been misused, a member of staff may revoke it and apply the appropriate late penalty. [Instructions with images of the screen to support this explanation is also available.](#)

If the late submissions tool is not available for your coursework, contact the Social Policy Courses Support Team on 0141 444 8700.

NOTE: where the late submissions tool in Myplace is available, it should be used.

Where a penalty is applied in Myplace, you can view the grade awarded to your work, the late penalty deducted and the final grade received after the deduction of the penalty. You can do this by expanding the 'late submissions' section on the assignment page, once the grades have been released. [Instructions with images of the screen to support this explanation is also available.](#)

Penalty for late submission	The penalty applied as a percentage
Performant grade	The mark you would have received if there was no penalty
Pass mark	The mark required to pass the assignment
Marks deducted	The number of marks deducted (not the percentage deducted)
Effective percentage point penalty	How many percentage points were deducted
Grade	The mark returned to you shows you your Performant Grade minus the Marks Deducted

In the case of coursework to be submitted through Myplace, issues with Myplace which prevent students from submitting their coursework before the deadline will not result in late penalties. In this situation, staff will amend the deadline to allow enough time for students to successfully upload and submit their coursework after the issue has been resolved.

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, please apply for an extension as early as possible.

ASSESSMENT AND FEEDBACK

Assessment and Feedback policies

All coursework is marked according to the University's Assessment and Feedback Policy: https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Assessment_and_Feedback_Policy.pdf.pagespeed.ce.ugGorsUOnQ.pdf

Anonymous Marking

All written coursework, except for dissertations, or where it is demonstrably impractical, will be presented and marked anonymously.

Students should not leave any identifying information, especially their name, on coursework.

Feedback

Coursework will be marked electronically and returned to students with feedback and a numerical grade (non-exam coursework) or a numerical grade only (exam coursework), normally within 15 working days/ 21 calendar days from submission, except where the return date lies within the May exam diet. University holidays do not count in the calculation of the 15/21-day period.

Class-wide exam feedback will be made available after each exam, but students will not receive individual feedback.

Pass by Compensation

Under the Compensation Scheme and Progress (CSP) regulation, Level 1, 2 or 3 students who fail a class may be eligible to pass by compensation. At the discretion of the relevant Board of Examiners, students who do not meet the criteria for a pass by compensation will be eligible to re-sit all failed classes. For further information on CSP go to:

https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_on_Compensation_Scheme.pdf.pagespeed.ce.BBKaC-jsDw.pdf

Special exam arrangements

If you think you require special exam arrangements it is essential that you make an appointment with the Disability Service as early as possible in the academic year to discuss these arrangements at the earliest possible date, and certainly well before the first diet of exams.

The University's Disability Services is located in the Graham Hills Building, 50 George Street, tel. 0141 548 3402, email disabilityservice@strath.ac.uk and

The School Disability Advisor is **Andrew Eccles**. He is based at level 6 of Lord Hope Building. He can be contacted by email at andrew.eccles@strath.ac.uk

Resits

When the overall module final mark is a fail, a student will be required to re-sit the element (or elements) of assessment that were failed (or from which a student was absent). Faculty policy states that the maximum mark a student can receive for a second attempt at a failed piece of coursework is 40%, known as 'capping'. Please note that resit capping policy was under review at the time of writing this handbook and changes may happen during the course of the 2020/21 Academic Year.

Board of Examiners

The Board of Examiners operates in accordance with the University Degree Regulations and Procedures:

- The BA Board of Examiners (Levels 1, 2 and 3) will meet twice each year (June and Sept).
- The Honours Board of Examiners will meet once a year, in June.

Provisional nature of marks

Students should note that all marks are provisional until ratified by the relevant Board of Examiners.

Student Appeals

The University recognises that students have the right to appeal against the decision of the Board of Examiners. For further information on the appeals process please go to 'Student Appeals Procedure' at: <http://www.strath.ac.uk/studentlifecycle/appeals/>.

Marking criteria

In essence, markers assess four crucial elements in any answer:

- Analysis/understanding
- Organisation/structure
- Extent and use of reading
- Writing proficiency

The various grades/classifications reflect the extent to which an answer displays essential features of each of these elements (and their relative weighting). At its simplest: the better the analysis, the wider the range of appropriate sources consulted, the greater the understanding of the materials read, the clearer the writing style, and the more structured the argument, the higher will be the mark.

The following provides an indicative outline of the criteria used to award a particular grade/classification. Most markers have a flexible hierarchy of weighting and tend to privilege 'analysis', 'reading' and 'structure' over 'writing proficiency'. (NB. Appropriate adjustments will be made regarding writing proficiency if requested by the Disability Service)

Mark (%)	Grade	Marks available	Descriptor	Characteristics
≥90	1st	100 92	Exceptional demonstration of the learning outcomes	Exceptional in most or every respect, the work demonstrates all of the characteristics noted for First class in the Outstanding range below and is also well beyond the level expected of a highly competent student at their level of study, and could not be bettered for the level of study.
80-89	1st	84	Outstanding demonstration of the learning outcomes	Outstanding in most respects, the work is what might be expected of a highly competent student at their level of study. The work demonstrates most of the following attributes: <ul style="list-style-type: none"> • A breadth of appropriate and focussed knowledge, and a deep and critical understanding of the subject matter • An outstanding standard of synthesis and evaluation, and a critical and insightful analysis • Complexity of thought, creativity, insight and/or originality • Evidence of comprehensive reading and thought of significant complexity and well beyond, but still relevant to, course/assignment materials • Outstanding use of references and exemplars, well beyond, but still relevant to, course/assignment materials • An outstanding standard of writing and communication and/or presentation, that is clearly and logically structured
70-79	1st	78 75 72	Excellent demonstration of the learning outcomes	Excellent in most respects, the work is what might be expected of a very competent student at their level of study. The work demonstrates <ul style="list-style-type: none"> • Wide, appropriate and focussed knowledge and critical understanding of the subject matter

Mark (%)	Grade	Marks available	Descriptor	Characteristics
				<ul style="list-style-type: none"> • An excellent standard of synthesis and evaluation and/or shows critical and insightful analysis • Some complexity of thought, insight and/or originality • Evidence of comprehensive reading and thought beyond course/assignment materials • Excellent use of references and exemplars • An excellent standard of writing and communication and/or presentation, that is clearly and logically structured
60-69	2.1	68 65 62	Comprehensive demonstration of learning outcomes	<p>Very good or good in most respects for the level of study in displaying attainment of the learning outcomes, with marks at the higher end of this scale reflecting stronger and more consistent attainment of the learning outcomes. This work demonstrates:</p> <ul style="list-style-type: none"> • A very good or good level of appropriate knowledge and critical understanding of the subject matter, with only occasional lapses in detail • Very good or good synthesis, analysis, reflection, understanding and/or critical evaluation • Evidence of reading and thought beyond course/assignment materials • Appropriate use of references and exemplars • A good standard of writing and communication and/or presentation, that is clearly and logically structured
50-59	2.2	58 55 52	Satisfactory demonstration of learning outcomes	<ul style="list-style-type: none"> • The work is satisfactory for the level of study and clearly meets the requirements for demonstrating the relevant learning outcomes. Marks at the higher end of this scale reflect stronger and more consistent attainment of the learning outcomes for this standard of work. This work demonstrates: • Satisfactory knowledge and a reasonable understanding of the essential material • Weaknesses in the synthesis and/or analysis, reflection, understanding and critical evaluation of material, resulting in parts of the work being overly descriptive in nature • General accuracy with occasional mistakes and/or reduced focus on the main issue or lapses in detail • Limited evidence of reading and thought beyond course/assignment materials

Mark (%)	Grade	Marks available	Descriptor	Characteristics
				<ul style="list-style-type: none"> • A satisfactory standard of writing and communication and/or presentation, where there may be weaknesses in the clarity and/or structure of the work • Appropriate use of references and exemplars, though there may be minor flaws in the referencing technique
40-49	3	48 45 42	Limited demonstration of learning outcomes	<p>The work meets the minimum requirements for demonstrating the relevant learning outcomes. Marks at the higher end of this scale reflect stronger and more consistent attainment of the learning outcomes for this standard of work, although ultimately insufficiently at year 5 and PGT level. This work demonstrates:</p> <ul style="list-style-type: none"> • Basic knowledge and understanding • A weak argument which is not logically structured or which lacks clarity or is based on unsubstantiated statements • No relevant critical analysis • Insufficient evidence of reading and thought beyond course/assignment materials -Poor organisation and/or presentation
30-39	Fail	38 35 32	Inadequate demonstration of learning outcomes	<p>The work fails to meet the minimum requirements for demonstrating the relevant learning outcomes for the level of study. Marks at the higher end of this scale reflect stronger and more consistent attainment of the learning outcomes within this range of marks. This work demonstrates:</p> <ul style="list-style-type: none"> • An insufficient level of knowledge and understanding • A poorly structured, poorly developed, or incoherent argument, or no argument at all • An awkward writing style or poor expression of concepts • A lack of familiarity with the subject and/or assessment method • Insufficient evidence of reading and thought beyond course/assignment materials -A lack of references and exemplars
20-29	Fail	20	Weak demonstration of learning outcomes	<p>The work is very weak or shows a decided lack of effort. The work demonstrates</p> <ul style="list-style-type: none"> • Very poor or confused knowledge and understanding, with reference to only a few key words, phrases or key ideas • No argument or one based on irrelevant and erroneous content • Irrelevant content and extensive omissions • Weaknesses of presentation and/or logic and/or evidence • Inadequate evidence of learning -Incomplete or inadequately presented references, if any

Mark (%)	Grade	Marks available	Descriptor	Characteristics
1-19	Fail	10	Minimal demonstration of the learning outcomes	<p>The work is extremely weak. The work demonstrates:</p> <ul style="list-style-type: none"> • No knowledge or understanding of the area in question • Incomplete, muddled, and/or irrelevant material • Irrelevant or little content, extensive omissions • Weaknesses of presentation and/or logic and/or evidence • Deficient evidence of learning • Incomplete or inadequately presented references, if any
0	Fail	0	No relevant work submitted for assessment	

Plagiarism and Duplication

Coursework which is even partly plagiarised will be subject to penalties and a zero mark may be awarded.

Students should read:

- *Student Guide on Good Academic Practice and the Avoidance of Plagiarism:*
http://www.strath.ac.uk/media/ps/cs/gmap/plagiarism/plagiarism_student_booklet.pdf
- *Guidance on the Use of Turnitin:*
https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Guidelines_for_the_Use_of_Turnitin.pdf

Plagiarism is the unacknowledged use of another person's work or ideas, whether intentionally or unintentionally, and is a form of intellectual theft. Ignorance or lack of understanding, while perhaps understandable in a student in the early stages of their academic career, does not excuse plagiarism. Remember it is up to you, as a member of the academic community, to find out what the academic conventions are and to stick to them.

Any allegation of plagiarism will be treated very seriously and will be the subject of investigation. If you are suspected of plagiarising, you will be called to a meeting with the Programme Lead and/or the Head of School and asked to provide an explanation and/or any mitigating circumstances. After consideration of all the facts of the case, you may be referred to the Centre for Academic Practice & Learning Enhancement for assistance with academic writing, and/or to reduce marks for poor scholarship (including reducing marks to zero), or to require you to repeat the assignment or class. In cases where the nature and extent of the plagiarism is serious, the Head of School will refer the case to the Senate Discipline Committee.

Re-use of the student's own work done for another qualification or for another module is defined as Duplication by the University's guidance on Student Dishonesty and is not considered acceptable.

CAREER PLANNING AND DEVELOPMENT

Good careers don't just happen. Career planning is a process and so it is important to take some action during each year of your course. From second year you can begin to understand the range of skills employers want and to build up a picture of your own skills and qualities.

Graduate employers have defined the main skills they look for and how they recognise these in students. You can see these on the Careers Service web-site: <http://www.strath.ac.uk/careers/>

Whatever career you enter, your degree has to be accompanied by a set of skills. Different combinations of skills are appropriate for careers in social research, public sector administration, human resource management, the media or teaching. You can find out what is required for each occupation on the Prospects website – www.prospects.ac.uk/links/Occupations - and at the Careers Resource Centre, Level 6, Livingstone Tower.

As well as understanding the skills employers want, you need to identify your own skills and qualities. Many of these are developed and practised through your course work, for example:

- the ability to research and analyse information from many sources;
- written and verbal skills needed to present and discuss your opinions and conclusions;
- understanding complex political and cultural issues, often in continually changing environments.

Other significant opportunities to develop skills come from your social, leisure and part-time/vacation employment. Some day soon an employer will ask you to write about these in a CV or application form or describe them at interview. You can make that easier for yourself by reflecting on your experiences and recording the skills you are using as you go along. The Careers Service web-site has a specific section to assist you with this process – look at <http://www.strath.ac.uk/careers/> To see how to describe your skills and qualities in a good CV format, look at <http://www.strath.ac.uk/careers/apply/> This gives examples of CVs and covering letters for graduate jobs and part-time/vacation work. To find suitable vacancies, look on the Careers Service website at <http://www.strath.ac.uk/careers/vacancies/>

QUALITY ASSURANCE

Class reps

Each seminar group should choose class representatives to meet with staff once a term to discuss the strengths of the module and where improvements could be made. The findings of such meetings will be used to continuously improve the quality of the modules.

Module evaluations

All students will be asked to complete a module evaluation at the end of each module. The findings of evaluations will be used to continuously improve the quality of the modules.

Complaints Handling

The University of Strathclyde is committed to providing an excellent education and high quality services to all students from enrolment to graduation. The University values complaints and uses the information from them to help improve services. If something goes wrong or you are dissatisfied with any of the University's services, please tell us. A guide to the complaints procedures is available at -

https://www.strath.ac.uk/media/ps/strategyandpolicy/FINAL_GuideForStudents.pdf.pagespeed.ce.FlzAr50Lbw.pdf

Full information on the University's complaints procedure is available at:

<http://www.strath.ac.uk/staff/policies/academic/>