



Arts and Media Informatics Undergraduate Student Handbook

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Welcome & Introduction

Welcome to HATII! You are now a student in a unique department in not only Glasgow University but also in the UK. HATII is one of the world's leading centres for information studies and the digital humanities. The Institute offers a pioneering joint honours undergraduate degree in Arts and Media Informatics as well as innovative Masters degrees in Information Management and Preservation, Computer Forensics and e-Discovery and Museum Theory and Practice.

HATII's innovative teaching is underpinned by its research and has particular strengths in theoretical approaches to information, management and curation of digital assets, records and information management and cultural heritage informatics and resource discovery. HATII has the highest percentage of 4* World-leading research in Scotland and the joint 4th highest in the UK in the field of Library and Information Management according to the 2008 UK Research Assessment Exercise.

Our teaching covers a wide range of arts based information studies and humanities computing. We offer:

- A friendly and supportive environment for student learning
- Varied undergraduate and postgraduate programmes
- Student learning informed by specialist research expertise
- Enquiry led and student centred teaching
- A lively student community

Our staff and students bring a wide variety of academic interests and disciplinary perspectives to the Institute's research and teaching that provides an interdisciplinary and international outlook to our work.

As a student from Glasgow University myself and a founder member of HATII, I know you have chosen a superb university to study in as well as a unique, friendly and forward-looking department. Enjoy your undergraduate years and keep one eye on your future with HATII.

Ann Gow, Acting Director, HATII

This handbook is provided to give students information regarding HATII and how its academic courses are administered. This handbook is intended to provide you with information regarding all matters in relation to your study that are not specific to a particular course. Therefore, you should consult this documentation in addition to any information provided at enrolment or during your course of study.

General information for students is available from the University's main web page (<http://www.gla.ac.uk>) and from the University Prospectus. The University Calendar provides detailed information on university regulations and can be consulted online, in the Library and College of Arts Office.

Administration

HATII forms part of the School of Humanities (along with Archaeology, Classics, Celtic & Gaelic, History and Philosophy) within the College of Arts. The School Offices are located in 1 University Gardens, where you will find the Undergraduate

administrator Alison Peden. Day to day course administration is handled by each course coordinator/lecturer within HATII.

HATII's staff offices and teaching labs are located in George Service House, 11 University Gardens.

International Students

Welcome to our international students! HATII has a long tradition of welcoming students from all over the world – we have particularly strong links with the University of Oulu in Finland and have also hosted students from the USA, Canada, Italy, Spain, Germany, Greece, Poland, Norway, Sweden, Denmark, China and Japan. We hope you find HATII, the University and the city of Glasgow a warm and welcoming place.

Studying abroad is an exciting and rewarding experience and we are here to help you make the most of it. We are happy to answer any of your questions whether it is about academic practices, standards, marks, helping to find your way around or suggestions for things to see and do.

Staff

You will meet many different teachers in your undergraduate years with HATII, listed below are the main teaching staff. You will also meet professional guest lecturers, PhD students, honorary research fellows and others from the university and beyond.

Teaching staff:

Ann Gow (Convenor AMI Level 1)

Stephen Woodruff (Convenor AMI Level 2)

Ian Anderson (Convenor AMI Honours)

Michael Moss

Adele Redhead (on maternity leave)

Staff contact details can be found on HATII's website

<http://www.gla.ac.uk/departments/hatii/>

Technical Staff: Louise Pollock (Head of Arts Support)

What you can expect from us (Degree Aims)

Arts and Media Informatics provides an interdisciplinary perspective on how the use of Information and Communication Technology (ICT) shapes our knowledge and understanding, provides new ways to view our past, present and future and influences our economic, social and cultural life. Drawing on the disciplines of Digital Humanities and Information Science, Arts and Media Informatics examines the creation of digital media, how the use of ICT can provide new perspectives for analysis, interpretation and communication, the role of ICT in cultural heritage organisations and the broader economic, social and cultural impact of the digital revolution.

The degree aims to:

- Promote a critical and broad-minded appreciation of the history, practice and potential of digital humanities in all its forms
- Foster student's understanding of how ICT can enhance our analysis, interpretation and judgement
- Develop an appreciation of the changes brought about by the digital revolution and the economic, social, cultural and intellectual significance of this change
- Provide opportunities for students to develop the essential skills of critical analysis, evaluation, research and communication
- Emphasise human factors in the creation, use and application of ICT
- Equip students with the skills to adapt to the rapid pace of technological change in the modern world
- Enhance students' skills across a range of ICT applications and methods
- Develop qualities of independence, creativity and teamwork

What you can expect to learn (Degree Intended Learning Outcomes)

The programme provides opportunities for students to develop and to demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas.

Knowledge and Understanding:

- Understand how information and communication technology can be applied and used in arts and humanities disciplines
- Identify the strengths and weaknesses of a range of information and communication technologies
- Understand the range of impacts that ICT can have on the individual and society, particularly in the economic, creative and political fields
- Develop an understanding of the interdisciplinary theories, philosophies and methods that inform the discipline
- Appreciate the interrelationship between theory, method and practice

Skills and Other Attributes:

Subject-specific/practical skills

- Appropriately apply ICT to a particular problem, domain or media type
- Critically assess the opportunities, costs and benefits of using and applying ICT
- Create digital surrogates to accepted community standards from a range of analogue source material
- Develop creative solutions to problems using appropriate methods and practices

Intellectual skills

- Debate issues surrounding the use of ICT in terms of multiple philosophical and theoretical approaches
- Analyse, evaluate and interpret a range of digital content using relevant ICT
- Synthesise and apply understanding across different disciplines
- Independent and creative problem solving

- Communicate ideas and information in a clear and effective manner

Transferable/key skills

- Conceive, develop and execute ICT related projects
- A high level of competence in a range of ICT applications
- Good written, verbal and visual communication skills
- Good self-management skills
- Effective independent learning and research
- Contribute effectively to teamwork

Degree Programme Structure

As a first-year student you normally choose courses in three different subjects according to your interests and long-term plans. You can study subjects from another College, principally the Faculties of Law, Business & Social Sciences and Science. Your Advisor of Studies should have already guided you through the choices available in accordance with the University and College regulations related to the degree. However, if in the first two weeks of term you decide a course is not what you expected and you want to change you can do. Please see your Advisor of Studies as soon as possible

In second year you normally go on with at least two of your first-year subjects at Level-2, and continue to broaden horizons by taking another subject or subjects at Level-1.

At the end of their second year of study, students decide whether they wish to continue with an MA Honours degree or complete an MA General Humanities Degree. The MA Honours Degree takes an additional two years to complete and students can specialise in either one or two subjects (single or joint honours respectively). The Junior Honours year is followed by the Senior Honours year. An MA General Humanities Degree (sometimes referred to as the three year degree) takes an additional one year to complete.

For students intending to take Arts and Media Informatics joint honours degree (AMI is only available as a joint honours degree) the degree structure will typically be as set out below. For students who decide to take AMI jointly with a language, your Honours degree will take five years to complete, with your third year being spent in the country whose language is being studied.

Level 1 (First Year)

120 credits, typically over six courses. 40 of which are made up from A&MI Level 1. The further 80 credits normally come from four other Arts or LBSS subjects.

First Semester: Arts and Media Informatics 1A, plus two other Level 1 courses from other subjects

Second Semester: Arts and Media Informatics 1B, plus two other Level 1 courses from other subjects

Level 2 (Second Year)

120 credits, typically over six courses, 80 of which must be at Level 2. 40 of these are made up of A&MI Level 2. 40 credits from a further Level 2 subject likely to be taken to joint honours with A&MI. 40 further credits from (typically) a Level 1 subject.

First Semester: Arts and Media Informatics 2A, plus one other Level 2 subject carried on from Level 1 and one other, new Level 1 subject

Second Semester: Arts and Media Informatics 2B, plus one other Level 2 subject carried on from Level 1 and one other, new Level 1 subject

Honours (Third and Fourth Year)

Every Joint Honours student will complete four honours courses over two years. Each course carries 30 credits. All Arts undergraduates must complete a dissertation. This can be taken in your other joint honours subject or as part of Arts and Media Informatics, in which case it will count as your second semester Junior Honours optional course.

Junior Honours

60 credits from A&MI and 60 credits from partner joint honours subject. A&MI courses made up of:

Core for junior honours Enterprise, Creativity and Citizenship Online (30 credits, first semester) and, choice of:

- Document Encoding
- 2-D Digitisation: Theory and Practice
- Heritage and Cultural Informatics
- Dissertation

Senior Honours

60 credits from A&MI and 60 credits from partner joint honours subject. A&MI courses made up of:

Core for senior honours Multimedia Analysis and Design (30 credits, first semester) and, choice of:

- Document Encoding
- 2-D Digitisation: Theory and Practice
- Heritage and Cultural Informatics

Honours Courses

Further details on honours courses can be found on the HATII website, including aims, outcomes, content and assessment. Second year students interested in taking Arts and Media Informatics at honours level will have an information session in second semester explaining the degree programme and individual courses in further detail.

Core Courses:

Entrepreneurship, Creativity and Citizenship Online (Junior Honours Semester One)

Class times: Lectures: Wed 9-11am. Seminars: Fri 2-4pm

Multimedia Analysis and Design (Senior Honours Semester One)

Class times: Lectures: Tues 9-11am Practicals: Wed 12-2pm or Thurs 1pm-3pm

Optional Courses:

Heritage and Cultural Informatics (Semester Two)

Class times: Wed 9-11am and Wed 2-4pm.

Document Encoding (Semester Two)

Class times: Lectures Mon 10am-12noon. Practicals: Mon 1pm-3pm

2-D Digitisation: Theory and Practice (Semester Two)

Class times: Lectures: Thursday 10am-12noon. Practicals Thursday 2pm-4pm

Dissertation (Semester One and Two Junior Honours)

Class times: Research Seminars and Professional Studies Seminars, most weeks, Tuesday 12-1 pm and/or Mon 12-1 and/or Wed 12-1

Study Abroad

Undergraduates can spend a semester or a year, normally the junior honours year, abroad at another institution. In the EU, such exchanges are facilitated through the Socrates programme, and Hatii has an exchange agreement with the University of Oulu in Finland. Hatii students have also spent their junior honours year abroad in the United States (University of California, San Diego), Canada (Queen's University, Kingston) and Hong Kong (University of Hong Kong).

As a rule we expect you to take courses at the overseas University equivalent to the curriculum a home student at that institution would take in the same year - in other words, you do not need to find exact parity with what you would be doing here, but rather should aim for a curriculum that makes the most of the opportunities available at the host university whilst ensuring that you have a workload equivalent to that of comparable joint honours students there.

Since an honours degree in Hatii will be jointly with another department it is essential that both departments are happy with the arrangements. You should complete an application form through the Student Recruitment and Admission Service, consult Dr Ian Anderson or one of the other Hatii staff, and the Socrates coordinator in your other honours department. For most exchanges you will have to research the courses available at the other institution yourself, choose a programme of study and have it approved by the coordinators in both departments. We will guide you, but you will have to do a lot of the work in finding what is available yourself.

While you are away you must keep in email contact with us, notifying us as you enrol on courses and when you receive grades (marks/results) in them. You must inform us at once if you need to change your academic plan for any reason. During the spring of your junior honours year (usually in late April or early May) you should also contact us and your other honours department to register your choice of courses for your senior honours year.

Assessment of work completed at the overseas institution will be done by that institution according to its normal system. Depending on which institution you go to, however, your marks from the year abroad may need to be converted into British equivalent grades before they can be used in the assessment scheme here. We have standardised procedures for these conversions, but in order to make sure that we have sufficient information on the requirements and expectations of the host institution we also routinely re-read the work you have done abroad. For that reason, you must bring back all of your assessed work (essays, projects, and if possible also examination scripts), together with appropriate course documentation (tutor's course assessment forms, feedback on assignments, transcripts, etc) and submit this portfolio of work to us at the start of your senior honours year. Like your other undergraduate work from Glasgow itself, the portfolio from your year abroad will be reviewed by the honours Board of Examiners (including external examiners) according to established procedures. To make sure no injustice is done, the Board always looks at both the 'raw' transcript from your host institution and the conversion-marks resulting from this formal review of the work completed while away. In the process, we take account of the fact that spending a year abroad can be both an exciting and a challenging experience, and we make sure no student is disadvantaged by a set of marks that may appear out of line with marks achieved in the senior honours year at Glasgow University. If you would like to check what marks are being submitted to the Board of Examiners for your final assessment, please contact one of the teaching staff before the end of May of your senior honours year.

In short:

- DO NOT let worries about grades deter you from considering spending a year abroad at another University
- DO plan ahead – it will take time and effort to identify an institution and a curriculum
- DO make sure that your planned curriculum abroad is approved by both your honours departments
- DO bring back all the assessed work which you complete while abroad.

Bon voyage!

Gute Reise!

¡buen viaje!

Progression

In your first year you will be taking Arts and Media Informatics Level 1 as one of three courses. AMI 1A in your first semester and AMI 1B in your second semester. Admission to AMI1B is not based on any grade achieved in AMI1A. Progression regulations from first to second semester in your other courses may vary and you should consult the appropriate student handbook for that course, however, in most cases student progression is determined at the end of the first year not the end of the first semester.

Admission to A&MI level 2 requires a grade of D or above in A&MI 1B (or equivalent). Admission to Honours in Arts and Media Informatics will normally require a grade of C or above in A&MI 2A and 2B.

Intending Honours students should note that Arts and Media Informatics is only available jointly with another subject. Students should consider the implications of this when discussing second year curriculum with Advisers of Studies. In particular students should check that there are no timetable clashes with their other honours courses and that they fulfil the entry requirements for that subject at honours level. Admission to honours requires you to satisfy both HATII and College of Arts requirements.

HATII's criteria for progression to Honours is a good academic performance at AMI Level 2 in assessed course work and the end-of-course written examination components. This means:

- Completion of four Arts and Media Informatics courses (two at Level 1 and two at Level 2)

And

- At least an average C grade (12 or above), calculated on the numerical scale, over the two Level 2 courses.

Second year students who are taking AMI 1 A and B may progress to joint honours if their work is excellent. Each case is considered on its merits by the honours convenor in consultation with AMI Level 1 and 2 teaching staff.

Students should also satisfy the College of Arts requirement for entry into Honours. Before proceeding to study for any Honours degree in the College, a student must normally have completed twelve courses at Levels 1 and 2, at least eleven with grade D or above. The University Calendar contains information about these regulations. If you are uncertain about these, please consult your Adviser of Studies.

To successfully complete the Arts and Media Informatics joint honours component of your degree students are required to complete four honours courses, worth 120 credits in total, two in junior honours (third year) and two in senior honours year (fourth year). Students will be deemed to have completed an honours course if he or she remains enrolled on that course two weeks prior to the date on which teaching in the course is completed irrespective of the amount of assessed work completed or its grade.

Resits

In accordance with normal university practice, students who have met the basic requirements of AMI 1A, 1B, 2A or 2B (timely submission of all assessed work and satisfactory attendance) but who have not achieved an overall grade of "D" or above may be permitted one further attempt at each component of the assessment in which a grade lower than "D" was awarded provided that it is feasible to do so. The grade for any assessment taken a second time is automatically capped at a D. If the repeated assessment is an exam, this would take place in August.

Normally, students who have not completed all assessed work or whose attendance was unsatisfactory are **not** entitled to resit any part of the assessed work.

Honours students are not permitted to resit any part of their assessed work, whether it is a project, essay, presentation or exam. Students who have missed an exam entirely

due to a valid medical reason, or other valid special circumstance, may take a first sitting of the exam at a later date.

Appeals

Anyone wishing to lodge an appeal against an examination result must do so in accordance with the regulations as outlined in the University Calendar. Please note that appeals can only be based on failure in the assessment process not the grade awarded.

Communications

It is very important for us to have good clear communications with our students, and vice versa. We are a small unit, so it is quite simple to find us but here are the best methods for getting hold of staff:

- Email – by far the best method, to ask questions, make appointments etc.
- Staff Office Hours: check individual lecturer's doors or web pages for these times.
- Drop –in: Staff are often happy to see students on a drop in basis but please be aware that this might not always be possible.
- Telephone: if you can't get to email, then do call us.

Moodle

Moodle is the University's virtual learning environment and used extensively by HATII. All your lecture notes, lab sheets, reading lists are posted there. For some courses, you will submit your assignments on the moodle. Each class will have a separate moodle and you will be given the key to join it at enrolment or first class. You will be given specific information on your individual courses at enrolment and they will be available through the moodle.

Regulations

Attendance

It is important that you attend your lectures and labs regularly and hand in any written or project work on-time. We are obliged to report unexplained absences to your advisor of studies and prolonged absence may jeopardise your continued enrolment or financial support. Furthermore, regular attendance and participation are an essential element of your learning experience. It provides an opportunity to get to know your fellow students and staff better, participate in group work and broaden your social and cultural experience.

The procedures outlined below are intended to provide a level playing field for all students and alert staff to any potential problems students may have. If you are unavoidably going to be absent from a lecture, lab or other pre-arranged activity (such as a visit) you should inform your course convenor, lecturer or tutor in advance, sending a copy to the administrator for the course. If this is not possible they should be informed as soon as practically possible afterwards. In addition you should follow the instructions below.

You should follow the Student Absence policy, available on the Registry web site: http://www.gla.ac.uk/media/media_129312_en.pdf

Summary:

1. The Student Absence Policy applies to all undergraduate and postgraduate taught students and defines a significant absence as an absence of more than seven consecutive days or one which prevents a student from attending an examination or fulfilling any other requirement for the award of credit.
2. Students must complete a WebSurf absence report for any significant absence and are recommended to complete an absence report for any absence for which they would like the University to take account.
3. All potentially significant absences should be reported as soon as is practical in part 1 of the WebSurf absence report; Part 2 should be completed on return to University.
4. The normal submission deadline for the completed absence report is 7 days after return to University and Boards of Examiners will not necessarily take account of absences reported after this deadline.
5. If at all possible, absences which will result in non-attendance at examinations should be notified before the examination by contacting the relevant School, and followed up by completion of part 1 of the WebSurf absence report.
6. Documentary evidence is required for any significant absence and the Absence Policy includes a schedule of circumstances in which medical evidence is required.
7. The Absence Policy includes a statement of how the School should respond to a notification of absence.

Assigned work

During your period of study in HATII you will be assigned a certain amount of work that you are to complete by a certain deadline. Sufficient notice of deadlines are provided to all students to enable them to plan their work and submit it on time. If for some reason you know in advance that you will not be able to submit a piece of assigned work on-time, consult with your lecturer or tutor immediately, but note that it is not the practice of the institute to issue extensions in all but the most exceptional circumstances.

Assigned work may take the form of an essay, project, report or presentation. In all work importance is attached to clear, well structured work with a minimum of spelling, grammatical or punctuation mistakes.

It is the responsibility of all students to ensure they back up their work on their personal area on their network drive. Work saved to a computer's local drive (C drive) is automatically wiped when the computer restarts. In addition it is also recommended to copy work to a portable USB drive when possible in case your network drive is unavailable. Students should not wait until the deadline day to submit their work online or print off their work in case of technical difficulties with the printer or an inaccessible home area. This reason will not be accepted for late submission.

All work submitted for assessment must be accompanied by the University's 'Declaration of Originality Form' either in paper format for printed work or the electronic version for coursework submitted through Moodle.

Special Circumstances

If you require either an extension or there were special circumstances that may have affected your performance in completing an assessed piece of work (including sitting an exam) then you should obtain a Special Circumstances Form (the 'Yellow Form') from School's undergraduate administrator. Complete this form and return it with any supporting documentation (such as medical certificates) to the administrator.

If your request is for an extension the result of this request will be communicated to you by your lecturer. If your request is for special circumstances to be taken into consideration in grading your work this will be done at the relevant Exam Board meeting and not before hand. The Exam Board may deem that the circumstances were accommodated by the granting of an extension, agree that the circumstances were not likely to have affected performance, likely to have affected performance or very likely to have affected performance. The Exam Board will agree collectively on the extent to which the grade or grades to which the circumstances apply will be revised.

Late submission

Unless a prior extension has been agreed with your lecturer or tutor (see above) any piece of assigned work that is submitted late will be subject to the following penalties: The primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

(a) in respect of work submitted not more than five working days after the deadline:

the work will be assessed in the usual way and then the primary grade and secondary band will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late e.g. work handed in two working days late and graded a B2 (16) will be reduced to C3 (12).

(b) work submitted more than five working days after the deadline will be awarded Grade H.

Plagiarism

The University's degrees and other academic awards are given in recognition of a candidate's personal achievement. You have a responsibility to yourself, your classmates, the Institute and the University to ensure the integrity of your academic work. Plagiarism is therefore considered as an act of academic fraudulence and an offence against University discipline. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgment of the sources. As well as direct copying plagiarism can consist of a quotation, close paraphrase or unacknowledged summary. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Auto-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in

quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Electronic work or projects are no exceptions from the plagiarism rule. Obtaining a copy or part of someone else's work electronically (by e-mail, saving to disk, downloading or copying from the Internet or other means) will incur the same penalties. You must also make sure you do not pass your work to another or allow your work to be copied inadvertently. Where a candidate for a degree or other award uses the work of another person or persons without due acknowledgment:

1. The relevant Board of Examiners may impose a penalty in relation to the seriousness of the offence;
2. The relevant Board of Examiners may report the candidate to the Clerk of Senate, for action under the Code of Discipline, where there is prima facie evidence of an intention to deceive and where sanctions beyond those in 1. might be invoked.
3. Under these regulations, the Board of Examiners in HATII may choose to award a mark of 'O' (zero) for any plagiarised piece of work. A record will also be kept in your personal file and may prejudice any future reference enquiry where questions of your integrity are raised.

If you have received significant help with a solution from one or more classmates or colleagues you should mention their names in your submitted work. If you have any doubt as to what level of discussion is acceptable you should consult your lecturer or course Convenor.

The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work.

Computer Use

The main HATII teaching laboratories are located in George Service House.

The main teaching laboratory is the Multimedia Classroom, Room 401 on the first floor. When not in use for teaching the lab is available to all HATII and College of Arts students.

There are other computer labs throughout the College, at Nos 1, 2 and 6 University Gardens. There is also a new lab in the Modern Languages, in the Hetherington Building.

At all times you are required to use the laboratories, computers and other equipment in a responsible and appropriate manner. Please pay attention to the University's computer use policy, avoid using the computers for personal use and do not leave a computer unoccupied but logged on.

Faults with computers, scanners or printers can be reported to Arts Support.

Marks and Marking

Code of Assessment

The code of assessment provides grades, bands and aggregation scores and descriptions for the intended learning outcomes for each grade - these are general descriptions under which HATII has developed more specific grade related criteria (see the next section below). All students are encouraged to consult with their lecturers, tutors or course convenors on an individual basis on any matter of concern relating to their course performance. All students who receive a mark of 11 or below are strongly advised to consult with the appropriate member of staff.

Code of Assessment for Undergraduate and Taught Postgraduate Programmes

Non-honours Courses				Intended Learning Outcomes	Honours Courses		
Primary Grade	Gloss	Secondary Band*	Aggregation Score		Primary Honours Class	Secondary Band**	Aggregation Score
A	Excellent	1	22	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures	First	1	22
		2	21			2	21
		3	20			3	20
		4	19			4	19
		5	18			5	18
B	Very Good	1	17	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding	Upper Second	1	17
		2	16			2	16
		3	15			3	15
C	Good	1	14	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding	Lower Second	1	14
		2	13			2	13
		3	12			3	12
D	Satisfactory	1	11	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure	Third	1	11
		2	10			2	10
		3	9			3	9
E	Weak	1	8	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations	Fail	1	8
		2	7			2	7
		3	6			3	6
F	Poor	1	5	Attainment of intended learning outcomes appreciably deficient in		1	5

		2	4	critical respects, lacking secure basis in relevant factual and analytical dimensions		2	4
		3	3			3	3
G	Very Poor	1	2	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation		1	2
		2	1			2	1
H	No Credit		0	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary			0
CR	Credit Refused			Failure to comply, in the absence of good cause, with the published requirements of the course or programme.			

* The secondary Band indicates the degree to which the work possessed the qualities of the corresponding descriptor. 1:High; 2:Medium; 3:Low

Grade Related Criteria

N.B. All of these grade related criteria are based on the assumption that the work you submit is entirely your own and where you have used material or ideas from a third party they are properly acknowledged and cited. See the Plagiarism section for further details.

Written Work

These are the qualities which we consider to be the most important when student written work is assessed. They are applied both in examination marking, and in all other types of written coursework, including project reports. There is no precise formula for marking, in that weakness in some criteria may be compensated by strength in others. Work that begins well may also be marked down because it is rushed, unfinished, or too short in relation to the task set. All essays, exams and reports must present material in an ordered, clear manner with the minimum of spelling, grammatical or typographical errors and provide notes and bibliography set out in a disciplined, scholarly manner.

Qualities	Keywords
1 Sticking to the point when tackling a specific question	Relevance
2 Using an argumentative approach, rather than relying on description or narrative	Analysis
3 Demonstrating appropriate use, understanding and/or application of technology	Competence
4 A discriminating use of evidence to support the argument	Evidence
5 Organising the material in a logical order	Structure
6 Accurate information, which avoids vague generalisations	Accuracy

7 Willingness to explore beyond the range of ideas and information offered in lectures and labs	Independent Reading
8 Clear, concise expression and correct English	Style
9 Offering ideas which are the student's own, and well supported by evidence	Originality

Project work

These are the qualities we consider most important when student project work is assessed. They are used in all project work, including web sites, electronic texts, databases and digitised material. They may be used in conjunction with the written work criteria above. Just as with written work projects should be clear and well laid out with the minimum of spelling and typographical errors. Sources and references should also be properly cited.

Qualities	Keywords
1 The project complies with the course requirements	Relevance
2 Regular attendance, contributions and collaboration	Commitment
3 Understanding the nature of the project	Understanding
4 Able to implement appropriate technical skills	Competence
5 Ability to apply technical skills in an imaginative way	Creativity
6 Engagement with the processes and practices involved in the project	Insight
7 Capacity to critically engage with material and be self-critical of your achievements	Reflection
8 Appropriate application to other areas of your curriculum or incorporation of learning from elsewhere in your curriculum	Application
9 The project is well organised and clearly presented	Style

Your final grade for a course is determined by the extent to which your work and participation demonstrates:

A/Excellent/First

Perceptive and original thought and a clearly structured argument, well-directed to the question. The work yields penetrating insights into the topic(s) involved, and contains well-chosen and appropriately presented evidence to support the argument. Secondary material is likely to be used coherently and effectively. A very imaginative and skillful completion of project work. An ability to analyse the practice in question in a thorough and critical manner and to assess one's own practice in a way which identifies well what has been achieved and the source of any shortcomings in the work. Overall presentation is careful and effective.

B/Very Good/Upper Second

Shows independent thought and a general awareness of the issues raised. The work has a clear argument, shows a detailed knowledge of the topic(s) involved, and uses

appropriate illustrations to support the argument. Secondary material if used is selected and presented appropriately. A reasonably skillful and creative completion of the required project work. An ability to analyse the practice in question in a critical manner and to assess one's own practice competently. This grade may also be given if your work demonstrates most of the characteristics of someone achieving an A, but falls significantly short in one of the areas outlined.

C/Good/Lower Second

Makes an at least partly successful attempt to address the question, and shows knowledge of the topic(s) and some awareness of methods of interpretation and illustration. Satisfactory project work but deficiencies in skill and inventiveness suggest either limited commitment to the execution of the project or deficiencies in your understanding of issues and skills addressed by the course. Critical analysis is satisfactory but limited, and/or an insufficiently rigorous self-assessment. Presentation is adequate, but could be improved. This work may also be given if your work demonstrates most of the characteristics of someone achieving a B, but falls significantly short in one of the areas outlined.

D/Satisfactory/Third

Makes some attempt to tackle the question and demonstrates a basic knowledge of the topic(s) involved and the critical issues raised. A basic understanding of the skills addressed by the course and competence in applying them, but few signs of you absorbing them at any deeper level. Some effort made to fulfil the aims of the project, but the work fails to address these fully and/or is executed in a shoddy manner. Few signs of imaginative engagement. Critical analysis and self-assessment which are fairly shallow or carried out in a slipshod way. Presentation is passable.

E/Weak/Fail

Does not grapple successfully with the question, and in places betrays insufficient knowledge of the topic(s) involved. Little understanding of the skills addressed by the course and competence in applying them, and little evidence of absorbing them at any deeper level. Little effort made to fulfil the aims of the project, the work fails to address these aims and/or is executed in a shoddy manner. No signs of imaginative engagement with it. Overall presentation is poor.

F/Poor

Poorly directed to the issue(s) raised, and shows inadequate knowledge of the topic(s) involved. Critical analysis and self-assessment which are vacuous and/or carried out in a slipshod way which confirms a lack of genuine commitment to the work of the course. Overall presentation is very poor.

G/Very Poor

The work fails to engage with the question or to convince that the main issues are known. Critical analysis or self-assessment is feeble confirming minimal commitment to the work of the course. Overall presentation is extremely poor.

H

No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

CR/Credit Refused

Failure to comply with course requirements without good cause.

Your Degree Result

Your final degree result is calculated by arithmetic mean (the sum of the results for your courses divided by the number of courses). As Arts and Media Informatics is a joint honours degree, this process is applied to your courses across both subjects. Where your final average falls within the discretionary range of an honours class boundary (11.5-11.9, 14.5-14.9, 17.5-17.9) the Board of Examiners can, at their discretion, round the final mark up to the nearest whole number and consequently up an honours classification e.g. 11.5 (third class) to 12 (lower second class).

Appeals

All assessed work is reviewed by a Board of Examiners, including an external examiner. Appeals against a decision by a Board of Examiners in HATII may be made in the first instance to the College Appeals Committee. Appeals may be made subsequently to the Senate Appeals Committee and to the University Court. Full details of the appeals procedure are set out in the University Calendar, extracts of which are available from the Chief Adviser's office and from the College of Arts. You must consult this document before lodging an appeal, and you should also contact your Adviser of Studies and the SRC Education and Research Officer to seek guidance in forming your appeal.

Please note the following general points regarding appeals:

1. Appeals will only be considered on the grounds of unfair procedure or medical evidence, and not matters of academic judgement;
2. No appeals may be made after a student has graduated;
3. All appeals must be lodged with the College of Arts, or with the Clerk of Senate, within 14 days of the intimation to the student of the decision against which s/he is appealing.

Quality Assurance and Enhancement

Student Feedback

HATII is always keen to hear from students about their learning experience and the way they are taught. Three methods of feedback are employed: course evaluation forms, the Staff-Student Liaison Committee (SSLC) and informal feedback. Every class will receive an evaluation questionnaire to be returned via your elected class representative to ensure anonymity. Level 1 and Level 2 use the Moodle for the student questionnaire, with ensured anonymity.

The institute's Staff-Student Liaison Committee meets at least once per term. At the start of each term each class elects at least one representative. The Committee comprises of at least one elected representative from each year with additional representatives elected as necessary, for example with large classes, along with all members of HATII teaching staff and the Institute's administrator. We take the role of the SSLC seriously and value student's input and constructive criticism. It is an important mechanism that allows us to improve your learning experience and enhance our teaching.

The Staff-Student Liaison Committee provides an opportunity for consultation and feedback regarding all issues of teaching and learning. Input from the Committee helps course development, assessment, student support, facilities and learning resources amongst other things. Minutes from the Staff-Student Liaison Committee are posted on the relevant notice board. Actions arising from the Committee are dealt with by the Institute's Teaching and Learning Committee and/or the full Institute Committee. Results of action taken by the Committee are fed back to class reps and subsequent meetings.

Membership of the Committee provides you with the opportunity to become involved in issues of direct relevance to you and your fellow students and shape future developments. Participation in such committees demonstrates a willingness to go beyond the mandatory requirements of your course and work on behalf of others. Such work is always appreciated by employers. Training in how to be an effective class rep is provided by the SRC each year and is strongly recommended.

Annual Course Monitoring

The continuous monitoring and enhancement of the University's provision is an essential activity and is conducted through Annual Monitoring. Annual Monitoring has been undertaken in HATII for many years.

The aim of Annual Monitoring is to encourage reflection on the operation of courses and programmes with a view to maintaining standards and enhancing the quality of learning and teaching. We create annual reports on each course covering these areas:

- distribution of grades and comments on student performance in that academic session;
- feedback or comments of staff and students (via questionnaires, a range of informal mechanisms and staff-student liaison committee meetings);
- comments from external examiners' reports and consultation;
- a reflective analysis and proposals for quality enhancement.

The feedback we get from our students plays a crucial role in preparing these reports and they ensure that we are always monitoring what and how we teach.

External Examiner

HATII has an External Examiner who helps us maintain academic standards at the appropriate level and ensures that student performance is properly judged. All assessed work, exam questions, and new course proposals are verified to be of a standard that is appropriate for the level and subject. The External Examiner ratifies

all our grades and ensures that your work is being assessed appropriately in terms of process and quality.

Exam Board

We have an exam board each year at the end of semester two to formally agree grades for all UG courses. We then calculate the final joint honours degrees award with the relevant departments. These can take place over a week and this is why some honours results will be released before others. They all go through the same rigorous process to ensure quality across the range of degrees.

Student Support

We hope your period of study is trouble free but should a problem arise there are a number of sources of help.

HATII Staff

Each full-time member of staff elects at least two hours per week when they are generally available to see students. Staff are happy to help students with any academic or personal issues. Staff Office Hours are posted on the course web pages, departmental notice board and/or on each member of staff's office door. Whilst members of staff may be in their offices at other times please appreciate that they may not be available to see students. If you wish to see a member of staff outside their designated Office Hours please arrange an appointment at a mutually convenient time. The best method of doing this is by e-mail.

Comments, complaints or suggestions relating to a course should be directed to the course lecturer or convenor in the first instance. If the response is unsatisfactory or you feel you can not raise it with the lecturer or convenor you should arrange an appointment with the Head of Subject Ann Gow. Alternatively, you can raise issues via your class representatives, with your advisor of studies or the Students Representative Council.

Getting Help

Students with a problem of a personal or confidential nature should feel free to approach any member of staff whom they think is appropriate. Alternatively, or in addition, you may wish to consult one of the following:

- Your Advisor of Studies
- Chief College Advisor of Studies
- Student Counselling and Advisory Service
- Student Welfare and Advice (Students Representative Council)
- University Chaplaincy Centre
- Hardship Fund
- College Overseas Student Advisor (EU Students)
- Effective learning Adviser

The Student Learning Service (SLS) offers study skills advice, guidance and support to all students. If you would like to make your learning more effective, you can attend regular workshops in the McMillan Reading Room or make an individual appointment with the Effective Learning Adviser for the Arts College, Grace M

Wink. Topics include improving essay writing, revision techniques, exam techniques and note-making.

Student Disability Service

The University of Glasgow is committed to disability equality and ensuring all staff, students and visitors have a positive experience of the work, learning, teaching and research environment. The Disability Service has a Disability Policy and Disability Pledge and the University is committed to the Disability Equality Scheme. You can access this here. HATII staff work closely with SDS staff to ensure that we offer access to as wide a range of students as possible

Unfortunately, George Service House and many of the other teaching labs run by HATII have limited or non-existent wheelchair access.

If a student knows, or believe they may, have a disability which has arisen before or during their period of study at University, they should make contact with the SDS as soon as possible. Advice can be given on a variety of issues and also to the dept to aid in offering access. We fully recognise that this can be a complex and personal issue but we do encourage students to register with SDS for advice and support.