



University of Glasgow | Centre for  
Open Studies

## **Credit study**

### **STUDENT HANDBOOK**

**2016-2017**

Centre for Open Studies  
University of Glasgow, St Andrew's Building, 11 Eldon Street  
Glasgow G3 6NH

# Welcome

Welcome to the Centre for Open Studies. We hope that you find your chosen course(s) stimulating and rewarding.

The handbook has been prepared to give you some guidance on the programme generally, an introduction to the facilities available to you, and on where you can find further information. We hope that you find it useful. If you have feedback on the course(s) or the handbook please do not hesitate to contact Angela Lyle ([Angela.Lyle@glasgow.ac.uk](mailto:Angela.Lyle@glasgow.ac.uk)), Academic Programme Coordinator.

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## 1. Introduction to the Centre

The address and contact details for the Centre are:

Centre for Open Studies  
University of Glasgow  
11 Eldon Street  
Glasgow G3 6NH

Tel: 0141 330 1835

Fax: 0141 330 1821

Email: [openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)

Web: <http://www.gla.ac.uk/study/short/>

### Key contacts

Centre administration

E-mail: [openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)

Irene Vezza

Student Guidance Adviser/Disability Coordinator

Tel: 0141 330 1823

E-mail: [Irene.Vezza@glasgow.ac.uk](mailto:Irene.Vezza@glasgow.ac.uk)

Stella Heath

Director, Centre for Open Studies

Tel: 0141 330 1931

E-mail: [Stella.Heath@glasgow.ac.uk](mailto:Stella.Heath@glasgow.ac.uk)

Angela Lyle

Academic Programme Coordinator

Tel: 0141 330 1825

E-mail: [Angela.Lyle@glasgow.ac.uk](mailto:Angela.Lyle@glasgow.ac.uk)

### Centre administration

Centre administration will be able to assist you with any enrolment problems or questions that arise during your studies and can be contacted on [openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk).

## Subject specialists

All courses are associated with a subject specialist. Although you would normally speak to your tutor on any matter concerning your course, if this is not possible you may wish to contact the subject specialist for advice.

SUBJECT	SUBJECT SPECIALIST
Access programme	Alexander MacKinnon: 0141 330 1857 <a href="mailto:Alec.Mackinnon@glasgow.ac.uk">Alec.Mackinnon@glasgow.ac.uk</a>
Archaeology, Classics including Later Antiquity, and Egyptology	Claire Gilmour (until January 2017): <a href="mailto:Claire.Gilmour@glasgow.ac.uk">Claire.Gilmour@glasgow.ac.uk</a>
Field Archaeology	Angela McDonald (until January 2017): 0141 330 4581 <a href="mailto:Angela.Mcdonald@glasgow.ac.uk">Angela.Mcdonald@glasgow.ac.uk</a>
	Alan Leslie: <a href="mailto:Alan.Leslie@glasgow.ac.uk">Alan.Leslie@glasgow.ac.uk</a>
Art	Maureen Park: 0141 330 1845 <a href="mailto:Maureen.Park@glasgow.ac.uk">Maureen.Park@glasgow.ac.uk</a>
Creative Writing and Music	Alan McMunnigall: 0141 330 1822 <a href="mailto:Alan.McMunnigall@glasgow.ac.uk">Alan.McMunnigall@glasgow.ac.uk</a>
History, Literature and Film	Robert Hamilton: 0141 330 1842 <a href="mailto:Robert.Hamilton@glasgow.ac.uk">Robert.Hamilton@glasgow.ac.uk</a>
Languages	Liam Kane: 0141 330 1854 <a href="mailto:Liam.Kane@glasgow.ac.uk">Liam.Kane@glasgow.ac.uk</a>
Philosophy, Psychology and Counselling Skills	Kenneth Hutton 0141 330 2707 <a href="mailto:Kenneth.Hutton@glasgow.ac.uk">Kenneth.Hutton@glasgow.ac.uk</a>
Science	Michael Keen <a href="mailto:Michael.Keen@glasgow.ac.uk">Michael.Keen@glasgow.ac.uk</a>

## Office hours

Information Office: Monday to Friday 1000-1200 & 1400-1600

## Block and assessment dates

### Block one

Teaching period:  
Monday 26 September to Saturday, 3 December

Class test period (normally):  
Monday, 28 November to Saturday, 3 December

End of course exam period (relevant for courses taught only in block one):  
Monday 5 December to Friday 16 December

### Block two

Teaching period:  
Monday, 9 January to Saturday, 24 March

Class test period (normally):  
Monday, 20 March to Saturday, 25 March

End of course exam period (relevant for courses taught only in block two):  
Monday, 17 April to Friday 19 May

### Block three

Teaching period:  
Tuesday, 28 March to Saturday, 3 June  
Class test period (normally):  
Tuesday, 30 May to Saturday, 3 June

End of course exam period (relevant for courses taught only in block three):  
Monday 31 July to Friday 18 August

### Block four

Teaching period:  
Tuesday, 13 June to Saturday, 19 August

Class test period (normally):  
Tuesday, 15 August to Saturday, 19 August

### Resit diet

Exam period:  
Monday 31 July to Friday 18 August

## **Student cards**

Students who are working towards credit (undertaking assessment) can request their student card from the Information Office. You will need your student card to access University facilities such as the library and the gym. Student cards can be collected from the Information Office between the hours of 1000-1200 and 1400-1600 Monday-Friday, the Information Office will also be open from 1700-1830 26-29 September. Student cards can take at least three weeks to process once a student has enrolled on a course, therefore it will not be available immediately after enrolment.

## **Course catalogue**

Course descriptions, intended learning outcomes, aims and methods of assessment of all courses offered in the Centre can be found at:-

<http://www.gla.ac.uk/coursecatalogue/courselist/?code=ADED&name=Adult+and+Continuing+Education> . The courses are listed by level and then alphabetically, on accessing a specific course you can download the word specification document which provides extensive detail on the course.

## 2. Accessing University systems

### IT Helpdesk

If you find that during your studies that you have difficulties accessing University IT systems you can report and seek support at:- <http://www.gla.ac.uk/services/it/helpdesk/>

### University GUID

Your GUID (Glasgow University ID) is your 7-digit ID number and the first initial of your family name; your initial password is your date of birth in the format YYMMDD (i.e. reversed).

For example John Smith, whose date of birth is 4th January 1959, and whose ID number is 0604056, would sign in as follows:

Username:           0604056s  
Password:           590104

You **must** alter your password almost immediately.

### *Resetting your password*

If you have forgotten your password please click: <https://password.gla.ac.uk/reset/> where you will be asked to enter the barcode number found on your student card. If you are unable to proceed in using the reset option please contact IT Services at:- <http://www.gla.ac.uk/services/it/helpdesk/webform/> who will reset your password.

### MyCampus

A record of all courses that you have completed or registered for are held on MyCampus and will become part of your HEAR (Higher Education Achievement Record). Students will be able to access this via MyGlasgow (<http://www.gla.ac.uk/students/myglasgow/>).

Your final grade for each course will be published on MyCampus after the Board of Examiners meeting has been held, therefore it is important that you familiarise yourself with MyCampus. The University will send you an e-mail once your grades have been published on MyCampus.

### Moodle

Moodle is the University of Glasgow's centrally supported Virtual Learning Environment which offers secure access to course material. Many of the tutors will use it as an additional resource to lectures. Courses can be accessed via:- <http://moodle2.gla.ac.uk/my/>. It is important that you familiarise yourself with the online materials that have been prepared to supplement and support your studies.

### Higher Education Achievement Record (HEAR) / transcript

The University retains a central record of the grades awarded which can be found on MyCampus. Students can request a copy of their Higher Education Achievement Record (HEAR) by contacting Student Services ([studentservices@glasgow.ac.uk](mailto:studentservices@glasgow.ac.uk)):- <http://www.gla.ac.uk/students/sset/transcripts/>. There is no charge to current students for this service.



### **3. Communicating with the class**

General information will be disseminated via Moodle, which delivers messages to your University of Glasgow email address, as well as displaying them in the Moodle news forum.

All personal correspondence will be sent to your University email address. As we will not contact you via any other e-mail address you must check your University email account on a regular basis and should use this account to contact University staff. You can set up your University email account so that all messages received are sent on to another address of your choice; guidance on how to do this can be found at <http://www.gla.ac.uk/services/it/studentemail>

Urgent updates such as a late cancellation of a class will be communicated by text/e-mail so please ensure that your mobile phone number is up-to-date.

In the event of unexpected last minute changes to classes such as bad weather we may also post on Facebook and Twitter to let you know if a class has been suddenly cancelled. You can follow on Facebook: [www.facebook.com/UofGlasgowShortCourses](http://www.facebook.com/UofGlasgowShortCourses) and Twitter: @UoGShortCourses.

## 4. Certificate & Diploma in Higher Education

### SAAS Part-time fee grant (PTFG)

Details can be found in Centre for Open Studies brochure and on the website at <http://www.gla.ac.uk/study/short/informationforstudents/fees/>. To be eligible to apply, you must be taking at least 30 credits of courses.

As a registered student, you may be in a position to apply for other forms of funding available to undergraduates, depending on your own circumstances and the courses you are taking. Our guidance officer may be able to help, or see Registry's website at: <http://www.gla.ac.uk/students/money/>.

### Studying towards credits

Full-time undergraduates normally take 120 credits each year. The Open Studies brochure and MyCampus will provide you with information on how many credits is awarded to each of your courses. The credits vary from 10-40 credits per course. The courses have been approved by the University as being equivalent to the intellectual demands made by similar courses offered to day-time students at the University.

The number of credits for a course provides you with an indication as to the commitment you will need to make. Each credit is equivalent to a 10 notional hour commitment; this comprises lectures, coursework preparation, exams and field courses for example. A student registered on a 20 credit course should expect to commit a total of 200 hours over the entire session on work associated with the course.

Most courses are at University level 1 (SCQF level 7), but a few of them are at level 2, and we have introduced a level 3 course.

### Certificate in Higher Education

In order to qualify for a Certificate of Higher Education, students must accumulate 120 credits with a grade point average of 9 or above. There is the opportunity to be awarded with merit or distinction where the grade point average is a minimum of 12 or 15 respectively.

Information on certificates can be found at:-

<http://www.gla.ac.uk/services/senateoffice/programmesearch/>, which explains the different certificates and the electives that need to be selected. To access Centre for Open Studies programme specifications you should select College of Social Sciences in the first drop down list, Centre for Open Studies in the second drop list and UG in the third drop down list.

Students are encouraged to contact Irene Vezza, [Irene.Vezza@glasgow.ac.uk](mailto:Irene.Vezza@glasgow.ac.uk), if they would like guidance on their course selection.

Angela Lyle, [Angela.Lyle@glasgow.ac.uk](mailto:Angela.Lyle@glasgow.ac.uk), will be in touch with students who may be eligible for an award in week 3 of each teaching block. Some students may opt not to receive the award until a later date if they would like to improve their grade point average.

### Using credits to apply for undergraduate study at the University of Glasgow

A few students may be planning to use credit courses to apply via UCAS for undergraduate entry. If you are taking credit courses for the purpose of applying for entry to University of Glasgow please ensure that you let your tutor know and you contact Irene Vezza ([Irene.vezza@glasgow.ac.uk](mailto:Irene.vezza@glasgow.ac.uk)) so you can be given support to complete your UCAS application. You will require a reference from your tutors for UCAS purposes. Details will also be circulated via the credit course Moodle page.

Entry requirements can vary depending on agreements with Admissions but in some cases 40 credits in certain subjects at grade A may be accepted for entry. This is subject to annual agreement with Admissions. See section 12.

## 5. Student Feedback

### **Student representative council**

The SRC represents you and your fellow students. It does this through a system of elected course representatives, School convenors and SRC Council itself.

It also runs a second-hand bookshop and offers photocopying, printing, faxing and binding facilities. It has an Advice Centre independent of the University, and runs a Nightline telephone service.

### ***Staff student liaison committee (SSLC)***

Each class will have the opportunity to elect a class representative. Class representatives will provide one of the channels for students to raise any issues of concern.

Class representatives will be invited to attend meetings which will be held four times per year, in November, February, April and July. Further information on the role of a class representative can be found at:-

<http://www.gla.ac.uk/services/senateoffice/qea/studentengagement/studentrepresentationstudentvoice/>. Minutes of these meetings are published on Moodle and student voice and remitted to the Centre for action.

Students will be asked to consider nominating a member of the class to join the committee, normally in the second week of class. The nominated or interested student should e-mail [Openstudies-admin@glasgow.ac.uk](mailto:Openstudies-admin@glasgow.ac.uk) to indicate their membership or interest.

Student representatives are invited to attend training, gain valuable experience and have this role recorded on their HEAR (Higher Education Achievement Report) (if they meet the requirements of the role in terms of consulting fellow students and attending meetings).

The University's SRC offers training to students volunteering to take on a student representative role; information on this is posted on their website: [www.glasgowstudent.net](http://www.glasgowstudent.net)

### **Student voice**

Student Voice is an online forum for students and their student representatives to communicate and discuss their learning experience.

### **Evaluation of teaching**

Students will have the opportunity to evaluate their course(s) using online forms. You will be invited to complete the evaluation during the final weeks of your course. The online evaluation system does not allow for more than one evaluation invite to be sent per course to the same e-mail address, in cases where e-mail addresses are shared invitations will be sent to students through their student university e-mail account. There will be no opportunity to print out the course evaluation; all feedback will be completed electronically.

If you have any concerns about your studies that cannot be communicated through evaluations or your student representative, please make an appointment to discuss these directly with your subject specialist. You are encouraged to raise problems sooner rather than later to allow us to resolve them.

## **6. Using IT facilities in the University**

### **Basic IT course**

Information on training can be found at:- <http://www.gla.ac.uk/services/it/training/itbaseline/>

### **Personal development planning using Mahara**

Mahara provides the tools to set up a personal learning and development environment. It is available for you to use during your time at the University. It can provide a wide-ranging view of your learning and development over different subject areas and throughout your studies. These can relate to your academic, career or personal development aspirations, or all of these.

You will find Mahara by accessing Moodle.

### **Office 365**

Students will have access to Office 365 by accessing their MyGlasgow account:- <http://www.gla.ac.uk/students/myglasgow/>. Students will be able to access to Microsoft Office and templates.

## 7. University regulations and procedures

The credit bearing provision is run in accordance with the rules and regulations governing the University. The University calendar can be found at:-

<http://www.gla.ac.uk/services/senateoffice/policies/calendar/>.

If you would like to receive a copy of the section of the University Calendar that provides general information to students, or programme regulations please contact Angela Lyle ([Angela.Lyle@glasgow.ac.uk](mailto:Angela.Lyle@glasgow.ac.uk)).

### Student conduct

All students of the University are required at all times to be of good behaviour and to observe all regulations which may be made from time to time by the University. By registering, or by enrolling on any University course, a student becomes subject to University regulations, including this Code. For avoidance of doubt the University may take action under the Code of Student Conduct in respect of a breach of duty even although the student concerned is no longer registered or enrolled at the University.

The relevant regulations can be found in Gen. 55, paras 33.1-33.89 of the University Calendar, <http://www.gla.ac.uk/services/senateoffice/policies/calendar/>.

### Good Cause

If you believe that illness or difficult personal circumstances will prevent/have prevented you from attending an exam/completing other coursework or that these caused you to do less well in assessment than you would have done otherwise, you must bring these circumstances to the attention of Centre administration ([openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)) by logging this in your Student Centre on MyCampus within 7 days of the submission/exam date. Steps on how to log your Good Cause can be found at:- [http://www.gla.ac.uk/media/media\\_425202\\_en.pdf](http://www.gla.ac.uk/media/media_425202_en.pdf). Paper copies of the Notification of Good Cause will not be accepted.

The relevant regulations can be found in Gen. 13, paras 16.45-16.53 of the University Calendar, <http://www.gla.ac.uk/services/senateoffice/policies/calendar/>. These regulations make provision for assessment that has been adversely affected by illness or difficult personal circumstances.

Extract from the regulations:

- a) *'Good cause' shall mean illness or other adverse personal circumstances affecting a candidate and resulting in either:*
- i) *the candidate's failure to*
    - *attend an examination, or*
    - *submit coursework at or by the due time, or*
    - *otherwise satisfy the requirements of the scheme of assessment appropriate to his or her programme of studies; or,*
  - ii) *the candidate's performance in examination or other instrument of assessment being manifestly prejudiced.*

*Good cause refers to the sudden onset of illness or adverse circumstances affecting the candidate. It is not intended to apply to chronic or persistent illness or to long-term adverse personal circumstances. Where there is a chronic medical condition good cause shall only be established where the candidate's performance in assessment has been compromised by a sudden severe episode of the illness.*

- b) *'Evidence' shall mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the candidate for consideration as amounting to good cause. Such a report should include a supporting statement from an appropriate person as indicated by the University's Student Absence Policy. Where the report refers to a medical condition of more than seven days' duration the report must be completed by an appropriate medical practitioner.*
- c) *The events described in paragraphs (i) and (ii) of paragraph (a) of this regulation shall constitute incomplete assessment.*

It is extremely important that you understand University policy and consult these regulations. Good cause claims must be submitted within 7 days of the affected assessment. You must not wait until you receive your grade. Good cause cannot be rescinded after 7 days.

## **Appeals**

Students must intimate their intention to appeal within 10 working days of the outcome of the decision on what they are appealing against. This intimation should be sent to the Director for Open Studies. You will have a further 20 working days to submit your full grounds and any supporting documentation.

The first step is to try and resolve the matter informally with the Director of Centre for Open Studies. You should email them with details of your case and evidence in the first instance. You have a right to appeal to the College of Social Sciences Appeals Committee for the attention of Mrs Fiona Webster and then to Senate if you are not satisfied with the outcome of discussions with the Centre. Information about the appeals process can be found at:- <http://www.gla.ac.uk/services/senateoffice/studentcodes/students/academicappeals/> The relevant regulations can be found in Gen. 26, paras 26-28.15 of the University Calendar:- <http://www.gla.ac.uk/services/senateoffice/policies/calendar/>.

There are only three grounds for appeal:

- Unfair or defective procedure
- Failure to take into account medical or other adverse personal circumstances.
- Relevant medical or other adverse personal circumstances which for good reason have not previously been presented.

Students should seek guidance from the SRC Advice Centre regarding the appeals process and the validity of their appeal.

## **Complaints procedure**

The University has a formal policy for complaints. Full details can be found online at: <http://www.gla.ac.uk/services/senateoffice/studentcodes/students/complaints/>.

The general principle behind the procedure is that all problems should be dealt with at the local level where possible but can be referred to higher levels within the University if necessary.

The procedure has two stages: Stage 1 'frontline resolution' and Stage 2 'investigation'.  
At Stage 1 the University will respond to complaints within 5 working days  
At Stage 2 the University will respond to complaints within 20 working days

If you have any concerns or comments about the course, you can discuss the matter with the course tutor; he or she will be glad to hear your comments and discuss a way forward. If this is not possible, please contact the Information Office in Centre for Open Studies, St Andrew's

Building who will acknowledge and refer your comments to the most appropriate member of staff for attention.



## 8. Assessment

### Minimum assessment requirements

In order to be awarded credit for this course, students must complete at least 75% of the course assessment.

### Attendance

Attendance at class is monitored because it forms an essential part of your learning experience. They provide you with the opportunity to explore the material in more depth, to develop your understanding of the material and get feedback on your understanding of the course. It includes the opportunity for staff to identify difficulties you might be having and to support you, scope for you to discuss assessment preparation. If you are unable to attend your lecture please inform your tutor so that your attendance can be recorded accurately.

If you are wishing to withdraw from the course please inform Centre administration ([openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)), by completing the Student Withdrawal form and returning it to the Information Office on the ground floor of the St. Andrews Building. It is in your best interests to keep us informed.

**Some courses have minimum attendance requirement. If you fail to meet this requirement you will normally be refused credit for the course.**

Students should ensure they are familiar with all aspects of the Student Absence Policy, details of which can be found online at:- <http://www.gla.ac.uk/services/senateoffice/policies/studentssupport/absencepolicy/>. If you have any questions, please contact Centre administration ([openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)).

### Methods of assessment

Tutors will provide you with details of specific assessment requirements and how your work will be graded. This will allow you time to prepare for work which forms part of your overall assessment. Tutors will normally return graded work, with any associated feedback, within three weeks of submission unless there are extenuating circumstances.

Performance can be assessed by coursework alone or by a combination of coursework and examination. On completion of each course students are awarded an overall grade calculated on the basis of grades achieved in examinations and coursework.

Feedback from tutors on your work should provide you with a clear indication as to how well it has met the standard required for a course at a given level. It should also explain to you how the tutor has applied the criteria for grading a particular piece of assessment. A tutor's feedback may seem critical on a first reading; it should also be constructive in helping you to recognise your strengths and weaknesses so that your performance can be improved in subsequent work. In accordance with the University Code of Assessment, tutors are asked to grade your work anonymously. If you require further feedback or clarification from a tutor, please let them know. Feedback is not provided on your performance in end of course examinations.

### Submitting coursework

It is important to follow the tutor's instructions regarding the submission of coursework and ensure that you submit by the deadline. It is normally expected that you will submit your coursework to Moodle via assignment upload. As part of submitting your coursework online it will automatically be submitted to Urkund (plagiarism detection software). Guidance on

how to view your similarity report can be found at:- [Urkund](#). In a small number of cases you may be asked to submit a paper copy of your coursework to your tutor which must include your student number. Marking is conducted anonymously; therefore you should not include your name on your coursework.

In compliance with the University regulations students must complete a Declaration of Originality form which can be found on the general Moodle page. Coursework without this will not be marked until the completed form is received.

Students are encouraged to save and back up their coursework and keep a copy until they receive their grade and feedback. Requests for extensions will not be considered on the basis of IT difficulties.

Note that all grades released are provisional subject to approval by the Board of Examiners' meeting in June.

### **Meeting deadlines (penalties for late submission)**

Students must submit coursework in accordance with the deadlines. Extensions may be granted in accordance with University regulations governing good cause if you are unable to submit work on time because of medical or difficult personal circumstances. These requests must be supported by appropriate evidence and must be submitted within 7 days of the deadline unless the reasons for submitting late also prevented timely reporting.

It is important that you keep Centre administration ([openstudies-admin@glasgow.ac.uk](mailto:openstudies-admin@glasgow.ac.uk)) informed.

The grade given to any piece of coursework that is submitted late will be reduced by two secondary bands per working day for up to five working days i.e. B1 reduced to a B3. After this, the work will be awarded a grade H (0), and you may be awarded a CW because it will not be possible to meet the minimum requirements for credit at the first attempt.

The University's policy is that if the deadline to submit your coursework is 7pm on Tuesday and you do not submit it until the following day you will be awarded a two secondary band penalty

### **Exam arrangements**

The dates of your end of course examinations will be published on the Registry webpage. It is important that you attend examinations with your student card. It is important that you complete the front cover of the script books carefully, making sure that you complete all sections and write your student number where indicated.

The dates of the exams are fixed and may be scheduled during the day or evening and not at a time that you normally attend class; therefore it is important that you arrange appropriate annual leave or domestic cover to ensure that you can attend the exam(s). This also applies to the reassessment diet.

Students must not book holidays that will take them away from Glasgow during the exam dates as this will not be deemed good cause.

Class tests will be held during class time and your tutor will communicate the date and time of the test.

### ***Board of Examiners' meeting***

The Board of Examiners meetings are held 4 times per year; January, June, August and September. Members of the Board include the subject specialist, External Examiners and Assessment Officer. External examiners play an essential role in the process of confirming student grades, and their decision is final. They are recruited, by subject, from other Universities in the UK, and thus bring an outside eye to the proceedings, ensuring that our standards are comparable with other institutions.

Once the Board of Examiners' have confirmed the grades they will be published on MyCampus. Students will need to access MyCampus to view their grade.

Grades released by the Centre and those published on MyCampus in January are provisional subject to approval by the main Board of Examiners, which is held in June. Senate reserves the right of examiners to correct an erroneous result.

Please note that if you have any debt to the University then you will not be able to view your grade.

### **Reassessment**

Students are entitled to resubmit assignments and resit examinations if:

- you have not completed the minimum level of assessment required for credit at the first attempt. You will be given the opportunity to complete the assessments that you did not complete.  
and/or
- you have not achieved a D3 or above for the course at the first attempt. You will be allowed a second attempt to complete all of the assessments.

Students who successfully demonstrate good cause and are awarded an MV, will complete the reassessment as a first attempt. For other students, reassessment is treated as a second attempt and the course grade is based on the best performance (whether first or second) in each piece of assessment. The grade achieved at the second attempt will be published on your HEAR (Higher Education Achievement Report) but it will be capped at the equivalent of D3 (9 grade points) for the purposes of calculating your Grade Point Average.

## 9. Referencing and how to avoid plagiarism

### References, quotations and bibliographies

#### Introduction

When you are writing essays or reports you will need to show where your ideas have come from and what reading you have done. Acknowledging help is particularly important. Plagiarism, i.e. using the work of others as if it were your own, is a serious offence. Failure to cite and reference your sources properly can lead to unwitting plagiarism which can result in your work receiving no grade. This means including quotations, references and a bibliography. These are essential because:

- \*you acknowledge help from others in the field
- \*you demonstrate the body of knowledge on which your work is based
- \*your readers will be able to check your sources for themselves.

When you are working on your essay or report it is a good idea to get into the habit of compiling a working bibliography as you go along. This will comprise all the books, articles and other sources which look useful. It is a list which will evolve as your work progresses, beginning with preliminary reading and gradually adding new sources and discarding others which you don't need. The working bibliography will become the list of works cited at the end of your essay or report.

#### On a practical note

You can just list these sources on a sheet of paper but writing each one on a separate index card makes the job much more flexible. On a computer simply create a file for the working bibliography and enter titles as you go along. Experience shows that it is important to record full bibliographic details for each source included in your working bibliography. If you don't do this then you may not be able to find the source again when you need it. This will have a detrimental impact on your grade.

Useful links to assist you:

Definition and guidance referencing:-

<http://www.gla.ac.uk/services/library/subjectssupport/informationsskills/referencing/>

Harvard system of referencing:- <http://libweb.anglia.ac.uk/referencing/harvard.htm>

### **Plagiarism statement**

Students are strongly encouraged to read the University plagiarism statement which can be found at:-

<http://www.gla.ac.uk/services/senateoffice/studentcodes/staff/plagiarism/plagiarismstatement/>

. The University treats plagiarism very seriously and it will be treated as a breach of student conduct.

### **Use of Urkund in assessments**

Tutors will normally ask you to submit your assessment to Moodle, which incorporates Urkund. Urkund is an online system that detects work in which a significant fraction of the text recognisably comes from another source. Students must ensure that they understand how to avoid plagiarism in their assessed work. The University's policy on the use of Urkund can be found at:- [http://www.gla.ac.uk/media/media\\_105133\\_en.pdf](http://www.gla.ac.uk/media/media_105133_en.pdf)

Urkund software allows students to check their work for plagiarism during submission and markers may use Urkund to check students' work for plagiarism in conjunction with academic interpretation during the marking process. It is important to note that there is no such thing as a "golden originality percentage". Your tutor will offer guidance on plagiarism

and its avoidance and on Urkund if they ask you to use it. Information and resources on Urkund can be found at:-

<http://www.gla.ac.uk/services/learningteaching/resourcesforstaff/learningtechnology/plagiarismcheckingsoftware/>.

Support in writing essays can be sought from Student Learning Services:-

<http://www.gla.ac.uk/services/sls/> . You will also find it useful to access the tab referring to Turnitin which is another similarity checking software used by the University.

### 10. Code of assessment (schedule A)

Your work will be graded by tutors using the Code of Assessment.

Primary Grade	Gloss	Secondary Band(a)	Grade Point	Verbal descriptor
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
		2	21	
		3	20	
		4	19	
		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
		2	16	
		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
		2	13	
		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
		2	10	
		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
		2	7	
		3	6	
F	Poor	1	5	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
		2	4	
		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
		2	1	
H			0	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

AU	AUDIT ONLY	Students who explicitly opt out of assessment and who are not in receipt of a SAAS part-time fee grant.
CR	CREDIT REFUSED	Minimum award for credit has not been met, and no attempt was taken to complete the assessment at second diet.
CW	CREDIT WITHHELD	Minimum award for credit has not been met. Opportunity for re-assessment available (as second diet(b)).
MV		Approved compassionate or certified medical absence. Students will be offered opportunity for re-assessment (first diet(b)).

- a) The Secondary Band indicates the degree to which the work possesses the quality of the corresponding descriptor.
- b) 'first diet' means that the sitting of the exam or the submission of the assessment is seen as the student's first attempt, 'second diet' means that it is the student's second attempt. The first grade (e.g. E2 or CW) remains on the record.

The Code of Assessment table provides a description in terms of how well you met the learning outcomes of the assessment.

An example of how a final grade will be calculated is:

**Assessment 1 (essay of 1,500 words), weighting of 25%**

Grade awarded to student	B3
Aggregate score	15
Weighted aggregate score (15 x 25%)	3.75

**Assessment 2 (essay of 1,500 words), weighting of 25%**

Grade awarded to student	B1
Aggregate score	17
Weighted aggregate score (17 x 25%)	4.25

**Assessment 3 (exam), weighting of 50%**

Grade awarded to student	C2
Aggregate score	13
Weighted aggregate score (13 x 50%)	6.50

Aggregate scores for assessment:  $3.75 + 4.25 + 6.50 = 14.50$

Aggregate score is rounded to the closest number 15

Grade published on MyCampus B3

## 11. University services

The Centre and the University offer various services to support your studies and your wellbeing. Students are encouraged to make use of the services offered by the University where relevant.

### Student Guidance Adviser

Students are welcome to contact Irene Vezza, Guidance Adviser, if they wish to discuss any issues concerning their studies. This could range from problems with attending class to applying for full or part-time study, choice of course/career, disability and finance etc. You can contact Irene directly on 0141 330 1823, email: [Irene.vezza@glasgow.ac.uk](mailto:Irene.vezza@glasgow.ac.uk) or you can arrange a suitable time for an appointment (including evenings during term time).

### Student Learning Services

The Student Learning Service (SLS) provide advice, guidance and enhance on your learning experience. If you would like to make your learning techniques more effective, you can find more information about the SLS at [www.glasgow.ac.uk/sls](http://www.glasgow.ac.uk/sls). Topics for discussion include improving essay writing, revision techniques, exam techniques and note-making. Students are encouraged to make use of the support offered as early as possible as many of the dates are held early in the block.

### Support for students with disabilities

The University has a Disability Service (DS) with staff dedicated to providing a full range of advice and support for students with disabilities. They welcome enquiries and applications from all students including students with dyslexia, chronic medical or mental health conditions, sensory impairments and mobility impairments. They can provide practical assistance relating to access, equipment, exams procedures and applications for the Disabled Students' Allowance. Students are encouraged to disclose as early as possible any disability or condition to ensure that appropriate support is arranged. This could include physical access, examination and study arrangements. You may also be eligible for funding from the Disabled Students' Allowance but this will depend on the number of credits you are studying and normally you have to be studying for a minimum of 60 credits.

Irene Vezza is the Centre for Open Studies Disability Coordinator and can be contacted in the first instance (tel: 0141 330 1823 or email [Irene.vezza@glasgow.ac.uk](mailto:Irene.vezza@glasgow.ac.uk)).

Early disclosure is important. If you do not disclose at an early stage it may not be possible for us to make the appropriate arrangements for you. Irene Vezza is Disability Coordinator and can help if you are uncertain about contacting Disability Services yourself.

If you were previously registered with Disability Services it is important to note that you must register each year while enrolled for courses in the Centre for Open Studies, as this is not automatic.

All information disclosed will be treated as 'sensitive personal data' as defined by the Data Protection Act (1998), and will not be passed on without your explicit consent.

Disability Services is located at 65 Southpark Avenue, G12 8LE, off University Avenue on the corner of Gibson Street. On campus maps the reference is E12. There is a fully accessible entrance around the Gibson Street side to the left when facing the main entrance of the Building. There is also accessible accommodation in the McMillan Reading Room and Library. Opening Hours are from 0930 to 1700 Monday to Friday. Appointments outwith these times can be arranged for students who are unable to attend during the day. The



telephone number is 0141 330 5497 email: [disability@glasgow.ac.uk](mailto:disability@glasgow.ac.uk). The DS website contains further details and useful information [www.glasgow.ac.uk/disability](http://www.glasgow.ac.uk/disability)

### ***Deadline for exam support***

If you require specific exam arrangements you must make an appointment to see a Disability Adviser, providing written medical evidence to support your needs. If you require exam support that you register with Disability Services by the deadlines noted below:

December exams: 4 November 2016

April/May exams: 3 March 2017

If you think your only support need is for exams please indicate that you wish for a quick 30 minutes 'exams only' appointment when contacting Disability Services.

### ***Library support***

There is a range of support available for disabled students in the library including a fetching service. Please contact the Disability Service for further information: tel. 0141 330 5497; fax 0141 330 4562; e-mail: [disability@glasgow.ac.uk](mailto:disability@glasgow.ac.uk)

### ***Assistive technology***

The Disability Service can arrange evaluation and training sessions for students who have assistive technology requirements. Specialist software packages can be demonstrated and sampled, many of which are available on the University network. Advice on training in assistive software or on quotes for Disabled Students' Allowance claims is also part of the service offered by the Disability Service. A loan pool of equipment is available for those who require such a service. Please contact the Disability Service for further information: tel. 0141 330 5497; fax 0141 330 4562; e-mail: [disability@glasgow.ac.uk](mailto:disability@glasgow.ac.uk)

Additional information for students with disabilities can be found on the DS website [www.glasgow.ac.uk/disability](http://www.glasgow.ac.uk/disability).

### ***Refuge alert system***

In event of a fire/emergency students with mobility difficulties should make their way to the closest stairwell. On arrival at the stairwell students should press the button which will alert Gateway Security, students will be asked for their location and to wait.

### ***Dyslexic screening (QuickScan®)***

If you are experiencing study difficulties and think these may be caused by a specific learning difficulty such as dyslexia or dyspraxia, you can do a screening test to identify if you have any indicators of dyslexia.

Currently registered students should contact the Disability Service on 0141 330 4597 or by e-mailing: [disability@glasgow.ac.uk](mailto:disability@glasgow.ac.uk) to arrange for the on-line dyslexia screening test, QuickScan®, for adults which will:

- Help you find out your learning style
- Indicate if study skills support is needed
- Highlight any indicators of dyslexia or dyspraxia
- 

QuickScan® is not a timed screening, and it takes approximately 20 minutes to complete. At the end of the screening students will receive a computer generated report which indicates whether you show any signs of dyslexia or any other specific learning difficulties.

If the report identifies indicators of a specific learning difficulty such as dyslexia or dyspraxia, and you would like to be referred to a Chartered Educational Psychologist for a full psychological assessment please contact Disability Services in the first instance.

### **Library**

The Library is situated on Hillhead St., beside the Hunterian Art Gallery, in the centre of the University.

The welcome desk is located on level 2 of the library. Staff will be happy to give advice, or to direct students to the appropriate specialist Subject Librarian. A list is available can be found at:-

<http://www.gla.ac.uk/services/library/subjectssupport/>

### ***IT facilities***

There are currently over 700 computers in the library. Wi-Fi access is available throughout the building. Computing support is provided in the library during office hours.

### ***Other facilities***

A photocopier is located on level 2 of the library. Cards can be purchased from a nearby machine, and a change machine is also available. Print credits can be purchased from machines on Level 2.

### ***Help and advice***

Students are strongly encouraged to view the library's web pages where detailed information on all aspects of the service can be found. In particular, new students should look at:

Information for new students:-

<http://www.gla.ac.uk/services/library/usingthelibrary/informationfornewstudents/>

Library A-Z:- <http://www.gla.ac.uk/services/library/atoz/>

## 12. Further study

### Part time opportunities at the University of Glasgow

Details on University wide part-time provision can be found at:-

Web: <http://www.gla.ac.uk/undergraduate/choosingyourdegree/parttime/>

E-mail: [student.recruitment@glasgow.ac.uk](mailto:student.recruitment@glasgow.ac.uk)

Tel: 0141 330 3177

Students are encouraged to contact Irene Vezza, [Irene.Vezza@glasgow.ac.uk](mailto:Irene.Vezza@glasgow.ac.uk), if they would like guidance on further study.

### Applications for full-time study

If you would to apply for study on a full-time basis at the University you must do so via the Universities and Colleges Admissions Service (UCAS). You will need to apply on-line ([www.ucas.ac.uk](http://www.ucas.ac.uk)). Students who wish to apply to UCAS should discuss their plans with Irene Vezza, Student Guidance Adviser. Full guidelines for applying to UCAS via the Centre using the Centre's buzzword will be made available via Moodle and from Irene Vezza. The deadline for receipt of completed applications through UCAS for entry in 2016 is **15 January 2016 at 6pm. However please note that the deadline for Open Studies is Friday 9<sup>th</sup> December. We cannot guarantee that we can review and offer support to applications received later than this.**

Other useful contacts here: <http://www.gla.ac.uk/undergraduate/contact/>

More information can also be found at:- [www.glasgow.ac.uk/undergraduate/](http://www.glasgow.ac.uk/undergraduate/)

### Access programme

If you do not feel that you are ready for a University course, and are looking for some tailored preparatory work, consider taking one of the Centre's Access courses.

More information can be found at:- <http://www.gla.ac.uk/study/short/accessprogramme/>

### 13. Applying to University - UCAS Checklist for 2016-17

Month(s)	Event	Action
Late October/early November	Notification round classes of UCAS buzzword and support To receive support with UCAS application, forms must be completed by mid-December at the latest.	Contact Student Guidance Adviser of intention to apply via UCAS. Visit Credit Course general moodle page.
November/early December	Apply for full-time study(UCAS deadline January 15 6pm- delete) UCAS drop in help sessions	Have UCAS form prepared. Consult Student Guidance Adviser. Arrange reference from tutor.
9 December	Deadline for submitting UCAS form to receive support and review.	Complete and submit UCAS form. Ensure references are sent to <a href="mailto:Irene.vezza@glasgow.ac.uk">Irene.vezza@glasgow.ac.uk</a> <a href="mailto:alexander.mackinnon@glasgow.ac.uk">alexander.mackinnon@glasgow.ac.uk</a>
January 15 at 6pm	Official final UCAS deadline for applications for full time study	Apply via UCAS

### 14. Travel and parking

The University campus is accessible by public transport using the bus, underground or train. Bus services 4 and 6 run from the City Centre. The no. 4 bus comes along Woodlands Road and passes the St Andrew's Building. From the no. 6 bus stop just before Park Road it is only a minute's walk to the St Andrew's Building.

The closest underground station is Kelvinbridge which is a 2 min. walk from the St. Andrew's Building, and the closest train station is Charing Cross which is a 15 min. walk.

Parking meters are installed in most of the streets surrounding the University, including the St Andrew's Building. Directly outside the Building, the spaces are metered until 18.00. In Woodlands and around the Park area, it is metered until 22.00.

Kelvinbridge Underground offers all day parking at £5 (<http://www.spt.co.uk/subway/maps-stations/parking/>)

There are a limited number of designated parking bays available in the small car park at the front of the St Andrew's Building for students in possession of a blue badge. To request use of one of the bays, please e-mail [security-main-campus@glasgow.ac.uk](mailto:security-main-campus@glasgow.ac.uk) or telephone 0141 330 4282 Disabled parking spaces are also available elsewhere on the University Campus.

## 15. University facilities

### Sport and recreation

For information on membership, prices and access please go to:-

<http://www.gla.ac.uk/services/sport/membership/categories/#/guconnect> or contact Sport and Recreation at: Stevenson Building, 77 Oakfield Avenue. Tel: 0141 330 4540.

Follow **glasgowunisport** on facebook, twitter and Youtube

### Student Unions

There are two student unions in the University, the Queen Margaret Union ([www.qmu.org.uk/](http://www.qmu.org.uk/)) or Glasgow University Union ([www.guu.co.uk/](http://www.guu.co.uk/)), each with a wide range of facilities and a lively programme of night-time entertainment. As a part-time student you have access to their facilities.

### John Smith's University bookshop

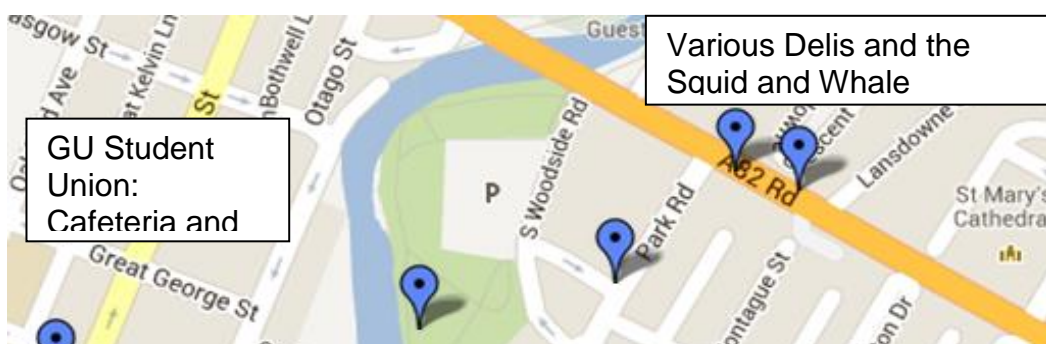
The University Bookshop is located in the Fraser Building and carries stocks of the books recommended for the subjects (and on which you will get a 10% discount). The normal opening hours of the bookshop are 0930-1730, it is hoped that it will be open later in the early part of the first semester and possibly Saturday mornings. Please telephone the bookshop on 0141 342 5986 or 0141 334 8515 for exact details. You can order your textbooks online at <http://www.johnsmith.co.uk/gla> click on the 'find your reading list' box, and select 'Open Studies'. Bear in mind that the University library should have most of the books you require and it is not vital that you purchase any books.

### Catering facilities

The St. Andrew's seating area located on level 1 has a number of vending machines offering refreshments such as cold and hot drinks, soup, sandwiches and meal deals.

There are a number of catering outlets in the vicinity of the Main Building, One A, The Square and the Fraser Building. Both are near the main gate of the University. Other outlets are found in the Boyd Orr and the Wolfson Medical School. Both student unions have catering facilities which are open during the day and evening, and the library has a canteen with vending machines at ground level.

There is also a variety of local eateries a short walk from the centre with differing opening hours, please see below:



**Student common room in St Andrew's Building**

A student common room is located on level 5 of the St. Andrews Building which has WiFi/internet facilities.