


Now & looking ahead



Changing modules,
standards, assessment, ...

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Slides will be emailed to students

Now—changing modules

- Changes of modules for this semester **must be done** by 3pm, 14th October
- You need to collect a form from outside the Student Office and have it approved and signed by me
- Do **not** leave changes until the last minute

'Office hours'

Outside each lecturer's office is a notice giving their office hours

- These are times when the lecturer is free to see students without appointment
- If you come at other times there is a chance that the lecturer will be busy.
- If you cannot come in office hours then email the lecturer to fix an appointment

Student Handbook (undergraduate student guide)

- The SH contains a lot of useful information and I refer to it in later slides

- It is available (with other handbooks) at

<http://www.southampton.ac.uk/studentservices/academic-life/faculty-handbooks.page>

Scroll down the list to Social Sciences and then click on **Social Sciences undergraduate programmes**

Looking ahead

- Work

Standards—what to aim for & what to avoid

Problems—special considerations & academic integrity

- and ... Holidays

Standards: UK terms & what they mean in Soton

Degree class	Average mark	
First I	70+	
Upper second II/i	60+	
Lower second II/ii	50+	
Third III	40+	

Standards

- The SH pp. 32ff gives the criteria markers use when they mark students' work
- The criteria are different for different subjects and levels
- (I am not sure how useful this information is to you—but it shows that lecturers think about what they are doing!)

What to aim for/what to avoid

- The usual requirement for admission to a UK Master's course is a **first** (average of 70+) or **upper second** (average of 60+)
- In Soton a **fail** is a mark <40. (Visiting students get **no** credit for modules they fail)
- A **bad fail** is a mark <25. (This is an un-compensatable fail and **you have to re-sit** in August in order to obtain DipHE or to pass the year for 2+2)

Transcript and overall class

- **All** marks appear on your University transcript
- There is **no** forgiving or cancelling of bad marks
- There is **no** possibility of retaking papers to improve your marks
- For 2+2s the final year marks are weighted twice as heavily as this year's
- Otherwise all marks count equally.

What can go wrong—**bad** things

- Bad things happen to you—**Special Considerations**
- You **do** bad things—breaches of **Academic Integrity AI**

Assessment types

- Informal tests during the course—'mid-terms'
- Submitted coursework
- Formal exams at the end of each semester in January and May.
- See SH pp. 17ff

Mid-terms—what can go wrong?

- You do not turn up. If you are ill you should tell the lecturer responsible for the module.
- You appear to cheat. The mid-terms are often held in the lecture theatre used for the course. Students sit very close to each other and it is tempting to talk to your neighbour or look across at your neighbour's work. **Resist the temptation.**

Coursework—what can go wrong?

- You miss the deadline. There are penalties for late submission. If you are ill you should tell the lecturer responsible for the module.
- You (or your group if its group work) **plagiarise** the work of somebody else.

Plagiarism

Plagiarism is presenting somebody else's work as your own.

It is form of cheating.

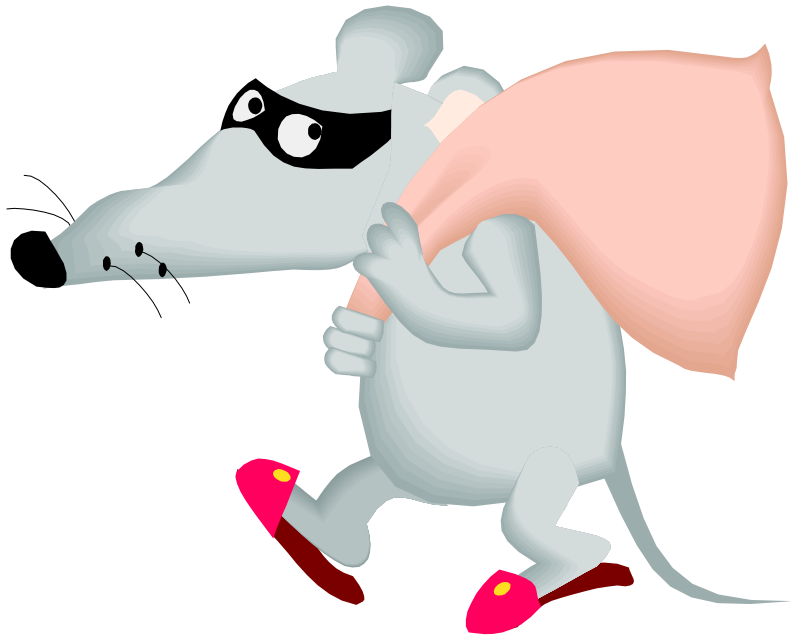
And is punished.

There are 2 aspects

Using somebody else's work

Presenting it as your own.

What is Plagiarism?



- In some countries/cultures students may expect to copy. Teachers may want students to repeat exactly what is in text books or lecture notes.
- At the University of Southampton all work you submit for marking **must be** your own original creation.
- Presenting another's work as if it was your own is called "plagiarism" and is the **wrong thing to do**.
- **Plagiarism** is what you do when you copy without acknowledging your sources.
- There are academic conventions for acknowledging sources.
- We have clear university regulations against plagiarism.

Plagiarism is using someone else's work but not indicating that it is not your own

I have been **guilty** of plagiarism

I wanted to impress you with my skill but I **should have acknowledged** that the previous slide was copied from

<http://www.soton.ac.uk/library/subjects/ecs/plagiarismecs.ppt>

The University of Leeds has some useful materials

- ❑ <https://library.leeds.ac.uk/tutorials/integrity/generic/>
- ❑ <https://library.leeds.ac.uk/tutorials/activities/plagiarism/recognising-plagiarism/>
- ❑ <https://library.leeds.ac.uk/tutorials/activities/plagiarism/you-be-the-judge/>

Breaches of Academic Integrity

- **Minor breaches** “committed through inexperience or lack of understanding and ... limited in scope or their effect”
- For **Major breaches** the maximum penalty is **termination** of your programme.

So don't breach AI

- **Always** refer to your sources and put any passage you reproduce in quotes.

However

- It is usually a **bad idea** to copy and paste text—even if you acknowledge the source.
- **Bad** because the marker will know you are lazy and will probably think you do not understand what you have copied.
- Putting matters in your own words is better—but **always acknowledge** the source.

Examinations

- The exam is the most important form of assessment—accounting for 80-90% of the mark for the module.
- There are university procedures for everything connected with exams. You will receive information on these procedures.
- The first exams are in January and we will discuss them in a later meeting.

Illness

- Students are sometimes ill and most often the illness is minor

BUT

- if you believe that your performance in examinations or coursework has been seriously affected, you must ensure that this **information**, with supporting documentation, is submitted to the Student Office.
- You should **inform** your tutor

Extensions

- Students are sometimes unable to submit coursework at the given date—for **good** reason and **not** because their computer isn't working
- You should contact the Student Office as soon as possible
- And complete a Special Considerations form

Special consideration in general

Illness is the most common reason for special considerations

But other factors may also affect a student's work.

- For example, last year a student went home for a few weeks because her grandfather was seriously ill.

If there is something you think should be taken into account when judging your performance you should speak to your tutor who will advise you on what to do.

Applying for Master's courses

- For Master's courses in 2017/18 most students apply later this semester although most British universities accept applications later
- For Master's courses in 2018/19 you do not need to do anything this year **except** get good grades and talk to senior students about their experience

Vacations

Only take holidays during university vacations, viz.

Christmas: December 16 – January 9

Easter: March 24 - April 24

Summer: June 16 – October 2

Do **not** take holidays during term, reading breaks or exam periods. To do so may violate the terms of your visa.

Not overloading Student Office

At certain times the Student Office is very busy writing letters on behalf of students.

You can speed the flow for yourself and other students by

- making sure that all your details are correct
- by not returning to ask for the same letter to be rewritten
- by not racing back to ask the reason for any delay

Help

- You are students in a strange university in a strange country
- Don't make assumptions about how things work here—don't take chances
- If things go **wrong** with your studies, with your visa, with ... **act immediately**
- Get **help** from the Partnership Office, the Student Office or me.

English Development

- ❑ Run for the first year of your studies at university
- ❑ Teacher is Chris Cullen from the Humanities department
- ❑ Runs in three separate groups on Wednesday afternoons – you shouldn't have any other lectures then but if you do please let us know
- ❑ Groups were allocated at the start of the year, but if you don't know yours please email the Partnerships team (fshms-partnerships@soton.ac.uk)
- ❑ Not mandatory and not marked – but makes a really big difference on your grades if you study English
- ❑ Provided free of cost to students
- ❑ If you would like additional lessons or you would like to continue past your first year, there are options but they cost money – better to take advantage of this free service
- ❑ One of the big advantages to coming to the UK to study is to improve your English skills – please take advantage of this opportunity

Student Societies

- ❑ There are student societies for almost anything you might be interested in
- ❑ Non-sports ones are often free or only charge a small membership fee
- ❑ Great way to meet people and to practice your English with real people!
- ❑ Make friends and find out more about British culture

Volunteering

- ❑ The university runs a volunteering bank parallel to their temp bank for paid work -
http://www.southampton.ac.uk/careers/students/work-experience/volunteering.page#the_volunteering_bank
- ❑ You could get involved with various one-off events or commit to a regular role with the same organisation over the academic year
- ❑ It is obviously free to do
- ❑ Great chance to practice speaking English
- ❑ Looks good on the CV
- ❑ Can apply online at MyCareer – will need to have a CV (accessed through SUSSED by clicking the red compass)
- ❑ If you need any help with applications or you just want to talk to someone, the careers team runs a drop-in service 11-3 most weekdays, and 2-6 on Tuesdays
- ❑ Can also email with questions to volunteering@soton.ac.uk
- ❑ They will also be able to help with volunteering opportunities outside the university through local businesses and charities

Any Questions?????