

College of Social
Sciences and
International Studies
INBOUND Student
Handbook

University of Exeter
2018-19

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Enquiries and Useful Contacts

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| College of Social Sciences and International Studies (SSIS) Study Abroad, Room 18, Amory Building ssis-studyabroad@exeter.ac.uk | Incoming Erasmus and exchange students should direct any academic related queries to this email address or visit Room 18 between 10-12 & 2-4, Monday - Friday |
| Amory Info Point (Reception), Amory Building | If you are unsure about who you need to contact, come to the Amory reception and they will point you in the right direction. |
| Politics & International Relations Office Amory 203 Open 10-12 and 2-4 Monday to Friday (location subject to change) | politics@exeter.ac.uk |
| Criminology, Sociology, Philosophy, and Anthropology Office Amory 203 Open 10-12 and 2-4 Monday to Friday (location subject to change) | socphil@exeter.ac.uk |
| Law Office Amory 220 Open 10-12 and 2-4 Monday to Friday (location subject to change) | ssis-lawoffice@exeter.ac.uk |
| Institute of Arab and Islamic Studies Open 10-12 and 2-4 Monday to Friday (location subject to change) | iais@exeter.ac.uk |

University Services

| University Services | |
|--|---|
| Central Study Abroad Team (Clare and Bela) | inbound@exeter.ac.uk |
| Student Information Desk (SID) | Contact SID via iExeter or visit them in the Forum. Contact SID for any questions relating to IT, International Student Support, and any questions relating to student life at Exeter |
| Student Guild Advice Unit https://www.exeterguild.org/advice/ | Offers a range of support whether looking for someone to listen or support. Academic Support, Housing, Money, and Welfare support |
| Students' Guild https://www.exeterguild.org/ | The Student's Union |
| Accommodation Office | http://www.exeter.ac.uk/accommodation/contact/accommodationteam/ |
| Exeter Nightline https://www.exeterguild.org/voice/ | A student run listening service 8pm – 8am |

Key information at a glance

The Amory College Office, is open Monday – Friday 9-5 during term time. Departmental offices are open 10-12 and 2-4 for student enquiries. The Amory Study Centre is open 24/7 but you will need your university card to get in.

Study Abroad Team

We are located in the Room 18, Amory Building. If you have a Learning Agreement that needs signing, please deliver to the Coordinator in the office or hand it in to the Amory reception if no one is available.

University email account

You will be registered with a University e-mail address. You must use this email address for all communication with staff and lecturers.

It is extremely important that you check your university email inbox regularly as all important communication is sent by university email, including any changes to your lectures and tutorials, examination information, and other important information.

Term Dates 2018/19

The academic year is divided into three terms (Term 1 is 12 weeks and Term 2 is 12 weeks) and one 7-week term (summer term). You are expected to be in Exeter throughout these times. You should not be booking any holidays during this time.

Autumn Term: Monday 24th September 2018 - Friday 14th December 2018

Spring Term: Monday 7th January 2019 – Friday 29th March 2019

Summer Term: Monday 29th April 2019 - Friday 14th June 2019

Holidays

Christmas: Monday 17th December 2018 – Friday 4th January 2019

Easter: Monday 1st April 2019 – Friday 26th April 2019

Assessment Period

January 2019

*Exact dates to be confirmed

Summer 2019

Referred/Deferred Exams 2019

Please note that exams are scheduled and could take place on Saturdays.

Attendance

All students must be in attendance as appropriate to their programme of study by the first day of term and must remain in attendance until the last day of term. No student may be absent from classes or other assigned academic activities except for illness without written prior permission from the School concerned. Attendance and non-attendance will be recorded.

Students who are in the UK on a visa should be aware that if you miss too many sessions we may also have to report you to the Home Office, risking possible deportation.

Reporting Absence

Attendance is mandatory, but if you are going to miss a class because of illness or another legitimate reason you must let your lecturer and department know via email. In the email please detail the relevant sessions/classes you are going to miss and submit your reasons for being absent.

- Illness
- Personal or family emergency
- Careers or personal development related such as an interview

If your reason does not fall under the categories above then it is unlikely that the College will be able to approve your absences. You may be required to provide proof of your circumstances, if you are unable to do so your request may be refused.

If your request for absence authorisation is refused, it will result in you being marked absent without permission for this session. You can give us a reason for absence in advance, or up to one week after the missed class. If you are taking part in group work for your modules please make sure that you also inform your fellow group members if you are going to miss any sessions.

Module Registration

You will have the opportunity to change your modules at the start of term, during the module add/drop period. Drop-in sessions will be run during this period.

If you wish to take modules in a different College you will need to check where and when you can enrol online: http://www.exeter.ac.uk/internationalstudents/prearrival/orientation/study_abroad/

You must be enrolled on 60 credits per semester. You may not take more credits than this. In exceptional cases, if you wish to enrol in 45 credits per semester, your home university **must** email the study abroad team to give permission for this.

One semester students must take 60 Exeter credits. This is equivalent to 30 ECTS credits. You cannot take TRM1&2 modules (*exception made for certain law modules) as these spread over both semesters.

Full year students must take 120 Exeter credits (60 credits per semester). This is equivalent to 60 ECTS credits for the academic year. One Exeter credit is worth 0.5 ECTS.

Most of the modules are either 15 credits (if they run for one semester) or 30 credits (for a full year). You would therefore usually take 4 modules per semester.

Understanding Letter Codes

The three letters at the start of each course code represent the subject area. In the College of Social Sciences & International Studies, these are:

ANT – Anthropology
ARA – Arab & Islamic Studies
LAW – Law
PHL – Philosophy
POL – Politics & International Relations
SOC – Sociology

Anything with an ‘M’ after the letters is a masters level module (e.g. LAWM1020)

The initial number indicates the level of the course unit – POL1019 is a first year module in Politics, LAW2132 is a second year module in Law, and SOC3092 is a third year module in Sociology.

Modules coded POC are Politics modules taught at the Penryn campus in Cornwall. Please only select these modules if you are studying at Penryn during your time here. You cannot study at both the Exeter (Streatham/St. Lukes) AND Penryn campuses.

Choosing Modules

A full list of modules taught within the College of Social Sciences & International Studies can be found here <http://socialsciences.exeter.ac.uk/students/studyingabroad/inboundstudents/> .

However, please note the following guidance concerning limitations in module space:

Law

Core modules are not available to inbound students. Please contact the Law office to determine which modules you are eligible for.

Arab and Islamic Studies

Language modules (Persian, Turkish, Arabic and Indonesian) have very limited space.

Politics & International Relations

There is very limited space on level 2 and level 3 modules (coded POL2XXX or POL3XXX). We therefore suggest that students select level one modules (coded POL1XXX) if possible.

Criminology, Sociology, Philosophy & Anthropology

There is limited space on level 2 and very limited space on level 3 modules.

Your Personal Timetable

Your personal timetable will be available to view on iExeter desktop and the iExeter app once you have completed online enrolment.

Please note: When you first view your timetable, you may only be able to see your compulsory modules. Once you have chosen your elective modules, staff will start entering your selection on to your timetable. Please understand it can take up to 48 hours after selecting your electives before these modules will appear on your timetable.

Workshops and Seminars may not be allocated until week 2. Your timetable may change every week, you must ensure you check it regularly to ensure you do not miss any class.

What will my timetable look like?

Here is an example of a timetable:

The screenshot shows a weekly timetable for the University of Exeter. The interface includes a header with the university logo, navigation tabs for 'Day', 'Week', and 'List', and a legend for activity types: L=lecture, S=seminar, T=tutorial, and W=workshop. The timetable grid displays classes for Monday (4 Feb 2013), Wednesday (6 Feb 2013), Thursday (7 Feb 2013), and Friday (8 Feb 2013). Callouts point to specific elements: 'Module code' points to 'BEM1016_L1/01', 'Group number' points to '101', 'Location' points to 'Hamilton 103', and 'L=lecture' points to the activity type 'L' in the module code.

| Time | Mon 4 Feb 2013 | Wed 6 Feb 2013 | Thu 7 Feb 2013 | Fri 8 Feb 2013 |
|-------|--|---|---------------------------------------|----------------|
| 8:00 | | | | |
| 9:00 | BEM1016_L1/01 Theory and Practice of Management | Business Development_T2/01 Business Development Rose, Sarah (SRa) | | |
| 10:00 | BEM1016_T1/07 Theory and Practice of Management Hamilton 103 | Workshop | | |
| 11:00 | BEE1029_L4/01 Economic Principles Taylor, Stephen (STa) Wren, Jeremy (JWre) | | BEE1029_V12/03 Economic Principles | |
| 12:00 | | | | |
| 13:00 | | | | |

Guidelines

- Personal timetables are available from iExeter, MyTimetable as well as via the iExeter app. Please see MyTimetable help (<https://mytimetable.exeter.ac.uk/help>) for information on how to export your timetable to other devices and applications.

- Always check which terms your modules are running and that they appear on your timetable. If a module isn't showing on your timetable and it's been more than 48 hours since selecting it, please contact the study abroad team or SID (Student Information Desk).

It is your responsibility to check that there are no timetable clashes and your timetable is correct.

- Always look at the current week on your timetable as rooms/times may change from week to week. For example some classes may only run on certain weeks and not every week of term.
- Some modules will have two lectures running each week, normally one hour each. These will be displayed as L1/01 (Lecture 1, Group 1) & L2/01 (Lecture 2, Group 1). This means different lecture material is being covered and you will need to attend both.
- Some modules have large cohorts so are split into two lectures of the same material; these are identified as L1/01 (Lecture 1, Group 1) & L1/02 (Lecture 1, Group 2). Only one of these lectures will show on your timetable as the same material is being covered in both.
- It is usually safe to say that if a session has appeared on your timetable, you must go to it.
- Lectures can start at 8.30am – find out beforehand where your lectures are taking place as they may not be in Amory. To view a map of the campus (<http://www.exeter.ac.uk/visit/directions/streathammap/>) please click here.
- Tutorials do not generally start until week 2 or even later, but still check Week 1 for any tutorials taking place.
- Please remember that some modules will have sessions that do not begin until later on in the term – please look ahead to all weeks of term to ensure you know when your sessions are coming up. For example some modules only have one large workshop per term and this may not be held until week 8 or 9 of term. Your lecturer should tell you about this, but it is your responsibility to be aware of ALL timetabled sessions and not just the regular weekly ones.

Lectures, Tutorials, Classes and Private Study

When you start a new module, you will be given a module handbook which contains details of the module's aims and objectives, a syllabus, reading list, and information on assessment methods, etc. It will also state how many 'contact hours' you have, and give guidance on how much private study you are expected to undertake.

'Contact hours' refer to the time you will actually spend with a lecturer or tutor, and the format of these meetings varies from module to module. Most modules are based on the 'lecture plus tutorial' format.

Lectures last one or two hours and occur weekly. Most lecturers give advance notice of topics which will be covered, and it is a good idea to do some preparatory work before attending the lecture.

Tutorials/classes typically take place once a week or once a fortnight. They are:

- Periods for discussion and extension of ideas and issues which have been raised, and
- For your tutor (and your student colleagues) to comment on your written work.

Attendance at tutorials/classes is compulsory. It is your responsibility to inform the College Office of the reason if you are absent.

Private study will form a vital part of your study here at Exeter. How much private study should you be prepared to do? A very rough guide, and a minimum requirement, is to take the 'contact hours' for each module (i.e. lecture plus tutorial times) and double them. So, for a 30-credit module with a weekly two-hour lecture plus associated hour-long tutorial, you would expect to spend a minimum of six hours on private study – more if it is a subject you find difficult.

Support for Students

Module Tutors

For each module you take, you will have an academic (also known as module) tutor. This will be either the lecturer or, in the case of a large cohort of students, one of a team of tutors.

If you experience difficulties with a module, your first action must be to discuss them with your academic tutor. You may not be alone in finding something difficult and it is helpful, indeed essential, to let the tutor know that there is a problem.

If the tutor is unable to resolve your concerns, then you should take them to the Module Leader (assuming that is a different person) – the module outline will tell you who this is. You can also ask your representatives on Teaching Committee and Student-Staff Liaison Committee if they could raise your concerns. If you are unsure, please come to the College Office who will be able to help.

Please note, your Module Tutor who will run your tutorial is different from your Personal Tutor who will deal with pastoral issues and run pastoral/personal tutor sessions. You will be assigned a personal tutor in week 3; please contact your 'home' department if you haven't heard by then.

AccessAbility

Students registering a disability (including dyslexia) with the university should have already have been made aware of the University's AccessAbility Service and what it can do for you - see their web page for further details: <http://www.exeter.ac.uk/accessability/>

Students who have not registered a disability with the university, but who may need an ILP (Individual Learning Plan) should seek support from the university's Wellbeing Centre - see their web page for further details: <http://www.exeter.ac.uk/wellbeing/>

Guild Advice Unit

The Students' Guild Advice Unit provides free, independent and confidential advice and information on a range of issues affecting students.

The Students' Guild Advice Unit provides free, independent and confidential advice and information on a range of issues affecting students, including Housing, Money, Academic related matters, and Harassment and Bullying.

<https://www.exeterguild.org/advice/>

Phone: 01392 723520 and email: advice@exeterguild.com

Online Support

MyExeter/iExeter (Student Records System)

The University's Student Records tab accessed through the MyExeter/iExeter page and contains your personal details and the modules you are taking. With this information, there are a number of services which you can access yourself at the appropriate time of the year. Remember to update your personal details at any time during the year if they change.

Using the Student Record tab, you will be able to see and print off for yourself:

- Your examination timetable
- Your examinations results
- Interim transcripts, showing the list of modules you have taken, and the marks received, so far.

Other facilities available are:

- View your timetable
- Contact the Student Information Desk (SID)
- Access online payment facilities
- Edit your contact information and other personal details
- View your candidate number
- Request a bank letter
- Change your IT Services password
- Give permission to release specific data to named individuals
- Access your module enrolment form

ELE – Exeter Learning Environment

ELE – Exeter Learning Environment (<http://vle.exeter.ac.uk>)

The Exeter Learning Environment (ELE) – pronounced 'Ellie' is an online network of your modules and learning space that will be used by all academics to communicate course materials and associated content. You will be able to access module handbooks, information about assessment, and preparatory reading for your modules.

Student Information Desk: SID

If you need information about accommodation, your Unicard, fees, health and wellbeing, exams, status letters, study support or international student support, then SID is your first port of call.

You can access SID by logging into iExeter: click on the Help and Support tab and select the link to Log a new Enquiry with the Student Information Desk. After logging your enquiry, an answer will be sent to your @exeter email address. Alternatively you can send an email directly to sid@exeter.ac.uk or go to the Forum and speak with one of the SID advisors.

Assessment

When are the examinations?

There are three assessment periods during the year

1. End of Semester 1 *exact dates to be confirmed
2. End of Semester 2
3. Referred/deferred examinations

Please Note: Some examinations take place on Saturdays, so please ensure that you are available for the whole of the assessment period, including any Saturdays.

Exam timetables are prepared by the University's Examinations Office. Your timetable will be made available via the internet. An email from the Examinations Office will provide the link. Exam timetables are usually published 1 month in advance of the first day of exams.

Please note that modules may also be assessed via presentations or essays. These may be due during the term. It is your responsibility to ensure you familiarise yourself with your deadlines.

Candidate Number

At the start of the academic year, as part of the process of on-line registration, you will be given a candidate number. This is the number you will write on your examination scripts. You can remind yourself of your candidate number via the student portal at any time. It is important that you keep a note of this number.

How is my work assessed?

Modules are assessed by either examination or coursework or, more frequently, by a mixture of both. The module descriptor (available on the web, or given to you by your lecturer) will state clearly how the module is assessed.

The pass mark for an undergraduate module is 40%. If the module is assessed by both examination and coursework, the final mark, taking both elements of assessment into account, must be 40% or more. If you have not achieved 40% or above for the overall module mark, this means you have failed the module and therefore will not obtain any credits for this module.

The pass mark for a postgraduate is 50%.

What happens if I do not pass a module?

In the event that you do not pass a module, you are entitled to a reassessment opportunity, this is called a referred examination and your mark is capped at the pass mark: 40% for UG and 50% for PG. There are administrative fee charges payable and you will be expected to take any referred assessment in the normal reassessed assessment period. To find out more, please email the department that the module is based in (e.g. contact Politics for POL*** modules).

It is your responsibility to confirm with the Study Abroad Team that you do wish to be entered for any referred assessment.

We strongly recommend that you check the assessment requirement with your home university i.e. the amount of credits that you are required to obtain during your studies here at the University of Exeter. Also check if there are any compulsory modules that you are required to pass for the year/semester.

A quick decision will be required after your exam results have been released, therefore knowing what is required by your home university beforehand will help to speed up your decision, and will also prevent you missing the chance for the referred assessment. Details and deadlines will be provided before your module results are released.

From experience, most incoming Erasmus and inbound students do not take referred examinations.

Normally students are expected to return to Exeter however it may be possible to apply to sit your referred/deferred examination in your home country. Please see the University of Exeter Examinations Office webpage for further details, specifically the section on 'Sitting Referred/Deferred Examinations Overseas' - <http://www.exeter.ac.uk/students/administration/examsandassessment/ugpgt/sittingreferreddeferredexaminationoverseas/>

Full details and deadlines will be provided when your module results are released.

If you take a referred assessment and fail a module for a second time, you have failed this module and no further retakes will be possible. If you cannot take the referred assessment because you are ill, the Board of Examiners will look closely at all the circumstances and make an individual recommendation to you.

What happens if I miss an assessment through illness, or personal problems?

If you feel that medical or other exceptional circumstances have significantly affected (or might affect) your performance in an exam, class test, essay or other assessment which counts towards the final mark for a module, you can ask for these circumstances to be taken into consideration by the Board of Examiners at the end of the year. The University calls this process 'mitigation'.

To apply to be considered for 'mitigation', you need to complete a form giving information about the medical or other circumstances which you feel have affected (or might affect) your performance.

Further information, and the form, can be found at Student and Education Services or at the Undergraduate/Postgraduate Student Handbook ELE pages (under Extensions & Mitigation) or come and speak to the College Office.

It is very important to remember that you must apply for mitigation at the time, with evidence (i.e. a Doctor's note), and not in retrospect.

If mitigation is awarded the main outcome is to be awarded a deferred assessment, which means you are entitled to another attempt without a cap.

The mitigation form and any accompanying evidence must be submitted to Student and Education Services to be dealt with by the College's Mitigation Committee. You can submit the mitigation form along with your supporting documents either in person to your department, or via email.

How and where do I hand in coursework?

It is your responsibility to ensure that coursework is submitted at the right time and place.

We would advise that if you keep copies electronically and ensure that you back them up regularly. We have had cases of stolen/broken lap tops where the student was unable to re-submit and was required to re-write the assignment.

Further information, including a quick guide to BART, ELE and Turnitin can be found at the Undergraduate/Postgraduate Student Handbook ELE pages (under Assessment).

What happens if I handed it in late?

There are significant penalties for handing in work late. Work handed in up to two weeks after the deadline will receive a maximum mark of 40% for undergraduate modules and 50% for postgraduate modules. Work handed in after two weeks will receive a mark of zero.

Applications for extensions must be submitted prior to the submission deadline and will be considered only in the case of serious circumstances, i.e. serious illness or extraordinary circumstances. If you are seriously ill and this affects your ability to meet deadlines you must apply for an extension before the deadline. Further information, and the Assignment Extension form, can be found at Student and Education Services or at the Undergraduate/Postgraduate Student Handbook ELE pages (under Extensions & Mitigation).

The form can be found in the Undergraduate/Postgraduate Student Handbook ELE pages (under Extensions & Mitigation). You can submit the mitigation form along with your supporting documents either in person to the department, or via email.

Students with dyslexia: Once you have registered with AccessAbility the information will be highlighted to the marker when they mark any written work.

Cheating and plagiarism

The University takes a strong stance against cheating and plagiarism and by registering as a student of the University, a student accepts University Regulations, one of which is that "students are not permitted to seek unfair academic advantage".

All students are required to take the Academic Honesty and Plagiarism course on ELE. This is compulsory. This course should automatically appear on your ELE course menu and you can also

access this course through the Undergraduate/Postgraduate Handbook and News (under Assessments).

If we suspect that you have plagiarised, we may also use Turnitin to check (in addition to our usual methods of identifying plagiarism). Plagiarism can lead to exclusion from the module and is taken extremely seriously.

Alternative Assessments

If you are a **semester one** (September – January) student you may take an alternative assessment in your assessments. This means that if your module is assessed via exam in the January examination period, you will be required to write an essay (or similar) of appropriate length. This will be due via BART during the January examination period. Therefore, you do not have to return to Exeter after Christmas.

For example, if your module was assessed 50% essay and 50% exam, you will be required to complete the essay in line with the guidelines set out by your module tutor and the module handbook. However, instead of sitting the exam, you will be set an essay (or similar) instead to be completed.

Please note this is **only** for semester one students. Full Year students will be expected to be present for the January **and** summer examination period and assessed as described in the module description. Semester two students are expected to be present for the summer examination period.

This is **only** for modules taken in the College of Social Sciences and International Studies. If you are taking modules outside of the College it is your responsibility to check how the module is assessed. **Do not assume that you will be able to take an alternative assessment in another College. You may be expected to return to Exeter in January to sit the exam.**

Mitigation

You must inform the department if you miss a tutorial through illness.

For absence from an examination or test, a doctor's certificate must be obtained, even if the illness is only for one day, or even a part of one day. You must telephone the relevant department and follow up your call with an e-mail, otherwise you will be marked as absent from the exam. Then you must submit the doctor's certificate with a mitigation form immediately; either online or a hard copy to Student and Education Services.

Students must inform the department if their absence will affect group work or presentations. Please also inform all of your group members.

Assignment Extensions

We expect you to plan your workload effectively so that minor illness, computer/printing problems or other circumstances do not prevent you from completing an assessment by the submission deadline. Do not leave work until the last minute. Give yourself sufficient time to allow for problems occurring, so that you do not miss deadlines.

Application for extensions must be submitted within one working day of the submission deadline and would be considered only in the case of serious circumstances, i.e. serious illness or extraordinary circumstances. If you fail to submit the form on time, you will not be considered for an extension and the rules of late submission will apply.

Transcript of Records

Transcripts

Two copies of your transcript will be printed and sent directly to your home university's International Office. Copies will not be sent to your home address. If you require more copies you may request additional copies at the cost of £12 per transcript. More information can be found online here: <http://www.exeter.ac.uk/international/studyabroad/inbound/transcripts/>

If you are a Semester One student your transcript will be posted at the end of February/start of March following the release of your examination results.

If you are a Full Year/Semester Two student transcripts will be posted out during July.

You can request an interim transcript at any time via the Student Record System/SID.

If you require a stamped and signed transcript please email ssis-studyabroad@exeter.ac.uk