

The University of Northampton

Undergraduate Student Handbook

2021-22

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INTRODUCTION

Welcome to the University of Northampton.

This Undergraduate Handbook provides advice on University Regulations and contains a lot of useful and important information to refer to during your studies. For each level of study there is an equivalent Handbook, i.e Postgraduate (Taught Programmes) Handbook/Postgraduate Research Handbook, please ensure you are referring to the one relevant to your studies.

You should familiarize yourself with the content now and refer to it throughout your studies whenever you have a query. It explains the structure of the Awards, what to do to make sure you are on the right programme of study, where to go to get advice along with other valuable information.

Throughout the Handbook you will find years of study referred to as 'Levels or 'Stages', i.e.:

Foundation Level

Level 4 : Stage 1 : Year 1

Level 5 : Stage 2 : Year 2

Level 6 : Stage 3 : Year 3

INTERNATIONAL STUDENTS

This Handbook should be read in conjunction with the International Student Handbook. Any change to the programme for which you are registered must be checked and approved by International Student Support Services (ISSS) to ensure it meets with UKVI requirements.

The information in this Handbook is taken to be correct as at the point of publication (DATE). Where any errors with the information in this Handbook are identified these will be amended and a statement on those changes added to the Handbook so that it is clear where changes have been made.

SECTION 1: The Structure of Taught Programmes at the University

Almost all programmes at the University of Northampton are organised within the University Modular Framework (UMF), which regulates taught programmes leading to awards. The primary purpose of the UMF is to provide a framework for the design, structure, assessment and regulation of a programme, and to ensure equity of experience and treatment for students in terms of study hours, assessment and so on.

The content of each programme is divided into discrete units of study called modules. Each module is credit rated (roughly speaking this measures how 'big' it is in terms of study hours) and as you successfully complete modules you gain credit towards your final award. The word 'award' is normally used to indicate the qualification that you are working towards, e.g. BA (Hons) Business Studies, HND Computer Games Development, FdSc Health & Social Care. Some awards are subject to Supplementary Regulations, please refer to specific information within [Policies, Procedures and Regulations](#)¹ accessible via the Student Hub.

Your course has an [Award Map](#)² available via the Student Hub which details the modules that you need to complete to meet the learning outcomes for your award. To view the modules for your chosen programme select the year you commenced study, followed by the name of the award you are working towards. If your programme allows you to choose modules then you need to comply with any restrictions, pre-requisites or co-requisites as identified in the module catalogue.³

¹ <https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/>

² <https://www.northampton.ac.uk/about-us/governance-and-management/management/quality-and-standards/award-maps/>

³ The University acknowledges that it agrees to provide a programme of study to students who have accepted an offer and enrolled onto that programme. In circumstances where there is a requirement to vary or cease delivery of a programme this will be conducted in line with University policy. Please refer to the Academic and Student Regulations for further information.

Active Blended Learning

The University's approach to learning and teaching is called Active Blended Learning and is detailed on our website [here](#).

Semesters

Most undergraduate programmes at the University are taught across two semesters- this is a new structure for 2021/22.

The Academic Year is split into two halves/semesters, and for full-time students you will study half of your modules (60 credits) in Semester one and the other half of your modules (60 credits) in semester two.

The semester dates for September starters are listed below:

Semester 1: September-mid January. 60 credits (min)

Semester 2: February-May. 60 credits (min)

There may be some modules, such as dissertations, principle modules or placements, which run across the whole year.

You can find out more about [term dates and the Academic Calendar](#)⁴ via the Student Hub and will also have your own [personalised timetable](#)⁵.

Programme Registration

When you enrolled on your programme you were required to confirm your chosen programme was correct, provide all necessary documentation/proof of qualification, and complete the online pre-enrolment process. The University reserves the right to withdraw you from study if any of these conditions are not met and your registration is incomplete.

It is each student's responsibility to ensure that they are registered for an approved programme of study. This includes studying the right combination of modules as set out on the award map for their programme, referring to supplementary

⁴ <https://www.northampton.ac.uk/student-life/term-dates-and-closed-days/>

⁵ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Timetables.aspx>

regulations and ensuring the required number of credits are taken, and achieved, at each level.

A student who fails to engage with the programme for which they are registered without good cause and due notice by the end of the sixth week of the programme will be deemed to have withdrawn from their studies and their registration will be terminated by the University. This applies to all students, at all levels. In addition, a student who fails to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

Accreditation of Prior Certificated Learning/Experiential Learning (APCL/APEL)

Students admitted with credit for prior learning may count such credit towards the award in accordance with the APCL/APEL and/or credit transfer procedures of the University of Northampton. In meeting the requirements of the award it normally means this will be no more than two-thirds (measured in credits) of the award for which you are registered. Please note any classification awarded will be calculated on grades achieved whilst studying at the University of Northampton.

Honours Awards

Students registered for an Honours Degree must successfully achieve 360 credits in total, those registered for an Honours Degree incorporating Foundation study must successfully achieve 480 credits in total (see Appendix IV). Part of their programme must include an independent study module at Stage 3/Level 6. This study, the Principal/Dissertation Module, may be described as a dissertation, a research project, an exhibition, a performance, or something similar.

Single Honours Award

This term is used for degree programmes leading to an award in a specific subject, for example BA Popular Music or BSc Psychology.

Joint Honours Award

This term is used for degree programmes that are studied in equal amounts (joint) or in a major/minor combination where one subject is covered in greater quantity than the other.

- Stage 1 (Level 4) : Irrespective of joint or major/minor study compulsory modules to the value of 60 credits should be taken in each of the two subject

areas at Stage 1 although there are exceptions⁶. There are also some subject combinations that share a compulsory module at this level, in instances such as this an alternative module is indicated on the Award Map.

- Stage 2 (Level 5) : At Stage 2 students may study either joint, or major/minor, to include a research module from ONE of their subjects, if applicable:
Joint – 60 credits in each of the two subject areas.
Major/minor – 80 credits in one subject (major) and 40 credits in the other subject (minor).
At Stage 2 your award map may support an element of choice with modules. It is therefore recommended you refer to Stage 3 for any module pre-requisites at that Level so that your choice is fully informed. Please note that if you are planning to take a 40 credit dissertation in one of your subjects only (rather than a 40 credit interdisciplinary dissertation across both subject areas), it is important that you study this subject as your major subject at Stage 2.
- Stage 3 (Level 6) : It is normally expected that students will continue along their joint, or major/minor, route in Stage 3 of study. If your route differs from that at Stage 2 please seek advice from the Student Support and Advice Team.

Optional Placement Year

The University has a number of strategic partnerships across a wide range of industries offering students specific work placements and internship opportunities. Following successful completion of Level 4 and Level 5 students may take an optional placement year if their award map supports this. Further advice can be sought from the Placement and Work-Based Learning Team. You may also wish to discuss with your Programme/Subject Leader.

HNC/HND/FdA/FdSc/Certificates/Diplomas

Information on credits required for each award can be found in Appendix IV : Tables. Each course will have a definitive list of modules on its [Award Map](#)⁷ that must be successfully achieved to meet the learning outcomes for the final award. If your study plans include topping up your award, for example to an Honours degree, you should note the entry requirement will normally be successful completion of your HNC/HND/FdA/FdSc award.

⁶ Subjects studied jointly with Law, due to professional body requirements, study 80 credits, and 40 credits in the second subject.

⁷ <https://www.northampton.ac.uk/about-us/governance-and-management/management/quality-and-standards/award-maps/>

SECTION 2: Your Programme of Study

Making sure you are on the correct programme

At the start of the academic year you will receive an email from the University confirming your registration is complete. The email will have one attachment containing an Enrolment Confirmation Form listing your modules and, if you are full time, a Council Tax Exemption certificate. If modules listed on your enrolment form are incorrect or incomplete (or fewer than 100 credits if you are full time) this must be resolved during Welcome and Induction Week, or at least no later than the end of the first week of term. Please go to or contact the Student Information Desk.

If you are having any concerns or doubts over whether you are on the right programme it is strongly recommended that you seek advice as soon as possible, at least within the first two weeks of the autumn term/commencement of your programme. During that time it may be possible to transfer to another programme and continue study for the same academic year (please see information about Transfers on page X).

How many modules should you take?

At undergraduate level a full time student will normally study 120 credits in each academic year. A minimum of 100 credits must be studied in an academic year to be classed as a full time student, with anything less being considered part time.

Some accelerated programmes, such as the intensive LLB (Hons) Law programme, support study of more than 120 credits in an academic year. For other programmes regulations permit study of a maximum of 140 credits in an academic year only if this is due to module/s outstanding to meet the requirements of an award map. In no other circumstances may an undergraduate student study more than 120 credits in an academic year.

It may also be possible to study on a mixed, or 'split level', programme, i.e. repeating module/s from different levels within an academic year, but it should be noted there may be restrictions with progression from Foundation study into Stage 1 (Level 4), studying Stage 1 (Level 4) alongside Stage 3 (Level 6) or if your programme is subject to supplementary regulations.

If you are uncertain about choosing modules please seek guidance from your Personal Tutor; Module, Programme or Subject Leader; [Student Information Desk \(SID\)⁸](#); or [Student Support and Advice Team⁹](#).

Modules

Each Award Map specifies the modules for each stage of that award, and details any additional requirements or restrictions:

- Compulsory modules - as a rule these must be taken.
- Designated modules - an award map may support an element of choice.
- Pre-requisite modules - these are modules you must successfully complete before progressing to another, specified, module.
- Co-requisite modules - these are modules that must be taken together.

Principal/Dissertation Module (Independent Study)

The Principal/Dissertation Module for an Award is generally identified as having 4 as the first number in the code, i.e. MKT4001, however there are some exceptions so please refer to your award map and discuss with the Programme Leader. It may carry a rating of 20 or 40 credits or possibly even more depending on the nature of your studies. The overall grade achieved for this module will be included in the calculation of your classification, regardless of grade achieved.

Attendance

When embarking on a programme of study at the University students commit to taking responsibility for their own learning and actively engaging with their studies, for example attending induction, participating fully and actively in classes/seminars/workshops and group learning activities, attending meetings with tutors and/or supervisors, attending placements and ensuring time is spent in private study/research. Please refer to the Student Partnership Agreement within Policies, Procedures and Regulations to view further information.

All students are required to record their attendance at the start of every taught session using the attendance function in the MyDay smartphone app. If you don't have a smartphone your lecturer can record your attendance for you. This will allow the University to keep track of your attendance and engagement with your studies and offer additional support where necessary.

⁸ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Information-Desk.aspx>

⁹ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

Engagement with studies

The University has an [Engagement Policy](#)¹⁰ which sets out how concerns with your engagement should be handled. It allows tutors who are concerned about you and your engagement to make contact with you. It is important that you respond to any contact made detailing concerns about your engagement so that you may receive specific advice and guidance to enable you to get back on track. Students who do not respond and fail to re-engage with their studies may struggle to justify such lack of engagement during any appeal process should they be terminated for accumulated failure at the end of the academic year.

It is very important that you engage with your studies to the best of your ability and speak to someone if you are unable to do so for any reason. Students who fail to engage with the programme for which they are registered without good cause and due notice by the end of the sixth week of the programme will be deemed to have withdrawn from their studies and their registration will be terminated by the University. This applies to all students, at all levels. In addition, students who fail to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

For students on a Tier 4 visa the implementation of this policy may lead to your visa being curtailed and, therefore, your ability to continue to study in the UK being withdrawn.

Timetable clashes and missing/extra modules

In accordance with University Academic and Student Regulations students are expected to attend sessions at the times they are scheduled. If you have difficulty attending a particular seminar, practical or workshop group and wish to change to another session please discuss this with the Module Leader. It is not possible to change lecture times. If you receive notification of a timetable clash, if there is a module missing from your timetable, or there is one listed that you are not taking, please contact the Student Information Desk, or respond to any email, as a matter of urgency to resolve this.

Unresolvable timetable clashes will result in no option other than withdrawal from one of the clashing modules. If the clash is between a compulsory and a designated module at the same level, it may be possible to change to another designated module. If the clash is due to a mixed level programme please seek

¹⁰ <https://searchtundra.northampton.ac.uk/?tag=2555c501-b198-4ca3-803f-613767d38e34>

advice from the [Student Support and Advice Team](#) and read the information about [the financial implications of changing your study plans](#)¹¹. There is no provision to accommodate a timetable, or travel, clash and part attendance on a module is not permitted as valuable teaching will be missed.

For more information on the way in which the University timetables sessions please see Appendix VII at the end of this document.

Registration Period

The Registration Period table in Appendix IV : Tables shows the minimum and maximum registration period for undergraduate UMF awards, measuring the academic years between initial registration and achievement of award. Time away from study also counts towards the registration period. Students are not permitted to continue on a programme that they are unable to complete within the timescales shown. In exceptional circumstances this restriction may be waived, the decision to allow continuation will be made following consultation with the Deputy Director of Student and Academic Services or nominee. [Advice should be sought from the Student Support and Advice Team.](#)

Students on Tier 4 visas should note there are UKVI restrictions on length of study. Advice should be sought from International Student Support Services (ISSS) for any instances where there may be an indication length of study would extend beyond that permitted under Tier 4.

¹¹ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Financial-Implications-of-a-Programme-Change.aspx>

SECTION 3: Making changes to your Programme of Study

Changing a module

Should you wish to change one or more of your modules at the start of the academic year it will be necessary to consider the following:

- That this is before the end of week three, or at least before 25% of the teaching on the module has taken place.
- Any change complies with your award map.
- Your programme does not consist of 120 credits of compulsory modules, indicating there is no element of choice.
- The module/s you wish to join will not clash with other modules on your timetable.
- That you can meet any pre-requisites, co-requisites or restrictions.
- **Late module change** – In exceptional circumstances this may be approved for a short period of time after the three week cut off point, the process remains the same as for changing a module.

If you meet the requirements for changing a module please action this by completion of a [Module Change Form](#)¹², available via the Student Hub. The form requires you to speak with the Module Leader for both the 'new' and current module, discuss the change with them, and obtain their signed approval.

Transfers

Students may request to transfer to an alternative programme of study. **This must take place either within the first two weeks of the year, or after successful completion of a semester or year's studies.** Where a transfer is approved at the end of a year's studies, some or all of the modules completed prior to the transfer may be able to be transferred over if the nature of those modules can be mapped onto the modules in the new award map.

Transfers can be submitted at any point but where they are submitted after the first two weeks of study a student must continue to study on their original programme, and complete that year of study successfully, to enable the transfer to take place. You can find detailed information about transfers, including how to apply for one, in the [Transfer Request Guidance](#)¹³, available via the Student Hub.

¹² <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Forms.aspx>

¹³ <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

Withdrawal from a module

Should you wish to discontinue study on a module please do not just stop attending as this will result in failure of the module against your programme at the end of the academic year. You should also note students may not withdraw from a module after 75% of the teaching has been delivered.

Prior to withdrawing from a module please consider the following:

- If you need to repeat the module (or an alternative if designated) to meet the requirements for your award, this may result in study on a mixed level programme, and a minimum of a further year of study.
- The further year of study could be part time.
- Due to timetabling of modules there may be progression issues resulting in more than one year of study being part time.

After considering the points above you still wish to withdraw from a module please obtain a [Module Withdrawal Form](#)¹⁴, available via the Student Hub. You will also need to obtain approval from your Programme/Subject Leader or an Academic Adviser. Once relevant signatures have been obtained please return the form without delay to the Student Information Desk so the change can be processed.

It is also advisable to seek guidance from the Student Financial Guidance Team as to any financial implications module withdrawal may bring. **If you are a Tier 4 student you must also consult with International Student Support Services (ISSS).**

Part Time Study

A student may wish to change from full-time to part-time study due to personal or work related demands on their time. In these instances please seek advice from an [the Student Support and Advice Team](#)¹⁵ to help plan the best way forward.

Students on Tier 4 visas should note that part time study is not permitted under the terms of Tier 4.

¹⁴ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Forms.aspx>

¹⁵ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

Study Break

If your personal circumstances are such that they are causing severe disruption to your studies (for example due to illness, unforeseen or unexpected events) a Study Break should be considered and discussed with your Personal (Academic) Tutor/Programme/ Subject Leader or the [Student Support and Advice Team](#)¹⁶.

You can find detailed information about Study Breaks, including how to apply for one, in the [Study Break Guide](#)¹⁷, available via the Student Hub.

Restarting studies

A student may request to restart their studies either on the same, or an alternative, programme once during their period of study, and in the 2021/22 academic year the deadline to request this by is 7th March 2022 for all students who started their programme in September. If your course did not start in September, please contact the [Student Support and Advice Team](#) for more information. The request must be made formally by completion of relevant paperwork, available via the Student Hub or the Student Information Desk in the Learning Hub, and submitted before the deadline.

You can find detailed information about Restarting your Studies, including how to apply for a restart, in the [Restart and Repeat Year Guidance](#)¹⁸, available via the Student Hub.

Withdrawal from study

Should you wish to withdraw from your studies at the University of Northampton it is recommended you seek advice from your Programme/Subject Leader or the [Student Support Officers](#). Please also read through the [Withdrawal Guidance](#)¹⁹ and Withdrawal Policy within the [Student Finance section](#)²⁰ on the Student Hub to view information on cut off points for fee liability.

¹⁶ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

¹⁷ <https://searchtundra.northampton.ac.uk/?tag=0e9af5a2-9892-4ff1-b98b-774fc63b1c76>

¹⁸ <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

¹⁹ <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

²⁰ <https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/>

You may also wish to discuss future career plans with the Changemaker Hub and the Student Financial Guidance Team within the Learning Hub for advice on any financial implications.

If you ultimately decide withdrawal from study is your preferred option, please do not just leave. Until you have followed the correct procedures and formally notified the University in writing, or by returning a completed withdrawal form to the Student Information Desk, you will remain liable for fees.

SECTION 4: Guidance, support and academic advice

Embarking on a programme of study can seem daunting. There are choices to be made and sometimes issues to be resolved and the policies and procedures, rules and regulations, can appear complicated. At the University of Northampton we are committed to providing you with access to reliable and valid academic advice and guidance at all reasonable times to support you throughout your studies. There are people detailed in this section that may be approached for advice. Any emailed query should include your full name, student ID number, and programme of study.

Advice is available for ALL students. **Those on a Tier 4 visa, once academic advice has been sought, should also consult with [International Student Support Services \(ISSS\)](#).**²¹

It is recommended, when seeking advice, not to email a number of people in different departments with the same question at the same time. Additionally you should note it may be 3-5 days minimum before you receive a response, and at certain times during the year it may be longer (e.g. module choice, exam period).

Ask Us

If you have any questions during your studies with us you might be able to find the answer on [Ask Us](#)²². This is a search engine for University of Northampton students, where they can ask for anything from a map of the campus, to information about module choices or apprenticeships.

Student Support and Advice Team

The Student Support and Advice Team is based in the Learning Hub at Waterside. It has two teams within it:

- [Student Support Officers](#)
Available to provide information, advice and guidance on a range of student issues and situations and are also able to signpost students to more specialist areas of support and advice where necessary.
Can be emailed on studentsupportofficers@northampton.ac.uk
- [Academic Advisers](#)

²¹ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/International-student-support.aspx>

²² <https://askus.northampton.ac.uk/index.php>

Available to provide detailed advice and guidance on academic matters, including the impact of regulations on students' programmes of study. Also responsible for considering Mitigating Circumstances, Study Breaks and Restart requests.

Can be emailed on academicadvisers@northampton.ac.uk

Programme/Subject Leader

All programmes will have a dedicated Programme/Subject Leader. This person has an overview of the modules which make up your programme, and overall responsibility for the experience of all students on all modules that make up the programme/subject.

Module Leader

Each module you study will have a Module Leader who is responsible for the scheduled activities of teaching staff and students registered for that module. This should be the person to consult if you have specific difficulties with the module, e.g. the assessment requirements, problems meeting a deadline, obtaining reading material etc.

Personal (Academic) Tutor

You can check the name of your Personal (Academic) Tutor by logging into your programme on the Northampton Integrated Learning Environment (NILE) site. Every student on a programme of study at the University is assigned a member of staff as a Personal (Academic) Tutor. This person will usually be a tutor from your main subject area, and may teach in one or more of your modules. They are responsible for overseeing your academic and personal progress during your studies.

Your Personal (Academic) Tutor should be regarded as an important source of advice on a variety of matters and will be able to discuss any general problems or uncertainties you may experience during your studies. You will meet with your Personal (Academic) Tutor during the first term and at specified times during the year. Ways of making contact outside of scheduled meetings may vary but you may email, or telephone, to arrange an appointment.

If you do not know who your Personal (Academic) Tutor is please contact the Student Information Desk (SID) in the Learning Hub.

Difficulties with study

It is recognized that sometimes circumstances can affect a student's ability to engage fully with their studies. If you are experiencing any difficulties talk them through with your Personal (Academic) Tutor, or an academic member of staff, in the first instance. For further advice you can [arrange to speak to a Student Support Officer](#)²³.

Learning Development

Learning Development is a resource for all students, where you can receive free guidance and tuition on any academic skill, essay writing, dissertations, critical analysis, presentation skills etc or Maths and statistics. Further information can be found on the [Learning Development webpages](#)²⁴.

Complaints and Appeals

The University has extremely robust policies and procedures covering student complaints and academic appeals. In the first instance, all matters must be raised with your Module or Programme/Subject Leader, and if you remain dissatisfied with their response only then can the issues be progressed to the formal stages of the policies. For further information, please refer to the [Student Complaints Guidance and Policy](#),²⁵ available via the Student Hub, or contact the [Student Conduct, Complaints and Appeals Team](#)²⁶.

Bullying, Harassment, Sexual Misconduct and Hate Crime

The University aims to be an inclusive and safe place for all of our students to live and study, therefore bullying, harassment, hate crime or sexual misconduct will not be tolerated.

If you have experienced any of these issues during your time with us then there is a lot of support available.

If you have been subjected to bullying, harassment or hate crime then you might want to speak to a Student Support Officer, your Personal (Academic) Tutor or the Students' Union. [Further information about support and University Polices can be found via the Student Hub.](#)²⁷

²³ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Accessing-Support.aspx>

²⁴ <https://libguides.northampton.ac.uk/learningdevelopment>

²⁵ <https://searchtundra.northampton.ac.uk/?tag=57def9fe-ef88-462b-a8cc-06e5352fc9f2>

²⁶ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/student-conduct-complaints-and-appeals.aspx>

²⁷ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Reporting-harassment.aspx>

The University also has a campaign to tackle Sexual Harassment, Misconduct and Violence, called the [Never Okay Campaign](#).²⁸ If you have experienced sexual violence then you might want to seek support and guidance from our specialist team of [Sexual Violence Liaison Officers \(SVLOs\)](#).²⁹ contact details can be found via the Student Hub.

If you would like to report an experience of this nature you may do so using the [Harassment Reporting Form](#)³⁰ available on the University Website.

PREVENT

As for all universities, the Counter-Terrorism and Security Act 2015 imposed statutory obligations on the University. [The University has a set of PREVENT Duty Guidelines](#).³¹ If you have any concerns about the behavior of another student and consider that these could fall under the remit of PREVENT please raise these concerns with your personal (academic) tutor, programme leader or a member of the Students' Union. They will then be able to follow the University's policy and procedure in this area. If you ever feel that you are being coerced into behaviours that that may fall under the remit of PREVENT please contact the Student Information Desk, the Student Support and Advice Team or the Counselling or Mental Health Teams for support and advice.

²⁸ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/sexual-misconduct-prevention-response.aspx>

²⁹ <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/support-inside-the-university.aspx>

³⁰ <https://www.northampton.ac.uk/student-life/forms/harassment-reporting-form/>

³¹ <https://www.northampton.ac.uk/about-us/governance-and-management/management/prevent-duty/>

SECTION 5: How your programme is managed

Student Information Desk (SID)

The first point of contact for all students with any query they may have will be the [Student Information Desk](#)³² located in the Learning Hub. Staff there will be able to advise on all general matters relating to your programme to include enrolment, changes to your course, modules or personal contact information, queries on assessment, ceremonies, exam concerns, NILE, correct processes.

They will also be your point of contact for referral to departments for specialist advice.

You may visit in person, or contact them at:

SID@northampton.ac.uk

Tel : 01604 892833

Students studying at one of our Education with Others providers (EWO) should also direct any questions relating to their programme to the Student Information Desk.

How we will contact you

During your studies we will contact you regarding important information such as module choice for your next year of study, advising end of year result outcomes, pre-enrolment. Methods of contact will be via :

- Email : All students will be given a University email account, however we will use the personal email address that you confirm during completion of online pre-enrolment. If you do not have a personal email account the University email will automatically be used.
- Phone/Text : If a matter is urgent, you will be contacted via this method.
- Letter : Any letters sent will be formal correspondence that may or may not require a response from you.

If there are any changes to your email address, your contact phone numbers, or your home or term time address please ensure you notify the Student Information Desk. Please remember to check junk/spam folders.

³² <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Information-Desk.aspx>

The University website

A great deal of information is available [via the Student Hub](#)³³ on the University website. Please make yourself familiar with the site, and access it regularly. The Exams and Results page is where you access your Online Results as well as your exam timetables.

Results can also be found using the MyNorthampton app, instructions of how to use it can be found on the student hub [here](#)

[Northampton Integrated Learning Environment \(NILE\)](#)³⁴

Once modules are confirmed and on your programme they will link to NILE and you will be able to access sites specific to modules you are studying. Your tutors will use NILE to communicate with you, and will provide you with more advice about NILE and module guides. Should a module you believe you are taking be missing from your NILE account, or one/s listed you are not taking, please seek advice from the Student Desk.

There are guides on the NILE homepage that provide advice on electronic submission of assignments, plagiarism and viewing grades and feedback. Please also access 'Resources' in NILE for a variety of information.

Recommended browsers for NILE are Mozilla Firefox and Google Chrome.

[IT Services](#)³⁵

As part of your registration with the University you will receive a username and password to enable you to access the computing services you may need for your course and connect your own laptop, tablet or smartphone to the campus Wi-Fi. Technology is used in all teaching and learning so it is important that you are well-informed and able to make the best use of the IT facilities.

The IT Help Desk can be found at the Student Information Desk on the ground floor of the Learning Hub at Waterside. Alternatively, students can raise an IT request by logging a ticket via the [self-service portal](#) on the Student Hub.

Online Services

³³ <https://mynorthamptonac.sharepoint.com/sites/student>

³⁴ <https://nile.northampton.ac.uk/ultra>

³⁵ <https://mynorthamptonac.sharepoint.com/sites/student/it-services>

The University offers a range of online services to you. In co-operation with Microsoft, we provide you with a web-based email service hosted by Microsoft's Office 365 environment.

Every student at the University of Northampton has been granted an Office 365 subscription licence for the time that they will be studying with us. This licence will entitle you to:

- Office 365 ProPlus for PC (Office 2016 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2016 for Mac base applications)
- Office Mobile for iPhone
- Office Mobile for Android

For more details please see the [Office 365 information](#)³⁶ available via the Student Hub.

Safety Online

You must be vigilant when using any computer connected to the University network. Here are some useful tips:

- Never open attachments in unsolicited emails or click on web links within such messages
- Never provide any personal information in response to unsolicited email
- Scan any files you receive from external sources using anti-virus software before opening or attempting to use them
- Do not attempt to download unauthorized programs to University devices (such as screensavers or joke programs)
- When submitting assignments, save your work as an Adobe pdf document using the Save As option within Office 2013 applications. This will help to prevent the possibility of others tampering with your work.
- On your personally owned device, install anti-virus and anti-malware software and ensure they are regularly updated to the latest version
- Install a personal firewall and ensure that your Operating System automatically installs updates (some applications will also do this)

Wi-Fi

Wi-Fi is available in all buildings across the campus including teaching rooms and Halls of Residences. Access is via UoN_Student using the Username and Password given to you when joining.

³⁶ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/About-Office-365.aspx>

We also provide Eduroam (education roaming) which is the secure, world-wide roaming access service developed for the international research and education community – <http://www.jisc.ac.uk/eduroam>

UoN Printing Services

Along with standard printing facilities, we also have a print room which can be used for poster printing, dissertation binding and high-volume printing or copying jobs.

Our printing facilities are simple to use. When you print work from the student machines, your print job will be sent to a queue. You will then be able to print your work using the card reader next to the printer.

The copyright rules must be followed by all who use our printing or copying services on campus. For more information please refer to the [Printing and Copying Information](#) on the Student Hub or contact the print room on 01604 892217.

The regulations regarding the use of any IT resource at the University can be found in the University's Acceptable Use Policy.

SECTION 6: Assessment

Assessment is an essential part of life at University. It is the way you see that you are progressing and developing the skills that are associated with your award, and is the means by which you “earn” credits towards your award. This section explains the procedures and regulations related to assessment. It is very important that you read this section carefully because the consequences of not submitting work can be serious.

The learning and teaching on each of your modules generally takes place over the full academic year (although there are exceptions). Each 20 credit is planned to 200 hours of study (which translates to about 6 ½ hours a week). This total includes timetabled sessions, private study and assessment.

The University of Northampton has put in place a number of quality processes designed to ensure your assessments are of the appropriate level and standard and that your assessment results are properly considered and validated. Some of the most important of these include:

- Academic and Student Regulations – bind all programmes to the same regulatory approach, except where approved Supplementary Regulations exist (for those programmes with professional body requirements in the main). These set out the rules that govern assessment, progression, resitting/ repeating, award classification and other important areas of your academic learning experience.
- Use of a learning outcomes approach to programme and module design - this ensures that all modules at a given level are leading to broadly comparable outcomes and that all students are being given a broadly comparable academic experience; it also means that the assessments within each module are aligned with the learning.
- Use of Turnitin software – this supports the detection of academic misconduct, therefore protecting the integrity of the work of all students and the integrity of the University’s awards.
- Internal anonymized marking and moderation – all summative work is moderated by a second internal examiner, with all principal/dissertation (independent study) modules second marked.

- Use of generic grade criteria – these exist at undergraduate and postgraduate level and set out what is expected of a student at each grade (A+ down to G). They help students to know what they need to do to be awarded a grade and also help to ensure consistent marking to grades by all academic staff. Generic grade criteria is listed in Appendix VI.
- Participation in the external examiner system – with external examiners involved in approving examination scripts, moderating assessed work and ratifying assessment results at Assessment Boards.
- Two tier Assessment Board structure – module results are considered and ratified at Module (exam) Boards, attended by Module Leaders and other academic staff involved in the delivery and marking of the module, or held virtually; the Award and Status Board, attended by academic staff with responsibility for subjects, then considers and ratifies award and progression decisions.

Further details on all these processes are available on the website or from your module or Programme/Subject Leaders.

Please remember that the University marks in grades rather than percentages. This is considered to deliver the most accurate and fair outcomes for students. Whilst a broad mapping of grades to percentages is possible students are encouraged to work in grades rather than to attempt to convert those grades to percentages. On rare occasions you may see a number attached to a piece of work on NILE – where this happens please contact the marking tutor in the first instance.

Supplementary Regulations

There are University regulations that apply to passing and failing modules and progression on to the next year of study. Some programmes, usually those leading to professional awards but not exclusively, have additional (supplementary) regulations that take precedence. At this stage it is advisable to check to see if this applies to your programme of study. Information can be found within the Student Hub under Policies, Procedures and Regulations.

Types of assessment

Assessments within modules are generally coursework and examinations. Some modules contain assessments that are entirely based on coursework (either text, or non-text, based), while other modules contain a mixture of coursework and examinations.

Text based coursework will consist of essays, reports and written assignments, while non-text based coursework may include presentations, group work, seminars, performances, paintings and exhibitions.

Details on assessment – module guides and assessment briefs

Each module you study will have a dedicated NILE site. Within the site will be a module guide containing details of the assessment schedule, which should include:

- Submission dates for the first opportunities.
- Submission dates for the second opportunities (also known as resit, referral/deferral or resubmission).
- A date by which feedback will be given.
- An assessment brief for each item of assessment, or the date when the brief will be available.

The assessment brief must contain:

- Details of the assessment such as weightings, best of two etc.
- The Learning Outcomes to which the assessment relates.
- An explanation of the Assessment Criteria.
- A description of the assignment.

Criteria for assessment and marking

Assessment criteria and grade-related criteria together provide mechanisms by which the quality of a student's performance in an assessment can be measured. Both are descriptions of the skills, knowledge and attributes students need to demonstrate in an assessment, and are based on the intended learning outcomes associated with an assessment.

- Assessment criteria provides mechanisms by which the quality of a student's performance can be measured. They explain what a student needs to demonstrate in order to complete an assessment successfully. These provide the minimum requirement expected of students. Assessment criteria will differ according to the discipline, the type of assessment and the level of the students.
- Generic grade criteria explain what a student needs to demonstrate in order to achieve a certain grade in an assessment. These enable students to be positioned within the overall set of grades available for an assessment. These are generic to each level of study. See Appendix VI.

Marking criteria or marking guidelines are used by staff when marking work against the assessment criteria and grade criteria. They might, for example, set out the

proportion of the overall mark that should be awarded for certain answers or provide pointers to the markers on what information they should be looking for when marking. These are usually documents that are internal to those staff marking the student's work.

Submission dates and deadlines

The deadlines given in your module guides are the latest possible dates for submission of coursework. All work should be submitted on, or before, the published deadline. This applies to first and second submission opportunities. Work emailed directly to your tutor will not be marked.

It is advisable to note deadlines for items of assessment across ALL of your modules as you may well find other items of assessment have a similar, or nearby, due date. Please ensure you plan around such clashes, and factor in some extra time, so as to take into account any unexpected event that may arise.

Second opportunity deadlines

The second submission deadline, often referred to as resit/referral/deferral/resubmission, is the only opportunity to improve on a failed grade and there is a fixed schedule for these attempts. There are no third opportunities, unless you have had an approved mitigating circumstances application which permits another opportunity.

You can find information about assessment periods within the [UMF Calendar](#)³⁷ available via the Student Hub.

For programmes that run from September to June the latest submission dates are listed below. You must check NILE for exact deadlines :

| | Semester 1 | Semester 2 |
|--|--|--|
| First submission | 14 th January 2022 | 20 th May 2022 |
| First submission Exam week(s) | 17 th – 28 th January 2022 | 23 rd May – 3 rd June 2022 |
| Resit submission | 20 th May 2022 | 20 th July 2022 |
| Resit submission Exam week(s) | 23 rd May – 3 rd June 2022 | 25 th – 29 th July 2022 |
| 3 rd opportunity *(for students with mitigating circumstances ONLY) | 20 th July 2022 | 25 th August 2022 |
| 3 rd opportunity exam week *(for students with mitigating circumstances ONLY) | 25 th – 29 th July 2022 | 29 th August – 2 nd September 2022 |

³⁷ <https://searchtundra.northampton.ac.uk/?tag=e2aab2b3-99b7-416c-9dbc-9f3297b88b72>

Examinations

Assessment within some modules is by an examination. If you have examinations you must be available to sit them when they are scheduled; they will not be rearranged. It is your responsibility to refer to the examination timetable within the Student Hub to note dates, times and venues from the final version.

In the event that the University is required to implement changes to face-to-face examinations in response to the Covid-19 pandemic and government guidelines, examinations may be moved online or managed via an appropriate alternative assessment. Where examinations have been moved to an alternative assessment, please refer to your module NILE sites for further information or alternatively liaise with the relevant Module Tutor.

Face-to-Face Exam Updates and the Examination Timetables for all mandatory face-to-face examinations will be published to the [Exam Dates and Timetables](#) page within the Student Hub. You should check this page regularly for updates.

Please visit the [Exams and Results page](#) within the Student Hub for further information regarding the University's approach to examinations in response to Covid-19.

Additional support for exams

Alternative examination arrangements may be provided for students who have a disability, medical condition, or other additional need; any adjustments arranged will also apply to in-class time-constrained tests. Students should refer to the '[Guide to Examinations for Students with Additional Needs](#)'³⁸ available via the Exams and Results page within the Student Hub for further information. Students will be required to attend an appointment and provide supporting evidence to [ASSIST \(Additional Student Support and Inclusion Services Team\)](#)³⁹ or the [University Student Mental Health Service](#).⁴⁰

Please note that there are deadlines apply for alternative examination arrangements, listed below:

³⁸ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Exam-Guides-for-Students.aspx>

³⁹ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Disability.aspx>

⁴⁰ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Mental-Health-Advisers.aspx>

- Semester 1 exams taking place in January 2022 - deadline date is 1st November 2021
- Semester 2 exams taking place in May 2022 – deadline date is 1st February 2022

Any applications made after these deadlines cannot be guaranteed and students will therefore need to check their individual timetable for further details.

Students granted alternative arrangements will receive an email from the Examinations Office notifying them of their personal examination timetable and arrangements. Please note: this is applicable to face-to-face examinations only.

Submitting work

Students are encouraged to take up all submission opportunities they may be offered. This also applies where a restart, transfer or study break has been applied for and the outcome is pending. In instances where Mitigating Circumstances has been applied for please refer to the [Mitigating Circumstances Guidance and Policy](#)⁴¹, available via the Student Hub.

All work for assessment, except items with exemption, should be submitted electronically via NILE and will be subject to Turnitin anti-plagiarism detection software. Turnitin checks student work for possible textual matches against internet available resources and its own proprietary database. Please refer to Academic Integrity and Plagiarism further on in this section. Work emailed directly to your tutor will not be marked.

Those items with exemption from submitting and grading electronically (SAGE) will have alternative submission requirements. Should further information be required please contact the [Assessment, Ceremonies and Examinations Office](#)⁴².

All Dissertations are to be submitted electronically unless instructed otherwise in the Module Guide on NILE.

⁴¹ <https://searchtundra.northampton.ac.uk/?tag=78bf2c82-8da2-458c-947f-88f07a218bc9>

⁴² <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Exams-Results-Graduation-and-Certification.aspx>

Format of text based work

Unless specified otherwise by the Module Leader, work should be word processed. Your student ID number should be clearly listed on the front sheet, and header and footer, of each individual page. Pages should also be numbered 'x of y' for easy identification of any missing pages.

Academic Integrity & Plagiarism

The University of Northampton takes the assessment process very seriously and expects the work you submit to be your own. This may not be as straightforward as it seems as you will almost certainly be using the work of others, so you need to be quite clear what is, and is, not permitted.

We use the term 'Academic Integrity' to describe the honest approach you are required to adopt in your work. We define plagiarism as passing off someone else's work intentionally, or unintentionally, as your own for your own benefit. If it is confirmed that academic misconduct has taken place a penalty can be applied. This may, for example, be a written warning; a reduction in your grade to a bare pass; a fail or a G (AG); and/or any right to re-submit being removed.

Please view the University of Northampton Plagiarism Avoidance Course (UNPAC), available via the Exams and Results page in the Student Hub, and in 'Resources' on NILE. The [Academic Integrity Policy](#) is available via the Student Hub.

Late submission of work

If an item of assessment is submitted late at the first opportunity deadline, and an extension has not been granted, the following will apply:

- Within one week of the original deadline – work will be marked and returned with full feedback, and awarded a maximum bare pass grade of D-.
- More than one week from original deadline – maximum grade achievable LG (L indicating late).

At the second opportunity deadline, or at the third opportunity deadline (for students who have had mitigating circumstances approved), work submitted late will be awarded a LG grade. There is no opportunity to submit work up to a week late for a bare pass.

Extensions

The University of Northampton's general policy with regard to extensions is to be supportive of students who have genuine difficulties, but not against pressures of

work that could have reasonably been anticipated. Please refer to the [Extension Policy](#)⁴³ available via the Student Hub.

PLEASE NOTE – NO extension is permitted at a second opportunity deadline, or at the third opportunity deadline (for students who have had mitigating circumstances approved).

Resit opportunities

If a student fails an assessment, or fails to submit an assessment, at the first opportunity, s/he is entitled to a second submission (resit) opportunity, although there are exceptions that are detailed in the Academic Regulations. At that resit opportunity, the maximum grade achievable is a bare pass (D-).

Grading and Feedback

Your programme and module guides will contain information on the criteria used to assess your work. The generic grade criteria (see Appendix VI) provides the common standards that all subject areas work to.

Feedback comes in many forms. It may be written, verbal, electronic, face-to-face or even audio-CD/MP3. It may be in response to assessed or non-assessed work and may be from your tutors, student group, or yourself. Whatever the source, consideration of that feedback will help with your understanding of the assessment process and the use of assessment criteria.

Moderation of Assessment

Moderation is a collection of processes to ensure the reliability of grades awarded. It confirms that the grading has been conducted with accuracy, consistency and fairness.

The processes involved include:

- First Marking – the grading by the first marker will include comments justifying the grade awarded.
- Second Marking – this involves the grading of a sample by another academic member of staff.
- Moderation Meeting – the first and second markers will meet and confirm the standard of marking, the whole set of assignments are then deemed to have been moderated.

⁴³ <https://searchtundra.northampton.ac.uk/?tag=b589ce9e-7b59-406a-952e-6a0b4ca74dc5>

- External Examiners scrutiny – this involves a review of the work to confirm to the University that the standards are comparable with other institutions .

You should note that not all of the processes are necessarily applied at each point and level.

External Examiners and Reports

To ensure the academic standards of awards offered by the University are comparable with other Universities advice is sought from highly experienced academics from other Universities or, in some cases, professional organisations. These External Examiners provide, amongst other things, independent advice on academic standards, review exams and assignments set, moderate samples of student work and attend module (exam) boards to confirm assessment processes are fair and appropriate. Each External Examiner sends an annual report summarizing their observations. Reports, and the teaching teams' response, can be accessed and viewed via NILE under 'Links'.

SECTION 7: Results and Progression

Progression

The minimum overall pass grade on a module is D-. To progress from Stage 1 of your studies to Stage 2 and onwards to Stage 3 smoothly as a full-time student you need to have successfully achieved pass grades on 120 credits at the appropriate level, and comply with any Supplementary Regulations for your course. There is one exception to this, and information is listed under Condonement further on in this section.

The items of assessment within each of your modules, and their % weightings, are published in each module guide. The % weighting of an assessment gives an indication as to its significance, and below are two examples of assessment patterns:

- 2 hour exam (50%), 2,000 word essay (50%)
- Portfolio (100%)

Looking at the assessment containing the exam, it is possible that as you need to get a D- overall, if a fail grade is achieved in one item, you may still be able to pass the module overall provided you achieve a good pass grade on the other item and that any Supplementary Regulations for your programme allow this. However, if the fail grade is on, for example, a 70% assessed piece an overall pass grade will be exceedingly hard to achieve. See Appendix II for grade calculation advice.

You should note that once all opportunities to submit within a module have been exhausted, and an overall pass grade is achieved, it is not possible to repeat that module in order to improve on the grade.

Non-Submission of assessment

Failure to submit an item of assessment, or attend an examination, will result in the awarding of a 'G' grade, which carries no points, for that item. 'G' grades are further identified as LG – submitted late and outside timeframe allowed; NG – submitted but work contained nothing of merit; AG – submitted but awarded G grade following outcome of Academic Misconduct Panel; G – nothing submitted.

Any student who fails to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

Notification of assessment grades

After your assessment has been through the moderation process you will be provided with your grade and feedback. This may be direct from the module leader, or accessible to you via the module site on NILE. Should you wish to discuss grade and/or feedback received and any implications for future study, at any time please speak to your tutors.

You should also regularly access your results online via the Exams and Results page within the Student Hub under 'Results' or via the MyNorthampton App. Instructions of how to use it can be found on the student hub [here](#). Grades showing on NILE do not transfer across to online results but once the module leader has passed them to a Student Records team for inputting, they will show. When the last grade for an assessment on a module is input 'Results' is where you will see an overall grade calculated. Grades remain provisional until confirmed by an Award and Status Board.

Notification of overall outcome/result notification/end of year

A number of Assessment and Award Boards take place throughout the academic year (see 'Assessment Boards' within the Exams and Results page on the Student Hub for further information).

For standard undergraduate programmes the first module (exam) board to confirm grades achieved throughout the academic year is normally scheduled for July 2022. Outstanding resubmission opportunities (resit/deferral) in which to retrieve any failure, progression options and final year outcomes will then be formally advised to students following the September Award and Status Board. This is regardless of whether you have taken up the opportunities or not. You should, already be aware of the need to pick up any failure having viewed your grades via NILE and 'Results'.

Result advice for continuing students and for final year students will be sent via email. It is a student's responsibility to ensure the University has current and accurate home address and email information. Should result notification not be received please contact the Student Information Desk in the first instance. Under no circumstances will results and/or final outcomes be released via telephone.

For continuing students confirmed results will also provide an indication of the level they have been working at, for example 2i, 2ii etc. The purpose of this information is intended for students to track and monitor their achievement and progress, it may change from year to year as it is a guide, and not a prediction of final classification.

Pass with outstanding second opportunity

You may have passed a module on aggregate, or have received a condoned pass grade, but still have a second opportunity outstanding within that module. This may be a resit, or deferred, item and will be indicated by an asterix (*) next to the overall grade on your online results page – not in NILE. In this situation you are able to undertake the second opportunity, but do not have to.

Condonement

Condonement Regulations grant awarding of a condoned 'E' fail grade on a failed module under certain conditions, and providing no Supplementary Regulations on the award prevent this. A student successfully achieving modules totaling 100 credits at Level 4 or Level 5, who has an overall F+ on one or two modules amounting to no more than 20 credits in total at that level AND who has attempted all items of assessment in the module(s) which was awarded an F+ will have the failure condoned and may progress to the next stage. The module may not be repeated to improve the grade, unless Supplementary Regulations for your programme allow this.

Condonement applies at Level 4 and Level 5 only. Condonement is not permitted at levels 6, 7 or 8 or for students studying Level 3 modules as part of the Foundation Study Framework

Module failure

At the end of both assessment opportunities, if you have failed module/s with an overall grade of F+, F, F- or G, it may still be possible to continue study repeating the module/s alongside module/s from the next Level (mixed level programme). Please be aware this may result in restrictions on progression from Foundation into Stage 1 (Level 4) study, or from Stage 2 (Level 5) into Stage 3 (Level 6). Students are normally permitted to repeat a failed module on two further occasions, as long as Accumulated Fail is not exceeded, and as long as this is in line with the Supplementary Regulations for your programme.

Whilst generally not advisable it may be possible to study a maximum of 140 credits in any year and a maximum of 80 credits in one semester if it is due to modules outstanding to meet your award. This would be dependent on a number of other factors, not least pre-requisite modules, timetables and module status, i.e. compulsory/designated:

- Compulsory – should you fail a compulsory module you will have no option other than to repeat it in order to meet the requirements for your award, unless the module falls under the condonement regulations.

- Designated – should you fail a designated module you will still need to pick up this failure but it may be possible to select a different designated module if your award map supports this, and any pre-requisites have been met.

If you cannot construct a valid programme for the next stage of your award, it may be possible to transfer to a different award for which progression is possible. If this is not an option, and you wish to continue study, a change to part time status for the next academic year may be unavoidable.

Should you be considering studying 140 credits, cannot construct a valid programme, or have any questions regarding progression please seek advice from the [Student Support and Advice Team](#)⁴⁴. **Tier 4 students should also consult with [International Student Support Services \(ISSS\)](#).**⁴⁵

Repeating modules and fees

Students who are required to repeat a module may be charged an additional fee for that module. Students should contact the Finance Office at income@northampton.ac.uk who can advise on the level of any additional fee and the mechanisms through which they can be paid.

Students who do not pay the additional fee/set up a payment plan with Finance for the payment of that additional fee will not be eligible to take up the repeat module opportunity.

Accumulated Failure

When all assessment opportunities on a module/s have been exhausted and a certain amount of failure is exceeded this will result in termination of study. Each time a module is taken, and failed, the failure will accumulate.

If an item of assessment within a module has been granted mitigating circumstances and that item is failed, resulting in failure of the module overall, if a student has been eligible to submit work on only one occasion then the overall failure is excluded from the accumulated failure count.

⁴⁴ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

⁴⁵ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/International-student-support.aspx>

If an item of assessment within a module has been granted mitigating circumstances and a student has had opportunity to submit work on two occasions, but the module is still failed overall, the failure will be treated in the same way as any other student's module failure and will be counted in the overall accumulated failure count.

Levels of failure for students commencing study from 2018/19 onwards are as follows:

Either:

- More than 60 credits at Foundation Level
- OR More than 80 credits at Level 4
- Or more than 60 credits at Level 5
- Or more than 60 credits at Level 6 *

Levels of failure for students commencing study BETWEEN 2016/17 and 2017/18 are as follows:

- More than 40 credits at Foundation Level (2017/18)/More than 80 credits at Foundation Level (2016/17)
- OR more than 80 credits at Level 4
- Or more than 60 credits at Level 5
- Or more than 60 credits at Level 6*

* Where Level 6 study comprises a single module worth 80 credits termination of study will only apply once 80 credits of failure has been exceeded.

Levels of failure for students commencing study PRIOR to 2016/17 are as follows:

- More than 80 credits at Foundation Level
- OR More than 80 credits at Level 4
- Or more than 60 credits at Level 5
- Or more than 80 credits at Level 6 **

** Supplementary regulations apply to Accumulated Failure at Level 6 for pre 2016/17 entry. At the end of all assessment opportunities, if a student has failed more than 40 credits but not more than 80 credits at that level, they may continue study towards a maximum award of an Ordinary degree, but are no longer eligible to proceed towards an Honours degree. It is possible to appeal this decision, please seek academic advice.

Termination of Study

Should a student's programme of study be terminated under the University's Accumulated Failure regulation there will be an opportunity to appeal that termination, with a deadline to submit the appeal by. If an appeal is not submitted,

or is unsuccessful, an application to return to study at the University cannot be made until after a minimum period of two years has passed. If a subsequent application is made, you should note that University regulations prohibit return to the same programme. This also applies to programmes studied with one of the University's Education with Others (EWO) providers.

For standard Undergraduate programmes termination of study may apply after the first (summer) Award & Status Board, or the second (resit) Award & Status Board, depending on when all opportunities to submit have been exhausted. Please refer to '[Assessment Boards](#)'⁴⁶ via the Student Hub for dates of the main Undergraduate Boards.

Advice on the [termination appeal process and the Policy](#)⁴⁷ is available via the Student Hub.

Planning ahead

During Semester 2 continuing students whose award map supports an element of choice will receive an email requesting they confirm module choice for the next academic year. Students on a mixed level programme will receive a similar request. Please refer to the award map for your programme, and respond by the stated deadline. If in any doubt about choices seek advice from your Personal (Academic) Tutor/Programme/ Subject Leader or the Student Support and Advice Team.

Should there be any failure following the summer and resit Award Boards, with a requirement to repeat failed module/s, neither your timetable, nor modules listed on NILE, for the next academic year will be correct. Please follow advice in your formal result notification so your record, timetable and NILE can be updated.

⁴⁶ <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Assessment-Boards.aspx>

⁴⁷ <https://searchtundra.northampton.ac.uk/?tag=a379ee90-ea25-4be8-95fc-663f69609084>

SECTION 8: Study Abroad

The University participates in a number of study abroad arrangements with European institutions (Erasmus for example); some individual programmes have also considered establishing bilateral agreements with non-European institutions. Studying abroad is an enriching and life-enhancing experience and aligns very strongly with the University's Transforming Lives and Inspiring Change, Changemaker and Employability agendas.

If studying abroad is something you may be considering please contact your Programme/Subject Leader at the earliest opportunity. Joint Honours students must consider both of their subjects. Before any study abroad can be approved the curriculum at the University must be mapped to that of the study abroad partner to ensure your learning outcomes whilst studying abroad are equivalent.

The Erasmus and Mobility Co-ordinator at the University can help you work through practicalities of studying abroad, including the cost of living, accommodation, language differences etc.

SECTION 9: Your Award

An Award is the title of the qualification that will be given to (conferred upon) you when you successfully complete your programme of study. All students are registered for a final Award, and the title of Awards is subject to approval by the University Senate.

In order to be eligible for your Award you must fulfil the requirements for registration, have followed the programme as specified on your award map, meet any Supplementary Regulation requirements, and have successfully accumulated the required number of credits at the specified levels.

Associate students – may be registered for one or more modules, not a whole award.

Single Honours

To be eligible for a Single Honours, or Specialist Honours, Award credit must be gained for modules specified on the relevant award map, including a Principal/Dissertation (independent study) module.

Joint Honours

To be eligible for a Joint Honours : Joint Award, or Joint Honours : Major/Minor Award, credit must be gained for modules specified on the relevant award map, including a Principal/Dissertation (independent study) module, at each stage as follows:

- Level 4
 - Joint : at least 60 credits in each subject.
 - Major/minor : at least 60 credits in each subject, unless exceptions as per guidance in Section 1.
- Level 5
 - Joint : at least 60 credits in each subject.
 - Major/minor : at least 80 credits of the major subject and at least 40 credits of the minor subject.
- Level 6
 - Joint : 60 credits in each subject, to include a dissertation module (or equivalent) of 20 credits from one subject, or an interdisciplinary dissertation (or equivalent) made up from 2 x 20 credit dissertation modules, one selected from each subject.
 - Major/minor : 80 credits of the major subject, to include a dissertation (or equivalent) and 40 credits of the minor subject.

Final Award title

This heading refers to Joint Honours programmes, for Single Honours programmes the final award title (BA or BSc) should be evident.

For Joint Honours awards subjects will be coupled with the word 'and' (for Joint awards) or 'with' (for major/minor awards). The final designation of the award will be determined by the subject with the most number of credits at Level 5 and Level 6 taken together. Where equal credits are divided between Science (BSc) and Arts (BA) a BA will be awarded.

In the case of Human Geography, Psychology and Sport Studies, any of these subjects may be designated as Science or Arts. Where one of these is studied as a major subject, it is the designation of the minor subject that will determine the award. In the event that two of these subjects are studied together a BA will be awarded.

Combined Studies Award

If you meet the requirements for an Honours degree as specified in the table at Appendix IV but your modules do not comply with the relevant award map/s you may be eligible for a Combined Studies award. This award comprises the same amount of credits and status as any other award but is not available for students to register for and must be considered and agreed on an individual basis in consultation with the Student Support and Advice Team.

For some professions and some postgraduate study, where a specific named undergraduate degree is required, a Combined Studies award may not allow access. Students are strongly encouraged to discuss any potential career implications with the Changemaker Hub prior to making any decisions. At the discretion of the Award and Status Board a parenthetical description of the main area of study may be appended, e.g. BA (Hons) Combined Studies (Business Entrepreneurship).

Ordinary Award

If you meet the requirements for an Ordinary (without Honours) award as specified in the table at Appendix IV and do not wish to progress to achieve an Honours award you may claim an Ordinary award. This must be claimed in writing prior to the summer Award and Status Board if you wish to attend a July ceremony. The Ordinary award is unclassified but will normally carry the title of the corresponding Honours degree although there are exceptions and Supplementary Regulations should be referred to. Please also see Intermediate Awards further on in this section.

Top up Award

This applies to students entering study directly onto a Level 6/stage 3 programme to 'top-up' their previous study to an Honours award. For Top-up awards the classification will be calculated from grades achieved in the highest 100 credits at Level 6, including the Principal/Dissertation module, double weighted. Grades achieved from previous study, e.g. HND or Foundation award, will not be included.

For HNC top up route awards further information should be sought from the Assessment, Ceremonies and Examinations Office.

Classification calculation

The classification for an award is calculated from grades achieved in the highest 100 credits at Level 6, double weighted, (to include the Principal/Dissertation Module, regardless of grade) and grades achieved in the highest 100 credits from the remaining modules at Level 5 or 6, single weighted. Grades from the lowest 40 credits are discounted – they must, however, be **PASS** grades as 360 credits must be successfully achieved for an Honours award. The class awarded will be calculated as the higher of the mean grade and the median grade.

This calculation also applies to students joining the University as a direct entrant to second year study.

For those entering directly into third year study please refer to advice on Top Up Awards.

The requirements for each class are as follows * :

- First Class (1st) : Mean of A- or above; or more than half the counting grades A- or above.
- Upper Second Class (2i) : Mean of B- or above; or more than half the counting grades B- or above; and requirements for a higher class not met.
- Lower Second Class (2ii) : Mean of C- or above; or more than half the counting grades C- or above; and requirements for a higher class not met.
- Third Class (3rd) : Requirements for an honours degree achieved; and requirements for a higher class not met.

There is an indicative worked example at Appendix III.

* As clarification on the workings of the algorithm 1) the term 'more than half' takes account of differential credit rating and is simply a guide; 2) at module level

an alphabetical grade is mapped to a range of numeric values (Appendix II) and it is these values that are used by the algorithm to determine classification.

Foundation Degree (FdSc/FdA) / Higher National Diploma (HND)

Any work based learning component may be delivered more flexibly but should amount to the equivalent of at least 40 credits in total. Specific requirements for a Foundation Degree are detailed in the relevant Award Map.

Distinction or Merit will be derived from the highest grades for Level 5 modules, amounting to 100 credits, or all grades awarded following admission with APL if less than 100 credits. All module grades so counted will be weighted according to the credit value of each module:

- Distinction – a mean of A- or above, or a median of A- or above.
- Merit – a mean of B- or above, or a median of B- or above and s/he is not eligible for a Distinction.
- Where a student has met the demands of the award map but does not satisfy the conditions for Distinction/Merit s/he will receive the award without Distinction/Merit classification.

Higher National Certificate (HNC)

Where a student has met the demands of the award map s/he will receive the award. Distinction/Merit classification does not apply.

Intermediate Awards

An Intermediate Award is an award a student can achieve after partial completion of a programme of study once s/he is no longer registered for that award. All students who complete a stage and do not wish to, or may not, continue study are considered for eligibility in relation to the appropriate Intermediate Award.

Exiting with an intermediate award through choice permits a student to retain the entitlement to apply to return to complete the final award, subject to confirmation the learning is still current, once a minimum period of 12 months has passed since conferment of the award. A student who exits with an intermediate award following termination of study due to academic failure has no such entitlement.

Students accepting an intermediate award of Diploma of Higher Education/ Certificate of Higher Education may not attend a Graduation Ceremony.

Diploma in Higher Education/Certificate in Higher Education

Distinction or Merit will be derived from the highest grades for Level 5 or 6 modules, amounting to 100 credits, or all grades awarded following admission with

APL if less than 100 credits. All module grades so counted will be weighted according to the credit value of each module:

- Distinction – a mean of A- or above, or a median of A- or above.
- Merit – a mean of B- or above, or a median of B- or above and s/he is not eligible for a Distinction.
- Where a student has met the demands of the award map but does not satisfy the conditions for Distinction/Merit s/he will receive the award without Distinction/Merit classification.

The Diploma in Higher Education will normally carry the title of the corresponding Honours degree although there are exceptions and Supplementary Regulations should be consulted. The Certificate in Higher Education will not normally be named as the content of study will invariably be generic.

Graduation Ceremony

Students accepting an intermediate award of a Diploma in Higher Education or Certificate in Higher Education are not eligible to attend a Graduation Ceremony.

Students achieving the following awards will be invited to attend a Graduation Ceremony:

- Bachelors degrees, including Combined Studies and Ordinary (BA/BSc/LLB/BEng). Students accepting an Ordinary degree must have notified the University in writing prior to the summer Award and Status Board if they wish to attend the July ceremony.
- HND, HNC, Foundation Degrees, University Certificates and Diplomas (full named awards).

Graduation Ceremony and second submission opportunities.

Students undertaking second submission opportunities (resits/referrals/deferrals) may not attend a Graduation Ceremony until all modules have been successfully achieved and grades and Final Award confirmed by an Award and Status Board.

Equally students may not submit their work earlier than the published second opportunity deadline to gain entry to an earlier Graduation Ceremony. Work submitted early will not be processed or ratified early.

Section 10: The Changemaker Hub

The University of Northampton is proud to be the UK's first internationally designated Changemaker Campus placing us within a group of only 50 such Universities worldwide, and unique in England. Our designation is in recognition of our commitment in supporting students to become graduates ***who are knowledgeable in their chosen subject, socially responsible, digitally proficient and highly employable global citizens – the Changemakers of the future*** and unique in today's graduate labour market. Our commitment is to do everything we can to ensure every student can succeed when it comes to gaining that graduate job they dream of and ensuring they stand out from the competition when it comes to securing that role.

There are five key elements to developing your Employability at Northampton, designed to enable you to build the personal toolkit needed to enter the graduate labour market. The Changemaker Hub is unique to Northampton and is here to help students navigate the opportunities and develop as graduate employees.

The most important element is achieving a world class degree. Engagement in the course to its fullest extent is crucial if a graduate is to gain that sought-after role. Employers want to see that a graduate has achieved well on every module, has engaged with activities and experience offered through the programme and understands how what they have learnt can be applied to the world of work. The curriculum at Northampton is designed to not only develop subject skills but the essential skills employers say make successful candidates stand out from the rest.

Secondly is demonstrating a portfolio of relevant work experience and engagement with employers either through networking, part time work, placements, internships or mentoring. Understanding the world of work puts a graduate at an advantage when it comes to interviews.

Next is access to high quality information, advice, and guidance (IAG). The Changemaker Hub provides access to 1-2-1 careers advice, careers coaching, and a programme of seminars and workshops that will help students develop their personal brand, have a competitive CV, and be ready for anything an interview can throw at them. The Changemaker hub portal is available 24/7 with over 4500 activities, information videos, blogs, and practical advice on how to access graduate jobs. In addition, the Changemaker Hub team work with academics to embed IAG into the timetable and ensure that employability is supported through the programmes of study.

For those students thinking about self-employment or who are looking at a career where consultancy, freelancing, or contract work is the norm, knowing how to start and run a business is an essential way to get into graduate work. The Changemaker Hub provides a full programme of startup and business development programmes with access to mentorship, business expertise, coaching and business support, including workshop and access to grants and other funding.

Finally, and unique to Northampton, is Changemaker. Our designation as a Changemaker Campus recognise our students' commitment and impact in affecting positive social change in the world. This can be through involvement in community activities, volunteering, starting a social enterprise, completing the University's Changemaker Certificate, but will involve you understanding the problems people face and do something about them.

The Changemaker Hub and our unique offer builds on the principle of '**Do the right thing, in the right way, with the right people, for the right reasons**' and provides access to a wide range of employability opportunities including :

- Careers and employability support
- Part-time and temporary work (Unitemps)
- Community engagement, volunteering opportunities and Changemaking activities
- Paid internships in relevant business sectors and social enterprises
- Employer engagement events, work experience, and sector specific talks
- Opportunities to explore self-employment and venture development

All of these enable students to create their own employability journey; developing the skills, values, and behaviors needed to not only gain their first graduate role, but to build their life time career. Importantly, it allows our students to develop and grow key "stores of capital" – Economic, Social, Cultural and Personal.

Recognising students' achievement in developing their employability the Changemaker Hub provides the Employability Plus award. Unique to the University of Northampton, all activities a student undertakes are captured in the Higher Education Achievement Record (HEAR) and form a permanent record of development. The award recognises the investment students make in themselves beyond the curriculum, and is structured at bronze, silver, and gold levels. Key to success is early engagement with the range of opportunities available through the Changemaker Hub.

We are so confident that our employability offer will enable our students to achieve their ambitions and pursue the career path they want we promise every student that if they haven't found employment 12 months after leaving us that we will secure them a short term (3-6 month) paid placement and a free PG Certificate programme to enhance their chances of accessing graduate roles. The placement will give them practical experience which can be added to their CV and boost their graduate employability. The student must gain a 2:2 or above and have achieved Employability Plus or Changemaker gold certificate whilst here. In addition, for students looking to pursue post graduate study a 20% discount is offered⁴⁸

After graduation we provide career and employability support for life to help with career changes, return to study, or just to reassess progression in their chosen career.

To explore how the Changemaker Hub can help improve your employment prospects, and for more details of Employability Plus and the wide range of opportunities available take a look at the [Changemaker Hub](#) portal, or please email changemakerhub@northampton.ac.uk and one of our team will be able to help.

⁴⁸ Terms and conditions apply.

Appendix I - Covid-19 and its impact on University matters

This Handbook contains information on the standard University policies and processes. Please note that the University has implemented Emergency Regulations and processes in some key areas for the past two academic years (2019-20 and 2020-21) because of the ongoing impact of Covid-19 on teaching, learning and assessment and on University business.

This included the following:

1. The University's Emergency Regulations. These are split into the Emergency Regulations put in place for the period 20 March 2020 for the remainder of the 2019/20 academic year; and the Emergency Regulations put in place for the 2020/21 academic year. Both sets of Emergency Regulations can be found on the [Policies, Procedures and Regulations section of the University website](#). Frequently Asked Questions on the implementation of those Emergency Regulations are also available [here](#).
2. The University's Institutional Statement and Emergency Protocols, implemented to manage changes to programme and module specifications resulting from the impact of Covid-19. Again, these are split between 2019/20 and 2020/21 and can be found on the [Policies, Procedures and Regulations section of the University website](#). These documents include information on how assessments may be temporarily adjusted, in particular how face to face assessments (including examinations) may be temporarily replaced with other forms of assessment.
3. The University's [Student Code of Conduct](#), which requires students to act in accordance with safety guidelines and/or requirements that are in place to manage public health emergencies, including pandemics.
4. The University's policy on [Amending and Cancelling Programmes of Study](#), updated to incorporate how the policy might be used to respond to the impact of Covid-19.
5. The University's [Reunite and Respond promise](#) to its staff and students.
6. The University's Frequently Asked Questions for students on Covid-19, which can be found [here](#). These include critical information on:

- a. How to report to the University if you are experiencing symptoms of Covid-19 and/or have tested positive.
- b. Requirements around self-isolation, should this be required.
- c. Living in University halls of residence.
- d. Health and Safety matters related to Covid-19.
- e. University policy on the use of face coverings on University premises.
- f. Teaching and Learning matters related to Covid-19.

Where the information in the rest of this Handbook conflicts with the Emergency information published in the documents listed above, the Emergency documentation prevails. Nonetheless, please contact the Student Information Desk and/or the Student Support and Advice Team if you require further clarity on any matters related to the Emergency Regulations and associated documentation.

The University's response to Covid-19 is under continuous review, and any alterations will be published to students in a timely manner.

APPENDIX II: Grade calculation

The following table is used to calculate an overall module grade. The two left columns convert a grade to its numerical equivalent, and the weighted average is converted back to a grade in the column to the right.

Taking an example of an assessment pattern with a 2 hour exam (60%) and a 2,000 word essay (40%). If a student passed the exam with a D+ and the essay with a B-, the overall grade will be calculated as follows:

60% of 14pts + 40% of 18pts (left columns)

= 8.4 + 7.2

= 15.6

= C for the module overall (right column)

| ITEM GRADE | ITEM VALUE | TOTAL MODULE VALUE | MODULE GRADE |
|------------|------------|--------------------|--------------|
| A+ | 25 | 24.00 - 30.00 | A+ |
| A | 23 | 22.00 - 23.99 | A |
| A- | 21 | 20.50 - 21.99 | A- |
| B+ | 20 | 19.50 - 20.49 | B+ |
| B | 19 | 18.50 - 19.49 | B |
| B- | 18 | 17.50 - 18.49 | B- |
| C+ | 17 | 16.50 - 17.49 | C+ |
| C | 16 | 15.50 - 16.49 | C |
| C- | 15 | 14.50 - 15.49 | C- |
| D+ | 14 | 13.50 - 14.49 | D+ |
| D | 13 | 12.50 - 13.49 | D |
| D- | 12 | 11.50 - 12.49 | D- |
| F+ | 11 | 9.50 - 11.49 | F+ |
| F | 8 | 6.00 - 9.49 | F |
| F- | 4 | 2.00 - 5.99 | F- |
| G | 0 | 0.00 - 1.99 | G |
| AG | 0 | 0.00 - 1.99 | AG |
| LG | 0 | 0.00 - 1.99 | LG |
| NG | 0 | 0.00 - 1.99 | NG |

APPENDIX III: Classification – An indicative worked example

In this case modules of 20 credits have been studied. If you have studied larger modules the same principle applies.

| Level 5 Single Weighted | | Level 6 Double Weighted | |
|-------------------------------|----|-------------------------------|----|
| B- | 18 | A+ (PM) | 25 |
| B | 19 | C | 16 |
| A- | 21 | B+ | 20 |
| C- | 15 | B+ | 20 |
| D- | | C- | 15 |
| B+ | 20 | D+ | |

The lowest 40 credits (highlighted) are discounted. The grades are put into descending order to work out the median, and the mean of the number is also calculated. If the mean and median are in different classification bands the higher classification is awarded.

| | |
|----|-------------|
| A+ | 25 |
| A+ | 25 |
| A- | 21 |
| B+ | 20 |
| B+ | 20 (median) |
| B | 19 |
| B- | 18 |
| C | 16 |
| C | 16 |
| C- | 15 |
| C- | 15 |
| C- | 15 |

Mean = 19 = B
 Median = B+
 Classification = 2i

As clarification on the workings of the algorithm 1) the term 'more than half' takes account of differential credit rating and is simply a guide; 2) at module level an alphabetical grade is mapped to a range of numeric values (Appendix II) and it is these values that are used by the algorithm to determine classification.

APPENDIX IV: Tables

Framework of Undergraduate Higher Education Qualifications

Credits for Award

When considering the following table you should note:

- 240 credits in total must be achieved at Levels 4 and 5.
- Credit at a higher level may normally be substituted for credit at a lower level, provided pre-requisites have been taken into account.

| AWARD | | | | |
|--|---------|-------------------|---------------------------------|---|
| | Level 4 | Level 5 | Level 6 | Total Credits |
| Bachelor (Honours) | 120 | Not less than 100 | 120 to include Principal module | 360 |
| Bachelor (Honours) incorporating Foundation Year 0 | 120 | Not less than 100 | 120 to include Principal module | 480 to include 120 achieved on Foundation level modules |
| Bachelor (Ordinary Degree) | 120 | Not less than 100 | 60 | 300 |
| Foundation Degree | 120 | Not less than 100 | | 240 |
| Graduate Diploma | | | 120 | 120 |
| Graduate Certificate | | | 60 | 60 |
| Diploma in Higher Education (Dip HE) | 120 | Not less than 100 | | 240 |
| Certificate in Higher Education (Cert HE) | 120 | | | 120 |
| Higher National Diploma | 120 | Not less than 100 | | 240 |
| Higher National Certificate | 150 | Not less than 30 | | 150 or 160 |
| University Diploma | | | | 120 |
| University Certificate | | | | 60 |

Registration Period for Undergraduate Framework Awards

| AWARD | Total Credit | Min Period | Min with APL | Max Period |
|--|---|------------|--------------|------------|
| Honours Degree | 360 | 2 years | 1 year | 9 years |
| Honours Degree incorporating foundation | 480 | 4 years | N/A | 9 years |
| Ordinary Degree | 300 | 2 years | 1 year | 9 years |
| Foundation Degree (FdA, FdSc) | 240 | 2 years | 1 year | 6 years |
| Diploma of Higher Education | 240 | 2 years | 1 year | 6 years |
| Higher National Diploma | 240 | 2 years | 1 year | 6 years |
| Higher National Certificate | 150 | 2 years | 1 year | 4 years |
| Certificate of Higher Education | 120 | 1 year | | 3 years |
| Professional Graduate Certificate in Education | 120 | 1 year | | 3 years |
| Top up Degree | 120 | 1 year | | 3 years |
| Top up Degree (intensive route) | 120 | 8 months | | 3 years |
| Professional Awards | Some professional awards do not conform to these credit requirements. See supplementary regulations for specific details. | | | |

APPENDIX V: Further sources of information

The University offers a range of support to students to ensure their time at the University is as enjoyable as possible and information can be accessed via the Student Hub <https://mynorthampton.ac.sharepoint.com/sites/student>. Please familiarize yourself with the variety of information available. There will be someone, somewhere, who can help with any query you may have.

Exams and Assessments

In brief, and not limited to:

- Guide to Examinations for Students with Additional Needs and Disabilities.
- Plagiarism Avoidance Course
- Exam information and guidance, timetables, code of conduct
- On-line results
- Decision Forms
- Guidance on further assessment opportunities
- Harvard referencing ~ full and quick guides
- Assessment Boards
- Mitigating Circumstances

University Policies, Procedures and Regulations

In brief, and not limited to:

- Academic and Supplementary Regulations
- General Student Regulations
- Student Handbooks
- Student Partnership Agreement
- Appeals & Complaints
- Health, wellbeing & fitness to study
- UKVI-related policies
- Library and Learning Services
- Financial Guidance
- Student Support
- Needs Assessment Centre NAC

Study

In brief, and not limited to:

- Module Catalogues
- Award Maps
- Change to study forms (Study Break/Transfer/Withdrawal)
- Finances – Withdrawal Policy

APPENDIX VII: Timetabling Approach and Processes

Aims

The primary aims when building the academic timetable each year are –

1. That for all single honours courses the compulsory and designated modules are available in any combination for each level of teaching
2. That for all joint honours courses the compulsory modules between subjects are available in any combination for each level of teaching
3. That for all joint honours courses where the compulsory modules take place on different campuses travel time between sites is catered for
4. To schedule no more than four teaching hours without a break between timetabled activities
5. That part-time students' timetables are condensed as much as possible within the confines of the full-time timetable

It is not always possible to create a timetable to suit all students. To do so would require limitless space. This document tries to explain the nature of timetabling and the potential for the timetable to change.

Standard Schedule

The University of Northampton timetables Undergraduate teaching within the following schedule –

Monday 9am to 6pm

Tuesday 9am to 6pm

Wednesday 9am to 1pm*

Thursday 9am to 6pm

Friday 9am to 6pm

(* - Wednesday afternoons are kept free for undergraduate sporting activities)

Joint Honours subjects are controlled by a blocking system to help avoid clashes between compulsory modules from different blocks.

At level 4 the subject blocks are linked to a particular day.

Block A Monday

Block B Tuesday

Block C Thursday

Block D Friday

The only exception is any level 4 module that is shared between subjects and therefore linked to more than one block. In that case the module is either repeated on each block day or instead runs on Wednesday morning to avoid clashes.

For level 5 the blocks move on a day; Block A to Tuesday, Block B to Thursday, etc. The same shift in days happens again for level 6. The shift in days is made to avoid the overloading of staff workloads and allow fair access to resources. However, these are guide days for the compulsory modules on each subject and to achieve the second timetabling aim.

Publication of Timetables

Once a timetable is constructed, populated with returning students and checked by tutors / module leaders it can be published online around mid-July each year. However, the published timetable is still considered draft and subject to possible changes right up to the start of the academic year.

Individual timetables for returning students will also be available for mid-July provided they have completed their module choices for the coming year and once that detail has been fully loaded into the Student Record System. The individual timetables for new students or students on new courses will be available online in August / September once their module choices have been submitted and that detail has been fully loaded into the Student Record System.

Problems and Issues

Common issues as to why a timetable appears uneven include -

- Unable to take a combination of modules as they clash on the timetable
- Large gaps in the timetable or the timetable is spread too much across the week
- Not being allowed to attend a particular seminar
- Changes occurring to what appears to be a set timetable

Clashes and Restrictions

For Joint Honours at levels 5 and 6 each subject includes multiple designated modules as well as the core compulsory modules. It is therefore not always possible with the weekly standard schedule for all the modules of one subject to avoid all the modules of the other subjects, particularly when a subject has a large number of designated modules. As a result there might be designated modules on the award map which are unavailable to a student due to the modules choices from their other subject.

If such a clash occurs it is not possible to incorporate it into the award map as in subsequent years the timetable can change again.

Split level students are likely to find clashes between modules for different levels. This is because the timetable is constructed to work within each teaching level. It would be impossible to construct it around every module combination within the three levels.

Gaps and Spread

Course award maps contain multiple modules which can be taken in various combinations. As the modules are spread across the week, due to such factors as staff and room availability, some combinations can appear to be better timetabled than others.

Less favourable combinations may result in module activities taking place at the start of the day for one module and the end of the day for another module, leaving a large period free within the middle of the day.

Sometimes the gaps are a result of seminar allocation (see below) when a module has a large number of students and multiple seminars taking place.

Seminar Allocation

For modules with multiple seminars the allocation of students to those seminars conforms to the main timetabling aims but is otherwise arbitrary. As a result some students' timetables may appear more favourable than others.

Students are allowed to request a move between seminars by contacting Central Timetabling up to the beginning of the academic year. The change will be made as long as it does not result in the 'overloading' of a particular seminar. However, once the academic year has begun the request must be made via the seminar / module tutor by completing a Seminar Change Form.

Changes to the Timetable

Changes to the draft timetable can be made for any number of reasons and can happen at any time. Module activities could move to different times or students moved between seminars.

Module activities might move because –

- Staffing availability changes
- An increase / decrease in module sizes necessitates finding an alternative room at a different time

Seminar changes may also occur because –

- A student changes modules which clashes with the original seminar
- Seminar is cancelled due to lower than expected student numbers and students are reallocated to remaining seminars
- Seminar is added due to higher than expected student numbers and students are reallocated to new seminar in order to balance the sessions

Prior to the start of the academic year it is not possible to inform all students of every alteration that might occur so it is recommended that students check weekly for any changes. During the Academic Year students will be notified of permanent or temporary cancellations / changes to their timetable within certain time-scales. An email alert will be sent of changes happening with less than two week notice. A text alert will be sent for changes happening with less than 24 hours' notice.

Failure to receive alerts may be a result of:

- Incorrect email address and / or mobile number in student's record
- Student attending a seminar/workshop group other than that allocated to them on their timetable
- Unavoidable disruption to University's IT / Data Systems

Changes covered include:

- Cancellation of classes
- Changes in teaching location
- Changes in teaching time

Summary

The Central Timetabling Unit is aware that students would prefer a neat, orderly timetable and endeavour to achieve this where possible given the restrictions mentioned. Students are welcome at any time to contact Timetabling with any queries or concerns regarding their timetable.

Amendments to Handbook

| Date | Page | Amendment & reason |
|-------------|-------------|-------------------------------|
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