Chemistry and Medicinal Chemistry

Programme Handbook 2014/15
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1. General Information

(a) Welcome

On behalf of all staff within the Lennard-Jones building, we extend a warm welcome to all new and returning Chemistry and Medicinal Chemistry students and hope that your time at Keele will be enjoyable, stimulating, successful and memorable. Chemistry at Keele enjoys an excellent reputation for innovative developments in teaching and learning and for its contribution to the public understanding of science. You will gain hands-on experience with modern state-of-the-art equipment and instrumentation and you will find the academic staff to be approachable and enthusiastic with a genuine interest in the welfare of students and a commitment to high quality teaching at all levels.

A full list of staff involved in the Chemistry and Medicinal Chemistry course can be found on the chemistry webpages: www.keele.ac.uk/chemistry. Please do not hesitate to contact a member of staff, for whatever reason. You can often find staff in their offices during working hours, though you should make an appointment by email if possible. Some staff members have fixed office hours, displayed on their office door and on the notice boards, during which you may consult them on a ‘drop-in’ basis.

Best wishes for an enjoyable and successful year.

Dr Katherine Haxton, Programme Director for Chemistry and Medicinal Chemistry
Dr Laura Hancock, First Year Tutor
Dr Matt O’Brien, Second Year Tutor
Dr David McGarvey, Third Year Tutor

(b) Postal Address

Please ensure the full address is used in any correspondence and written in the front of all laboratory diaries.

School of Physical and Geographical Sciences
Lennard-Jones Laboratories
Keele University
Keele
Staffordshire ST5 5BG
United Kingdom

School Office: +44 (0) 1782 733033
General Email: chemistry@keele.ac.uk
(c) Programme Director

Dr Katherine Haxton
Programme Director for Chemistry and Medicinal Chemistry
Office: Lennard-Jones Building, LJ 1.43
E-mail: k.j.haxton@keele.ac.uk

Office hours posted outside my office.
Email to make appointment outside of office hours.

As programme director I am responsible for the smooth running of the various Chemistry and Medicinal Chemistry courses. I can offer advice on the various course options and modules. If you have concerns about a teaching session or module, please come and see me.

(d) Royal Society of Chemistry

All BSc Major Route and Single Honours courses in Chemistry and Medicinal Chemistry at Keele are accredited by the Royal Society of Chemistry.

The Royal Society of Chemistry (RSC) represents chemists within the UK and is the largest professional scientific society. Student affiliate membership of the RSC includes free subscription to Chemistry World (published monthly) and substantial discounts on some textbooks. The RSC provides particularly good careers advice material and membership of the RSC should be mentioned on your CV. It also finances some of the activities of our own student ChemSoc (such as parties, quizzes etc.) and the North Staffordshire Local Section is keen to have more participation from younger chemists. Representatives of the RSC visit Keele each year and have a stand in the foyer of Lennard-Jones where you can complete a membership application form should you wish to become a student affiliate member.

The Keele Student ChemSoc is affiliated to the RSC through the North Staffordshire Local Section. It aims to support undergraduates, postgraduates and staff by organising careers roadshows, scientific lectures and social events. A team of undergraduates and postgraduates run ChemSoc but new members are always welcome.

More information on the RSC, including application forms, is available online:

http://www.rsc.org/

2. Communication with Students

(a) Email

The School(s) and other University services will contact you intermittently with important information related to your studies. The primary channel for communication will be your Keele email address. It is expected that you will check your Keele email regularly and you are responsible for reading University emails and taking action if appropriate.
We recommend you check your Keele email account every day. You should set up a signature on your email account that gives your full name and programme of study. You should also ensure that your email account, if installed on mobile devices, has your name set as the ‘from field’, not something like ‘Keele email’. Please use formal language in your emails, and ensure that you give a good subject to help us deal with your question quickly. If you are unsure how to address a member of staff, use Mr/Mrs/Dr or Prof initially. You can find a staff list can be found: http://www.keele.ac.uk/chemistry/staff

Typically you can expect staff to respond to an email within 2-3 working days (that’s Monday – Friday), however please appreciate that staff are not likely to check email or respond to emails on the evening, at weekends or during holiday periods. Part-time members of staff may not check email on days that they are not working.

(b) eVision

You will also need to make yourself familiar with eVision. eVision provides an opportunity to:

- view your current and previous module marks;
- view and update your personal information and contact details;
- request a course change;
- view your credit requirements;
- view your absence record;
- re-register for your course each year.

You can access eVision through the student login on the Keele homepage eVision is then accessible through ‘The Office’ tab.

(c) Keele Learning Environment (KLE)

The KLE is used by Keele to provide every student and member of staff with a personal teaching and learning workspace that can be accessed through the Internet. Each module has a KLE page that contains the information, activities and resources associated with the modules you are studying. These might include, for example, lecture notes and slides, pictures and other material together with interactive features such as discussion groups.

In addition, there is a Chemistry and Medicinal Chemistry noticeboard that is used for more general information including assessment timetables, safety information, course choice information

You should regularly access the KLE, ideally on a daily basis, since it provides the most accurate and up-to-date information with regard to your modules.

Online help for the KLE can be found here: http://www.keele.ac.uk/klehelp/

(d) Timetabling

Information on how to access your timetable and where to go to resolve any timetabling issues can be found at http://www.keele.ac.uk/timetabling/
3. First Year Information

Dr Laura Hancock, 1st Year Tutor
Office: Lennard-Jones Building, LJ 1.10
E-mail: l.m.hancock@keele.ac.uk

Open door policy, but the best times to find me in my office are Monday and Wednesday 9-12 and Friday 2-5.

The first year tutor is responsible for ensuring you adapt to the transition from school/college to university, and for acting upon any issues that may be impeding your ability to reach your full potential. This may include attendance monitoring, issuing informal academic warnings, ensuring appropriate adjustments are in place for students with disabilities, assisting in the completion of extenuating circumstances forms, and granting coursework extensions. In addition the year tutor attends the student-staff liaison committee meetings and is happy to receive suggestions for how the course may be improved.

The first year of the chemistry and medicinal chemistry courses aims to ensure introduce important principles and concepts in chemical structure, properties and reactions, which underpin material covered at second and third year level. Opportunity is provided in first year for all students to achieve the same competency in the practical chemistry skills required for a chemistry degree. Considerable emphasis is also placed on the development of key reporting, presentation and information retrieval skills.

Details of the course structures for Single Honours Chemistry, Dual Honours Chemistry and Dual Honours Medicinal Chemistry can be found at:

http://www.keele.ac.uk/qa/programmespecifications/undergraduate/

4. Second Year Information

Dr Matthew O’Brien, 2nd Year Tutor
Office: Lennard-Jones Building, LJ 1.44
Tel: 01782 734371
Email: m.obrien@keele.ac.uk

As 2nd year tutor I am the person to speak to about matters concerning the 2nd year course.

I am responsible for:
(i) 2\textsuperscript{nd} Year Induction

(ii) Monitoring Attendance

(iii) Academic Warnings

(iv) Provision for students with disabilities/learning-difficulties

(v) The assessment timetable

(vi) Assessing extenuating circumstances

(vii) Curriculum support and guidance

If you want to speak to me about any of these matters, please come to my office. If I am not in, or cannot speak to you right away for some reason, please get in touch by email and I will get back to you as soon as possible.

The 2\textsuperscript{nd} year builds on what you learned in the 1\textsuperscript{st} year. Importantly, the grades you obtain this year will have a direct effect on your overall degree classification, so it is crucial that you work hard and effectively to achieve the results you are capable of. As you will have multiple assessment deadlines throughout the whole year, it is vital that you plan your time well and organize your workload appropriately. The different chemistry courses start to diverge in the 2\textsuperscript{nd} year. Details of the course structures for Single Honours Chemistry, Dual Honours Chemistry and Dual Honours Medicinal Chemistry can be found at:

http://www.keele.ac.uk/qa/programmespecifications/undergraduate/

5. Third Year Information

Dr David J McGarvey, 3\textsuperscript{rd} Year Tutor
Office: Lennard-Jones Building, LJ 1.05
Tel: 01782 734142
E-mail: d.j.mcgarvey@keele.ac.uk

As 3\textsuperscript{rd} year tutor I am your primary point of contact for anything you wish to discuss or bring to my attention relating to the 3\textsuperscript{rd} year curriculum. Specifically I am responsible for:

3\textsuperscript{rd} Year Induction

Monitoring attendance
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Academic warnings

Monitoring provision for students with disabilities and/or learning difficulties:

The Assessment Timetable.

Extenuating Circumstances and Extensions.

Curriculum Support.

I operate an open-door policy and I am always happy to listen to your views and to answer any questions face-to-face or via e-mail. Details of the 3rd year modular structures for the Single Honours Chemistry, Dual Honours (including major route) Chemistry and Dual Honours (including major route) Medicinal Chemistry programmes can be found in the respective programme specifications (note that there are three separate documents for the three routes listed above) at:

http://www.keele.ac.uk/qa/programmespecifications/undergraduate/

6. Attendance, Absence and Extenuating Circumstances

(a) Attendance

It is very important that you attend all your classes and supervisory meetings and any non-attendance will be monitored. If you have a valid reason for not attending a class then you need to notify your relevant School as soon as possible.

Chemistry teaching sessions are worth coming to.

You are required to attend all sessions and registers will be taken.

Your attendance is recorded on your student record and will be reviewed weekly by your Year Tutor.

You MUST NOT sign the register for anyone else.

You MUST sign the register in every session (and will be marked absent if you don’t).

Failure to attend classes will result in academic warnings being issued and ultimately you being asked to leave the university.

FAQs

I need to miss a class for an appointment, what do I do?

You must request the absence in advanced Use the absence form, and if you have an appointment letter or similar, please take it to LJ Reception to be copied.
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I’m ill. I won’t make it to class today.

Tell us, Email Mrs Heaney or phone the school office. Complete a self-certificate form

I’ve missed a class/classes. What do I do?

For short absences (1 – 2 days), you may self-certify. Complete the form WITHIN 5 DAYS OF BEING OFF. For longer absences, discuss with your year tutor.

You may only self-certify on 3 occasions in a semester.

(b) Absence and Academic Warnings

Any non-attendance without good cause will result in an informal warning from your School. If you continue to miss classes then the University will take this very seriously and it may result in you being withdrawn from your studies.

Information on University procedures for issuing academic warnings can be found at:

http://www.keele.ac.uk/paa/academicwarnings/

Keele’s policies require us to issue with academic warnings if your attendance (and submission record for work) is poor. We do not want to do this but we have to.

Informal warnings require you to meet with your Year Tutor

Formal warnings require you to meet with the Course Director

Sequence of Warnings:

2 absences from compulsory classes or non-submission of coursework, no good cause

– 1st informal warning, meet with year tutor
  • further absences within 2 weeks

– 2nd informal warning, meet with year tutor
  • further absences within 2 weeks

– 1st Formal warning, meet with Programme director
  • further absences within 2 weeks

– 2nd Formal warning, meet with Programme director
  • further absences within 2 weeks

– Programme director requests your withdrawal from the university.
(c) Extenuating Circumstances (ECs)

If your personal circumstances are affecting your studies then you should speak with your School as soon as possible to see if any arrangements can be made. If it is deemed necessary then you may have to submit a claim for extenuating circumstances.

It is in your best interests to speak with someone as quickly as possible, and certainly before any assessment deadline or exam. If you leave it too late then it may be more difficult to give you the necessary help. You should also not wait until you receive your end of year results and then decide to ask for extenuating circumstances to be taken into account as this will not be allowed.

Detailed information on extenuating circumstances criteria, the claims process and evidence requirements can be found in the “Extenuating Circumstances Guide to Students” which can be downloaded from: www.keele.ac.uk/ec

(d) Leave of Absence

If you feel you need a break from your course for personal, financial, medical or other reasons, it may be possible to take a Leave of Absence, which usually lasts for a semester or a year. Further details are available here: http://www.keele.ac.uk/ssds/changeofcircumstances/takingaleaveofabsence/

7. Assessment and Feedback

(a) Examinations Officer

Dr Rob Jackson, Examinations Officer
Office: Lennard-Jones Building, LJ 1.16
E-mail: r.a.jackson@keele.ac.uk

My responsibilities are to organise the production of exam papers, and to chair the meetings at which they are vetted, and the examination board meetings at which results are considered. I also organise the External Examiners’ visits, and liaise with them throughout the year, ensuring that they have the opportunity to comment on all level 5 and 6 exam papers, and ensuring that their suggestions for revision of questions are brought to the attention of the module teams.
(b) Generic assessment criteria

The University’s generic assessment criteria are designed as a reference point for staff and students in defining standards of achievement of written work across all subject areas. They describe student achievement in four areas: Knowledge, Understanding and Application; Analysis and Argument; Use of Research-Informed; Communication Skills. These University-wide criteria form the basis for all subject-specific assessment criteria. The University Generic Assessment Criteria can be found here:

http://www.keele.ac.uk/media/keeleuniversity/policyzone/paa/Generic%20Assessment%20Criteria%20final%20senate%20approved%20inc%20Level%203.pdf

(c) Proofreading guidance

If you decide that you would like someone to proofread your work or you wish to use a proofreading company it is very important that you read the document ‘Proofreading - a Guide for Students.’ Failure to follow the guidance in this document, if you have your work proofread, could result in you being found guilty of academic misconduct due to you having unpermitted assistance. The proofreading guidance document can be downloaded from the website at:

http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/.

(d) Submission of Work through Turn-it-in

Turnitin is used for submission of electronic work. From time to time the website may not work. In the event that the Turnitin website is down around a deadline, you should EMAIL YOUR WORK TO THE STAFF MEMBER RESPONSIBLE FOR THE ASSIGNMENT and upload it to Turnitin as soon as possible once it is back working again.

(e) Assessment Attempts (Level 4 and 5)

*What happens if I fail a module?*

If you fail a core module within your programme, you will be allowed one re-assessment opportunity which would normally have to be completed before the start of the next academic year. You will also be allowed to progress to the next level of study even if you fail one 15 credit module as long as your mark for this module, following re-assessment, is at least 30.

If you fail an elective module, you will also be allowed one re-assessment opportunity and after that, if necessary due to a failed re-assessment, one opportunity to retake a different elective module the following academic year.

For more information on re-assessment of failed modules, see the University’s Regulation 1A 11 and 12. http://www.keele.ac.uk/regulations/regulation1aafter0910/#d.en.19133

(f) Progression (Level 4 and 5)

The guidelines used by Examination Boards can be found here. Please speak to staff, such as your Personal Tutor if you need help understanding the information.

University Level 4 Progression Guidelines (UG Year 1)
University Level 5 Progression Guidelines (UG Year 2)

(g) Assessment Attempts (Level 6)

What happens if I fail a module?

Re-assessment of FHEQ Level 6 modules is not offered until degree results have been classified, except where Extenuating Circumstances have been approved (see Section on Extenuating Circumstances). Normally only students who fail to achieve a degree or are only awarded a pass degree at the first attempt will be offered re-assessment of failed FHEQ Level 6 modules capped at 40%. These students will remain eligible for an honours degree if re-assessment is successfully completed to the standard required for an honours degree.

(g) Degree Classification

To find out how your final degree classification is calculated, please visit: http://www.keele.ac.uk/paa/academicadministration/degreeclassification/

(h) External Examiners:

External Examiners are experienced academics from other institutions or professional practitioners with significant expertise in their field. Their role is to provide an independent assessment that appropriate standards are maintained in Keele’s academic awards in comparison with other universities in the UK.

Their duties involve approving examination papers, checking that marking has been carried out consistently and within the regulations, advising on changes to programme content and writing an annual report. Schools share the reports with students, usually in SSLC meetings, and you can find the latest reports, along with a response from the School, here: http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/. NB: you must not contact external examiners directly as they have no remit in relation to individual students.http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/

The list of External Examiners for each subject for the academic year 2014/15 can be found here:

http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/

(i) FAQs

I didn’t pass that assessment, what do I do?

The pass mark is 40%. You are given two assessment attempts at each module in 1st and 2nd year.

If you fail a module, you will be offered reassessment BUT your module will be capped at 40%.

If you have good cause and your EC form is accepted, your module will not be capped. Please discuss this with your year tutor.
I’m not happy with my mark, can I have it remarked or another go?

If you feel there is a problem with marking, discuss it with the person who did the marking or the module leader.

Reassessment is not offered unless you have failed a component of a module.

We do not offer reassessment because you are unhappy with your mark – better to focus on the next assignment.

10. Academic Appeals

Your final module marks, and your eventual degree classification, are confirmed by a Board of Examiners. It may be possible, in exceptional circumstances, to appeal against the outcome using the Academic Appeals process. The reason for your appeal must be based on one of the following:

A procedural irregularity in the conduct of the assessment

Extenuating circumstances (providing that the Board of Examiners were not already aware of them, that evidence can be provided to support them, and that there is a valid reason for not notifying the Board at an earlier stage)

For more information, please visit [http://www.keele.ac.uk/appeals/](http://www.keele.ac.uk/appeals/)

[http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/academicappeals/](http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/academicappeals/)

11. Academic Misconduct

Academic Misconduct refers to a number of situations where you might attempt to gain an advantage for yourself and/or another student by doing something that goes against University Regulations. This could refer to your conduct during assessments, coursework, and exams. The University takes any breach of the regulations seriously, and in a minority of cases students are required to withdraw from Keele. It is important that you understand the University’s guidelines and you should speak with your Personal Tutor if you have any queries. Please see also Appendix 1 of this document.

(a) Exam Regulations

It is important that students are familiar with the exam regulations. If you don’t abide by the regulations, you may be given a penalty, which could impact on your marks and your degree classification. The exam regulations concern all aspects of cheating in exams, including: taking unauthorised notes into exam halls; using unauthorised calculators and other equipment; talking during exams; using a mobile phone or other communication device during exams.

For more guidance, please read the information on examination conduct at:

[http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/](http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/)
(b) Plagiarism

Central resources and guidance that are available on the web at:

http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/.

The procedure for dealing with allegations of academic misconduct: information for students can be found at the same link. A guide to Academic Integrity aimed at new undergraduate students can be found here:

http://www.keele.ac.uk/media/keeleuniversity/lpdc/downloads/Academic%20Integrity%20Guide.pdf

12. Links to University policies and regulations

Student Charter: http://www.keele.ac.uk/studentcharter/ - the Charter sets out what you can expect of the University and our expectations of you.

Student-related regulations:
http://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/student-relatedregulations/

Student Discipline procedures: http://www.keele.ac.uk/studentdiscipline/

Regulations on examinations and assessments: http://www.keele.ac.uk/regulations/regulation8/

Key University dates: http://www.keele.ac.uk/keydates/

University Policy on Late Submission of Assessed Work:
http://www.keele.ac.uk/paa/academicadministration/policies/lateandfailuretosubmitwrittenwork/

13. IT Services

IT Services are responsible for your IT systems and networks throughout the University. Their services include the wireless network, printing service, IT Suite and Labs, Laptop Loan and Laptop repair service. They provide help and advice using Keele systems such as the KLE, eVision, office software or Google Mail and Apps and advice when connecting to the wireless network (eduroam).

Remember when using Keele University IT systems that you are bound by the IT Conditions of Use, a link to which can be found on http://www.keele.ac.uk/it/. It is important that you familiarise yourself with these to ensure that you use the systems within the terms of the Acceptable Use Policy.

Keep yourself safe whilst online:-

• Keep a clean machine; make sure that before connecting to the network your antivirus, web browser and operating system are all up to date.
• Protect your personal information; secure your account by changing your password to something that is memorable but secure, a combination of capital and lowercase letters.
• Ensure that your online presence, particularly in social media, has the security set to a level you are comfortable with.
• Think before you act, if you are wary of a communication as it sounds too good to be true or asks for personal information you are probably best deleting it.

If in doubt about staying safe whilst online check with someone you can trust like IT Services.

The IT Service Desk is the first point of call for anything IT related. It is based in the campus Library and IT Services building and is open 7 days per week throughout the Semester. For further information regarding IT Services, or to report a problem or seek advice, please visit: [http://www.keele.ac.uk/it/](http://www.keele.ac.uk/it/).

14. Library

The University Library’s mission is to provide effective access to all forms of academic information in support of the University’s teaching, learning and research.

We have two Library sites, the main Campus Library and the Health Library at the University Hospital of North Staffordshire (UHNS). We offer almost 1000 study spaces and extensive opening hours - the Campus Library is open 24/7 during semester and the Health Library seven days a week all year (except bank holidays). Students can work in a variety of study environments, ranging from group to silent study, and can also book rooms for either purpose. There’s also a refreshment area in the Campus Library, and WiFi access is available on both our sites.

Our academic collections are provided both online and in print. We subscribe to around 20,000 e-journals, 300,000 e-books and have over 600,000 items on our shelves. Students can access many reading lists online, and our "Catalogue Plus" service can be used to find relevant information both in print and online via a single easy-to-use web catalogue. Books can normally be borrowed for two weeks, one week or one day, depending on demand for the title. Students can get help from our staff at the Library’s InfoPoint, and throughout the year. Liaison Librarians provide an extensive range of training tailored to help students with their research and information skills.

Electronic resources of specific interest to chemistry, medicinal chemistry and forensic science students can be found at:
[http://www.keele.ac.uk/library/find/subject/chemistrymedicinalchemistryandforensicscience/](http://www.keele.ac.uk/library/find/subject/chemistrymedicinalchemistryandforensicscience/)

Find out more about our services from our website: [http://www.keele.ac.uk/library/](http://www.keele.ac.uk/library/).

15. Student Support and Wellbeing

Whilst we know that you will have a great experience at Keele, there are likely to be times when you need support, advice or just somebody to talk to. At the University there are services and staff who are
specifically in place to offer such support should you need it. We encourage you to familiarise yourself with these services and should things not feel 100% please do seek out their support - that's what they are here for.

(a) Student Support Centre

The Student Support Centre should be your first stop for Academic Advice, Electives information, Financial Support, Support in Accommodation, International Student Support, Critical Incident Support, and Personal Issues, i.e. Bullying, Homesickness (etc.). The team are experienced in dealing with a wide range of issues and will work with you to resolve any issues or concerns that you have at any point during your time here at Keele. Visit: http://www.keele.ac.uk/ssds/studentsupportcentre/

(b) Student Wellbeing

Your wellbeing is of paramount importance to us. As such we ask that should you need to, that you talk to us but also engage with Wellbeing Services; these include Disability and Dyslexia Support, Counselling and Mental Health Support. The team of trained and specialist professionals are all committed to providing effective, sensitive support and specifically understand the challenging experiences that students and young people often face.

http://www.keele.ac.uk/studentcounselling/
http://www.keele.ac.uk/dds/

(c) Careers and Employability

Whilst starting a career may seem a long way into the future the Careers and Employability Service offers an excellent source of information and support for students throughout their Keele experience (and beyond). If at any stage you want to get your CV looking great or are uncertain of what to do after you graduate then get in touch with them and talk things through. Visit: http://www.keele.ac.uk/careers/

To find out more about all of the services above go to www.keele.ac.uk/studentsupport

(d) Keele Mentors Scheme

Staff within Student Support also co-ordinate the Keele Mentors Scheme, which is open to all new students. For more information about Keele Mentors and to sign up online go to: http://www.keele.ac.uk/keelementors/

(e) Advice and Support at Keele (ASK)

Located on the ground floor of KeeleSU, ASK delivers independent advice on a whole range of issues, including academic, health, family, wellbeing, accommodation, finance, legal, international and employment. The advice and support that ASK offers is free, confidential, non-judgemental and impartial. Our trained Education and Welfare Advisors are here to help, just ASK. For more information,
please visit www.keelesu.com/advice or come and see us between Mon-Fri 10.00am to 12.30pm and 1.00pm to 4.00pm.

(f) Personal Tutoring

Your Personal Tutor is a first point of contact for general guidance on academic and career development and, in consultation with yourself, may refer you to specialist academic support services within the University. Your Personal Tutor can also provide advice, support and general guidance on non-academic issues or, again, in consultation with yourself refer you to pastoral support services within the University, where necessary.

Every student is allocated a Personal Tutor at the very beginning of their studies and he or she will normally meet with you on a one-to-one basis to discuss your academic development throughout your time at Keele. Where possible, you will have the same Personal Tutor throughout your studies. Arrangements will be made for you to meet your Personal tutor during your first few days at Keele. You must attend scheduled meetings with your Personal Tutor as required.

You must ensure that you notify your Personal Tutor promptly if you are having academic, health or personal problems that are affecting your academic work and must be an active participant in finding a solution to the problem. Your Personal Tutor’s contact details are available through eVision. If you wish to meet up with your Personal Tutor outside their scheduled meetings, you should make an appointment with them directly or consult them during their office hours.

You can find the University’s Code of Practice for Personal Tutoring at:
Link to Undergraduate Personal Tutoring Handbook

(g) SAM

If you need information outside of University opening times or when you’re not on campus, you can also access information and guidance at any time via SAM, our innovative new virtual student advisor offering help on a range of topics on life at Keele at isam.keele.ac.uk.

16. Student Exchange and Study Abroad

(a) Study Abroad Tutor
As Study Abroad Tutor, I will meet with you and discuss the appropriateness of your module choices at the partner University. I will instruct you how to look for modules and how to recognize which ones are appropriate. While you are abroad I will be your contact point with Chemistry/Forensic Science at Keele helping you to overcome problems related to academic matters.

While at Keele you are welcome to come to my office, contact me on the phone or drop me an e-mail. While abroad, you are welcome to use the phone and the e-mail.

(b) Studying abroad in Year 2 (Level 5) during 2015-16

Who is eligible to go on exchange?
Students, both international and UK, of virtually any subject can apply to study abroad for the first (or second) semester of their second year at the discretion of their schools. Some schools will allow a full-year exchange.

Students must attend all compulsory sessions and be supported by their Personal and Subject Tutor. Students must also be in good academic standing in order to be considered and must pass all modules in their main degree subject(s) with a minimum average to take part. This condition can vary by subject.

When do I need to apply?
Students considering exchange in Year 2 need to apply in Semester 1 of Year 1; during Semester 1 students will have the opportunity to attend the Study Abroad Fair, information sessions and meet with Peer Advisors to gather the information that they need to select the appropriate University and make a successful application.

Students are encouraged to find out more from the Global Education Office and Peer Adviser Resource Room early in their first semester (Ground floor of Walter Moberly).
http://www.keele.ac.uk/studyabroad/keelestudentsgoingabroad/

(c) Studying abroad between Years 2 and 3

In 2014-15, a pilot exchange opportunity will be introduced allowing Single Honours Mathematics and Chemistry students to participate in an exchange after Year 2. This year will provide complementary study to the main degree area and provide additional skills leading to personal development and employability. This opportunity may be available to more subject areas in the future. More information will become available in the first semester of the academic year 2014-15.

(d) Erasmus+
Exchange
Students who elect to go on a European exchange placement will be eligible for Erasmus funding. Information on Erasmus will be available at the Study Abroad Fair and Information Sessions.

Summer placements
Students who elect to go to Europe for a language placement or an approved work placement will be eligible for Erasmus funding, as long as their placement period is no less than 8 weeks.

Traineeships
Students can elect to do a traineeship in Europe up to a year after graduation, as long as the placement is approved and arranged before graduation. Erasmus funding is available for this opportunity. More information is available from the Global Education Office – Lisa Stoker (l.j.stoker@keele.ac.uk).

17. Language Learning Unit (LLU)

(a) Modern Language Electives – Languages for All
As language skills are increasingly seen as a ‘must-have’ in graduates, all students are encouraged to learn a new language or enhance their existing language skills by taking one or more of the LLU’s 15-credit elective modules in Arabic, French, German, Italian, Japanese, Mandarin Chinese, Russian and Spanish, offered from absolute beginners to advanced level. Students also have the opportunity to join intensive summer immersion courses at partner universities abroad, and work towards the Keele Certificate of Language Competence.

For further details please see keele.ac.uk/llu/modernlanguages or contact the LLU at languages@keele.ac.uk.

(b) English Language Support for International students
Individual and group language guidance and assistance is available to international students at all levels - from Foundation Year to PhD researchers; beginners to near-native speakers - from the LLU’s English Language Unit (ELU). Credit-bearing Academic English modules help international undergraduate and postgraduate students develop the skills essential to succeed with their studies, and year-round ‘One-to-One’ tutorials ensure as-needed, personalised English language support.

Incoming non-native English speaking international students on taught programmes will take an ELU language assessment during their first weeks at Keele, after which personalised recommendations for modules or other forms of support are made.

To contact us, email elu@keele.ac.uk, or for more information see keele.ac.uk/llu/englishlanguage/. To book a 30-minute ‘One-to-One’ see keele.ac.uk/llu/englishlanguage/supportforinternationalstudents/.
18. Distinctive Keele Curriculum (DKC)

The DKC is the name given to the package of additional opportunities offered to students alongside their academic programmes. It provides you with an opportunity to design your individual student experience, in order to develop your knowledge, skills, attitudes and values and enhance your talents so you can make a difference to your world.

The DKC is made up of the ‘Development Strand’ (opportunities for personal and professional development), the ‘Distinctive Academic Programmes’ which you find at Keele, the ‘Co-curriculum’ (activities that take place outside of the academic programme of study, such as sports and societies) and the ‘graduate attributes’ (a list of 10 qualities Keele graduates are expected to develop). You can find more information on the DKC here:

http://www.keele.ac.uk/distinctive/

To get the most out of your studies, improve your performance and achieve your full potential there are a number of development opportunities available to you, including Development Strand workshops and activities. Some of these are embedded into your academic programmes whilst others can be found on the Tune IN events calendar at:

http://www.keele.ac.uk/curriculumsupportanddevelopment/tuneincalendar/

You can reflect on your development in your Keele University Skills Portfolio (KUSP) with an option of gaining an Institute of Leadership and Management accreditation if you meet certain criteria. Full details are available at:

http://www.keele.ac.uk/curriculumsupportanddevelopment

19. Higher Education Achievement Report (HEAR)

At the end of your studies, the HEAR will provide you with a comprehensive record of all your university achievements, including some of your co-curricular activities, both during and upon completion of your academic studies at Keele. It is an extended academic transcript and will contain detailed information about your learning and achievements and, along with your degree certificate, will support applications for employment and further study.

HEARs will be issued to all undergraduate degree students studying at Keele and graduating from July 2014 onwards, currently excluding students studying for a Medical degree or a Post-Registration Nursing degree. Keele is working in partnership with Gradintel to produce your HEAR. You will receive a registration email from Gradintel during your studies at Keele and must complete your registration with them so you can access your HEAR. Your HEAR is a digitally signed document and when logged into Gradintel you can share your HEAR with employers, employment agencies or other universities.

For more information on what will appear in your HEAR, and the benefits of having one, please visit http://www.keele.ac.uk/hear/.

20. Ethics
Process for Investigating Alleged Ethics Offences at School Level (regarding research projects/dissertations)

Point 11.5 of Regulation 8 Section 11 states ‘Student projects which involve the participation of human subjects must not be undertaken without the prior approval of a School Student Project Ethics Committee (or another Ethics Committee recognised for this purpose by the relevant School)’. The implications for students who do not obtain ethical approval are as follows:

- Any offence that is deemed to be major will be automatically referred to the Appeals, Complaints and Conduct Manager to be dealt with via Academic Misconduct Panel and the appropriate penalty imposed.
- Any offence that is deemed to be minor will be dealt with via the School Student Project Ethics Committee and an appropriate penalty imposed at School level.

The process for investigating alleged offences at School level can be accessed via http://www.keele.ac.uk/researchsupport/researchethics/ (section 4.1)

21. Student representation and feedback

Student feedback is fundamentally important at Keele and there are a number of formal opportunities for you to get involved. You are also encouraged to speak with staff informally if you have any suggestions for improvements or to seek advice regarding issues with your programme.

(a) StARs (Student Academic Representatives)

All students have the opportunity to stand for election as a StAR, representing the views of other students on their programme. StARs gather feedback and attend Staff-Student Liaison Committees (SSLCs) to discuss items raised by students and developments to the programme. It is an important role, which is recognised by being HEAR-recordable. There are even StARs awards each year to celebrate the achievements of those who have gone above and beyond the standard duties of a StAR. Look out for further information publicised by KeeleSU, including details of elections. More information can be found here: http://keelesu.com/activities/stars/.

(b) Staff-Student Liaison Committees (SSLCs)

SSLCs provide a forum for discussion between student representatives (StARs) and staff about programme issues and are usually held once a semester. The meetings are chaired by one of the student reps and act as the principal means for staff to be made aware of the collective opinion of students. Their success depends upon students getting involved, either as reps or by supporting the reps by providing them with your feedback. There is a section on the KLE noticeboard for Chemistry and Medicinal Chemistry where the SSLC minutes and agendas are posted.

(c) Module Evaluation
At the end of each module students are invited to complete an evaluation form. These are done anonymously and give you an opportunity to have your say on the content and delivery of modules. A summary of the results are considered by the SSLC and other School committees, and also form part of the annual review of the curriculum, known as CARD (Curriculum Annual Review and Development).

Final year undergraduate students also take part in the National Student Survey (NSS) between January and April, with results and comments carefully analysed at programme and School level.

22. Complaints:

A complaint is the expression of a specific concern about the provision of a service, either academic or non-academic, by the University. An informal complaint should initially be addressed to the member of staff who is most directly concerned with the issue; if the problem is explained to them they can often provide an immediate explanation or solution. If you are dissatisfied with the response, or do not feel able to approach the member of staff, you may submit a formal written complaint. Complaints must be submitted within three months of the date of the event(s) concerned. For further information on how to submit a complaint please refer to the guidance and regulations which can be found on the website at:

http://www.keele.ac.uk/studentcomplaints/

23. Location of other documentation (e.g. programme specs):

It is important that you consult the School’s website and KLE at regular intervals. Other key documentation can be found as follows:

Programme specifications are the definitive, formal document summarising the structure and content of your programme. Link: http://www.keele.ac.uk/qa/programmespecifications/

The Module Catalogue provides an overview of all core and elective modules. You can find more information here: http://www.keele.ac.uk/recordsandexams/az/

Reading lists for your modules can be found here: http://lists.lib.keele.ac.uk/index.html

24. Visas and Immigration

Any student who requires a visa to be in the UK or who has been granted a Tier 4 Student Visa is bound by the Immigration rules. These rules also apply to students who need to extend their visa to complete their course at Keele University.

The rules and requirements regarding your visa to study at Keele are very strict and you must make sure that you do not accidentally break them. The University is duty bound to report to the Home Office - UK Visas and Immigration on students who do not adhere to the rules, which will result in their visa being cancelled.

Examples on what is reported include (note: this is not an inclusive list):
Chemistry and Medicinal Chemistry Programme Handbook 2014/15

- students who do not attend their classes, supervisory meetings and checkpoints;
- students who do not pay their Fees on time;
- students who do not make satisfactory progress in their course;
- students who do not provide documentation when requested by the University;
- students who do not keep their UK contact address up-to-date;
- students that take a leave of absence or intermit from their studies;
- students who leave Keele University during their course;
- students that exceed the working limits as stated in their visa;
- students that withdraw or are withdrawn from their studies.

To note, these requirements are subject to change in line with the Immigration Law and the requirements on sponsors by the Home Office - UK Visas and Immigration, formally the UKBA. For more information please refer to the immigration pages on the Keele University website: [http://www.keele.ac.uk/visa](http://www.keele.ac.uk/visa).

25. Equality and Diversity statement

As a leading example of an open and integrated community Keele University strives to be a place where learning, living and working is a positive experience for all. Equality and Diversity is a core value underpinning the University’s mission.

Our equality and diversity vision is for a University and community that strives for:
- Equality of educational opportunity;
- Valuing the rights, responsibilities and dignity of individuals through our commitment to equality and diversity;
- Valuing probity and ethical behaviour.

These values will underpin everything that we do, helping to ensure that equality and diversity is mainstreamed across the University and is evident in our day to day practice. Further details of our work on Equality & Diversity can be found on the University website via: [http://www.keele.ac.uk/hrss/equalitydiversity/](http://www.keele.ac.uk/hrss/equalitydiversity/)

26. Student Prizes

There are two student prizes that are awarded to first year chemistry students. These are awarded on the basis of the best overall performance in chemistry or medicinal chemistry in year 1.

1st Year John Tebby Prize – ‘Chemistry’ A prize awarded from time to time by Senate on the recommendation of the Head of the School of Physical and Geographical Sciences to a student reading Level 1 Chemistry.
1st Year RSC Prize – ‘Medicinal Chemistry’ A prize awarded from time to time by Senate on the recommendation of the Head of the School of Physical and Geographical Sciences to a student reading Level 1 Medicinal Chemistry.

The following prizes are awarded to 2nd Year students.

2nd Year Harold Springall Prize – ‘Best Chemistry Student’ A prize awarded for the best overall performance in Year 2 of the Chemistry degree programme, current value £50.

2nd Year RSC Prize – ‘Best Medicinal Chemistry Student’ A prize awarded by the local section of the Royal Society of Chemistry, for the best overall performance in Year 2 of the Medicinal Chemistry degree programme, current value £50

The following prizes may be awarded to third year students:

3rd Year Gurnos Jones Prize – ‘Best Chemistry Student’ - A prize sponsored by the local section of the Royal Society of Chemistry, awarded for the best overall performance in Year 3 of the Chemistry degree programme, current value £50

3rd Year RSC Prize – ‘Best Medicinal Chemistry Student’ - A prize awarded by the local section of the Royal Society of Chemistry, for the best overall performance in Year 3 of the Medicinal Chemistry degree programme, current value £50

3rd Year ‘Best Analytical Project’ Prize – Sponsored by ASTRAZENECA Awarded at the end of the final year to a student studying Chemistry, Medicinal Chemistry, Forensic Science or Environmental Sciences who has produced the Best Final Year Project with principally an analytical theme, (carried out within the Chemical Sciences). The present value of this prize is £50

27. Student Records

Individual records are kept for each Chemistry and Medicinal Chemistry student on the University SCIMS database. The School also maintains records that are usually only accessible to the Head of School, the Course Director and the Year Tutors. The Chemistry Administrator maintains the SCIMS records and those kept in the School Office. The School record comprises your registration form, information concerning examination results and academic progress, and any other relevant documents, e.g. medical certificates. Please make an appointment with your Year Tutor if you wish to see your personal record.

Records are kept of student attendance at lectures and laboratory classes. Attendance records are also maintained on the SCIMS database. The Year Tutors review all attendance records and persistent absences may result in an academic warning
Appendix 1: GUIDANCE ON AVOIDING PLAGIARISM


Plagiarism is defined as "the act of stealing the words, ideas, etc. of another and using them as one's own". This is a serious academic offence and is covered by University Ordinance IV.6 and Regulation 8: a statement of University policy on plagiarism can be found at:

http://www.keele.ac.uk/regulations/regulation8/

http://www.keele.ac.uk/media/keeleuniversity/paa/governancedocs/guidetoregs2011.pdf

During the year it may be that you are instructed that you submit coursework using the Turnitin software package, which is designed to detect plagiarism, and facilitate electronic marking of your work. You will be instructed if this is the case by the member of staff setting the work, the first time you are required to use this software.

It is implicitly assumed that all written work submitted for assessment is the individual work of the student submitting it. This important principle applies to all coursework, for example, solutions to assigned problems, laboratory reports, interim and final project reports, dissertations, and posters. It makes no difference whether the work is handwritten or printed or submitted electronically. A student who includes in their submitted work another person’s work as if it is their own is guilty of plagiarism. The University, as do all Universities, treats plagiarism as CHEATING.

It should be very clearly understood that direct copying of one student’s work by another student with their permission (one of the more blatant examples of plagiarism) is completely unacceptable and both parties will be subject to penalty or even to disciplinary action. Students are reminded that they are responsible for the safekeeping of their work.

However, it is also true that some instances of plagiarism are unintended examples of poor practice in which the students concerned have no intention to cheat but do not realise the extent to which sources must be declared and do not know the appropriate forms such declarations may take. Such situations can arise in, for example, laboratory reports where pairs or groups of students have worked together in the laboratory in collecting data, in reports and presentations on team projects, and in laboratory and project work in which the student has been supervised by academic staff. The following guidelines are intended to illustrate the kind of acknowledgements that may be required in written coursework. More detailed guidance is given to third students in the context of project reports.

ACKNOWLEDGEMENT OF SOURCES AND AVOIDANCE OF PLAGIARISM
The golden rule is that AUTHORS MUST ACKNOWLEDGE ALL SOURCES AND INPUTS TO THEIR WORK. This rule is both a matter of good professional practice and of fairness in the context of an assessed piece of academic work.

Sir Isaac Newton wrote, ‘If I have seen further it is by standing on the shoulders of giants’ [1]. So, even great scientists rely on the work of predecessor and contemporary scientists.

The full disclosure of sources is a positive attribute in scientific writing because it demonstrates knowledge of the context, and because the selection, use and presentation of appropriate theory and data is itself a creative process. Above all, the proper use of sources and references is helpful to the reader of the work and is an important aspect of good working relationships with professional colleagues.

Sadly, there are known cases of scientists who have plagiarised the work of others or who have “invented” data; where the discovery occurred after they had become famous, their reputation suffered grievously. Scientific plagiarism is viewed as deeply unfair and unprofessional.

Plagiarism is often unintended, and some care and judgment must be exercised. Matters which require citation are anything (text, data or illustrations) reproduced directly as the originator will own the copyright in this, ideas or analyses that are being followed or modified, and anything which inspires or supports or contradicts the work being reported. If in doubt, the author should err on the side of caution and cite the source. The relationship between the student’s work and the cited source is indicated by the words used to cite the source; "reproduced from”, “following”, “from”, etc., all give a different sense.

Reference 2 lists some types of plagiarism. These are reproduced below in (italics) and advice on how to proceed is given in each case.

1. Use of data, even if adapted in presentation, from a source that is not acknowledged.

This might occur if data, a table or graph or best-fit expression, found in the literature, is being used. The source must be given, usually by including the source in the list of references and by citing the reference at the point of use in the text. If there are only one or two sources of data, and there are no other references (an unlikely scenario!), the source could be given in the text or a footnote could be used.

This case is applicable to a laboratory report being written on an experiment carried out jointly. Reference should be made to the person or people who made the measurements, even if the author participated. For example: Table 4: Variation of half-life with temperature (measurements made by A N Other and the author, 21st February 2001).

2. Repeating another person’s particularly apt phrase without acknowledgement.

Generally, we do not need to acknowledge the originator of the name ‘electron’ (by the physicist G. Johnstone Stoney in 1891), or the term ‘mole’ for example, because they have become universally adopted as part of the language of science. However, more recent or less well known coined terms or apt phrases might well require acknowledgement. Staff will be able to advise on these matters.

3. Repeating as your own someone else’s sentences, more or less verbatim and/or Paraphrasing another person’s argument as if it were your own.
The area of greatest danger is in the quotation or paraphrasing of an appropriate text from the work of another student or scientist. Suppose that in a dissertation, a student wishes to account for an activation energy that is negative (i.e. the reaction rate decreases as the temperature is raised) by making use of an explanation given by P W Atkins [3]. One option is to quote the original text verbatim (i.e. word for word, exactly, with the authors punctuation, spelling and emphases, and in quotation marks) and to cite the source, as below:

Atkins [3] offers the following explanation, “For a reaction with a pre-equilibrium, there are three activation energies to take into account, two referring to the reversible steps of the pre-equilibrium and one for the final step. The relative magnitudes of the activation energies determine whether the overall activation energy is (a) positive or (b) negative”.

However, it may be necessary to paraphrase this text in order to extract the essential meaning, to use the minimum number of words, and to make the dissertation read smoothly. An example of an acknowledged paraphrase is given below in bold font:

Atkins [3] explains how negative activation energies can arise using a reaction mechanism that involves a pre-equilibrium.

The foregoing example is acceptable because the source of the line of thought and key phrases has been cited. It would not be acceptable for the author of the dissertation simply to write without attribution the following:

For a reaction with a pre-equilibrium, there are three activation energies to take into account, two referring to the reversible steps of the pre-equilibrium and one for the final step. The relative magnitudes of the activation energies determine whether the overall activation energy is positive or negative.

because the line of thought and phraseology of another author is being reproduced without acknowledgement of the source. Implicitly, the author of the dissertation is pretending that this discussion is his or her own, when it is not. Such a deceit is plagiarism and academically dishonest.

Some books and papers are published free of copyright. However, the copyright-free status of a source does not remove the obligation to cite the source if material from it is used.

The copyright status (and accuracy!) of material available on the Internet or World Wide Web is often uncertain. Even if material that is quoted or used is in the public domain, the source must be cited, as URL and date of access.

In team activities, a student may wish to include, either directly or in redrawn or re-written form, diagrams, etc., prepared wholly or in part by other students. This is acceptable provided that the sources are acknowledged in the references.

4. Presenting another person’s line of thinking in the development of an idea as though it is your own.

This case includes situations where a student has engaged in a discussion of questions from assigned problems sheets prior to sitting down and doing them, where students have discussed the interpretation of data from an experiment with students or staff and an approach has been suggested. The source and the nature of the suggestion should be cited. For example: The author is grateful to Dr J. Cobleigh
(Widdicombe University) for drawing her attention to the explanation of this phenomenon given by Marks and Spencer (reference 4).

In team project work, as in ordinary pair-worked laboratory experiments, some shared interpretations, as well as data, graphs, theory, etc., may be needed in a student’s individual report. This does not remove the obligation to acknowledge the inputs of others. For example: **Figure 2: The data of Table 4 together with a least-squares best-fit line (computation carried out by Amanda N. Other, 22nd February 2001).**

Unintended plagiarism often occurs in student work in connection with diagrams and illustrations. It should be noted that the author or publisher of text, a tabulation, a photograph or a piece of artwork owns the copyright in this as well as having a moral right to be identified as the originator. Some examples:

A photograph is taken especially for the work concerned. The caption should name the photographer (even if it is the author of the report or dissertation) and give the date.

A diagram is photocopied and cut-and-pasted into the report. The caption should include the words ‘reproduced from reference ‘x’” or ‘reproduced with permission from reference x’. Note that, in the case of a document intended for publication, permission for reproduction would be required from the owner of the copyright.

A diagram from a book or other work is re-drawn or adapted by the author. In this case the words ‘after reference <x>’ or ‘adapted from reference <x>’ or similar in the citation would be an appropriate acknowledgement.

A derivation, argument or description is adapted from, or summarised from, or extended from another work (a book, paper, or even a note from the supervisor). In such a case, the citation should include the phrase ‘adapted from reference <x>’, ‘summarised from reference <x>’, ‘based upon the approach of reference <x>’, as is appropriate.

Finally, if more than one or two sources have been cited, a Reference section should be compiled. Laboratory classes will generally provided guidance on this as well as other aspects of report writing. The References section is compiled by listing the publications, data sheets, WWW pages, unpublished documents or private communications, etc., in the References section, and by referring to them at appropriate points in the text of the Report or in figure captions.

Each reference should include sufficient information to enable a reader of the work to trace it

Papers should have author(s), title of paper, title of Journal, volume, pages, date/year.

Books should have author(s), title, publisher, date/year.

Internet sources should have author and address/organisation (if known), full URL, date of access.

Unpublished material should be referred to as such or as "private communication" and the source's name and address should be given together with title and date if appropriate.
References


