Disclaimer

Whilst every effort is made to ensure that the information contained in this Handbook and in all other documentation provided by the School is correct at the time of publication, the University does not accept liability for any inaccuracies.

The Handbook does not replace the entries in the University Regulations, which are authoritative statements. In the case of a contradiction or other discrepancy between information in this Handbook and the Regulations, the Regulations shall be authoritative, unless approval has been given for a variation. We would however, be grateful to you for drawing any sources of contradictory information to our attention.

The statements of policy in this Handbook are made in good faith. In exceptional circumstances the University reserves the right to vary programmes, procedures, and other arrangements at any time. It may be helpful to remember that Schools sometimes operate different procedures and you are advised to refer to the relevant School Handbook for modules being taken in another School.
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Section 1: General Information

1.1 The Academic Year and Key Dates

Details of key dates in the academic year including the start and end of each teaching semester are available at:

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

1.2 Introduction to the Forensic Science programme

The Forensic Science programme is part of the dual honours scheme of degrees at Keele University. It was first approved for student entry in 2004 and has been reviewed annually in accordance with our quality assurance procedures since then. The course is formally described in the programme specification which is freely available at:


This document includes the aims of the course and the modules associated with it. You will be given a module handbook for each module you study in every year of the course which detail not only the aims and content of the module but also the teaching scheme, assessment tasks and relevant resources.

Dual honours degrees at Keele comprise study of two subjects for equal amounts of time independently over three years where each subject is studied to honours level and recognised core content is included in both disciplines. The most common programme for dual honours is to take four modules in each principal subject in each year of study though minor variations in this are allowed subject to the regulations given at: http://www.keele.ac.uk/electives/

In the first year of study you may have available credits in one of you subject which will enable you to take an elective module in that year Details on this may be found at the above website.

Elective slots are not available in Forensic Science or in most other science principal subjects where you are required to take 4 core modules each year. However, if you are studying a non-science subject, elective study may be necessary.

All dual honours routes in Forensic Science have achieved recognition status from the Forensic Science Society (see 8.4).

For students studying Forensic Science or another science subject, there is the option to take a major/ minor route in the final year of the degree. If you major in Forensic Science you will normally take all your eight final year modules in that discipline and the degree title will be “Forensic Science with your other subject”. The major route in Forensic Science has been awarded accreditation status from the Forensic Science Society (se 8.4).

The full structure of degree routes in Forensic Science is given in the following diagram:
1.3: Forensic Science Degree Structure

This is the standard programme of study; minor modifications may be possible under the university’s degree regulations for dual/ major / minor programmes of study.

**Year 1 (60 core credits at level 4 in FS)**

| Semester 1 | CHE-10038 Chemical Science Principles (15 credits) | CHE-10039 Forensic Science Principles (15 credits) |
| Semester 2 | CHE-10037 Forensic Analysis (15 credits) | CHE-10042 Forensic Identification (15 credits) |

**Year 2 (60 core credits at level 5 in FS)**

| Semester 1 | CHE-20011 Spectroscopy and Advanced Analysis (15 credits) | CHE-20021 Forensic Genetics (15 credits) |
| Semester 2 | CHE-20010 Criminalistic Methods (15 credits) | CHE-20012 Drugs of Abuse (15 credits) |

**Year 3 (45 core credits + 15 option credits at level 6 in FS) – Dual Honours**

| Semester 1 | CHE-30010 Forensic Toxicology (15 credits) | CHE-30033 Evaluation of Evidence: Explosives and Arson (15 credits) | CHE-30011 Forensic Science Team Project (15 credits) |
| Semester 2 | CHE-30034 Forensic Geoscience Option (15 credits) | CHE-30035 Advanced Topics in Forensic Analysis Option (15 credits) |

**Year 3 (120 core credits at level 6 in FS) – Major route**

| Semester 1 | CHE-30010 Forensic Toxicology (15 credits) | CHE-30033 Evaluation of Evidence: Explosives and Arson (15 credits) | CHE-30011 Forensic Science Team Project (15 credits) | CHE-30028 Interpretation, Evaluation and Presentation of Evidence (30 credits) | CHE-30029 Forensic Science Dissertation (15 credits) |
| Semester 2 | CHE-30034 Forensic Geoscience (15 credits) | CHE-30035 Advanced Topics in Forensic Analysis (15 credits) | | | |
1.4 Key staff roles

There are several people who have important roles in the running of the forensic science degree programme and who are therefore key contacts for all students.

The Course Director leads the programme and chairs the Forensic Science Learning and Teaching Committee (FSLTC). The director is responsible for the overall organisation of the teaching, resources and academic health of the degree programme. You will meet the course director at the start of your degree, he will teach you on many of your modules and you should not hesitate to contact him about any matter relating to your study at Keele which may concern you.

You will have been allocated a Personal Tutor who may be a member of the forensic science course team, a lecturer in your second principal subject or an academic member of staff from another science discipline. You may consult your personal tutor about any concern you may have whether it is about an academic or non-academic matter. It is essential that you meet your personal tutor in the first week you are at Keele and it is expected that you will keep in touch with each other, particularly to discuss the results of assessments or specific academic issues that may crop up during your degree. You may find out more about the Keele personal tutor system at: http://www.keele.ac.uk/personaltutoring/.

The Forensic Science Course Administrator is an important point of information and advice for all students, particularly on matters relating to university procedures, timetables, student records and general information. She may also be able to help if you cannot find an individual member of academic staff! The administrator is based in LJ0.16, the front of which is the reception area in the Lennard-Jones foyer.

For each year of the course there is a Year Tutor who is responsible for coordinating matters for each student cohort and is the best point of contact for queries of problems that relate to the day-to-day running of the modules and classes in that year of the course. Most importantly you should speak to the year tutor should you wish to request an extension on any work submitted for assessment.

The Examinations Tutor deals with the preparation and approval of examination papers, liaison with the External Examiner and acts as chair of the Forensic Science Examinations Board. You may consult the examinations tutor is you have any questions about these matters.

1.5 The Distinctive Keele Curriculum (DKC)

Your degree programme is clearly the most important but not the only part of your time spent studying and working at Keele. In addition we offer 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. This is what the DKC is all about. See http://www.keele.ac.uk/distinctive for more details.

There are four strands to the DKC:
1. The **distinctive academic curriculum** comprises the subjects you are studying together with the other opportunities for academic study which you take up; for instance, the study abroad option (8.2), elective modules or the forensic anthropology certificate from the body farm excursion (8.3). See: [http://www.keele.ac.uk/distinctive/thedistinctiveacademiccurriculum/](http://www.keele.ac.uk/distinctive/thedistinctiveacademiccurriculum/)

2. The **co-curriculum** encompasses all the extra-curricular activities in which you engage while you are at Keele; these range from competitive sport to volunteer work in schools or elsewhere. See [http://www.keele.ac.uk/distinctive/theco-curriculum/](http://www.keele.ac.uk/distinctive/theco-curriculum/) for more details.

3. The **development strand** is made up from a range of learning activities in support of your degree study based around your personal and professional development. You can work towards the Keele University Skills Portfolio and an Institute of Leadership and Management (iLM) qualification through this strand. Some core aspects of this have been designed around your study programme in Forensic Science and are timetabled within this curriculum in years 1 and 2. Details are available in the relevant year handbook.

   See [http://www.keele.ac.uk/distinctive/thedevelopmentstrand/](http://www.keele.ac.uk/distinctive/thedevelopmentstrand/) for more details on this aspect.

4. The **Keele graduate attributes** are all the qualities you have acquired as a result of studying for your degree at this university. These are intended to stand you in good stead in the world of work and form the basis for your future career. For more detail on this and a comprehensive list of these attributes, see: [http://www.keele.ac.uk/distinctive/keelegraduateattributes/](http://www.keele.ac.uk/distinctive/keelegraduateattributes/).

**1.6 The Keele University Skills Portfolio (KUSP)**

The Keele University Skill Portfolio, or KUSP, is your collection of reflections about your personal development experiences at university. These experiences can be from any aspect of your life: your programme of study, a community volunteering project, or family life. By reflecting on these experiences you will learn about yourself, what makes you tick, what environments you thrive in, and the contribution you might make to the world around you. These traits of ‘self-knowledge’ and ‘self-direction’ are highly valued by all employers.

For more details and support please follow this link:

[http://www.keele.ac.uk/kusp/](http://www.keele.ac.uk/kusp/)

**1.7 The Student Charter**

The Student Charter sets out what you can expect of the University and our expectations of you.

[http://www.keele.ac.uk/studentcharter/](http://www.keele.ac.uk/studentcharter/)
## Section 2: Forensic Science Staff

### Forensic Science Staff who’s who

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Other staff associated with the course

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Section 3: Resources

3.1 The Lennard-Jones Laboratories

Forensic Science is based in the Lennard-Jones (LJ) Laboratories where is located the School Office (for Physical and Geographical Sciences, SPGS), the teaching and research laboratories and most of the staff offices. The Course Administrator (Pat Thompson) is based in the School Office and she is a key point of contact for any issue or difficulty you may have during your time studying with us. The reception desk for the School Office is in the L-J entrance foyer area.

3.1.1 The Teaching Laboratories

The Forensic Science teaching laboratories are located on the first floor towards the back of the building. Principal amongst those is the Faulds Laboratory (LJ1.70) where much of the teaching is based. In addition you will use the chemical laboratories (LJ1.60 and LJ1.80 – the MultiLab), the analytical laboratory (LJ1.52), and the crime scene facility (LJ1.74). At the north end of the building on the ground floor, accessed via entrance B, is the Faculty of Natural Sciences IT laboratory.
In order to work in these laboratories you will be provided with a lab coat and safety spectacles at the start of the first year which you should bring to all practical classes unless otherwise informed. If you are working on crime scene investigation tasks, protective clothing will be provided. You will also need a hard-backed laboratory notebook for most practical classes as well as a scientific calculator and computer storage device such as a USB stick. These requirements will be re-iterated at the start of each module.

3.2 Health and Safety

During induction week at the start of your first year you will be briefed in detail on safe working practices for laboratory work and engagement with this session is a compulsory pre-requisite for undertaking the practical work throughout the course. Every student is asked to sign a declaration stating that they have received the undergraduate safety information before beginning the laboratory work. You will be given a hard copy of the Forensic Science Laboratory Health and Safety Handbook which is also available on the Notice-Board page of Blackboard. The School of Physical and Geographical Sciences has a responsibility to provide a safeworking environment and to provide instruction for the safe operation of all procedures. The School has a workplace safety committee responsible for the LJ Laboratories. The contact for this group is Dave Evans and you should contact him should you have any queries on concerns on any aspect of health and safety within the building. His office is LJ1.40 and his contact details are 734210 (phone), d.l.evans@keele.ac.uk (e-mail).

3.3 Additional resources within LJ Laboratories

3.3.1 Forensic Science mini-library

Within LJ1.70 there is a small library of core textbooks for forensic science which are available for consultation and loan by our students. They are issued through the technician’s office (LJ1.060B) and must be returned by the end of each semester or on request by a member of staff.

3.3.2 Student use of LJ1.20 and other rooms in LJ

When this meeting room is not being used for scheduled purposes, as shown in the weekly timetable posted outside the room, it may be used by students based in the LJ Laboratories for study purposes. This includes group meetings necessitated by their study programme. Should any forensic science student wish to book this room for such a meeting they should speak to Pat Thompson in the School Office. Student use of this room is on the condition that the room is left in the state in which it is found and that furniture is not left re-arranged or any rubbish is left behind. Food should not be consumed in this room without authorization.

Similarly forensic science students may use their laboratory space (e.g. LJ1.60) for study purposes outside their scheduled class times subject to its availability and the approval of the technical staff.

3.2.3 Faculty IT laboratory
This is located at the north end of LJ on the ground floor. It consists of up to 70 personal computers with full internet access and both standard and some additional specialist software. Access is through an external door at the end of the building and is available on a Keelecard access system throughout the working day and into the evening. There is normally no student access directly from within LJ. Although it is also used for some scheduled class teaching the times of which should be indicated at the entrance door, you will normally be permitted to use available computers during this time, at the discretion of the tutor in charge of the session.

3.4 The University Library and Information Services

These are located in the Information Services Building and are separate yet linked resources for study.

3.4.1 The Library

A description of the full range of services found in the Keele University Library may be found at: http://www.keele.ac.uk/library/. You will find you need to use both the physical resources within the building such as hard-copy books, journals and other papers, quiet study space and the helpful advice of the library staff as well as the electronic resources provide by the library online. 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 as well.

The 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.

To be able to make best use of these facilities you need to start using them early on in your degree and this will include attending introductory sessions during induction week and participating in the DKC Awayday session scheduled within your timetable in semester 2 of year 1. Throughout your degree you will be set specific tasks that require you to use these resources and additional support and advice will be provided on these occasions.

Among these facilities is the Nuffield Library which contains the short loan collection of books which are principally the core textbooks for all taught modules. All forensic science modules have reading lists which are provided to the library who then ensure sufficient multiple copies are available for student use. If you believe that there are insufficient short-loan copies of any of our texts, then you should inform the module tutor.
Electronic access to the library is either through their website or directly from your Blackboard welcome page. A description of the full range of services found in the Keele University Library may be found at: http://www.keele.ac.uk/library/

3.4.2 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 Keele Learning Environment, eVision, office software or Google Mail and Aps and advice when connecting to the wireless network (eduroam).

You should remember when using Keele University IT systems that you are bound by the IT Conditions of Use, a link which can be found on 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 our services, or to report a problem or seek advice please visit: www.keele.ac.uk/it.

3.5 Electronic Resources

The forensic science teaching team make extensive use of an electronic learning environment called Blackboard. This is incorporated within a package of electronic resources often called the Keele Learning Environment (KLE). When you log on to the university website as a student you gain access to:

E-mail: This is delivered through the KeeleGooglemail service. Staff will only use your Keele email address in correspondence with you so you should ensure that this email is checked regularly and use it to send messages to university staff. You will also receive module results and other important information through this e-mail address.
**Blackboard:** This is where learning resources associated with both the course overall and with each module on which you are enrolled, are placed. If you are looking for any information associated with lectures, laboratory class or assessments then you should check here first. You should also check the Forensic Science Notice-board pages for general course information. Online help for the KLE can be found here: [http://www.keele.ac.uk/klehelp/](http://www.keele.ac.uk/klehelp/)

**eVision:** These are your personal pages which contain information relating to your contact details, previous education, current modules and your academic record at Keele. It is also the location of any record your personal tutor makes of meetings and correspondence with yourself. Only a limited number of academic staff has access to these pages, most importantly your personal tutor. If you wish to check your academic record or change any personal details, such as your address, then you may do so through these pages. 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](http://www.keele.ac.uk/klehelp/) on the Keele homepage. eVision is then accessible through ‘The Office’ tab.

**Timetable:** There is also an electronic version of your personal timetable available which indicates where you should be throughout the semester. You will also be given a separate version of the forensic science timetable at the start of the year which is posted on the notice-board pages and it is your responsibility to resolve any discrepancies between these with the tutor involved, particularly with respect to split group sessions.

**Co-Curriculum:** There are, in addition, pages with information about activities within the Keele Co-curriculum.

**Section 4: General student matters**

It is expected that all students will comply with the rules and regulations of the University and these may be found here:


These specifically include regulations covering student discipline and conduct:

[http://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/disciplineandconduct/](http://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/disciplineandconduct/)
4.1 International students

International student may have specific needs and support – for example, additional tuition in English language - and details on these are found at:

http://www.keele.ac.uk/electives/internationalstudents/

If any international student needs information or advice on any matte they should speak to their personal tutor, year tutor or the forensic science course director.

4.1.1 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 with 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):

- 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 web site:

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

4.1.2 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/.

4.2 Attendance policy and procedures

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. Any non-attendance will be recorded formally and if it is without good cause it may lead to an informal warning from the 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.

It is essential that you attend all lectures, tutorials, practical classes, field courses and personal tutor meetings, and meet all course submission deadlines in order to progress successfully through your degree programme. Attendance will be monitored throughout the academic year. It is the responsibility of students to sign the attendance register at classes. Students will be recorded as absent without good cause if they do not sign the register and be required to explain any absences. In the event of unsatisfactory attendance or non-submission of coursework students will receive formal warnings which may lead to the requirement to be withdrawn from the University.

All laboratory classes in Forensic Science are compulsory since all involve you in completing work which will contribute to your assessment.

If you find you need to be absent for any length of time then you should speak to your year tutor or the course director about it. If your absence is so urgent that this is not possible then it is essential to inform one of these individuals by e-mail that you are away. It may be necessary for you to request permission formally for a period of absence and details on this are available at:

http://www.keele.ac.uk/regulations/regulation10/

4.2.1 Procedures following poor attendance in Forensic Science

We regularly monitor student attendance and in any case where this is unsatisfactory the following procedure will be followed:

1. First Informal Warning: For any student who has an unsatisfactory attendance record and/or non-submission of coursework (e.g. failed to attend without good cause a minimum of 3 consecutive monitored events or missed 3 cumulative monitored events within a 2 week period) an informal warning, electronically signed by the course director/ year tutor,
will be sent by the programme administrator. It will require the student to contact the School Office within 7 days to explain their absence.

2. **Second Informal Warning:** For any student who has an unsatisfactory attendance record and/or non-submission of coursework (e.g. accumulated subsequent absences without good cause within a 2 week period) a second informal warning by the course director/year tutor, will be sent by the programme administrator. It will require the student to contact the School Office within 7 days to explain their absence.

3. **First Formal Warning:** Where a student’s attendance/engagement with their studies does not improve after the second informal warning, the course director will request a first formal warning to be sent by the programme administrator via SCIMS. It will state that if the student does not engage with their studies within two weeks of the warning, a second formal warning will follow.

4. **Second Formal Warning:** Where a student’s attendance/engagement with their studies still does not improve within two weeks of the first formal warning, the course director will request a second formal warning to be sent by the programme administrator via SCIMS. It will state that if the student does not engage with their studies within two weeks of the warning, a third and final formal warning will follow.

5. **Final Formal Warning:** Where a student’s attendance still does not improve within two weeks of the second formal warning course director will request a final warning to be sent by Planning and Academic Administration via the programme administrator.

University procedures for academic warnings may be found at:

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

4.2.2 Absence due to illness

Self-certification as a reason for absence will only be accepted if the School Office and course director/year tutor are informed on or before the day of the absence, with a valid reason for the absence. For absences of 7 days or more, a doctor’s note must also be provided by the student.

It is expected that any student who is absent due to illness will inform the year tutor or course director or the School Office by e-mail as soon as its practicable. You should seek advice as to what to do in cases of illness of more than a few days.
Section 5: Student Support and Guidance

Throughout your degree you will get both academic and other advice and support from two main sources.

School-level student support

From within the School and specifically from the Forensic Science Programme, all academic and tutoring staff are able and willing to advise you on your studies and we operate an open-door policy that means we are happy to talk to you at any time when we are available and do not have other commitments.

In particular the Year Tutor and Course Director are key points of contact for advice on any matters related to the forensic science course or indeed other issues you may wish to discuss. The year tutor is the only person authorised to provide extensions for assessed work.

The University has allocated you a Personal Tutor who is an academic member of staff, often from one of your principal subjects and who is intended to provide you with a source of general advice outside the specific academic matters relating to your degree subjects. If your personal tutor cannot help you directly then he or she should be able to direct you to someone to can help you from within the university. You personal tutor will contact you directly throughout the year and it is in your interests to respond and engage fully with correspondence from the tutor.

University-level student support

There are a wide range of other contact points within the university for student support and guidance. These are within Student Support and Experience and many are located in the Walter Moberley Building. For details please see: http://www.keele.ac.uk/ssds/.

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/ssc/

You should also contact student support on areas where general academic guidance is required such as wishing to change your course.

http://www.keele.ac.uk/ssds/changeofcircumstances/

Curriculum Support and Development including participation in the Keele Development Strand, use of Pebblepad, ILM accreditation and other ways of enhancing your time at Keele. This aspect forms part of the distinctive Keele Curriculum (DKC).

http://www.keele.ac.uk/curriculumsupportanddevelopment/
Student Financial Support
http://www.keele.ac.uk/studentfunding/

International Student support including visa and immigration advice.
http://www.keele.ac.uk/iss/

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.

Counselling and emotional well-being is based at 41 The Covert (near to the Leisure Centre)
http://www.keele.ac.uk/studentcounselling/

Disability and Dyslexia support
http://www.keele.ac.uk/dds/

Crisis Support is available for personal emergency situations
http://www.keele.ac.uk/criticalincidentsupport/

The Electives Office coordinates elective modules and offers advice on any available choice in your study programme outside the core modules.
http://www.keele.ac.uk/electives/

Keele Mentors Scheme
Staff within Student Support also co-ordinate the Keele Mentors Scheme, which is open to all new students. More information about Keele Mentors and sign-up facilities are available at: http://www.keele.ac.uk/keelementors/.

Careers and Employability
Whilst starting a career may seem a long way into the future at year 1, 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/
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.

http://www.keelesu.com/ask

The KSU Jobshop provides free professional advice and guidance on employment and related matters.

http://www.keelesu.com/jobshop

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 http://ask-sam.ac.uk.

Section 6: Assessment and related matters

Throughout your forensic science course you will be required to complete assessments of a wide variety of kinds not only to demonstrate that you have achieved the knowledge, understanding and skills required of the course but also to enable you to develop and enhance these key aspects of your learning, through the effort of undertaking the tasks we set you.

There are two types of assessment:

**Formative assessments** for which you get feedback on what you have done but for which no mark is formally recorded. These are intended to help you develop your skills in preparing and completing assignments and other work.

Summative assessments for which you also get feedback but additionally a mark is recorded which will contribute to your overall mark for the module in question.

In Forensic Science you will undertake both types of assessment throughout the course.

Most assessments are administered by your tutors from the Forensic Science Course Team. However in most modules you will also take formal university examinations which are set and marked by the tutors and for which you will receive feedback from the tutors as well. Examinations are however administered by the University Examination Office who deal with all matters related to timetabling and invigilation of exams.

http://www.keele.ac.uk/recordsandexams/
Each year there are two main examination periods which follow the end of the 12 week teaching semester and two further periods for re-examination, one for each semester. The dates for these may be found at the examinations office webpage:

http://www.keele.ac.uk/recordsandexams/examinations/examinationtimetables/

The university has a detailed set of regulations related to examinations including matters related to student conduct. These include how you behave within the examination room and what materials you may or may not be permitted to have on your person during the exam. You will be reminded of these before each examination period and should adhere strictly to the appropriate behaviour as any untoward incident in an examination may be referred to the university Academic Misconduct Panel. You are expected to follow these regulations unless otherwise instructed during class test set within Forensic Science.

6.1 Use of calculators in examinations

The University has an approved list of calculators that can be used in examinations. These are:

- Aurora SC582 series
- Casio FX-83 series
- Casio FX-85 series
- Casio FX-350 series
- Sharp EL-531 series
- Texas Instruments TI30 series

The KeeleSU Shop will have a stock of the approved calculators available for purchase. Any student who brings a non-approved calculator into an exam will have it removed by an exam invigilator.

6.2 Submission of Coursework Assessments

Depending on the nature of the work, you may be asked to submit it in one of the following ways:

- Electronic submission using a submission box set up by the tutor on Blackboard
- Electronic submission via Turnitin (again set up on Blackboard)
- You should submit a hard copy to the submissions box for Forensic Science in the laboratory corridor in Lennard-Jones. All work submitted in this way requires a completed and signed submission form (available adjacent to the box) with the tutor’s name clearly indicated on the form, attached to the work.
- In a few instances, you will be asked to submit work to the School Office for the attention of the Forensic Science Administrator or to the Technician’s Office in laboratory LJ1.70. In both these cases a completed submission form must be included.

If you are in any doubt how, where or to whom the work should be submitted, contact the tutor who set the work.
6.3 The Assessment Process

Within Forensic Science, your tutors will follow the following process in setting, marking and giving feedback on all the assessments you undertake. This should be strictly followed for all summative assessments while for formative work there may be some relaxation depending on the exact nature of work set.

The module handbook that you are given will outline the nature of the assessments in that module whether formative or summative, and these will be described at the module induction session and the tutor setting the work will provide a more detailed explanation prior to setting the work itself. You will be given some specific brief on what is required either within the module or laboratory handbook or in a separate briefing document.

Where the assessment is a piece of extended writing, such as the team project report or the dissertation, there is a policy regarding the conditions under which the supervisor will read and provide feedback on a draft of the work and this will be made clear in the relevant module handbook.

For each semester of each year of the course an assessment timetable across all Forensic Science modules will be generated and the course team will attempt to spread the assessment load across the semester as best they can.

You will normally be given two weeks to complete the work before submission though there may be exceptions where a shorter or indeed longer period is specified.

You will receive feedback on coursework, including a mark for summative work, within three weeks of submission which is the deadline set by the University. Within Forensic Science we will normally aim to return this to you within two weeks of submission and if that is not possible you will be told so before the end of the two week period.

All work is marked according to assessment criteria that will enable you to see clearly why you have obtained that mark and you will receive written or oral feedback appropriate to nature of the work itself. For example, you may be supplied with model answers or guidelines to the content of a laboratory report or a set of indicative points expected to be discussed in an essay. The tutor may also give generic feedback to the whole class as part of the feedback process. In all cases you should speak to the tutor marking the work if you wish to discuss the feedback you have been given.

For summative assessment, the marks are passed to the School Office where the Forensic Science administrator enters them into the university system (SCIMS) where you will be able to view them later through your eVision page.

6.4 Examination marks and feedback

The assessment process for examinations is different to that for coursework. Examinations are marked shortly after they are taken and the marks considered together with the coursework marks for each module by the Forensic Science Examination Board, within three to four weeks after the examinations are completed. Only then will the marks be available to you and a formal email detailing this sent to you by the university. The marks for each component of assessment in each
module is displayed in eVision together with the agreed total mark for the module set by the examination board which is normally the same as the mark you actually achieved through assessment. The agreed mark may take into account factors such as extenuating circumstances submitted by a student.

You will be given generic feedback on the overall student performance in each examination paper, usually in electronic form, and invited to review your individual marked examination script in person with the module tutor should you wish to do so.

6.5 Calculation of degree class

The marks for your modules during the second and third years of your course are used to calculate the class of your degree. To find out how your final degree classification is calculated, please visit [http://www.keele.ac.uk/paa/academicadministration/degreeklassification/](http://www.keele.ac.uk/paa/academicadministration/degreeklassification/).

Marks for first year modules do not contribute; you only need to obtain pass level in those modules to progress to the second year.

6.6 Module failure

**For years 1 and 2 (levels 4 and 5) modules**, if you fail a core module, 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. Note that all modules in forensic science are core but you may study an elective module depending on your other principal subject.

**For year 3 (level 6) modules**, you will be allowed two re-assessment opportunities one of which would normally have to be completed before the start of the next academic year.

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

Note that re-assessment in your final year (level 6) is only permitted if you fail to achieve an honours degree at the June examinations board.

For more information on re-assessment of failed modules, see the University’s Regulations 1A 11 and 12. [http://www.keele.ac.uk/regulations/regulation1aafter0910/#d.en.19133](http://www.keele.ac.uk/regulations/regulation1aafter0910/#d.en.19133)
6.7 Missing deadlines and non-submission of coursework

6.7.1 Extensions/late submission

If you believe you will not be able to meet a deadline set for coursework you should speak to the tutor setting the work as soon as possible who will normally refer you to the year tutor should an extension to the deadline be suggested, or you may speak to the year tutor directly.

You will need to make a case to the year tutor who may decide to allow an extension on an individual basis. This will normally be allowed only for a few days at most. If so, s/he will need to sign the coursework submission form before you attach it to the work. If the extension is for an electronic submission, the completed form may be submitted on its own to the School Office.

6.7.2 Extenuating Circumstance (EC) submission

If you are unable to submit work or believe at any time that there have been circumstances that have seriously affected your ability to undertake work to your usual standard, then you may wish to submit an extenuating circumstance (EC) form. You are strongly advised to consult with the year tutor before submitting an EC form. **Extenuating circumstance claims are accepted at the discretion of the School and the Forensic Science Examination Board.**

**Extenuating circumstances** are defined as,

‘A circumstance that is **beyond your control and could not have reasonably been foreseen and acted upon that will prevent you from completing an assessment at or by the specified time or will have a significant negative effect on your performance in that assessment.**’

The following are generally considered to be acceptable extenuating circumstances, providing that they are supported by appropriate evidence:

- Acute illness or injury
- Extended illness or injury
- Acute illness of another person
- Bereavement
- Significant domestic and/or personal problems
- Court attendance
- Unforeseen representation of county or country at sport
- Active exercise of citizenship
- Unforeseen major transport difficulties
- Victim of criminal activity

There are a number of areas that are **not** considered as valid extenuating circumstances. These include general pressure of academic work as you are expected to have planned your work schedule, and personal computer/IT device problems, as you are expected to have taken adequate precautionary measures e.g backups and checking compatibility with University systems. Religious observance is not viewed as a valid extenuating circumstance as such issues are not
unforeseen; students should instead discuss with the School whether a ‘special provision’ claim can be made for an assessment.

The EC form is available at: [http://www.keele.ac.uk/paa/academicadministration/forms/](http://www.keele.ac.uk/paa/academicadministration/forms/)

It is essential that the form:

- Is completed with details of the work affected, including the module name and submission date
- Gives the dates over which the circumstances occurred
- Describes the nature of the circumstances and how your work was affected
- Is supported by independent evidence

You should submit your claim as soon as you become aware of the problem and prior to the examination and/or coursework deadline. Do not delay the submission of your form because you have to wait for a piece of evidence. The form should be submitted to the School Office responsible for the modules concerned and will be signed by the course director. Most EC forms will be considered by the relevant examinations board when they next meet. If ECs are accepted then the board may take them into account when agreeing marks or when setting re-assessments. If the EC form is for a substantial piece of coursework contributing 50% or greater to a module at second or third year level, for example a project report or dissertation, then it will be forwarded to SCEAC (see the following section).

Detailed information on extenuating circumstances criteria, the claims process and evidence requirements can be found in the ‘Student Guide to Extenuating Circumstances’ which can be downloaded at:


This document is also available on the Blackboard FS Noticeboard.

Advice and support in making a claim can also be sought from your Personal Tutor, School Office, Student Support and Development Services and ASK at the Keele SU.

### 6.7.3 Absence from Examinations

If you miss an examination due to an exceptional situation or difficulty then you should submit an EC form with evidence. For first year examinations this will be dealt with by the Forensic Science examination board. For second or third year examinations which contribute to your degree, the School will submit your form together with covering form to the Sub-committee for Examination Absences and Coursework Extensions (SCEAC) which will process the form and decide on subsequent action. For advice on these matters please refer to the Forensic Science Administrator.

### 6.7.4 Retaking and resubmission of assessments

The University regulations governing assessment and examinations may be found at:

[http://www.keele.ac.uk/regulations/regulation8/](http://www.keele.ac.uk/regulations/regulation8/)
6.7.5 Module failure and referral

Specific regulations (see also generic regulations in 6.6)

In Forensic Science, at first and second year level, failure in a module will normally occur if at least one of the following occurs:

A module mark of less than 40%

An examination mark of less than 30%

A laboratory component mark of less than 40%

You will be informed of your marks via eVision and a letter will be prepared for collection at the School Office which details any re-assessments that are offered to you. You should complete coursework referrals by the date given in letter and take any resit examinations at the next available opportunity.

In your final year modules there are no qualifying marks and also no referrals are permitted unless you fail to achieve the minimum requirements for an honours degree. All referral decisions will then follow from the University Final Examination Board.

6.7.6 Academic progression

Progression to the next year of study may be conditional on success in referrals taken during the summer vacation. In some instances progression will be allowed in any case and/or the module failure will need to be carried into the next year and completed during that time.

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)

6.7.7 Leave of Absence

If at any time you believe you need to be absent from the university for a period of time you should seek advice from your personal tutor or year tutor. If prolonged absence is appropriate then you may apply to the university for leave of absence which may cover periods of several months or a year if deemed necessary. See the university regulations at:

http://www.keele.ac.uk/regulations/regulation10/

Further information about leave of absence can be found here:

http://www.keele.ac.uk/ssds/thinkingofchangingorleavingyourcourse/
6.8 Academic misconduct

The term *academic misconduct* refers to academic offences such as plagiarism, collusion with others and cheating in examinations and tests through which a student may obtain academic advantage by submitting work for assessment that is not wholly and completely through their own efforts thereby contravening regulations.

You will receive a presentation on academic misconduct at the start of your degree course and be reminded about it in each subsequent year as well as in all modules you undertake during the course. If at any time you are uncertain about what a piece of assessed work entails or whether you may be at risk of committing misconduct you should speak to the tutor who has set the assignment well before submitting the work.

Forms of misconduct include but are not exclusively, the following:

- Submitting someone else’s work as your own, for example by copying text from websites, books or from another student etc and/ or not attributing the source of the text (referencing) (plagiarism).
- Working together with another student on an assignment that is meant to be independent work and submitting it as your own (collusion).
- Submitting work that was previously submitted by yourself for one module, for a second time either in complete or partial form (self-plagiarism)
- Forging any part of materials related to your academic assessment for advantage, including doctor’s notes or evidence submitted as part of an extenuating circumstances form.
- Failure to comply with examination regulations (which apply also during class tests). These include taking unauthorised notes into the examination room; using unauthorised calculators and other equipment; talking during exams; using a mobile phone or other communication device during exams.

A student guide to academic misconduct which you should study closely is available at:

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

The University Regulations on academic misconduct may be found in sections 8 and 10 of the regulations, available at:

[http://www.keele.ac.uk/regulations/regulation8/#d.en.19986](http://www.keele.ac.uk/regulations/regulation8/#d.en.19986)

A very good guide to Academic Integrity aimed particularly at new undergraduate students can be found here:

[http://www.keele.ac.uk/media/keeleuniversity/lpdc/downloads/Academic%20Integrity%20Guide.pdf](http://www.keele.ac.uk/media/keeleuniversity/lpdc/downloads/Academic%20Integrity%20Guide.pdf)
6.9 Appeals, Grievances and Complaints

If at any time you wish to object to any decision may by the university related to you academic study you should first seek advice from the various points of contact described in section, particularly from ASK. Following from this you may wish to submit an appeal or a grievance, details of which are given at:

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

http://www.keele.ac.uk/paa/governance/grievances/

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)

Appeals in relation to academic performance, for example due to failure to progress at the end of the academic year, may be found at:

http://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/assessmentexaminationsandappeals/

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. Otherwise you should speak to the year tutor or course director for forensic science about the matter. If you are dissatisfied with the response, or do not feel able to approach these members 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/

The regulations related to appeals and complaints are found at:

http://www.keele.ac.uk/regulations/regulation26/

6.10 Prizes

Each year we award prizes for excellence in academic work to those students who have performed particularly well in Forensic Science.
For the top student on an accredited degree route in the final year we award the Forensic Science Society Prize which is sponsored by the FSSoc and therefore has external recognition. See: http://www.forensic-science-society.org.uk/Awards/AccreditedUniversityAward

In the other years of the programme we award School (SPGS) prizes to the top students in each cohort.

Section 7: Student Feedback and Quality Assurance

Throughout the year we seek feedback from all our students on what they think about the course, their study environment and other aspects of student life at Keele. Some of that is informal such as discussions during laboratory classes for example, but there are more formal ways to facilitate two way feedback between the students and staff in Forensic Science. In addition, the external examiner has a role in assessing students’ view about the course and all of this information feeds into the Annual Course Review (ACR) by the Forensic Science Course Team which takes place in July and feeds into the CARD report which the course director has to prepare and defend to the School Learning and Teaching Committee the following September.

7.1 Forensic Science Staff-student Liaison Committee (SSLC) and StARs

Across the university each discipline has its own SSLC which is a forum that meets at least one per semester to exchange views on and to discuss issues on the student experience both within that principal subject and more generally at Keele. The SSLC reports to the Forensic Science Learning and Teaching Committee and a student representative from the SSLC is welcomed to meetings of the FSLTC.

The Forensic Science SSLC comprises around four student representatives (StARs) for each year of study together with the course director, year tutors and subject administrator. A chair is elected who is preferably one of the student body. The student members are volunteers who will submit to election by the student body should there be more volunteers than places. Training is provided early in semester one by the Keele Students Union (KSU) and we follow an agenda approved by KSU. Minutes are taken of each meeting and agreed actions are checked at subsequent meetings to ensure that issues are followed through. Documents such as module tutor’s reports and the external examiner’s report are also discussed by the SSLC.

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/.
7.2 Module Evaluation

At the end of each semester you will be asked to complete a form anonymously giving your views on each module you have studied that semester. These forms are then used by the module tutor in preparing the annual module report, inform module developments and used to assess the effectiveness of the modules from year to year.

7.3 Peer Observation of Teaching

From time to time a colleague may join a lecture or other teaching session not only to provide feedback to the staff member leading the session but also to learn from the teaching methods used. The lecturer involved is not being assessed; the exercise is a confidential two way exchange of views on the learning activities of the session and the presence of the observer should not impact on the experience of the students at the session.

7.4 The Forensic Science External Examiner

The standard of our degree and the quality of the assessment process are reviewed each year by the external examiner who is a senior academic from another university who is appointed for a period of four years. The current external examiner for Forensic Science is Prof Matthew Almond from Reading University. The external examiner in primarily concerned with assessments from the second and third years i.e. those which contribute to your final; degree result.

The external examiner reviews and approves all the examination papers for the second and third years before they are taken by the students and has access to all module mark sheets, marked examinations scripts and major pieces of coursework when he visits Keele for the final examination board in June. During his earlier visit, normally in the second semester, the external examiner talks to groups of final year students about their projects and any other issues related to their academic experience that he or they wish to raise for discussion. At no point does the external examiner individually assess or appraise any student.

Following these events the external examiner writes his report to the University which the Forensic Science Course Team are obliged to respond to and both documents are publically available on the University website.

The External Examiner reports for previous years and our responses to them are available at:

http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/undergraduate/

Section 8: Preparing of life after graduation

8.1 Preparation for employment

As part of your degree study, there will be some sessions in the second and third years principally aimed at raising your awareness of employability skills and preparing you for career-planning, post-graduation. These are devised in close association with the University Careers Service who provide you with support and guidance both during and after your time at Keele. Details on the provision may be found at:
http://www.keele.ac.uk/careers/

We will also provide information and advice on post-graduate study – MSc or PhD – and teacher training (PGCE).

8.2 Study Abroad

For many years Keele students have been studying abroad at a partner university for one semester of the second year. Mostly these exchanges have been to universities in USA, Canada and Australia where tuition is in English, but there are universities within the scheme in other countries as well. Each year 5 -7 forensic science students have taken part in this and studied modules equivalent to those at Keele during their semester at the partner university. The marks you achieve at the partner university will contribute to your final degree classification. There will be a presentation on this scheme at the start of your course and you should register an interest during the first semester.

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).

Within Chemical and Forensic Sciences the study abroad tutor is Dr Alex Radu (LJ1.06; ext 33392; email: a.radu@keele.ac.uk)

For more details on Study Abroad see: http://www.keele.ac.uk/studyabroad/

8.3 The Body Farm Summer Study Excursion

The “Body Farm” at the University of Tennessee, USA is a research centre for the study of forensic anthropology and more specifically the degradation of human remains. For the past few years we have organised and escorted groups of our second and third year students to this institute in July to take part in a week-long study-workshop in forensic anthropology, coupled to a few days of associated sight-seeing in the area. The cost for this is currently a little over £1000 and it should be emphasised that this is not a compulsory or contributory part of the course. However, many students have been keen to take part and have gained a lot both intellectually and
personally from it. A presentation on this will be given to all second year and interested third year students in the autumn semester. For further information contact Amy Cowles. The Body Farm website is at: http://fac.utk.edu/

8.4 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/.

8.5 Academic references

Any member of academic staff in Forensic Science will be happy to provide you with a reference at any time but would appreciate advance warning and some background to the related application. For final year job and post-graduate course applications, you may wish to ask individual members of staff in particular, but the year tutor and your project supervisor may be among those you would prefer to ask.

8.6 The Chartered Society of Forensic Sciences (CSFS)

The CSFS (formerly the Forensic Science Society) is a national body which represents the forensic science profession in the UK. Academic and practitioner forensic scientists can be elected as members or fellows of the society and it also offers e-student and associate membership for forensic science students and recent graduates in the discipline. The CSFS also organises conferences and workshops across the country including some aimed at the student audience and publishes the research journal Science and Justice.

In addition the CSFS runs a programme of accreditation and recognition for university degree courses which validates these qualifications against a series of standards approved by the profession.

Keele is now a CSFS accredited university for forensic science. The major route in Forensic Science is an accredited degree course and all the dual honours combinations including Forensic Science have achieved recognised status from the CSFS.
For more about the CSFS see: http://www.forensic-science-society.org.uk/home

8.7 The National Student Survey (NSS)

From January to March each year the National Student Survey (NSS) is open to all UK university students in their third (and usually final) year of study. This survey is your opportunity to give your opinions on what you liked about your time at Keele, in particular your degree course itself, as well as things that you felt could have been improved. Both Keele University and the Forensic Science Course Team take this very seriously and the results of the NSS survey input into our annual review of the course and how it is run.

We will remind you about the NSS Survey at the start of your final year and during semester two the university will remind students to complete it as a high completion rate is essential to obtain a clear picture of student opinion.

You may find out more about this at: http://www.thestudentsurvey.com/

8.8 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/