

## Course Information Document: Undergraduate

For students starting in Academic Year 2019/2020

### 1. Course Summary

<b>Names of programme(s) and award title(s)</b>	<p>BSc (Hons) Environment and Sustainability  BSc (Hons) Environment and Sustainability with International Year (see Annex A for details)  BSc (Hons) Environment and Sustainability with Work Placement Year (see Annex B for details)</p> <p><i>NB: the default award for the Single Honours Environment &amp; Sustainability is a BSc Honours degree. However, students who successfully complete at Level 6 60 credits or more of Social Sciences modules receive a BA Honours degree. The 60 credits can be made up of Education, Human Geography, Politics, Psychology and Criminology based modules and may include the 30 credits from the Dissertation if it is of a social science nature.</i></p>
<b>Award type</b>	Single Honours
<b>Mode of study</b>	Full time
<b>Framework of Higher Education Qualification (FHEQ) level of final award</b>	Level 6
<b>Duration</b>	<p>3 years  4 years with either the International Year or Work Placement Year between years 2 and 3</p>
<b>Location of study</b>	Keele University – main campus
<b>Accreditation (if applicable)</b>	This programme is accredited by: the Institution of Environmental Sciences (IES) and by the Institute of Environmental Management and Assessment (IEMA). For further details see the section on Accreditation.
<b>Regulator</b>	Office for Students (OfS)
<b>Tuition Fees</b>	<p><b>UK/EU students:</b>  Fee for 2019/20 is £9,250*</p> <p><b>International students:</b>  Fee for 2019/20 is £15,835**</p> <p>The fee for the international year abroad is calculated at</p>

\* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

\*\* We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

	15% of the standard year fee
	The fee for the work placement year is calculated at 20% of the standard year fee
<b>Additional Costs</b>	Please refer to the Additional costs section

**How this information might change:** Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

## 2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus more or less exclusively on Environment and Sustainability. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside Environment and Sustainability, in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

The Environment and Sustainability degree is highly interdisciplinary, drawing on teaching from three different Faculties within the University, integrating natural science perspectives of the environment with teaching on social science (e.g. politics) and health aspects of the environment. Hence this Single Honours programme is in keeping with Keele's tradition of a broad education.

The Environment and Sustainability programme may lead to either a BA or BSc award based on the nature of the modules and Dissertation carried out in the final year (Level 6). The Environment and Sustainability programme aims to create graduates who have an understanding of environmental and sustainability issues from both natural and social science perspectives. The programme is therefore designed so that Levels 4 and 5 students gain a background in both these areas, but are then able to specialise in either the social science or natural science aspects of environment and sustainability issues (or combine both natural and social sciences) in their final year.

## 3. Overview of the Programme

The study of environmental and sustainability problems and solutions is a rapidly growing academic field as societies around the world face increasing environmental threats posed by climate change, loss of biodiversity, depletion of resources and pollution of water bodies and the atmosphere. In order to tackle contemporary environmental and sustainability problems effectively, it is essential to have people who are conversant with both the scientific aspects and the human causes and costs of these complex problems.

The Environment and Sustainability degree at Keele University aims to produce graduates who are able to cross the traditional natural science-social science divide, providing tremendous opportunities to work in a range of sectors. Graduates will have a broad and deep understanding of environmental problems and be conversant with strategies for moving towards sustainability in many different contexts.

The programme is taught across three different faculties and integrates over eleven different disciplines including geosciences, life sciences, chemical sciences, politics and international relations, management and health. The first year provides students with the background and training in tackling environment and sustainability issues using a number of different approaches and disciplinary backgrounds. The training becomes more specialist in the second year, covering more applied sustainability areas while also providing students with training in carrying out independent research.

The four-year Work Placement option provides students with the opportunity to undertake a sustainability-focussed work placement (minimum 30 weeks full time (1,050 hours), or equivalent) between the 2<sup>nd</sup> and 3<sup>rd</sup> year of their degree programme.

There is a lot of flexibility in the final year for students to study in depth the areas of environment and sustainability which are of most interest to them, through a combination of independent study and taught

modules allowing students to specialise or to maintain a broad environment and sustainability portfolio and mould their degree to their interests and determine whether they graduate with a BSc or BA degree. This degree structure is designed to cater for those students with general interests in the environment and environmental and sustainability issues, and for those with clear environmental/sustainability career aspirations. Environment and Sustainability is a highly innovative degree programme, and a leader in its field in the United Kingdom and covers an incredibly exciting and relevant subject for today's society with ever-increasing employment prospects and career opportunities.

#### **4. Aims of the Programme**

The broad aims of the programme are to enable you to:

- develop a sound understanding of different natural science and social science perspectives of environment and sustainability issues and how these can be applied to tackle the world's environmental and sustainability problems, and be able to apply these different perspectives to these problems.
- be able to integrate scientific knowledge, and an awareness of social, economic and ethical issues, to address the management of the environment and tackle environmental problems such as climate change, water pollution, water resource scarcity and atmospheric pollution as well as wider sustainability issues.
- gain a wide-range of data collection and analysis skills, including the ability to carry out independent research relevant to the investigation of environmental and sustainability issues across the social and natural sciences.
- have developed to a high professional standard, generic employability skills in report writing and other written communication styles, information technology, numeracy, oral presentation, team work and independent work, problem solving and searching, and evaluating literature and related-resources.
- have gained experience of work in the environment and sustainability sector, including familiarisation with the professional working environment.

#### **5. What you will learn**

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

##### **Subject knowledge and understanding**

The structure of the programme and the options available emphasise the interdisciplinary context of the programme, with core modules from different Schools covering natural and social sciences as well as health and management perspectives, and optional modules further developing some of these themes from a range of different disciplines including politics, international relations, education, psychology, life sciences, sociology, geography, geology, chemistry and environmental science. The intended learning outcomes listed below are categorised into different broad disciplinary approaches and based on the core modules within the programme

##### **Interdisciplinary sustainability modules**

The interdisciplinary sustainability modules will allow successful students to:

- demonstrate knowledge and understanding of a range of core issues of sustainability and the concepts of environment and sustainability as seen by different disciplines;
- demonstrate an awareness of how interdisciplinary approaches work together and/or in tension;
- explain the environmental and social sustainability responsibilities of organisations;

- explain the environmental and social impacts of different sectors and activities within organisations (e.g. energy, transport, waste);
- explain the processes by which organisations can audit, improve, and monitor environmental and social impacts within the workplace;
- research the environmental and social impacts and their potential solutions, of an area of an organisation's operations;
- describe the ways in which people interact with their environment and their approaches to dealing with environmental problems;
- explain the complementary nature of physical science and social science approaches to tackling environmental issues;
- account for the relationship between 'hard scientific facts' and the contested nature of their interpretation in the environmental context.
- enhance their career knowledge;
- research an environmental issue relating to a specific geographical area, utilising a wide range of different sources and synthesise and present this as an oral presentation;
- apply theoretical knowledge and understanding of environment and sustainability issues to specific geographical and environmental contexts.
- carry out an in depth, interdisciplinary sustainability analysis of a specific case, using well-defined tools, as part of team and in a timely fashion;
- identify and explain the main models, methods and criteria for carrying out a sustainability analysis;
- apply key theoretical concepts and ethical principles in the field of sustainability in order to analyse critically a complex 'real life' case or problem;
- review and summarise the research and technical literature of a particular clean technology;
- develop a detailed critical appraisal in a report format of their chosen technology;
- critically evaluate the potential of their chosen clean technology in society's progress towards a more sustainable future.

## **Natural Sciences**

The natural science modules will allow successful students to:

- outline the ways in which ecological populations and communities function and interact;
- perform calculations involving simple population dynamics models;
- evaluate basic theories and concepts in ecology and conservation;
- describe the ecology and environmental issues of a specified ecosystem;
- describe the internal structure and composition of the Earth and its development since the formation of the Solar System;
- demonstrate an understanding of the theory of plate tectonics, its manifestation on the Earth's current surface, and the consequences of its operation in the geological past;
- recognise and describe minerals in hand specimen and thin section using a hand lens, petrological microscope and related techniques;
- describe the three major subdivisions of rocks in terms of how they are formed and how their properties relate to environmental science issues;
- use techniques for the acquisition, interpretation, analysis and visualisation of geoscience data (e.g. geological maps);
- interpret geological maps in order to understand the geological structure and stratigraphy of specific study areas, and be able to synthesise observations and interpretations within a geological report.
- discuss a broad range of human impacts on the environment and their wider significance and possible solutions;
- communicate effectively in written form about an environmental issue, including possible solutions and barriers to their adoption, in an interesting, engaging and informative way;
- describe and explain, in scientific terms, the key causes of negative environmental impacts on air, water and soil quality.

## Social Sciences

The social science modules will allow successful students to:

- explain the emergence of 'the environment' as an object of social scientific study and political debate;
- explain the development of, and debates about, the concepts of 'sustainable development' and 'sustainability';
- identify and critically discuss - by applying relevant conceptual tools - the social, political, economic, and cultural factors that have led to the problem of 'unsustainability';
- analyse the historical origins and the evolution of the concepts of corporate governance and social responsibility;
- understand the use of relevant theoretical frameworks to analyse corporate governance and social responsibility issues;
- systematically and critically evaluate corporate governance, social issues, and environmental issues;
- critically assess the role of the accounting profession in encouraging development of corporate governance codes, examining their impacts on corporate performance;
- critically assess the role of green policies and socially responsible investment in the development of accounting for corporate responsibility;
- critically appraise the key issues of corporate governance and environmental accounting for business strategy;
- demonstrate the complex way in which businesses governance relates to internal and external stakeholders, and to the natural environment;
- use of tools, techniques and strategies for managing and supporting corporate governance and social responsibility in practice;
- contribute to the future of corporate governance practice and social responsibility performance and reporting, to enhance the *skills of reviewing and presenting scholarly work, and to develop skills of theorizing empirical observations*.
- distinguish between a range of perspectives on environmental issues and appreciate how environmental issues may be understood as political issues;
- identify and explain the political dimensions of environmental issues, while understanding the particular historical, cultural and social contexts in which they arise;
- identify and explain the range of strategies available for bringing about environmental-political change, including the policy process at different levels, corporate environmental responsibility, and social movement activism;
- apply conceptual tools in order to analyse critically environmental problems and controversies;
- interpret and distinguish between different theoretical and empirical approaches to the study of global and transboundary environmental problems;
- analyse key problems in the international relations of the environment, integrating theoretical concepts and empirical material;
- demonstrate knowledge, understanding and the ability to critically evaluate the effects differing environmental factors can have on human mental and physical health;
- understand the effect the changing environment may have on human mental and physical health and to demonstrate knowledge and the ability to critically evaluate these changes.

## Subject specific skills

Successful students will be able to:

- collect and record qualitative and quantitative information in the field pertinent to solving environmental problems;
- plan, design and execute an independent piece of project work relevant to environment and sustainability, including acquisition and recording of data in the field, followed by the processing, interpretation and presentation of this data, and the production of a final report;
- develop practical skills, including note-taking and representation of data in graph or table formats;

- undertake exercises involving geological maps and cross-sections, and the ability to deduce a sequence of geological events from a geological map;
- make safe and effective use of a range of field equipment commonly used by the environmental science profession and develop an understanding of the scope and limitations of such equipment;
- undertake effective fieldwork with due regard for safety, risk assessment, rights of access, relevant health and safety regulations and sensitivity to the impact of investigations on the environment;
- work safely in a scientific laboratory, with awareness of standard methods and procedures and with due regard for risk assessment and relevant health and safety regulations;
- employ a variety of technical and laboratory-based methods for the collection and analysis of information relevant to the environment;
- combine and interpret different types of living and non-living evidence relevant to the environment using quantitative and qualitative approaches;
- appreciate the issues of sample selection, accuracy, precision and uncertainty during collection, recording and analysis of environmental data in the field and laboratory;
- use powers of observation, analysis and imagination to make decisions in the light of uncertainty;
- critically evaluate the different approaches to sustainability in an urban context and frame policy questions in relation to a variety of temporal and spatial scales;
- apply theoretical tools in the analysis of environmental problems and controversies;
- appreciate the dynamic nature of the discipline and understand the contribution of research to the development of knowledge;
- apply appropriate methods and approaches to the assessment of a particular environmental problem or case;
- understand the principles, theory and practice of risk assessment;
- be able to conceptualise the interaction of human and physical systems and the operation of natural hazards at their interface;
- identify a range of interdisciplinary strategies and methods for analysing and responding to environmental problems in order to promote sustainability;
- demonstrate an awareness of how interdisciplinary approaches work together and/or in tension demonstrate familiarity with a range of ecological and geochemical laboratory and field techniques and collect, synthesise, evaluate and present environmental (geochemical, ecological, geological) data;
- describe and apply appropriate techniques and methodologies within the context of environment and sustainability field data collection;

### **Key or transferable skills (including employability skills)**

Successful students will be able to:

- recognise and use subject-specific theories, concepts and principles to make reasoned decisions and solve problems;
- analyse, synthesise and summarise data and information critically, including undertaking prior research;
- collect and integrate several lines of evidence to formulate and test hypotheses, and make critical judgements;
- apply knowledge and understanding to address familiar and unfamiliar problems;
- assess the merits of contrasting theories, explanations and policies;
- recognise the moral and ethical issues of investigations and appreciate the need for professional codes of conduct;
- develop an adaptable and flexible approach to study and work;
- identify and work towards targets for personal, academic and career development;
- take responsibility for their own learning and develop a habit of reflection upon that learning;
- employ good presentation skills;
- undertake research work independently;
- employ self-directed modes of learning;
- practically apply academic research;
- analyse, evaluate and report published research;

- develop collaborative and leadership skills through working as a member of a team to prepare a team oral presentation, and through participation in tutorial discussions;
- use good oral and written communication skills;
- identify and formulate effective arguments.
- develop and sustain effective approaches to learning and study, including time management, flexibility, creativity and intellectual integrity;
- communicate effectively to a variety of audiences in written, verbal and graphical forms;
- work with numerical data using appropriate qualitative and quantitative techniques, as well as computer software packages;
- work effectively with a variety of types of information technology to analyse and present information and data, as well as solve numerical problems;
- demonstrate competence in spatial awareness and observation;
- conduct field and laboratory studies;
- reference work in an appropriate manner;
- work with information handling and retrieval systems using data from a wide range of sources;
- work effectively both as an individual and as part of a group or team, recognising and respecting the viewpoints of others;
- sustain motivation to work towards a goal over an extended period of time;
- evaluate their own employability skills (via a SWOT Analysis) and develop their own intended learning outcomes (ILOs);
- develop, through practice in the work place, the work-related skills identified through their SWOT analysis and ILOs;
- apply academic theory learnt as part of the taught degree to real situations in the work place;
- critically evaluate their learning from the work placement;
- explain how the professional environmental sector operates and what skills are needed to develop their career; gather and synthesize information and use this information to discuss, in written form, a variety of environmental issues;
- communicate ideas and arguments effectively in a range of written and oral formats including the use of standard academic requirements such as referencing;
- work with team members to identify, distribute and undertake tasks necessary to complete a project. reflect on and evaluate his/her own learning experience in order to improve the learning experience in future stages of the programme;
- communicate professionally in video format the conclusions and recommendations for future improvements from research into an aspect of the sustainability operations of the University;
- reflect on their own learning and the links between course material and their own lives.
- design a piece of research achievable as a third year dissertation project and applicable to the field of environment and sustainability, showing an ability to synthesize the research literature, select appropriate techniques for data collection and analysis, and understand ethics and risk assessment;
- present their research in an engaging poster format and discuss their research with their peers;
- effectively and fluently communicate complex arguments supported by appropriate evidence in oral form;
- recognise responsibilities as a local, national and international citizen;

## 6. How is the Programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. They include the following:

- Lectures
- Tutorials, seminars and workshops
- Practical classes
- Field courses
- Work placements
- Individual progress interviews, including profiling/ personal development planning (PDP)

- Directed reading
- Group presentations and linked discussion

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways.

## 7. Teaching Staff

As Environment and Sustainability is such an interdisciplinary subject, the current staff that deliver the Environment and Sustainability Programme come from a range of different Faculties and Schools including the School of Geography, Geology and the Environment, the School of Life Sciences, the School of Politics, International Relations and Environment, the School of Health and Rehabilitation, and the Keele Management School. The teaching and research profiles of the staff that currently deliver and support the Environment and Sustainability programme can be found on the different School websites.

There is a strong emphasis on enhancing the student learning experience within the School of Geography, Geology and the Environment, which has developed a national reputation for its learning and teaching activities. The Environmental programmes at Keele have received several Keele Teaching Innovation Awards and course developments within the Environment and Sustainability programme have received external funding and recognition from the Higher Education Academy Geography, Earth and Environmental Sciences subject centre, the HEA Education for Sustainable Development project and the Higher Education Funding Council for England. In recent years, several University and National awards for Excellence in Learning and Teaching have been awarded to staff within the Environment and Sustainability teaching team. Staff actively participate in teaching and learning activities, many staff hold a Postgraduate Certificate qualification in Learning and Teaching in Higher Education and are Fellows of the Higher Education Academy (the professional body for teaching and learning in higher education), and several staff members are actively involved with pedagogic research that seeks to identify ways in which the student learning experience within environmental programmes can be enhanced. The Environment and Sustainability programme has also been shortlisted within the 'Courses' category in the high profile 'Green Gown' awards.



The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

## 8. What is the Structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from course to course, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April.

Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

There are three types of module delivered as part of your programme. They are:



- Compulsory modules – a module that you are required to study on this course;
- Optional modules – these allow you some limited choice of what to study from a list of modules;
- Elective modules – a free choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

A summary of the credit requirements per year is as follows, with a minimum of 90 subject credits (compulsory plus optional) required for each year.

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
1	105	0	15	0	15
2	90	15	30	0	15
3	60	30	60	0	30

## Module lists

### Year 1 (Level 4)

Compulsory modules	Module Code	Credits	Semester
Studying the Environment	ESC-10061	15	1-2
Introductory Geology for the Environmental Sciences	ESC-10045	15	1
Biodiversity, Ecology and Environment	LSC-10062	30	1-2
The Politics of Sustainability	PIR-10047	15	1
Greening Business: Employability and Sustainability	ESC-10043	15	2
People and the Environment	ESC-10041	15	2
Optional modules	Module Code	Credits	Semester
Fundamentals of Physical Geography	ESC-10039	15	1
Introductory Environmental Chemistry	CHE-10044	15	2
Global Warming or a New Ice Age	ESC-10032	15	2
Environmental Ethics	PIR-10059	15	2

Field courses	
Studying the Environment (local area)	Introductory field day to explore the different aspects of environmental science and sustainability at a local field site (1 day).
Studying the Environment (Centre for Alternative Technology)	A residential weekend to the Centre for Alternative Technology, exploring renewable energy, sustainable living and building, and the geology and physical landscape of the local area.
Studying the Environment (North Wales)*	Residential field course in North Wales, looking at the ecology of marine and terrestrial environments and the environmental impacts of historical mining activities, includes a day of lab work at Keele (5 days).

**\*Note about field courses:** these may change depending on factors such as staff availability, staff changes, staff expertise, costs, student numbers, other factors outside of our control (earthquakes, volcanic eruptions etc.). Locations of 'local area' field days change on a year by year basis.

### Year 2 (Level 5)

Compulsory modules	Module Code	Credits	Semester
Human Impacts on the Environment: Scientific	ESC-20017	15	1

Perspectives			
Work Placement module	ESC-20051	15	1-2
Health and the Environment	PTY-20020	15	2
Corporate Governance and Social Responsibility	MAN-20082	15	2
Environmental and Sustainability Impact Assessment and Research Planning	ESC-20079	30	1-2
<b>Optional modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Semester</b>
Environmental Politics and Policy	PIR-20067	15	1
Environmental Analytical Methods	ESC-20032	15	2
Sustainable Chemistry	CHE-20032	15	2
Reconstructing Past Environments	ESC-20002	15	2
Dynamic Geographies	ESC-20050	15	2
Geoscience and Society	ESC-20037	15	2
Research and Analytical Skills	LSC-20056	15	2
Regional Landscapes	ESC-20030	15	1
Living Together: Behaviour, Co-operation and Conflict	LSC-20062	15	2
<b>Module rules:</b> At least one Politics optional module must be selected			

<b>Field courses</b>	
Environmental and Sustainability Impact Assessment and Research Planning (local)	Based in a local country park, students work in project groups to undertake an Environmental Impact Assessment (EIA). (1 day)
Environmental and Sustainability Impact Assessment and Research Planning (residential)	A residential field course investigating issues of environmental science and management (6-8 days depending on dates of Easter vacation). In 2016/17 options were the Lake District, UK or Bordeaux, France.

**\*Note about field courses:** these may change depending on factors such as staff availability, staff changes, staff expertise, costs, student numbers, other factors outside of our control (earthquakes, volcanic eruptions etc.). Locations of 'local area' field days change on a year by year basis.

## Work Placement Year

Students taking the 4-year with 'work placement year' undertake their work placement between Year-2 and Year-3 of their degree programme. During the work placement year, students undertake a work placement (minimum 30 weeks full time (1,050 hours) or equivalent) with an environmentally-focussed company or organisation. Students take the year-long, non-credit bearing module:

<b>Core modules</b>	<b>Credits</b>
Work Placement Year	n/a

## International Year

Information relevant to students taking the International Year is available in Annex A.

## Year 3 (Level 6)

<b>Compulsory modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Semester</b>
Dissertation	ESC-30047	30	1-2
Clean Technology	ESC-30040	15	1

Environment and Sustainability Case Study	ESC-30046	15	1
<b>Optional modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Semester</b>
Contemporary topics in environmental science	ESC-30045	15	1
Economic Development and Environmental Transformation	GEG-30016	15	2
Trees in their Environment	LSC-30017	15	2
Applied Insect Ecology	LSC-30003	15	1
Applied Fish Biology	LSC-30006	15	2
Conservation Biology	LSC-30043	15	1
Natural Hazards	ESC-30009	15	1
Global Environmental Change	ESC-30018	15	1
Applied GIS	ESC-30044	15	1
Coastal Environments	ESC-30027	15	2
Water Resources	ESC-30020	15	2
Glaciers and Glacial Geomorphology	ESC-30006	15	1
Environmental Politics in the US	PIR-30129	15	2
Happiness and Wellbeing	PSY-30096	15	2
Environmental Crime	CRI-30051	15	1
Education for Global Citizenship	EDU-30082	15	1
Animals and Society	GEG-30021	15	1

**Field courses:** any field courses undertaken during the third year will depend on the modules chosen. It should be noted that for many students their Dissertation research is likely to include a significant amount of fieldwork.

For further information on the content of modules currently offered, including the list of elective modules, please visit: [www.keele.ac.uk/recordsandexams/az](http://www.keele.ac.uk/recordsandexams/az)

## 9. Final and intermediate awards

Credits required for each level of academic award are as follows:

<b>Honours Degree</b>	360 credits	<p>You will require at least 120 credits at levels 4, 5 and 6</p> <p>You must accumulate at least 270 credits in Environment and Sustainability (out of 360 credits overall), with at least 90 credits in each of the three years of study, to graduate with a named single honours degree in Environment and Sustainability.</p> <p>The default award for the Single Honours Environment &amp; Sustainability is a BSc Honours degree. However, students who successfully complete at Level 6 60 credits or more of Social Sciences modules receive a BA Honours degree. The 60 credits can be made up from Education, Human Geography, Politics and Criminology based modules, and may include the 30 credits from the Dissertation if it is of a social science nature.</p>
<b>Diploma in Higher Education</b>	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
<b>Certificate in Higher Education</b>	120 credits	You will require at least 120 credits at level 4 or higher

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**Environment and Sustainability with International Year:** in addition to the above students must pass a module covering the international year in order to graduate with a named degree in Environment and Sustainability with international year. Students who do not complete, or fail the international year, will be transferred to the three-year Environment and Sustainability programme.

**Environment and Sustainability with Work Placement Year:** in addition to the above students must pass a non-credit bearing module covering the placement year in order to graduate with a named degree in Environment and Sustainability with placement year. Students who do not complete, or fail the Placement year, will be transferred to the three-year Environment and Sustainability programme.

## 10. How is the Programme assessed?

The wide variety of assessment methods used within Environment and Sustainability at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance.

Students experience a wide-range of assessment types throughout the Environment and Sustainability degree programme, the exact combination of assessments and split between coursework and exams is dependent on the option module choices that students make throughout their degree. The range of assessments that students will encounter has been designed to promote engagement with employability skills and subject-specific skills.

The following list is representative of the variety of assessment methods used within Environment and Sustainability:

- **Unseen closed and open book examinations** in different formats test students' knowledge and understanding of the subject. Examinations may consist of essay, short answer and/or multiple choice questions, and paper comprehension.
- **Technical reports** require you to describe the process and progress of a scientific investigation, including engagement with and analysis of scientific data, and present this in a clear and concise format. Some technical reports may require you to make recommendations.
- **Poster presentations:** enable students to develop their communication skills and summarize the findings of their research in a clear, concise and professional format. Posters may be presented in the form of a 'conference-style' presentation session whereby students give an oral summary of their work. Posters may be completed in small groups or as individuals.
- **Oral presentations** assess individual students' subject knowledge and understanding. They also test their ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development.
- **Field Course Portfolios** document a range of activities and exercises undertaken in the field, either individually or in small groups.
- **Field Notebooks** allow you to document and record your field-based observations, including the use of field sketching, to enable you to better understand the unfamiliar field environment in which you are working in.
- **Reflective Diaries** enable you to critically reflect on your learning experiences, for example as part of a work placement experience. They are assessed on the quality of this reflection and on their ability to respond constructively to the challenges and difficulties they encounter in the process of their own creative development and learning.
- **Essays** allow you to demonstrate your ability to articulate ideas clearly using argument and reasoning skills and with close reference to the contexts and critical concepts covered in the modules. Essays also

develop and demonstrate research and presentation skills (including appropriate scholarly referencing).

- **Laboratory reports** – structured proformas and full lab reports are formal summaries of work carried out in the laboratory and test students' understanding of the practical aspects of the programme and develop the skills necessary to enable students to present and analyse their results.
- **Class tests** taken either conventionally or online via the Keele Learning Environment (KLE) assess students' subject knowledge and their ability to apply it in a more structured and focused way.
- **Dissertations** enable students to explore in depth an area of particular interest through a substantial piece of focused research and writing, and test their ability to formulate and answer research questions.
- **Research projects and reports** test student's knowledge of different research methodologies and the limits and provisional nature of knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using appropriate methods.
- **Peer assessment:** in some cases students will be involved in marking other students' work, usually with a prescriptive marking guide. This helps students to appreciate where marks are gained and lost and gives them the opportunity to see the common mistakes made by other students.
- **Reviews** of other scholars' work test students' ability to identify and summarise the key points of a text and to evaluate the quality of arguments and the evidence used to support them. In the case of work based on empirical research, reviews also assess students' knowledge of research methodologies and their ability to make critical judgements about the appropriateness of different strategies for collecting and analysing data.
- **Group videos** demonstrate students' ability to present research in a video format, requiring careful consideration of the key material to be included, and how best to effectively communicate a message. Such project also require students to gain experience in working effectively in a group environment

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

## 11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Undergraduate courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of modules. The figures below are an example of activities that a student may expect on your chosen course by year/stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity	Year 1 (Level 4)	Year 2 (Level 5)	Year 3 (Level 6)
Scheduled learning and teaching activities	24%	24%	14%
Guided independent Study	76%	70%	86%
Placements	0%	6%	0%

## **12. Accreditation**

The Environment and Sustainability programmes are accredited by the Institution of Environmental Science. Successful completion of the programme will assure this accreditation is met allowing students to become Graduate members of the IES upon graduation.

## **13. Regulations**

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

### **Course Regulations**

For full details, please view the Course Regulations (Annex C).

Students should note that it is not possible to take both the Work Placement Year and International Year options.

A student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

## **14. Other learning opportunities**

### **Study abroad (semester)**

Students on the Environment and Sustainability programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (<http://www.keele.ac.uk/studyabroad/partneruniversities/>); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

### **Study Abroad (International Year)**

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided at Annex A.

### **Fieldwork**

Fieldwork is an essential part of the training in the field of Environment and Sustainability, providing both the opportunity to acquire and practice field-based skills, to develop skills of observation and recording and to work as effective members of a team.

Keele is ideally located to be able to integrate a large component of field work into its environmental programmes with a wide range of habitats in easy reach. These include the Keele campus itself with its lake system and extensive woodlands, in addition to the mining and industrial heritage of the local area providing ideal opportunities for the study of the impact of these activities on the environment. The field courses in the second year provide the opportunity to investigate environmental science and management issues and environmental change within an unfamiliar environment. Students are also encouraged to make the most of other opportunities for field work with external organisations such as Operation Wallacea, which can form part of students third year independent project work.

## 15. Additional costs

### Field Course Costs

All students will do mandatory field courses as part of their degree programme. There is a range of field courses and these are provided at no cost. Independent project work carried out by students for their Dissertation may be associated with additional costs.

The University provides significant financial support for the compulsory fieldwork elements of the degree programme and the costs of travel and accommodation for compulsory field courses are fully paid for by the University up to and including Year 2.

ALL Environment and Sustainability students undertake an independent research project in their final year, which MAY include fieldwork. Students are responsible for organising their own transport and accommodation as well as paying any costs incurred whilst carrying out fieldwork. These costs are extremely variable as they are dependent on where the student carries out their project. Costs are minimal if the project work is undertaken in the students' local area.

**IMPORTANT:** Students are expected to have adequate clothing for field trips. We reserve the right to change the venues of field courses due to both cost and academic considerations. Some field courses are fully or partly catered for. Others are self-catered and students are expected to purchase meals (e.g. lunch and/or evening meal).

### **Environment and Sustainability Work Placement Costs**

Students will be responsible for organising their own work placement, with the support of the module tutors. This allows students to choose when and where to carry out their work placement, taking into consideration the potential living and travel expenses incurred and the effect on other times available to earn money. Students are encouraged to consider the potential costs incurred in carrying out the work placements at the time of setting these up. Further guidance and support on these considerations is available from the module tutors.

Activity	Estimated cost
Field courses - compulsory	£0
Field courses – optional	£0
Equipment - waterproof clothing and footwear for field courses	£150
<b>Total estimated additional costs</b>	<b>£150</b>

We try to ensure that core text books are supplied by the library in adequate number or are available as E-books. However, students may choose to purchase their own copies of books for ease of access.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are

reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

We do not anticipate any further costs for this undergraduate programme.

*NB:* as detailed in the Course Regulations (Annex C), should you be required to retake the Introductory Environmental Chemistry module you will be charged additional fees.

## 16. Document Version History

**Date of first approved version (v1.0):** 5<sup>th</sup> October 2018

Revision history

Version number <sup>1</sup>	Author	Date	Summary of and rationale for changes

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<sup>1</sup> 1.1, 1.2 etc. are used for minor changes and 2.0, 3.0 etc. for major changes (as defined in the University's Guidance on processes supporting curriculum changes)



## Annex A

### Environment & Sustainability with International Year

<b>International Year Programme</b>
<p>Students registered for Single Honours Environment &amp; Sustainability may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Environment &amp; Sustainability with International Year'. Students accepted onto this programme will have an extra year of study (the International Year) at an international partner institution after they have completed Year 2 (Level 5) at Keele.</p> <p>Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the Environment &amp; Sustainability and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.</p> <p>Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for 'Environment &amp; Sustainability with International Year'.</p>
<b>International Year Programme Aims</b>
<p>In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with:</p> <ol style="list-style-type: none"><li>1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject</li><li>2. Experience of a different culture, academically, professionally and socially</li></ol>
<b>Entry Requirements for the International Year</b>
<p>Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.</p> <p>The criteria to be applied are:</p> <ul style="list-style-type: none"><li>• Academic Performance (an average of 60% across all modules at Level 5 is normally required)</li><li>• General Aptitude (to be demonstrated by application for study abroad, interview during the 2<sup>nd</sup> semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1<sup>st</sup> and 2<sup>nd</sup> year tutors and programme director)</li></ul>
<b>Student Support</b>
<p>Students will be supported whilst on the International Year via the following methods:</p> <ul style="list-style-type: none"><li>• Phone or Skype conversations with Study Abroad tutor, in line with recommended Personal Tutoring meeting points.</li><li>• Support from the University's Global Education Team</li></ul>
<b>Learning Outcomes</b>
<p>In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:</p> <ol style="list-style-type: none"><li>i) Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments</li><li>ii) Discuss the benefits and challenges of global citizenship and internationalisation</li></ol>

- iii) Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

In addition, students who complete 'Environment & Sustainability with International Year' will be able to:

- iv) apply their experiences abroad to the specific Graduate Attributes associated with their Environmental Science degree programme;
- v) integrate, apply and develop fundamental environmental science principles to describe and explain phenomena and solve problems in the context of selected topics within contemporary Environmental Science

These learning outcomes will all be assessed by the submission of a satisfactory individual learning agreement, the successful completion of assessments at the partner institution and the submission of the reflective portfolio element of the international year module.

### Course Regulations

Students registered for the 'Environment and Sustainability with International Year' are subject to the course specific regulations (if any) and the University regulations. In addition, during the International Year, the following regulations will apply:

Students undertaking the International Year must complete 120 credits, which must comprise *at least 40%* in the student's discipline area.

This may impact on your choice of modules to study, for example you will have to choose certain modules to ensure you have the discipline specific credits required.

Students are barred from studying any Environment and Sustainability module with significant overlap to Level 6 modules to be studied on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

### Additional costs for the International Year

Tuition fees for students on the International Year will be charged at 15% of the annual tuition fees for that year of study, as set out in Section 1. The International Year can be included in your Student Finance allocation, to find out more about your personal eligibility see: [www.gov.uk](http://www.gov.uk)

Students will have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some Governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

## Annex B

### Environment and Sustainability with Work Placement Year

#### Work Placement Year summary

Students registered for Single Honours Environment and Sustainability may either be admitted for or apply to transfer during their studies to the Single Honours 'Environment and Sustainability with Work Placement Year'. Students accepted onto this programme will have an extra year of study (the Work Placement Year) with a relevant placement provider after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the Work Placement Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Work Placement Year will normally revert to the 3-year Environment and Sustainability programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for 'Environment and Sustainability with Work Placement Year'.

#### Work Placement Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Work Placement Year aims to provide students with:

1. the opportunity to carry out a long-term work-based learning experience
2. first-hand experience of the work place environment in a role highly relevant to the degree.

#### Entry Requirements for the Work Placement Year

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Passed all Year-1 and Year-2 Semester 1 modules with an overall module average of > 55%
- General Aptitude (to be demonstrated by application(s) to relevant placement providers with prior agreement from the Programme Lead, interview during the 2<sup>nd</sup> semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1<sup>st</sup> and 2<sup>nd</sup> year tutors and Programme Lead)
- Students undertaking work placements will be expected to complete a Health and Safety checklist prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based.
- (*International students only*) Due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

Students may not register for both an International Year (see Annex A) and a Work Placement Year; students registered for 'Environment and Sustainability with Work Placement Year' are exempt from studying an International Year.

### **Student Support**

Students will be supported whilst on the Work Placement Year via the following methods:

- Regular contact between the student and a named member of staff who will be assigned to the student as their University supervisor. The University supervisor will be in regular contact with the student throughout the year, and be on hand to provide advice (pastoral or academic) and liaise with the Placement supervisor on the student's behalf if required.
- Two formal contacts with the student during the placement year: the University supervisor will visit the student in their placement organisation at around the 5 weeks after placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of the placement.

### **Learning Outcomes**

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete 'Environment and Sustainability with Work Placement Year' will be able to:

- i) Critically evaluate their learning from the work placement.
- ii) Explain how the professional environmental sector operates and what skills are needed to develop a career within it.
- iii) Apply academic theory learnt as part of the taught degree to real situations in the work place.

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (ESC-30042) which involves:

- i) 10 hours of scheduled learning and teaching activities comprising workshops covering: CV and cover letter production, finding a placement, personal skills audits, internship/placement preparation, and pre-departure briefing including completion of necessary paperwork.
- ii) Mid-Placement Portfolio completion (a strength, weaknesses, opportunities and threats (SWOT) self-analysis; a personal action plan aimed at strengthening employability skills; and a performance report from the placement host).
- iii) End of placement Portfolio (a reflective diary of the placement experience; and a final performance report from the placement host).

### **Course Regulations**

Students registered for the 'Environment and Sustainability with Work Placement Year' are subject to course specific regulations (if any) and the University regulations. In addition, during the Work Placement Year, the following regulations will apply:

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated 'Work Placement Year' module (ESC-30042)
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. The placement supervisor will be responsible for ensuring that the placement experience

meets the agreed contract agreed with the University.

- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

Students will be expected to behave professionally in terms of:

(i) conforming to the work practices of the organisation; and

(ii) remembering that they are representatives of the University and their actions will reflect on the School and have an impact on that organisation's willingness (or otherwise) to remain engaged with the placement.

#### **Additional costs for the Work Placement Year**

Tuition fees for students on the Work Placement Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Work Placement Year can be included in your Student Finance allocation; to find out more about your personal eligibility see: [www.gov.uk](http://www.gov.uk)

Students will have to bear the costs of travelling to and from their placement provider, accommodation, food and personal costs. Depending on the placement provider additional costs may include parking permits, travel and transport, suitable clothing, DBS checks, and compulsory health checks.

A small stipend may be available to students from the placement provider during the placement but this will need to be explored on a placement-by-placement basis as some organisations, such as charities, may not have any extra money available. Students should budget with the assumption that their placement will be unpaid.

Eligibility for student finance will depend on the type of placement and whether it is paid or not. If it is paid, this is likely to affect student finance eligibility, however if it is voluntary and therefore unpaid, should not affect student finance eligibility. Students are required to confirm eligibility with their student finance provider.

International students who require a Tier 4 visa should check with the Immigration Compliance team prior to commencing any type of paid placement to ensure that they are not contravening their visa requirements.

## Annex C: BSc/BA Environment and Sustainability Course Regulations

### BSc/BA Environment and Sustainability (SH)

#### BSc/BA Environment and Sustainability with Work Placement Year

#### BSc/BA Environment and Sustainability with International Year

*These regulations supplement the relevant University Academic Regulations which are to be found on the University website and in the University Calendar. In the event of a contradiction or other discrepancy between these regulations and University Academic Regulations, the University Academic Regulations shall be authoritative, unless approval has been given by Senate for a variation from the University Academic Regulations.*

### 1. Attendance Requirements

Students are required to attend all practical classes, tutorials, seminars, field courses and lectures. Attendance at all these sessions is monitored and checked by the academic support staff. Any absences due to exceptional circumstances should be notified as soon as possible to the School Office who will then pass on this information to tutors, as necessary. Any exceptional circumstances must be notified using the appropriate form following University regulations. Students who display a poor attendance record for no good reason are likely to be subject to disciplinary action. In addition, when taking modules from subjects other than those in the School of Geography, Geology and the Environment students must inform themselves of, and abide by, any additional attendance and notification requirements of that particular School.

Self-certification of illness as a reason for absence from compulsory classes will be accepted for no more than three occasions per Semester. Any subsequent absence for reasons of illness must be accompanied by a doctor's note.

Individual modules within the Environmental Science programmes have specific attendance regulations:

#### ***Life Science (LSC) module attendance***

Attendance at practical classes, tutorials and seminars is compulsory in the School of Life Sciences. Registers will be taken at all compulsory sessions. It is the student's responsibility to ensure that they are recorded on the register as present. The office should be contacted by telephone on (01782) 733028 or (01782) 733677 or by e-mail at [lifesci-office@keele.ac.uk](mailto:lifesci-office@keele.ac.uk) as soon as possible to report an absence.

Failure to attend one compulsory session without good cause will result in an informal warning letter from the year tutor. Failure to attend any subsequent sessions without good cause will lead to the issuing of a formal warning from the Head of School. A maximum of two formal warnings will be issued and a fourth absence will result in a 3<sup>rd</sup> and final warning from the Director of Academic Services, which could result in the requirement to **withdraw** from the University.

The following School (Life Sciences) regulations will also apply:

- A student who is absent without good cause from 50% or more of the compulsory sessions in any module may be deemed to have failed the module.
- Self-certification of illness as a reason for absence from compulsory classes will be accepted for no more than two classes per module. Any subsequent absence for reasons of illness must be accompanied by a doctor's note.

#### ***Chemical Science (CHE) module attendance***

Attendance at practical sessions is compulsory. **You cannot pass Introductory Environmental Chemistry unless you gain a mark of at least 40% for the practical component of the module.** Unsatisfactory attendance will result in automatic failure of the module. Students who fail Introductory Environmental Chemistry will need to

re-take the module the following academic year and will be **charged additional fees** to do so. You must arrive in good time for the commencement of laboratory sessions and may only leave prior to the end time with the express permission of the academic staff member in charge of the laboratory.

## **2. Regulations governing fieldwork**

Students are expected to read the online Safety Handbook for the School of Geography, Geology and the Environment at registration in Year 1. Students are required to sign an agreement that they have read the Safety Handbook, and that they will abide by the rules and regulations governing the efficient working, safety and welfare of all members both within the School and in the field

Students are required to follow all instructions provided by course staff within the Safety and Field Course Handbooks and in person in the field. This includes instructions given by postgraduate demonstrators. Students must make staff aware of any pre-existing medical conditions or other issues that may be relevant to field course safety prior to attending the field course.

Students, who by thoughtless actions or rowdy behaviour put the course, other students and the reputation of the University in jeopardy, will be immediately sent home to face disciplinary procedures by the University. Additionally, they will be required to attend the next scheduled field course as a re-assessment and at their own expense. Examples of serious misconduct include: wilful damage to property, injury to persons, ingestion of alcohol or illegal substances in the field so as to endanger themselves or other members of the course, improper use of safety equipment and/or failure to attend commitments.

## **3. Form and submission of in-course assessments:**

The form and submission of coursework are determined by module leaders and announced in module documentation. Unless otherwise stated, work should be word processed. Students must familiarise themselves with the module documentation for information about how specific coursework assessments should be submitted. When taking modules from subjects other than those from within Geography, Geology and the Environment, students must inform themselves of, and abide by, the assessment and submission requirements of that School.

In the absence of agreed exceptional circumstances, work submitted late but within one week of the deadline will be marked to a maximum of 40%. Work submitted more than one week late will be given a mark of zero. Requests for extensions to deadlines should be made to the relevant module tutor and the Programme Director in advance of the coursework deadline using the University's exceptional circumstances online system.

Marks indicated on returned work are provisional and subject to change until ratified by the appropriate examination board. Although marked assignments are returned to students to provide feedback, any work that counts towards the final degree result has to be made available for consultation by the External Examiner at the end of the programme. Students must be in a position to be able to resubmit work in good condition when required by the School.

## **4. Re-assessment and alternative assessment of missed work**

Reassessment, or alternative work to replace a missed assessment supported by exceptional circumstances, may sometimes take a different form from the original assessment where it is not feasible to recreate the original circumstances of assessment, for example in the case of fieldwork, group work or peer-assessed activities. Appropriate alternative assessments may be substituted in these situations. Where fieldwork is missed and supported by exceptional circumstances where appropriate students may be given the option of taking the field course the following year or completing alternative assessment.

## **5. Field work expenses**

Fieldwork is a compulsory part of the Environmental Science degree programme and forms components of assessed modules. The University provides significant financial support for the compulsory fieldwork elements of the degree programme and the costs of travel and accommodation for compulsory field courses are fully paid for by the University up to and including Year 2.

ALL Environmental Science students undertake an independent research project in their final year, which MAY include fieldwork. Students are responsible for organising their own transport and accommodation as well as paying any costs incurred whilst carrying out fieldwork. These costs are extremely variable as they are dependent on where the student carries out their project. Costs are minimal if the project work is undertaken in the students' local area.

## **6. Requirements governing Study Abroad**

Students spending a semester abroad in year two must agree a programme of study with the Study Abroad tutor before they leave, and must agree any changes that become necessary. They should study an equivalent number of credits to that which they would have studied at Keele. They must submit a portfolio of work on their return. Marks will be converted into their Keele equivalents according to the agreement between Keele and the partner universities.

## **7. Regulations governing the 4-year 'with work placement' degree programme**

Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year degree programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

To be eligible for the work placement year, students must have a good University attendance record and be in 'good academic standing'. They must also have passed all Year-1 and Year-2 Semester 1 modules with an overall module average of > 55%. If a student chooses to start their work placement prior to the August of their placement year, then the student MUST ensure that they negotiate time off to attend any relevant field courses. Failure to attend field-courses due to a work placement position will not be considered as exceptional circumstances.

Students undertaking work placements will be expected to complete a Health and Safety checklist prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based.