

# College of Arts and Humanities



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

## Student Handbook

2011/12

## **College of Arts & Humanities' Student Handbook 2011/12**

The aim of this handbook is to provide you with all the basic and/or general information you are likely to need during your three year undergraduate degree course.

For more detail about degree schemes, modules and specific requirements of your School(s), you should refer to their appropriate Booklet or Website.

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## 1.0 Structure of the University

The University's academic departments, are known as 'Schools', which are grouped into 'Colleges'. The following Schools come under the College of Arts and Humanities (CAH):

<b><u>School of Creative Studies and Media</u></b>	<b>Extension</b>
<i>Building: JP Hall, College Road</i>	
Head of School – Dr. Stephanie Marriott ( <a href="mailto:stephanie.marriott@bangor.ac.uk">stephanie.marriott@bangor.ac.uk</a> )	8591
School Administrator – Mr. Iwan Davies ( <a href="mailto:iwan.davies@bangor.ac.uk">iwan.davies@bangor.ac.uk</a> )	8560
<b><u>School of English</u></b>	
<i>Building: New Arts Building, 2<sup>nd</sup> Floor</i>	
Head of School – Prof. Tom Corns ( <a href="mailto:t.n.corns@bangor.ac.uk">t.n.corns@bangor.ac.uk</a> )	2213
School Administrator – Ms. Michelle Harrison ( <a href="mailto:m.harrison@bangor.ac.uk">m.harrison@bangor.ac.uk</a> )	2102
Administrative Assistant – Mrs. Muriel Evans ( <a href="mailto:m.evans@bangor.ac.uk">m.evans@bangor.ac.uk</a> )	3953
<b><u>School of History, Welsh History and Archaeology</u></b>	
<i>Building: Main Arts Building, Ground Floor</i>	
Head of School – Prof. Raimund Karl ( <a href="mailto:r.karl@bangor.ac.uk">r.karl@bangor.ac.uk</a> )	2247
School Administrator – Mrs. Tracy Williams ( <a href="mailto:t.williams@bangor.ac.uk">t.williams@bangor.ac.uk</a> )	2144
<b><u>School of Linguistics and English Language</u></b>	
<i>Building: New Arts Building, 3<sup>rd</sup> Floor</i>	
Head of School – Prof. Vyvyan Evans ( <a href="mailto:v.evans@bangor.ac.uk">v.evans@bangor.ac.uk</a> )	3295
School Administrator – Mrs. Nia Jones ( <a href="mailto:lingadmin@bangor.ac.uk">lingadmin@bangor.ac.uk</a> )	2264
<b><u>School of Modern Languages</u></b>	
<i>Building: New Arts Building, 3<sup>rd</sup> Floor</i>	
Head of School – Dr. A. Saunders	2135
School Administrator – Ms. Moira Tait ( <a href="mailto:m.tait@bangor.ac.uk">m.tait@bangor.ac.uk</a> )	2130
<b><u>School of Music</u></b>	
<i>Building: Music Building</i>	
Head of School – Prof. Thomas Schmidt-Beste ( <a href="mailto:t.schmidt-beste@bangor.ac.uk">t.schmidt-beste@bangor.ac.uk</a> )	2190
School Administrator – Mrs. Gillian Griffith ( <a href="mailto:g.griffith@bangor.ac.uk">g.griffith@bangor.ac.uk</a> )	2181

### **School of Theology and Religious Studies**

*Building: Main Arts Building, Mezz Floor*

Head of School – Dr. Eryl Wynn Davies ( <a href="mailto:e.w.davies@bangor.ac.uk">e.w.davies@bangor.ac.uk</a> )	2080
School Administrator – Miss Delyth Roberts ( <a href="mailto:rss602@bangor.ac.uk">rss602@bangor.ac.uk</a> )	2079

### **School of Welsh**

*Building: Main Arts Building, 1<sup>st</sup> Floor*

Head of School – Prof. Peredur Lynch ( <a href="mailto:p.i.lynch@bangor.ac.uk">p.i.lynch@bangor.ac.uk</a> )	2245
School Administrator – Mrs Bethan Brown ( <a href="mailto:b.w.brown@bangor.ac.uk">b.w.brown@bangor.ac.uk</a> )	2240

### **College of Arts & Humanities**

*Building: New Arts Building, 2<sup>nd</sup> Floor*

Acting Head of College – Prof. Tony Claydon	3759
Deputy Head of College (Research) – TBA	
Director of the Graduate School – Prof. Andrew Hiscock	2563
Director of Teaching and Learning – Dr. Andrew Edwards	2839
College Manager – Mrs. Sian Peris Owen	2272
Deputy College Manager (Academic and Administration) – Mrs. Llinos Williams	3205
Deputy College Manager (Finance) – Miss Alison Armstrong	2169
Admissions and Marketing Administrator – Mrs. Eileen Price	2118
Finance Administrator – Mrs. Ann Lawton	3017
Postgraduate Administrator – Miss Suan Lee	2287
Research & Conference Support Administrator – Mrs. Linda Jones	3881
Teaching and Learning Administrator – Mrs. Angela Pritchard	2928
Welsh-medium Administrator – Mrs. Bethan Brown	3673
Strategic Support Assistant – Miss Sara Evans	2237

For locations of some of the above Schools and College Offices, please see Maps at end of this booklet.

## **2.0 The Academic Year**

The teaching year is divided into two parts called ‘semesters’. The first semester runs for 12 weeks and is followed by 2 weeks of undergraduate examinations. The second semester of 12 weeks then commences, followed by another 4 week period of undergraduate examinations. During the examination (assessment) period, you will not have lectures or seminars - but you may have to sit examinations, and there will be deadlines for other written work.

Both semesters are interrupted part way through - the first by Christmas holidays, the second by the Easter break. You are expected to use part of these holidays for academic work: including further reading, reviewing and reorganizing notes, researching and writing essays or dissertations, and revising for examinations.

**Week 7** of the first semester will be Reading Week. Normally there will be no formal teaching of modules during this week, but students are expected to use the time reading more deeply into the subject of their courses, looking through their notes, and preparing essays so that they will be ready for any deadlines.

NB: Some Schools have a Revision Week in Week 12 – check this with your School.

### 3.0 Programmes of Study

*Part of the following information has been extracted from the Academic Registry website: Regulations for Modular Undergraduate Degrees: Regulation 01: 2009 Version 02. For the complete version, please visit the following website:*

<https://www.bangor.ac.uk/ar/main/regulations/home.htm>

**Full-time Honours degree** candidates are normally required to pursue a programme of study involving the equivalent of at least 120 credits during each academic year. A candidate must have pursued the equivalent of at least 360 credits (or 480 credits for an enhanced first degree), 120 of which are normally at Level 6 (HE3) or above and completed at the University, in order to be considered for the award of an Honours degree.

**Full-time Ordinary degree** candidates are normally required to pursue a programme of study involving the equivalent of at least 100 credits during their final academic year. A candidate must have pursued the equivalent of at least 300 credits, a minimum of 60 of which are normally at Level 6 (HE3), in order to be considered for the award of an Ordinary degree.

**Candidates for a Certificate in Higher Education** programme are normally required to pursue a programme of study involving the equivalent of at least 120 credits at Level 4 (HE1), before being considered for the award of a Certificate. To qualify for the award of a Certificate, there must be a recognised Certificate programme with specified outcomes: there is no automatic exit point for other candidates which would allow them to qualify for a Certificate. In order to successfully complete the Certificate, candidates must have pursued 120 credits at Level 4 (HE1) and met the requirements for progression in Section 12.1.4 of the Rules and Procedures and Code of Practice for the Assessment of Students for Undergraduate and Taught Postgraduate Courses (see above mentioned website). Students on wide entry courses must accumulate 120 (Level 4/HE1) credits for this award.

**Candidates for a Diploma in Higher Education** programme are normally required to pursue a programme of study involving the equivalent of at least

240 credits, including 120 at Level 5 (HE2), before being considered for the award of a Diploma. To qualify for the award of a Diploma, there must be a recognised Diploma Programme with specified outcomes; there is no automatic exit point for other candidates which would allow them to qualify for a Diploma. In order to successfully complete the Diploma, candidates must have pursued 240 credits and met the requirements stipulated for progression in Section 12.2.5 of the Rules and Procedures and Code of Practice for the Assessment of Students for Undergraduate and Taught Postgraduate Courses (see above mentioned website).

## **4.0 Your Degree Course**

### **4.1 Single or Joint Honours**

You may be happy studying one subject as a specialism to gain a single honours degree. However, many students like to keep their options open by studying 2 subjects. This is possible in many subject areas within CAH and other Colleges in Bangor, by taking a joint honours degree. This involves taking half your modules from one subject area and half from another. If you choose to study a modern language, your course may last for 4 years, with the third year being spent in an appropriate country (*see p. 43, 2011 Undergraduate Prospectus*).

### **4.2 Single Honours with a Minor Subject**

These programmes all offer the opportunity to study for a single honours degree with one-third of the programme (40 credits out of 120 credits per year) in a minor subject. The compulsory modules will normally be the same as for the corresponding single honours degree, with the remaining modules being taken in the minor subject. Check your School for details of WITH degrees.

### **4.3 Part-time Study Option**

It is possible to study for most of the University's degree courses by part-time attendance (usually during the day-time alongside full-time students, although many of the modules taught through Lifelong Learning are taught in the evening). The difference is that you attend for fewer sessions each week and spread your study over a longer period of time (minimum 4 years, maximum 10 years). (*see p. 64, 2012 Undergraduate Prospectus*).

### **4.4 Changing Degree Course**

You may change from one degree programme to another if approved by the Schools concerned provided a 'Change of Degree Programme' form has been

signed by your personal tutor and the appropriate 'officer' in the School, countersigned by an appropriate officer in the Academic Registry.

*NB: Normally when changing degree courses you will also need to change your modules, so remember to submit a 'Change of Module' form with your 'Change of Degree Programme' form to the School Administrator. See 5.4: Changing Modules later in this booklet. Both forms are available on the following website.*

<http://www.bangor.ac.uk/ar/main/publications/forms.php.en>

## **4.5 1st Year/Level 4/HE1**

In the first year you will study a variety of modules designed to give you a basic grounding in different aspects of your chosen subject which should help you to decide which modules appeal to you most - and which ones you are best at! At Level 4, the lecture load may be relatively light in some Schools; but it is designed that way, so that you have the opportunity to really get to grips with new information and concepts. So be warned: if you don't take your studies seriously at this point, it is very difficult to catch up later on. What you learn during the 1st year (and how well you learn and understand it) is fundamental to the rest of your degree.

You must pass the 1st year in order to proceed, but your overall 1st year mark will not count towards your final degree classification. In fact, it is possible to change from one degree scheme to another at the end of the 1st year, provided of course that you can satisfy the requirements for the alternative degree scheme. If you are considering this, you should consult your Personal Tutor and the School Administrator before making up your mind.

## **4.6 2nd Year/Level 5/HE2**

From the 2nd year onwards, you start your degree course. From here on, your marks count towards your final degree classification. In your 2nd year, you will acquire a deeper and more specialised understanding of the fields you studied in the 1st year, and you will also begin to develop your own interests by studying some new subjects of your own choice. The emphasis in the 2nd year is very much on becoming 'technically competent' in the subject: using correct terminology and established research techniques, learning how to express yourself with precision and how to think in a critical and analytic way.

In other words, in your 2nd year you will cease to be an amateur student and you will become a professional. This transition can be quite demanding after the relatively light load of 1st year, and you will have to work much harder.

However, the more you do in the 2nd year, the easier things will be when you get to your final year.

Your 2nd year marks will count, but because there is much to learn and you probably will not have reached your full academic potential yet, your marks only count for one-third of your final degree classification.

#### **4.7 Final Year/Level 6/HE3**

By the time you get to the final year you are expected to be a serious and competent student. The subjects you study will be ones you have chosen, and you will be expected to demonstrate real expertise in those fields, including devising and undertaking your own research projects. For single and some joint Honours students, this includes your dissertation or final year Special Project, which counts for normally one-third of your final year mark.

By now you should be at your academic peak and able to achieve your best marks. For this reason, your final year marks count for two-thirds of your final degree classification.

Degrees taken in Modern Languages are normally 4 years, with the 3<sup>rd</sup> year taken abroad.

#### **4.8 The Modular System**

Bangor University operates a 'modular' degree system. This means that your programme of study each year is divided into individual topics called 'modules', each of which has its own lectures, assessments and/or examinations. For each module you take, you obtain a number of credits: most commonly 20. BA and B Mus Honours degree schemes require you to study modules worth 120 credits per year if you are a full-time student. See 5.0 Module Information (below) for more details.

#### **4.9 Levels of Study**

References to the level of study are in accordance with Credit and Qualifications Framework for Wales (2004) but levels as defined in previous conventions (HE1, 2, 3) are noted in parentheses. An Honours degree is Level H and normally involves study at Levels 4, 5 and 6 (previously HE1, 2, 3).

Undergraduate modules are still classified under the previous conventions as Level 1, 2 or 3, normally corresponding to your year of study – i.e. 1<sup>st</sup> year modules start with 1 and so on. The first digit in the module number indicates the level of study, so that e.g. QXL2219 is a 2<sup>nd</sup> year module (Level 5).

***NB: Some modules are taught jointly at Levels 5 and 6, each level having its own assessment requirements (so make sure you have the correct coursework for your level).***

***Definitions:***

HE	Higher Education
1 <sup>st</sup> year	Level 4 (HE1)
2 <sup>nd</sup> year	Level 5 (HE2)
3 <sup>rd</sup> /final year	Level 6 (HE3)
MA	Level 7
PhD	Level 8

#### **4.10 Registration**

The purpose of Registration is to register for your degree programme and the modules required for that degree. Registration is compulsory for **ALL** students (full-time and part-time). Undergraduate students must register for both semesters as follows:

***1<sup>st</sup> year undergraduate students - Registration procedure***

**Semester One: Thursday, 22<sup>nd</sup> September, 2011** - All students must first collect their registration forms from an issue desk in the Main Arts Lecture Theatre. Students will then proceed to the Prichard-Jones Hall where arrangements for payment of tuition and hall fees will be confirmed.

Visit the following website for full details:

<http://www.bangor.ac.uk/ar/main/sturec/reg.php.en?menu=31&catid=6110&subid=0>

***2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year undergraduate students - Online Registration***

ALL continuing students who are required to re-register must register on-line between **12<sup>th</sup> September - 7<sup>th</sup> October, 2011**.

See following web site:

<http://www.bangor.ac.uk/ar/main/sturec/reg.php.en?menu=31&catid=6110&subid=0#h>

You will receive an email (sent to your university account) at the beginning of September (for Semester 1) and at the beginning of January (for Semester 2) reminding you to register and if necessary update your personal information in Bangor Portal (see section 6.4).

**Important:** please check your email regularly for the latest information. If you fail to re-register on time you may incur a fine.

#### 4.11 Timetable

Your timetable will be given out in Welcome Week by your School(s). Alternatively, your timetable will also be available at

[www.bangor.ac.uk/ar/main/tu/home.htm](http://www.bangor.ac.uk/ar/main/tu/home.htm)

This will show you the times of all your compulsory and optional/additional modules for your degree course. You will need your Bangor username and password to obtain your individual timetable (for information on username /password, see Section 6.0 below).

*NB: Timetables may be subject to change and it is strongly recommended that you review the timetable webpage for alterations regularly, up to and including the first weeks of term. Changes in module registration may take up to one week to be reflected on personal timetables.*

If you have any problems with your timetable, please contact your School Administrator or Personal Tutor.

#### 4.12 Study Skills

The following Study Skills and Employability sessions are *compulsory* for all first year students. Students are required to attend both sessions as listed below (Lecture Rooms 2, 3 & 4 are located on the 1<sup>st</sup> Floor of the New Arts Building, JP Hall is on John Phillips Site).

Welcome Week Study Skills			
Tuesday, 20 <sup>th</sup> September			
<i>Schools</i>	<i>Time</i>	<i>Location</i>	<i>Language</i>
Creative Studies & Media	11.00-12.00	JP Hall	English
English (Lit)	1.00-2.00	LR4	English
Linguistics & English Lang	2.00-3.00	LR4	English
Creative Studies & Media Welsh	3.00-4.00	LR4	Welsh
Modern Languages	4.00-5.00	LR4	English

<b>Welcome Week Employability Sessions</b>			
<b>Wednesday, 21<sup>st</sup> September</b>			
<i>Schools</i>	<i>Time</i>	<i>Location</i>	<i>Language</i>
Modern Languages	11.00-11.30	LR3	English
Linguistics	11.30-12.00	LR3	English
English (Lit)	12.00-12.30	LR4	English
History*	12.30-1.00	LR4	English
Creative Studies & Media	4.00-4.30	JP Hall	English
<b>Thursday, 22<sup>nd</sup> September</b>			
Creative Studies & Media, Welsh, History*, Linguistics	2.00-3.00	LR2	Welsh

\*History Students will only be required to attend the Employability Sessions  
 NB: There is no employability session for Music, this will be done in-house

**THE FOLLOWING SESSIONS ARE FOR WELSH SPEAKING  
STUDENTS ONLY**

**Welsh Medium Support/Cefnogaeth Cyfrwng Cymraeg**

During Welcome Week, members of staff in Canolfan Bedwyr (Bangor University) will offer a series of training sessions for Welsh speaking students which will include an introduction to Cysill and Cysgair software and (online) Welsh language improvement exercises. These will be held as follows:

<b>Welsh-medium Support Sessions</b>			
<b>Wednesday, 21<sup>st</sup> September</b>			
<i>Schools</i>	<i>Time</i>	<i>Location</i>	<i>Language</i>
Creative Studies & Media Welsh	2.00-3.00	CR1	Welsh
History Music	4.00-5.00	CR1	Welsh

## 5.0 Module Information

Module information will be distributed in Schools during Welcome Week and is also available on the Online Gazette:

<http://admint.bangor.ac.uk/gazonline>

A wide choice of modules will be available to you. However, your choice of modules will be determined by the requirements of your degree programme. You will be advised on how to make an appropriate choice during the meeting with your Personal Tutor at the beginning of Welcome Week.

Your 120 credits' worth of modules should be equally divided between the two semesters – i.e., 60 credits in each semester. If an equal distribution is for some reason impossible, students can register for 50 credits in one semester and 70 in the other. A split of say 40/80 would **NOT** be either advisable, or acceptable.

It should be noted that module choices can be restricted because:

- If you are registered for a degree programme which involves another School (e.g. a 'with'-degree or a Joint Honours programme), the other School may also have compulsory module requirements;
- Some modules have other modules as 'pre-requisites' i.e. you cannot register for a more advanced module unless you have previously studied a foundation or introductory module in the same area.
- Excessive demand for a module or timetable clashes
- Undersubscribed modules may not run.

Some modules have both a Welsh-language and an English-language version. Obviously, you may not study the same course in two different languages.

At Level 4 (HE1), no module requires any previous knowledge of the particular subject studied (with the exception of Music). However, at Levels 5/6 (HE2/3), some modules require you to study certain Level 4 (HE1) modules. Therefore, you should ensure that you choose the relevant foundations modules in your first year (See 5.2: Prerequisites below).

It is your responsibility to ensure that you are registered for both the correct number of modules and for any modules which are compulsory within your degree programme. If in doubt, please consult with your Personal Tutor and/or Undergraduate Programme Director.

## 5.1 Compulsory Modules

In the 1st and 2nd years of study, various modules may be *compulsory* depending on the degree programme chosen. Please refer to your Course Booklet, Website or Online Gazette for details of modules which are compulsory for you. If you are registered for a Joint Honours programme or one which involves a minor subject in another School, you may find that your 120-credit total consists entirely of compulsory modules. However, there are also courses on which the compulsory modules are worth less than 120 credits, and in that case, you will make up your 120-credit total by choosing *additional* modules, from the selection available in your School or in another one.

**NB:** *Some degree programmes have 'Core' modules, which means that they must be taken and have a minimum pass mark of 40%.*

## 5.2 Pre-requisites/Co-requisites

Note that from the 2nd year onwards, your module choices (if you have any) may be restricted depending on what you have already studied. Some advanced modules are only available to students who have previously taken a foundation or introductory module – check your School Handbook/Website for details.

In the 3rd/final year of study, normally the only compulsory module is the Dissertation/Special Project, which is obligatory for all Single Honours degree students. In some Schools, Joint Honours students are not required to write a dissertation, though this may change soon.

## 5.3 Elective module

Generally speaking, the marks for all modules count towards your end-of-year result. However, for students on Single Honours programmes with no minor subject, there is one module or 20 credits (the *elective* module) which does not count towards the degree classification (although it must be passed). If this applies to you, you must choose your *elective* module when you register for your 2nd year. Some Schools may not allow a Core or Compulsory module to be your elective.

## 5.4 Changing Modules

After registration, you can change any optional modules during the first 2 weeks of each semester. You will have to complete a 'Change of module' form: this is available from your School Administrator, or alternatively you can download the form from the following web site:

<http://www.bangor.ac.uk/ar/main/publications/forms.php.en>

**NB:** *A Change of Degree programme form is also available on the above website.*

This form must be signed by your Personal Tutor and signed/checked by the School Administrator. If your change involves more than one School then the changes must be approved by BOTH Schools.

### **5.5 Taking the correct modules for your degree**

It is your responsibility to ensure that you are registered for both the correct *number* of modules and for any modules which are compulsory within your degree scheme. If in doubt, please consult your Personal Tutor or your School Administrator. You can also check which modules you are registered for online via BangorPortal:

<https://bangorportal.bangor.ac.uk/cp/home/displaylogin>

### **5.6 Lectures (Levels 4, 5 & 6)**

Lectures are the normal method of instruction within most of the Schools within CAH, and are used to introduce both new and more advanced fields of study, basic skills and/or more advanced techniques depending on the level of study.

### **5.7 Seminars**

Seminars operate with smaller groups of students who are required to demonstrate active participation in every seminar session which generally constitutes an element of the overall assessment. See your School's booklet for details.

### **5.8 Tutorials**

Supplementary teaching groups - see your School's booklet for details.

### **5.9 Dissertation**

All single honours students must write a dissertation in Level 6 (HE3) under the guidance of a member of staff. The dissertation gives students the opportunity to construct an extended piece of work drawing on a variety of research skills and academic work. This is normally the largest piece of assessed work produced by a single honours student and is worth 30/40 credits.

## 5.10 Attendance at Lectures/Seminars

Students are expected to attend lectures unless there is some good reason why they cannot do so (see also 13.1 Illness). If there is, you must let the Lecturer or School Administrator know **as soon as possible**. In some modules (especially seminars) participation - which requires attendance - is a component of assessment. A register of attendance is normally taken in every class: if you miss a number of classes, a member of staff will endeavour to contact you.

## 5.11 Feedback on Modules

Towards the end of each semester, you will be asked to complete a student feedback form for every module taken. The information provided helps both the lecturer and the School to maintain and improve the quality of the modules on offer.

## 5.12 Pre-registration

All 1<sup>st</sup> and 2<sup>nd</sup> year students are required to make their module choices for the following year during March or April (depending on the Easter Vacation). Full details of the modules available are sent out in March together with a Pre-registration Form which must be returned by the stated deadline. Some Schools may have a Module Fair where staff are available to discuss modules on a particular day, while other Schools ask students to seek advice from members of staff within a time-period before making their decisions. If a student fails to submit a pre-registration form, the School will make the module choices on his/her behalf and a note will be placed on the student's record.

## 5.13 Registers

Students are normally required to sign class registers in order to show that they are present in lectures, seminars and tutorials. No one may sign on another student's behalf. Forgery of another student's signature will be regarded as an attempt to cheat during an assessment of a student's performance. This is a serious offence and will lead to disciplinary proceedings.

***NB: Overseas Students only*** - with the introduction of the Student Visa Points Based System, over-seas students must prove that they have attended a certain amount of lectures, seminars, tutorials and meetings during their year of registration. It has been agreed between ALL Schools within the College of Arts and Humanities that students' attendance will be monitored via class registers.

## 5.14 Teaching Rooms

Top College	Location
Linguistics Seminar Room	Main Arts Building, Basement/Terrace Level
Drama Rehearsal Room	Main Arts Building, Mezzanine Floor
Greek Room	Main Arts Building, Mezzanine Floor
M5	Main Arts Building, Mezzanine Floor
G1	Main Arts Building, Ground Floor
OSCR A & B	Main Arts Building, 1 <sup>st</sup> Floor
Welsh Seminar Room	Main Arts Building, 1 <sup>st</sup> Floor
Main Arts Lecture Theatre	New Arts Building, Ground Floor
Lecture Rooms 1-5	New Arts Building, 1 <sup>st</sup> Floor
Room 106	New Arts Building, 1 <sup>st</sup> Floor
Rooms 325-328	New Arts Building, 3 <sup>rd</sup> Floor
<b>Hen Goleg</b>	Across the road from the Main Arts site
<b>John Phillips Site</b>	From Main Arts, turn right and walk across the road for 100 yards, next left after Hugh Owen Site.

## 6.0 Computer Services

### 6.1 Your University username and password

To access the University online systems described below, you will need a student 'username', which is your individual electronic i/d. You will receive your username at registration – it will appear on your registration form, so copy it down as soon as you get it - and it remains the same as long as you are a registered student. You will also receive a password which you should immediately change to something you can remember. You will also need your username to get a library card.

CAH Schools have the following username prefixes followed by three numbers/letters:

	<i>UG</i>	<i>PG</i>	<i>Staff</i>
Creative Studies and Media	cou...	cop...	cos...
English	elu...	elp...	els...
History, Welsh History & Archaeology	hiu...	hip...	his...
Linguistics & English Language	elu...	elp...	els...
Modern Languages	mlu...	mlp...	mls...
Music	muu...	mup...	mus...
Theology & Religious Studies	rsu...	rsp...	rss...
Welsh	weu...	wep...	wes...

## 6.2 Your University email address

The addition of the suffix @bangor.ac.uk makes your username into your university email address (e.g. elu12a@bangor.ac.uk) which we will use for communicating with you. (Please note that we will not use any other email address you might have, e.g. a hotmail address).

## 6.3 IT Support

If you require IT Support, please contact:

Phone: 8111 or  
Email: [Helpdesk@bangor.ac.uk](mailto:Helpdesk@bangor.ac.uk)

## 6.4 Bangor University Online systems

### Intranet

This is the University's internal network, available on all University computers. Remote access is available from

<https://intranet.bangor.ac.uk/intranet.php>

or via the main web page [www.bangor.ac.uk](http://www.bangor.ac.uk). The Intranet provides links to the following online resources:

- **Latest Notices:** These are subject-based Message Boards where Staff and Student can post comments and messages. To access the boards that are relevant to you, you need to Log-on using your username and password. The Board Index is as follows:
  - University Noticeboard
  - General Interests:
    - General Discussion and Debate
    - For Sale and Wanted
    - Student Employment and Graduate Opportunities
    - Private Accommodation
    - Halls Discussion Group
    - Academic Schools
  - Student & Social:
    - Events
    - Students' Union AU Clubs
    - Students' Union Societies
  - Help & Support:
    - IT Help
    - Study Skills

- **MyITAccount:** By logging in here, this will enable you to:

Change your password  
 Forward your e-mail  
 Submit a helpdesk query

Other services and links available are:

Access to K Drive  
 Accessing your M: and N: drives from home  
 Bangor University Directory  
 Wireless Access to the BU Network

- **BlackBoard:** An electronic teaching aid widely used by lecturers for various purposes (e.g. lecture handouts, discussion boards etc.), including submitting coursework
- **BangorPortal:** A secure website used by staff and students to store essential information about you and your studies. Students can use the system as follows:

My On-line Services:      check **marks**  
    check their university **financial account**  
    check and change **contact details**  
    check and change **emergency contact details**

My Modules:                    lists the modules students are **registered for**  
    click on the module title to access module  
    Blackboard

All students must use this system to obtain their module results.

***NB: It is your responsibility to make sure that your personal/contact details are correct. Only YOU (and the Student Records Office) can update this information via the BangorPortal. For more information on how to use this facility, attend the training sessions available during Welcome Week or visit the following website:***

<http://www.bangor.ac.uk/ar/main/sturec/index.php.en>  
 (scroll down to BangorPortal User Guide)

## 6.5 DesktopAnywhere

This allows you to access to a selection of University licensed software via a web browser from home or any location. There isn't a need to install any additional special software. DesktopAnywhere will also allow access and

saving work directly to the relevant University secure drive. DesktopAnywhere can be accessed via: <https://connect.bangor.ac.uk/sgd/>

## 6.6 Computer Training Sessions during Welcome Week

Training Sessions on how to use the above on-line services will be available during Welcome Week (only). The sessions listed below have been allocated to each School. If there is more than one session for your School, you will be advised which session you should attend (you only need to attend ONE session):

***NB: These training sessions are compulsory for all new students within CAH Schools. This will be the only time students will receive training on how to use the on-line services. Computer Rooms (CR) 1 and 2 are both in the New Arts Building.***

<b>Welcome Week - Computer Training Sessions</b>				
<b>Tuesday, 20<sup>th</sup> September</b>				
<i>School/s</i>	<i>Session</i>	<i>Time</i>	<i>Location</i>	<i>Language</i>
Creative Studies & Media	1	10.00-11.00	CR1, 1 <sup>st</sup> Floor	English
Welsh	1	11.00-12.00	CR1, 1 <sup>st</sup> Floor	Welsh
Linguistics/English Lang.	1	12.00-1.00	CR1, 1 <sup>st</sup> Floor	English
	2		CR2, 3 <sup>rd</sup> Floor	English
Music	1	1.00-2.00	CR1, 1 <sup>st</sup> Floor	English
	2		CR2, 3 <sup>rd</sup> Floor	Welsh
History	1	2.00-3.00	CR2, 3 <sup>rd</sup> Floor	English
Creative Studies & Media	2	2.00-3.00	CR1, 1 <sup>st</sup> Floor	English
English (Lit.)	1	3.00-4.00	CR1, 1 <sup>st</sup> Floor	English
Linguistics/English Lang.	3	3.00-4.00	CR2, 3 <sup>rd</sup> Floor	English
History	2	4.00-5.00	CR1, 1 <sup>st</sup> Floor	English
	3		CR2, 3 <sup>rd</sup> Floor	English
<b>Wednesday, 21<sup>st</sup> September</b>				
Creative Studies & Media	1	12.00-1.00	CR2, 3 <sup>rd</sup> Floor	Welsh
Modern Languages	1	12.00-1.00	CR1, 1 <sup>st</sup> Floor	English
Modern Languages	2	1.00-2.00	CR1, 1 <sup>st</sup> Floor	English
English (Lit.)	2	3.00-4.00	CR1, 1 <sup>st</sup> Floor	English
<b>Thursday, 22<sup>nd</sup> September</b>				
History	4	10.00-11.00	CR1, 1 <sup>st</sup> Floor	English
	5		CR2, 3 <sup>rd</sup> Floor	English
English (Lit.)	3	11.00-12.00	CR1, 1 <sup>st</sup> Floor	English

## 6.7 Computer Rooms

### Top College Area

Building	Room	Opening Hours		No. of PCs
		Mon-Fri	Sat-Sun	
New Arts	CR1, 1 <sup>st</sup> Floor	24 hr (sc)	24 hr (sc)	45
New Arts	CR2, 3 <sup>rd</sup> Floor	7.30 a.m. - 9.30 p.m. (sc)	8.00 a.m. - 5.00 p.m. (sc)	20
Main Arts Library	Richards Reading Room	8.45 a.m. - 8.00 p.m.	12.00 p.m. - 5.00 p.m.	16

sc = Access via swipecard/library card – obtained during Welcome Week

**Visit:** <http://www.bangor.ac.uk/itservices/pclabs/lab-mainarts.php>

## 6.8 Printing

All printing from these rooms is via laser printer. A choice of three is given – the default is the laser located in CR1/CR2. You may also choose to print to the laser printer in the Arts Library. In either case, you should ensure that you collect your output as soon as you have issued the print instruction in the package – or risk someone else stealing your output. All printing will be charged via the pre-payment system.

**Visit:** [http://www.bangor.ac.uk/itservices/for\\_students/facilities.php.en](http://www.bangor.ac.uk/itservices/for_students/facilities.php.en)

For information on the pre-payment system and any other printing-related matters.

## 7.0 Keeping in Touch

Communication is vital, and be warned - students who do not keep in touch can get left behind. Staff-student communication may be by any of the following:

### 7.1 Staff consultation times

Every member of staff sets aside several hours a week during term-time to see students (either singly or in groups) about academic or other matters. See consultation timetables on staff office doors or noticeboards.

### 7.2 Email

This is the most common method of communication between staff and individual students, but group emails are also used e.g. to remind students to see their tutors. **It is vital to check your email regularly.** Students should feel free to contact members of staff by email also.

### 7.3 Intranet

The Intranet Discussion Boards are often used to convey urgent messages (e.g. if lectures are cancelled because of snow!), so you should check the Intranet regularly.

### 7.4 Snail mail

Snail mail will normally be sent to your local/university address during the semester and to your home address (or a vacation address) during vacation. These addresses will be taken from the information you have added to the BangorPortal.

### 7.5 Phone

If we need to contact you by phone in case of emergency, your home and/or mobile phone numbers will be taken from BangorPortal, where you should also keep emergency contact details.

**NB: You must keep your BangorPortal information up to date !**

**It is your responsibility to ensure that your addresses, phone numbers and emergency contact details are kept up-to-date at all times.**

### 7.6 Notices

Posters and announcements about visiting speakers, course information, career opportunities, exam timetables etc. are displayed on the noticeboards in your School foyer or nearby.

## 8.0 Assessment

### 8.1 Types of assessment

Assessment takes a variety of forms, e.g. exercises, assignment, formal examination, class test, oral presentation, participation, performance etc. Many modules use a combination of these methods of assessment and will therefore be weighted differently. The method(s) of assessment used for each module will be given out in lectures and/or will be available in School booklets/website and in the [On-line Gazette](#), together with word-limits and specifications.

To achieve a degree in any School you must fulfil the assessment requirements for each module.

*NB: Some modules are jointly taught in Years 2/3 (Levels 5/6) (with different Learning Outcomes). Make sure you have the correct coursework for your level as the requirements are normally different.*

## 8.2 Examinations

Formal examinations are held during a 2/3-week period at the end of each semester: in January and again in May. The exam timetable is published several weeks in advance and displayed in the Foyer Area of the New Arts Building and on your School's noticeboards. It is your responsibility to make sure you know *when* and *where* each of your exams is to be held.

The examination format varies from module to module, e.g. multiple choice, short answer, essay etc. The lecturer will explain in class what the selected format is for a particular module.

The procedure for formal examinations is that you present yourself at the exam room at the appropriate time, complete an attendance slip (*blue* for finalists, *yellow* for other years – available at the Reception Desk in the New Arts Foyer) and hand it to the invigilator as you enter the room. Coats and bags must be left outside, or at the front of the room. **Mobile phones must be left outside and switched off.**

Seat yourself at a desk, where there should be an answer book provided. Enter your name in the box in the top right-hand corner of the answer book, fold the corner over and secure it with the sticker provided. This procedure ensures that your paper can be marked anonymously. Do not put the sticker over your name, or you will never be identified! Enter the title of the exam on the front of the answer book, along with the numbers of the questions you have attempted and the number of answer books you have used. If you use more than one answer book, you should tie them together with the tag provided. Hand in your answer book(s) at the collection point at the end of the exam.

In some modules, formal examinations are replaced by in-class tests and other forms of continuous assessment. This will be explained to you at the commencement of the module.

If you require special arrangements to be made for an exam – e.g. because you are allowed extra time, or the use of a computer etc., please make sure that your Personal Tutor and the School's Examinations Officer is aware of your requirement well in advance, so that they can inform the University's Examinations Office by a set deadline.

Students with a disability of any kind can discuss in private any special needs they may require for assessment or examinations with (Dr Patsy J Thomas, Senior Assistant Registrar, Academic Office, Extension 2021).

### 8.3 Categorical Marking Scheme

From September 2010, all assessed work will be marked according to the following grid (with the exception of certain Modern Languages' modules where the percentage system will be used):

Range of Mark	Categorical Mark	Equivalent % mark
90 - 100	A*	95
84 - 89	A+	87
78 - 83	A	80
70 - 77	A-	74
67 - 69	B+	68
64 - 66	B	65
60 - 63	B-	62
57 - 59	C+	58
54 - 56	C	55
50 - 53	C-	52
47 - 49	D+	48
44 - 46	D	45
40 - 43	D-	42
35 - 39	E	37
30 - 34	F	33
10 - 29	F(1)	20
1 - 9	F(2)	5
0	F(3)	0

Where required, a categorical mark of A\*\*, equivalent to a mark of 100, can be used.

For overall module results:

- Pass mark for a single module = 40%
- Compensatable fail for marks between 30-39%
- Marks below 30% are non-compensatable

More detailed criteria for both assessment and classification will be given in School booklets/websites.

## 8.4 How to submit your coursework

### Paper and Electronic Submission

All coursework is normally submitted by posting in a collection box within your School or by handing it to the School Administrator – see instructions in your School booklet for the correct procedure. Most Schools will require you to submit work electronically (via Blackboard) as well as submitting a hard copy. It is important that you make sure that both versions are identical when submitting.

Electronic work is submitted via Blackboard as a “TurnitinUK” assignment. ‘TurnitinUK’ is the name of the software used by the University to check for plagiarism, which is a form of cheating (see Section 11.0 Academic Dishonesty/Misconduct). This must be in an acceptable format e.g. a Word document. If you have submitted your e-version correctly, you will get a receipt.

All Coursework must be submitted by the stated deadline date and time, and will be date-stamped and recorded by the School Administrator.

### Other submission methods

Coursework cannot be submitted by Email or Fax, unless you have the express permission of the Lecturer concerned. If (exceptionally) you are allowed to submit work in this way, it is your responsibility to check (a) that it has arrived safely and (b) that it can be read.

If you are ill and cannot hand in your coursework in person, you can arrange to post it by RECORDED DELIVERY to your School Administrator and it will be accepted provided it is postmarked on or before the deadline date. However if an electronic copy is required, a mark will not be given until an electronic version has been submitted.

### Format for submission

All work MUST be submitted in word-processed format, except for exercises etc. where you are required to hand-write the answers, and exams. If you are not computer literate, you should take steps to rectify this e.g. by taking the IT (Information Technology) courses offered by the University.

The standard format for word-processed work is to use Times New Roman font or similar, 12 point, with 2.5cm margins and at least 1.5 line spacing.

### Assignment cover sheet

All submitted work submitted on paper must be accompanied by an Assignment Cover Sheet. Each School has its own cover sheet, so make sure you have the correct sheet for your coursework. Cover Sheets are usually

available from School foyer areas or from the School Administrator. Downloadable cover sheets are available on some School websites.

If you are submitting work in duplicate, make sure that the cover sheet is firmly attached to each copy.

### Anonymity

The University policy is that all exams are marked anonymously and is currently reviewing marking of coursework. However certain Schools do have an anonymous marking policy for coursework and therefore you should check your School's booklet for instructions on how to submit your coursework if this is the case.

### Keeping copies of coursework

Coursework can go astray. It is your responsibility to keep a copy of every piece of work you submit, either on computer or hard copy (or both), until it has been marked.

### Bilingual Policy

Under the University's bilingual policy, assessed work (including exams, essays etc.) for *any* module may be submitted in either Welsh or English. Students are advised to inform the Lecturer/School if they are intending to submit work in the other language by the beginning of the semester.

A copy of the University's bilingual policy can be viewed on the following website:

[http://www.bangor.ac.uk/ar/cb/pdf/language\\_scheme\\_08.pdf](http://www.bangor.ac.uk/ar/cb/pdf/language_scheme_08.pdf)

## **8.5 Deadlines**

Each School should give clear deadline dates for submission of coursework which will be available either in School booklets, on the website or given out in class. Every piece of coursework must be submitted by the given deadline.

### Managing deadlines

There will inevitably be times when you have more than one piece of work due in on the same date. You will get plenty of advance notice of each assignment, so you must plan your work schedule accordingly - it is no good trying to write three assignments in one week. Remember that work can always be submitted ahead of the deadline, so make your own deadlines, and stick to them! Use a diary!

### Penalty for late submission of coursework

Penalties for Late Submission of Work as stated in the *Rules and Procedures and Code of Practice for the Assessment of Students for Undergraduate and Taught Postgraduate Courses, 02:2011 v01*):

“Work submitted within one week of the stated deadline will be marked but the mark will be capped at 40%. A mark of 0% will be awarded for any work submitted one week after the deadline.”

## **8.6 Extensions**

If you are likely to miss a deadline you should discuss the situation as early as possible with your Personal Tutor and/or the member of staff responsible for the coursework. Applications for personal extension to the date for submission should be made on a School form and approved by the module or course leader (as appropriate), Senior Tutor and/or Head of School (or specified nominated member of staff).

### Grounds for extensions

Admissible reasons for requesting an extension are, e.g. serious personal illness with a doctor’s certificate (a self-medical note will not normally be accepted); the death of a relative or close friend, serious family problems such as divorce or separation, and eviction.

Examples of unacceptable reasons for requesting an extension and failing to submit work on time for which a mark of zero will be awarded include: having exams, having other work to do (including paid employment), not having access to a computer, having computer related problems, being on holiday, not being able to find any books on the subject.

### Anticipating problems

If you have a problem which might affect your work (even though it has not done so yet) you should inform your Personal Tutor as soon as this happens, so that he/she can make a note for future reference.

## **8.7 Marks and marked work**

### Collecting marked coursework

Check your School’s booklet for procedure of collecting marked coursework.

### Getting your marks from the University’s Online System

You can check your marks for coursework and exams, as well as overall module marks, by logging onto [BangorPortal](#). Some lecturers also put marks into [Blackboard](#). (See Section 6.4 University Online Systems).

## Transcripts

Graduates will receive complete Transcripts of their results from the Academic Registry in August. For further information on requests for Transcripts, please see the following website:

<http://www.bangor.ac.uk/ar/main/sturec/index.php.en#trans>

## Moderation and provisional marking

Internal and external moderation procedures are carried out in accordance with University guidelines, as published by Bangor University Academic Registry.

*NB. All work other than 1<sup>st</sup> year is marked provisionally in the first instance. Marks can be (and often are) changed during the moderation process.*

## **8.8 University Rules**

The University's rules and regulations are complex and they change from time to time. We do our best to keep this booklet as accurate as possible. To view the University's Rules and Regulations, please visit the following site:

<https://www.bangor.ac.uk/ar/main/regulations/home.htm>

## **9.0 Progression**

In order to progress from one year to the next on an Honours degree course, the basic rule is that you must achieve an average mark of 40% or more across all modules which count for that year.

Your average mark for the year is normally calculated across modules totalling 120 credits. (The only exception is for 2nd year Single Honours students whose elective module does not count (see 5.3 Elective Module above). In that case, the 2nd year mark is calculated across modules totalling 100 credits).

The detailed progression rules for an Honours degree are normally as follows:

- In order to progress from 1st to 2<sup>nd</sup> year and from 2nd to 3rd year, you must achieve an overall average of 40% or more across all modules; and
- You must achieve 40% or more in modules worth 80 credits; and
- You cannot have a mark less than 30% in any module

In order to pass the final year and graduate with Honours see Section 10.0.

## **9.1 Supplementary assessment**

If you fail to satisfy the above requirements, you will be entitled to take 'supplementary assessment' i.e. resits in the August of that year, provided you have:

- an average mark of more than 25% over all modules (120 credits); and
- marks below 40% in modules worth no more than 70 credits

If you qualify for supplementary assessment, it is up to the School to decide which module(s) you are required to resit in order to pass the year, and what form the supplementary assessment will take, e.g. formal examination, written exercise, etc. Supplementary assessment normally takes place in August. From the 2nd year on, resit marks are capped at 40% (except for any elective modules, which do not count towards your degree). In other words, even if you get say 56% for your resit assessment, it will only count as 40% for the purposes of calculating your degree classification.

(Note that Supplementary Assessment is only offered to students who have actually failed their year of study: students have no 'right' to request supplementary assessment e.g. to improve on a bad mark for a module. However, students with a module mark between 30% and 40% may be offered a resit to improve their mark to 40%).

Students who fail the year and do not qualify for supplementary assessment will not be allowed to re-register until they have passed the year as external candidates.

## **9.2 Absence from assessment**

If a student fails to complete any element of assessment through illness (attested by a doctor's certificate) or any other acceptable reason, the School will decide what action is to be taken to enable a mark to be given for the missing element.

If a student fails to complete any element of assessment without a satisfactory explanation, the School can deny the candidate the opportunity to take supplementary assessment.

## 10.0 Classification of Undergraduate Degrees

*(taken from "Rules & Procedures & Code of Practice for the Assessment of Students for Undergraduate and Taught Postgraduate Programmes", 02: 2011 v01)*

In determining the award of qualifications to candidates, all Board of Examiners shall follow conventions approved by the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Board of Examiners, and shall be in accordance with the following University scales for classification of awards:

Mark Awarded	Equivalent Degree classification
70-100%	First Class
60-69%	Upper Second Class (2.i)
50-59%	Lower Second Class (2.ii)
40-49%	Third Class
0-39%	Fail

Degree classifications shall be based on modules representing a minimum of 120 credits at Level 6 (HE3), and any additional Level 5 (HE2) modules that may be specified by a School, with a weighting 2:1 applying between Level 6 (HE3) and Level 5 (HE2) modules counted toward the degree classification.

To qualify for an award of a degree a candidate must have:

*For students who commenced Level 5 (HE2) study before 1<sup>st</sup> September, 2009*

- a pass mark in no fewer than  $\frac{2}{3}$  of those credits which contribute towards the final award
- achieved a pass (a mark of at least 40%) in all designated core modules at Level 6 (HE3)
- and achieved all the programme learning outcomes.

*For students who commenced Level 5 (HE2) study on or after 1<sup>st</sup> September, 2009*

- a pass mark in no fewer than 80 credits at Level 6 (HE3)
- achieved a pass (a mark of at least 40%) in all designated core modules at Level 6 (HE3)
- and achieved all the programme learning outcomes

### 10.1 Borderline Cases

The School's Examination Board has discretion to award a higher degree class to an individual borderline candidate (as defined in "Rules & Procedures & Code of Practice for the Assessment of Students for Undergraduate and Taught

*Postgraduate Programmes”, 16.6.8). A higher class may be awarded if a student fulfils at least one of the following criteria:*

- i. The student’s performance in the final year of the course is consistent with the higher class. A student should be awarded the higher class if his/her average mark across Level 6 (HE3) modules is within the boundaries for the higher class.
- ii. The student’s marks for a substantial proportion (at least  $\frac{2}{3}$ ) of the credits across Levels 5 (HE2) and 6 (HE3) are consistent with the higher class. A student should be awarded the higher class if he/she has achieved marks within the boundaries for the higher class in the equivalent of 160 credits across Levels 5 (HE2) and 6 (HE3).

Other details, including statistical information, available to the Board of Examiners, may also be used to confirm that a student’s performance is consistent with the higher class.

## **11.0 Academic Dishonesty/Misconduct**

*(taken from “Rules & Procedures & Code of Practice for the Assessment of Students for Undergraduate and Taught Postgraduate Programmes”, 21.6)*

Academic Dishonesty is defined as:

“any attempt by a student or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment by deception or fraudulent means”.

It is viewed very seriously by the University. The following are examples of academic dishonesty – read them and be aware of them so that you do not fall into this trap and suffer the consequences:

**Aiding and abetting** dishonest practice.

**Bribery** – paying another student for a copy of their work, paying for an advance copy of an unseen paper.

**Calculator/mobile phone fraud** – storing information in the memory of a programmable calculator for use during an exam;

**Collusion** – presenting an unauthorised piece of group work as your own;

**Commissioning** another person to complete work and submitting it as your own;

**Computer fraud** – the use of material of another person stored on a hard or floppy disk, or on USB drive;

**Duplication** – inclusion of material which has already been submitted for any other assessment in this University or elsewhere.

**False declarations** – e.g. claiming false extenuating circumstances to obtain exemption from work or to explain a missed deadline;

**Falsification of data** – e.g. of data in laboratory reports;

**Misconduct in exams or tests** – use of crib notes, copying from another student, sitting an examination on behalf of another student or ask someone to do this for you, leaving the exam/test to look at pre-hidden notes, taking any stationery from an exam venue if you are not allowed to do so;

**Plagiarism** – plagiarism is defined as incorporating a significant amount of unattributed direct quotation from or unattributed paraphrasing of the work of another. The work may belong to another student or be from a published source such as books, reports or journals as well as material available on the Internet.

Copying – more than a single phrase from another text

Paraphrasing – rewording text

Summarising – rewording and reducing to fewer words

Taking ideas – passing off someone else’s ideas as your own

Any suspected academic dishonesty will be investigated thoroughly. Marks will be withheld where it is suspected and you will be notified in writing that your work is under investigation and given details of the process which will be followed.

The University’s **WARNING TO STUDENTS – DON’T CHEAT** warns against:

1. Engaging in plagiarism by using other people’s work and submitting for examination or assessment as though it were one’s own work.
2. Taking unauthorised materials (such as a book, notes or loose papers of any kind) or any source of unauthorised information into an examination room.
3. Communicating with another person in an examination room.
4. Copying or using in any other way unauthorised materials or the work of any other candidate.
5. Impersonating an examination candidate or allowing oneself to be impersonated.

6. Claiming to have carried out experiments, observations interviews or any form of research which one has not in fact carried out, or claiming to have obtained results which have not in fact been obtained.
7. To present evidence of special circumstances to examination boards which is false, falsified or which in any way is intended to mislead to boards.

## 12.0 Getting help - University support systems

At Bangor we pride ourselves on looking after students' welfare through the Personal Tutor system and the Peer Guide scheme, but there are others who will help too: the Senior Tutor, your lecturers and the School Administrator. A full range of support services is also offered by the Student Services Centre, which is in the Students' Union building.

### 12.1 Your Personal Tutor

One of the first members of academic staff you will meet when you arrive in Bangor is your Personal Tutor. Their job is to keep tabs on your personal and academic wellbeing while you are a student. It is important that your tutor knows you personally: firstly so that they can help if you have a problem; but also to make it easier for them to write reports and job references during your academic career.

You should try to establish a good relationship with your tutor, and should never be afraid to go to him or her with any concerns about your work or well-being. Over the years, tutors have dealt with a wide variety of problems: you will generally find them understanding, sympathetic and unshockable. Always remember that problems which are not dealt with tend to worsen and that it is always a good idea to seek help at the earliest moment. In particular, you should inform your tutor if you are sick for more than a couple of days; if you are falling behind with your studies for any reason; or if you have personal or medical problems which you think may affect your performance in examinations or essays.

If, for any reason, you are not happy with your assigned tutor, it is possible to change. To do this, contact your School's Senior Tutor and they will assign you a new tutor. If your Personal Tutor is also the Senior Tutor, then contact the School Administrator.

**Joint Honours students** will be assigned two personal tutors (one from each school), with one being the primary tutor.

### 12.2 Senior Tutor

The Senior Tutor is the person responsible for the overall organisation of personal tutor system in your School. If you can't see your personal tutor for any reason, you can go and see the Senior Tutor instead.

### **12.3 Peer Guides**

When you arrive in the School you will be introduced to your 'Peer Guide'. These are senior students who are assigned to help students during their first year. That's their job, so please make use of them.

You can train to be a Peer Guide yourself in your 2nd year. It is an excellent way to play a central part in the University community, whilst also developing a wide range of employability skills. The achievement of Peer Guides is recognised through a University certificate and is highly regarded by major graduate recruiters. For further details, visit

[http://www.bangor.ac.uk/careers/students/peer\\_guides/index.php.en](http://www.bangor.ac.uk/careers/students/peer_guides/index.php.en)

### **12.4 Members of Staff**

Every member of staff sets aside several hours a week during term-time to see students (either singly or in groups) about academic or other matters. You might want to see a lecturer about an academic problem, e.g. to clarify something you do not understand, to discuss an assignment etc.; or you might want to seek help or advice from your tutor. Do not hesitate to go and see a member of staff whenever you have a genuine problem or query.

### **12.5 Student Representation**

Student Representatives are a vital point of contact between staff and the student body. They are expected to collect and report students' concerns, comments and ideas and take part in meetings with staff (normally one per semester) where decisions are made on matters such as teaching methods, assessment etc.

Student representatives are sought at the beginning of each academic year. Anyone interested in getting involved should make themselves known to staff/School administrator. Being a Student Representative requires a certain level of commitment but it is a vital role and it also looks good on a *c.v.*

### **12.6 Student Services Centre**

The Student Services Centre is on the 1<sup>st</sup> Floor of Neuadd Rathbone (College Road) and is open all year during normal office hours.

Telephone: 01248 382024  
Text: 01248 371811  
Fax: 01248 383588  
Email: [studentservices@bangor.ac.uk](mailto:studentservices@bangor.ac.uk)

The Student Services Centre can provide the following services:

- Advice on course transfer/withdrawal
- Counselling Services
- Disability Support Service
- International Student Welfare Adviser
- Mental Health Adviser
- Student Health Service
- Student Housing Office
- Student Wellbeing

For more details, look at the following website:

[www.bangor.ac.uk/studentservices](http://www.bangor.ac.uk/studentservices)

## **12.7 Centre for Careers & Opportunities**

In today's highly competitive job market, it is important to take advantage of the academic, recreational and work-related activities available to you as a student. Whether or not you know what career path you want to follow, the Centre for Careers & Opportunities supports students and recent graduates to make appropriate choices about their futures, by providing high-quality information, advice and guidance as well as offering work-based opportunities such as a student employment bureau, work placements and work shadowing.

Visit our website for further information:

<http://www.bangor.ac.uk/careers>

The Centre is located on the 2nd Floor of Neuadd Rathbone.

Telephone: 01248 382071

Email: [careers@bangor.ac.uk](mailto:careers@bangor.ac.uk)

## **12.8 Problems Procedures**

Your Personal Tutor is your first port of call if you are having problems or feel aggrieved by some aspect of university life. If you are not satisfied with how your personal tutor is representing your case, you can talk to the Senior Tutor, the lecturer concerned, the UG Programme Director or (if you are still dissatisfied) the Head of School. (See also 13.0 Dealing with Problems).

## **12.9 Confidentiality**

Please note that members of staff are prevented (by Data Protection Law) from discussing you with other people (including members of your family), or releasing any information about you, unless you have given prior permission. This rule is strictly enforced.

## **13.0 Dealing with problems**

This section gives some basic information on how to deal with problems, but you should also read Section 12.0 Getting Help.

### **13.1 Illness**

If you are ill and cannot hand in an assignment on time, or attend an exam, you will normally need a sick note from the doctor. A self-certification form will only do for absence from lectures.

### **13.2 Special Circumstances**

Your Personal Tutor must be kept informed of any special circumstances which might affect your results. At the end of year, these should also be noted on the end of year Progress Report form, and if you want your results to be considered in the light of special circumstances, you will also have to complete a separate Request for Special Circumstances form, available on:

<http://www.bangor.ac.uk/ar/main/publications/forms.php.en>

The School's Special Circumstances Committee, which meets at the end of the academic year, will then consider whether your results should be adjusted in any way, taking into account the problems you have had.

'Special circumstances' are serious problems which are unexpected or out of the ordinary, for example illnesses or personal problems which affect the quality of your work, or your ability to do it. In appropriate cases, you will be asked to produce documentary evidence in support of your request.

### **13.3 Grievances**

If you have a grievance concerning any aspect of your degree scheme, teaching and learning facilities or support services, you should discuss the matter with the relevant lecturer or with your Personal Tutor. If you wish to take the matter further you can consult the Head of School.

If you are not satisfied that the matter has been resolved you have the right to use the Student Grievance Procedure, details of which are available on the University's website and from the Academic Office.

### **13.4 Appeals**

The University has procedures enabling students to appeal against their end-of-year assessment and/or degree classification in certain circumstances. For full details, please ask the Senior Tutor or School Administrator, or consult the University's Academic Registrar. NB: The appeal procedure must be initiated within 14 days of the meeting of the School's Examining Board.

## **14.0 Academic Registry Website**

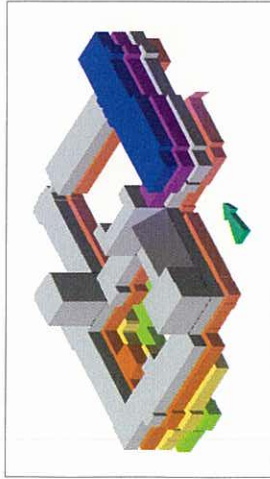
**Visit:** [http://www.bangor.ac.uk/ar/main/indices/current\\_ug.php.en](http://www.bangor.ac.uk/ar/main/indices/current_ug.php.en)

### **Information for Current Students**

- After your Degree - What Next?
- Appeal Procedures
- Centre for Careers & Opportunities
- Counselling
- Disability Support
- Dyslexia Unit
- Examination Timetable
- External Examination Boards
- Graduation
- International Students
- Money Advice
- Money Matters
- Online Module Gazettes
- Postgraduate Senior Tutors
- Postgraduate Student Handbooks
- Registration
- Report of Special Circumstances
- Semester Dates
- Student Guide
- Transcript Requests
- Tuition Fees
- Welfare & Health

## 15.0 CAH CALENDAR 2011-12

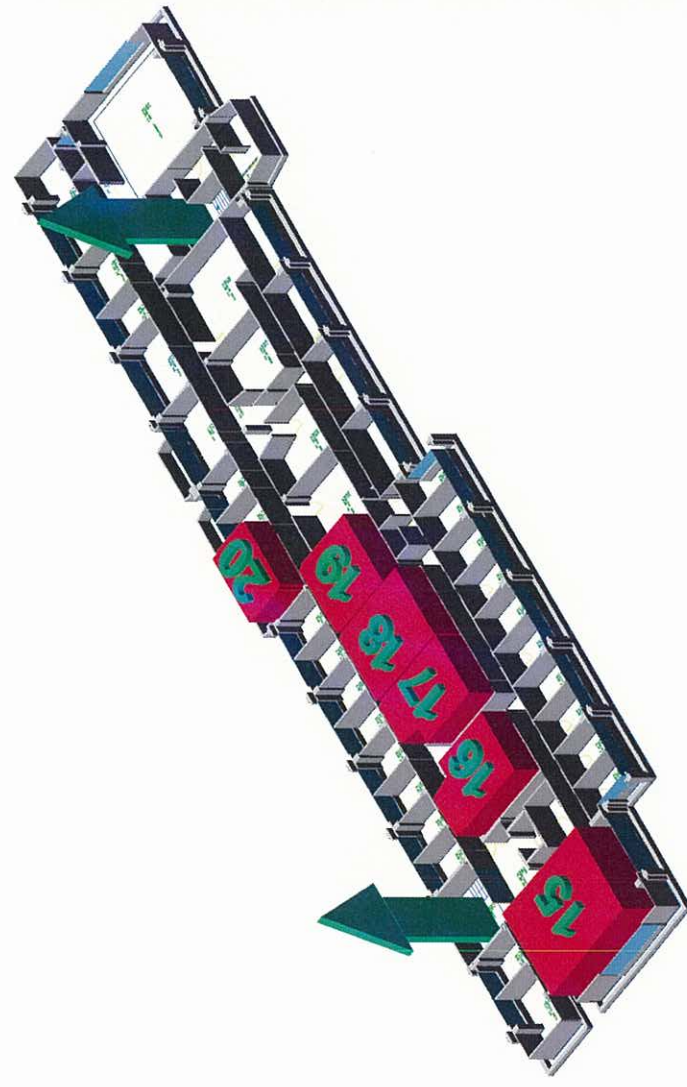
		Month	Mon	Tues	Wed	Thur	Fri
<b>Semester 1</b>	<b>Welcome Week</b>	<b>September</b>	19	20	21	22	23
	Week-1		26	27	28	29	30
	Week-2	<b>October</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	Week-3		<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	Week-4		<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	Week-5		<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	Week-6	<b>November</b>	<b>31</b>	1	2	3	4
	<b>Reading Week</b>		7	8	9	10	11
	Week-8		14	15	16	17	18
	Week-9	<b>December</b>	21	22	23	24	25
	Week-10		28	29	30	<b>1</b>	<b>2</b>
	Week-11		<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	Week-12		<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	VACATION		<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	VACATION		<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
	VACATION	<b>January</b>	2	3	4	5	6
	EXAMS		9	10	11	12	13
EXAMS	16		17	18	19	20	
<b>Semester 2</b>	Week-1	<b>February</b>	23	24	25	26	27
	Week-2		30	31	<b>1</b>	<b>2</b>	<b>3</b>
	Week-3		<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Week-4		<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	Week-5		<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	Week-6	<b>March</b>	<b>27</b>	<b>28</b>	<b>29</b>	1	2
	Week-7		5	6	7	8	9
	Week-8		12	13	14	15	16
	Week-9		19	20	21	22	23
	VACATION	<b>April</b>	26	27	28	29	30
	VACATION		<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	VACATION		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	Week-10		<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	Week-11		<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	Week-12		<b>May</b>	<b>30</b>	1	2	3
	EXAMS	7		8	9	10	11
	EXAMS	14		15	16	17	18
EXAMS	21	22		23	24	25	
EXAMS	<b>June</b>	28		29	30	31	1



### 3ydd LLAWR - 3rd FLOOR

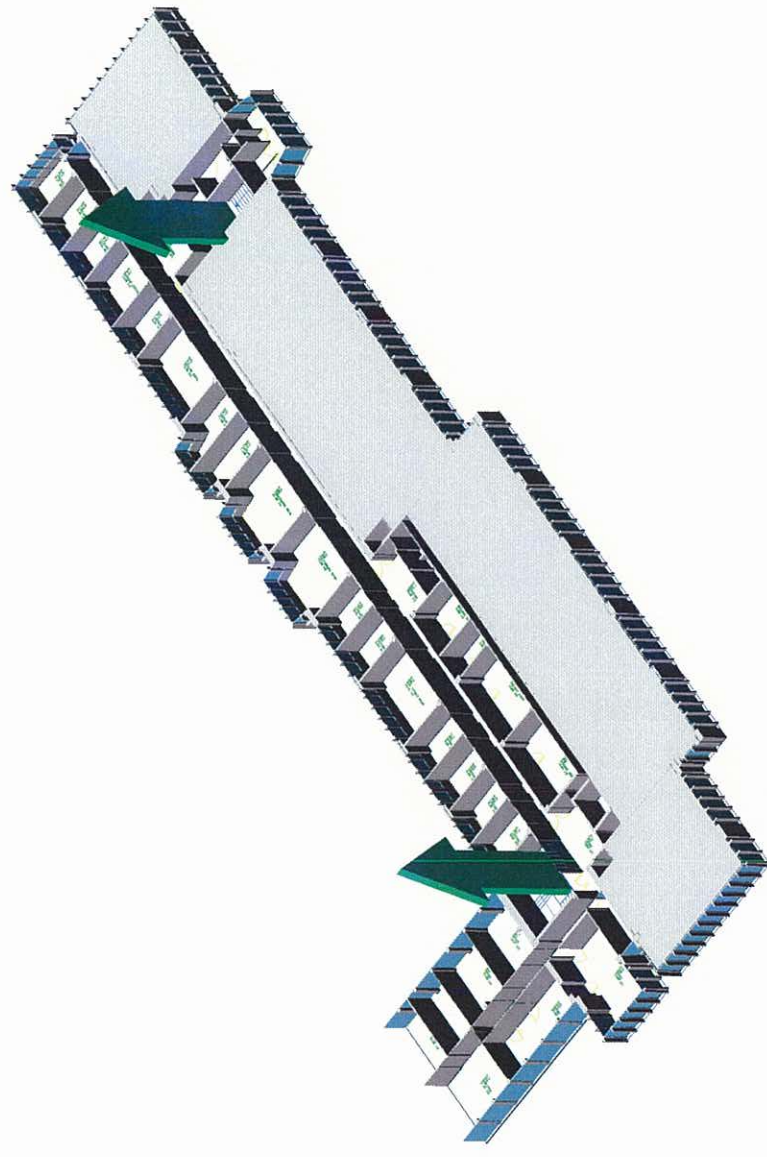
- 15. Ystafell  
Cyfrifiadur 2  
Computer  
Room 2
- 16. Ystafell 328  
Room 328
- 17. Ystafell 327  
Room 327
- 18. Ystafell 326  
Room 326
- 19. Ystafell 325  
Room 325
- 20. Ystafell 315  
Room 315

NEW ARTS



### 2ail LAWYR - 2nd FLOOR

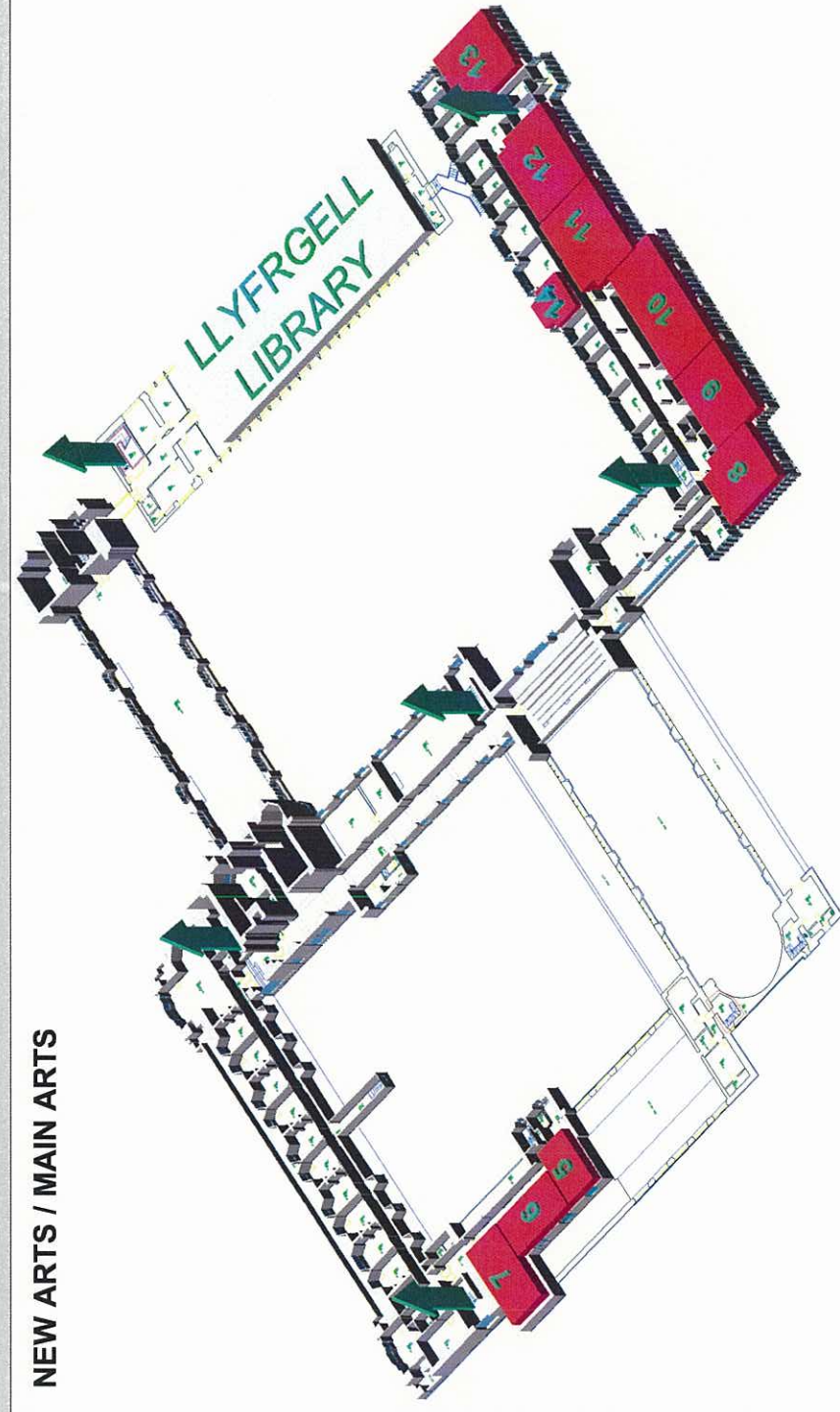
NEW ARTS

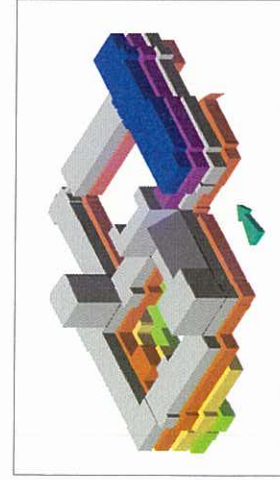


### LLAWYR 1af - 1st FLOOR

- 5. OSCR B
- 6. Ystafell Seminar  
Gymraeg  
Welsh Seminar  
Room
- 7. OSCR A
- 8. Ystafell  
Cyfrifiadur 1  
Computer  
Room 1
- 9. Ystafell Ddarlitho 5  
Lecture Room 5
- 10. Ystafell Ddarlitho 4  
Lecture Room 4
- 11. Ystafell Ddarlitho 3  
Lecture Room 3
- 12. Ystafell Ddarlitho 2  
Lecture Room 2
- 13. Ystafell Ddarlitho 1  
Lecture Room 1
- 14. Ystafell 106  
Room 106

NEW ARTS / MAIN ARTS

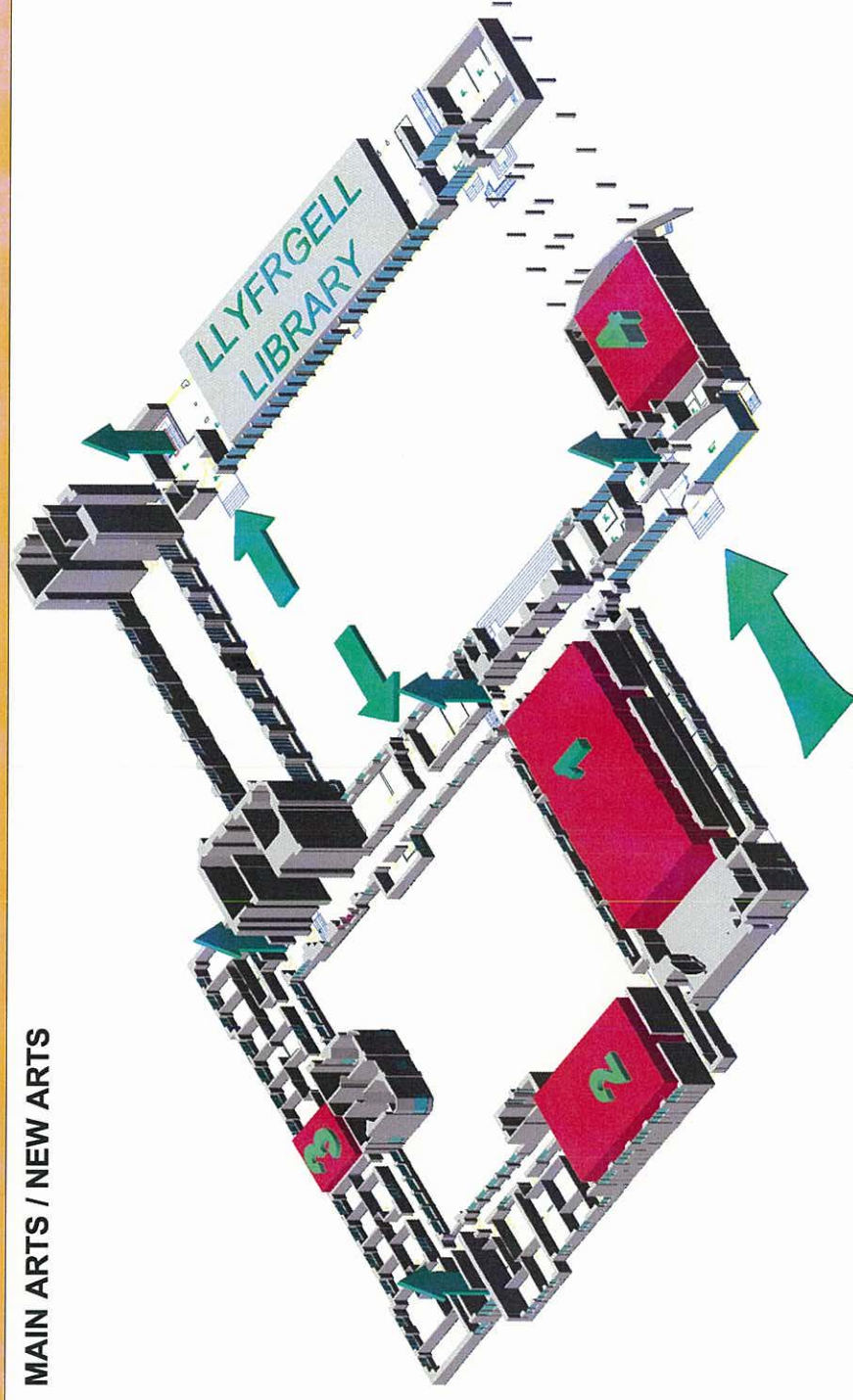




**LLAWR DAEAR  
GROUND FLOOR**

- 1. Neuadd PJ  
PJ Hall
- 2. Neuadd Powis  
Powis Hall
- 3. Ystafell G1  
Room G1
- 4. Prif Ddarlithfa'r  
Celfyddydau  
M.A.L.T

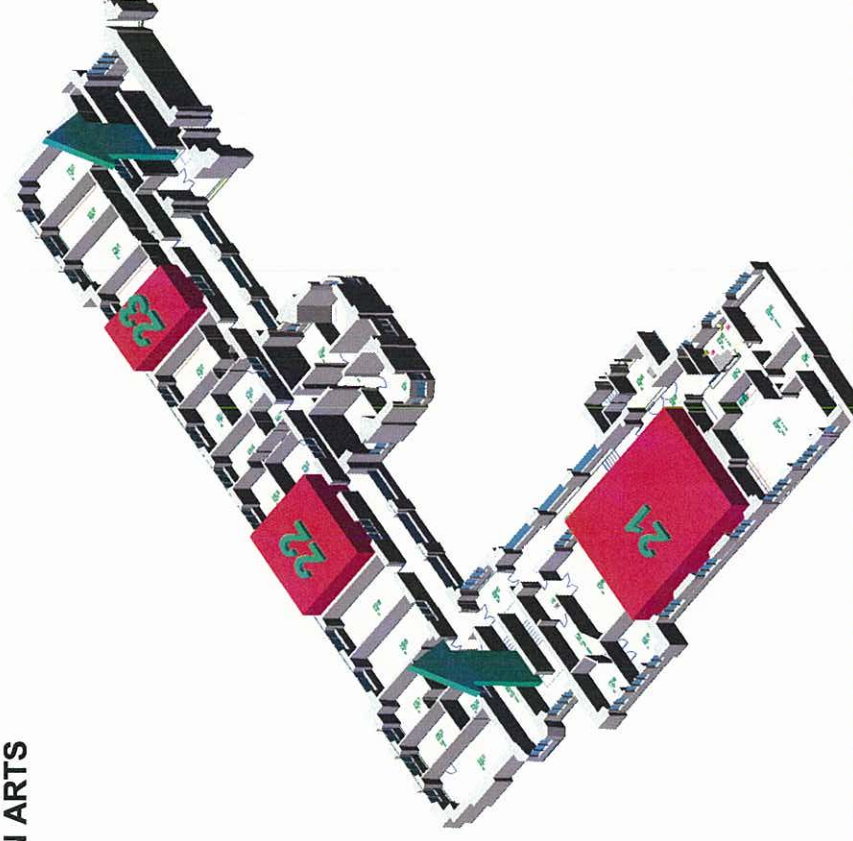
**MAIN ARTS / NEW ARTS**



**LLAWR MEZZANINE  
MEZZANINE FLOOR**

- 21. Ystafell Ymarfer  
Drama  
Drama Rehearsal  
Room
- 22. Ystafell Groeg  
Greek Room
- 23. Ystafell M5  
Room M5

**MAIN ARTS**



**LLAWR GWAELOD ISAF  
LOWER GROUND FLOOR**

- 24. Ystafell Seminar  
Ieithyddiaeth  
Linguistics  
Seminar Room

**MAIN ARTS**

