

# Update



Student helper, changing  
modules, assessment, ...

# Student helper

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Job : To hold drop-in sessions for students to deal with minor problems. (Major problems go to tutor)

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Office hours:   Wed   14-16  
                  Thurs  13-15  
                  Fri     14-16

Room to be confirmed

# Urgent—Timetable clashes

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- If lectures clash you will need to change modules.
- For other clashes you can consult the lecturer responsible for the module
- Or you can consult the timetabler Zarah Leeson who is available:

Thursday 9, 9.30-16.00 in Building 44/2003

Friday 10, 9.30-16.00 in Building 58/2095

# Urgent—changing modules

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- Changes of modules for this semester **must be done** by 3pm, 10 October
- You need to collect a form from the Student Office and have it approved and signed by me
- Do **not** leave changes until the last minute

# Urgent—problems with Banks

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- Requests for Bank letters should be handed into the Student Office 58/Level 2
- Please allow 2 days for processing
- Note that Banks do **not** like student-downloaded letters. So go through the Student Office.



# Looking ahead

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- Work

- Holidays

# Work: standards

- The usual requirement for admission to a UK Master's course is a first (average of 70+) or upper second (average of 60+)
- In Soton a **fail** is a mark  $<40$ . (Visiting students get **no** credit for modules they fail)
- A **bad fail** is a mark  $<25$ . (If you fail a module so badly **you have to re-sit** the exam in August in order to obtain DipHE or to pass the year for 2+2)



# All modules **count** & count **equally**

- **All** marks appear on your University transcript
- There is **no** forgiving of bad marks





# Assessment types

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- Informal tests during the course—'mid-terms'
- Submitted coursework
- Formal exams at the end of each semester in January and May.

# Mid-terms—what can go wrong?

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- You do not turn up. If you are ill you should tell the lecturer responsible for the module.
- You appear to cheat. The mid-terms are often held in the lecture theatre used for the course. Students sit very close to each other and it is tempting to talk to your neighbour or look across at your neighbour's work. **Resist the temptation.**

# Coursework—what can go wrong?

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- You miss the deadline. There are penalties for late submission. If you are ill you should tell the lecturer responsible for the module.
- You (or your group if its group work) **plagiarise** the work of somebody else.

# Plagiarism

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Plagiarism is presenting somebody else's work as your own.

It is form of cheating.

And is punished.

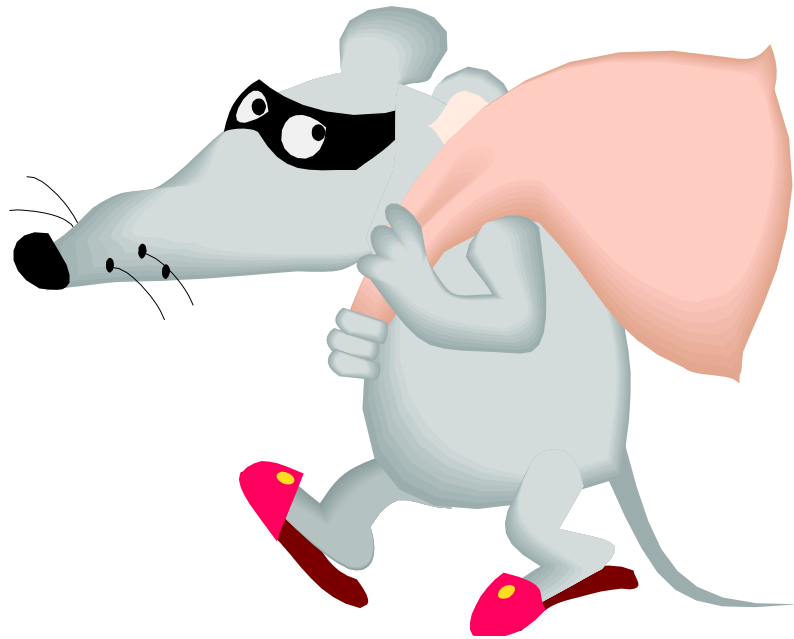
There are 2 aspects

Using somebody else's work

Presenting it as your own.

# What is Plagiarism?

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Plagiarism is using someone else's work but not indicating that it is not your own

- ❑ In some countries/cultures students may expect to copy. Teachers may want students to repeat exactly what is in text books or lecture notes.
- ❑ At the University of Southampton all work you submit for marking **must be** your own original creation.
- ❑ Presenting another's work as if it was your own is called "plagiarism" and is the **wrong thing to do**.
- ❑ **Plagiarism** is what you do when you copy without acknowledging your sources.
- ❑ There are academic conventions for acknowledging sources.
- ❑ We have clear university regulations against plagiarism.

# I have been *guilty* of plagiarism

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- I wanted to impress you with my skill but I **should have acknowledged** that the previous slide was taken from

<http://www.soton.ac.uk/library/subjects/e/cs/plagiarismecs.ppt>



# So ...

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- **Always** refer to your sources and put any passage you reproduce in quotes.

## However

- It is usually a **bad idea** to copy and paste text—even if you acknowledge the source.
- A ***bad idea*** because the marker will know you are lazy and will probably think you do not understand what you have copied.
- Putting matters in your own words is better—but always acknowledge the source.

# Examinations

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- The exam is the most important form of assessment—accounting for 80-90% of the mark for the module.
- There are university procedures for everything connected with exams. You will receive information on these procedures.
- The first exams are in January and we will discuss them in a later meeting.



# Illness

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- Students are sometimes ill and most often the illness is minor

**BUT**

- if you believe that your performance in examinations or coursework merits special consideration, you must ensure that this **information**, with supporting documentation, is submitted to the Student Office.

For details see **Special consideration form** at <http://www.soton.ac.uk/socscinet/ug/forms.html>  
and **University student medical guidelines** at <http://www.soton.ac.uk/socscinet/ug/forms.html>

You should **inform** your tutor

# Extensions

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- Students are sometimes unable to submit coursework at the given date—for **good** reason and **not** because their computer isn't working
- You should contact the Student Office as soon as possible
- And complete a Special Considerations form

# Special consideration in general

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Illness is the most common reason for special considerations

But other factors may also affect a student's work.

- For example, last year a student went home for a few weeks because her grandfather was seriously ill.

If there is something you think should be taken into account when judging your performance you should speak to your tutor who will advise you on what to do.

# Applying for Master's courses

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- For Master's courses in 2015/16 most students apply later this semester although most British universities accept applications later
- For Master's courses in 2016/17 you do not need to do anything this year **except** get good grades and talk to senior students about their experience

# Vacations

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**Only** take holidays during university vacations, viz.

Christmas: December 13 – January 5

Easter: March 21 - April 19

Summer: June 13 –

Do **not** take holidays during term, reading breaks or exam periods. To do so may violate the terms of your visa.

# Not overloading Student Office

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At certain times the Student Office is very busy writing letters on behalf of students.

You can speed the flow for yourself and other students by

- making sure that all your details are correct
- by not returning to ask for the same letter to be rewritten.



# ‘Office hours’

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Outside each lecturer’s office is a notice giving their office hours

- These are times when the lecturer is free to see students without appointment
- If you come at other times there is a chance that the lecturer will be busy.



# Reminder about rules & regulations

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The university regulations are at

<http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>

Information for Social Science & Economics

<http://www.southampton.ac.uk/socscinet/ug/booklets.html>.





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**Any Questions?????**