



**University of
Nottingham**

UK | CHINA | MALAYSIA

School of Biosciences Programme Handbook 2021 - 2022



BSc (Hons) Nutrition

BSc (Hons) Biotechnology

Please note that all information given in this Student Programme Handbook is correct at the time of going to press. The School reserves the right to amend the programme structures or information and amend, substitute, or withdraw programmes detailed in this publication.

Please direct all comments and suggestions on this handbook to

FOSE.StudentSupport@nottingham.edu.my

Updated 17th September 2021

Welcome Address from Head of School

❖ Professor Dr Sandy Loh Hwei San

Dear Students,

Firstly, I would like to excitedly welcome you to the **School of Biosciences!**

Secondly, **CONGRATULATIONS:** You are a smart group; you have chosen to be a part of Biosciences community. As educators, we are committed to nurture and guide you throughout your University journey and provide you our very own Biosciences experience which will help you unleashing your borderless potentials and getting off a great future with your career of dreams. Most importantly, you, as a group of dedicated and talented people are sharing a mission with us to improve education together. Education needs us, but **Biosciences fields need you!**



Thirdly, you are assured to seek new knowledge in stimulating learning environments with us. Undoubtedly, Covid-19 pandemic had changed the higher education landscape significantly. The past emergency remote learning during the first Movement Control Order (MCO) in Malaysia (March 2020) may be a coping mechanism, however, following this 18-month virtual teaching and learning (T&L) process within various phases of MCOs, our fundamental understanding and vision of digital T&L have transformed. Other than adopting technology-embedded online teaching and assessment, we have provided simulated learning environments that allow students to complete laboratory experiments online and explore concepts and theories without stepping into a physical laboratory. During this new academic year 2021-22, we are looking forward to the re-opening of our campus and adopting the best blended learning approach to ensure the positive and safe learning practices. Regardless of online and/or physical classrooms, we are doing all we can to maintain the high quality level of learning you would expect from us.

This is a very special beginning and new adventure. I wish you all the best in your studies and make the most of your university experience.

Yours sincerely,

Sandy Loh

Professor Sandy Hwei-San Loh

Greetings from Programme Directors

Programme Director for BSc (Hons) Nutrition

❖ Dr Susan Azam Ali



Welcome and thank you for choosing us!

There really is no better time to study the science of nutrition. Through the Covid pandemic, we have seen that individuals with good health and nutritional status are more resilient to the effects of infectious disease. It is no surprise that good nutritional status is linked to the type and amount of food we eat.

We need nutritionists who understand the links between food production, consumption and health, to improve the nutritional status of future generations.

Starting at University can be a challenge. Whilst it's an exciting time, the new environment, new ways of learning, making new friends and learning how to become independent are just a few of the challenges you will face.

It's important that you find time to get to know your fellow students. Your seniors will be able to advise you on student life in general, and on various aspects of your course. Your lecturers will be there to guide you regarding the choice of different options you may wish to study.

Although we're a relatively small team, we firmly believe in quality over quantity. One of the advantages of being small, is that your learning will be more personalized. After the first year, the majority of lectures will be in small groups of up to 20 students, giving you plenty of opportunities to interact with staff and your peers. Our courses are constantly evolving, aiming to provide you with the best experience possible. Lecturers actively invite your feedback to assist with improving our courses. Rest assured that you've made a good choice to join us at Nottingham Malaysia, where you will combine quality learning with life experiences.

It's really up to you to make the most of the numerous opportunities that come your way. Remember, your University journey is a voyage of discovery – not just studying – but finding out who you are and what you enjoy. Embrace it – these really are the best years of your lives!!

'Minds are like parachutes - they only function when open' Thomas Dewar

Programme Director for BSc (Hons) Biotechnology

❖ Dr Le Cheng Foh



Greetings to all BSc (Hons) Biotechnology students and welcome back!

It has been yet another extra-ordinary year for all of us. I always believe that new challenges will spur new opportunities in the most unimaginable way, and perhaps the only way to deal with it is to embrace openness and preparedness in any fluidic environment that may go well beyond expectation. However, one thing that has never changed in the history of mankind is to constantly evolve and change (this may sound counter-intuitive but very true!). Behind these changes are creativity and innovation that shape the world we are living in today and the near future.

You will continue to learn the various concepts, principles, and applications in biotechnology with us. With the seeds that we have given to you, it is now you as the future leaders to nurture the plants of tomorrow with your passion, enthusiasm, and dedication in addressing the complex global issues of food security, environmental pollution, climate change, emerging infectious disease, and many more towards a sustainable future.

Challenge-your-Professors series - continued

Last year, I posted some questions and if you have not had any clues yet, here it is:-

- *How to make crops drought-resistant and give higher yield?*

Answer: Grow them away from the blazing sun and just-grow-more (No, this is not the way!). Prof Festo Masswe has the answer.

- *How do we design new antibiotics by “assembling puzzle”?*

It is as easy (and difficult) as slotting in pearl balls using Antimicrobial Peptides! Remind me of this question in any of my classes.

- *How (and why) do we make microbes and plants fluoresce in the dark like fireflies?*

Some proteins light up in the dark and no battery needed! Prof Sandy Loh knows the trick.

New questions...

- *Prof Asgar Ali has some tricks that keep vegetables and fruits twice (or more) as fresh as those from the supermarket. Ask him for the secret recipe.*
- *Living cells can be made immortal and indeed it is a natural phenomenon that is very much undesirable, unfortunately. How does this happen? Talk to Dr Eunice Ngai and she knows the options we have in treating this condition.*

Together with other academic staff from the School of Biosciences, I (we) looking forward to the new 2021-22 academic year!

Table of Contents

1. Academic year 2021-22.....	7
2. UNM Approach to Teaching and Learning for Autumn Semester 2021	8
3. Programme handbook	9
4. The School of Biosciences	9
5. Student support.....	10
6. Advice for learning.....	10
7. Student commitment.....	11
8. Your school and your studies	12
9. Academic staff and support staff	13
10. Course structure, organization and choosing your courses.....	18
11. Programme structure.....	20
11.1 BSc (Hons) Nutrition	20
11.1.1 Programme structure for undergraduate students in BSc (Hons) Nutrition who entered their Qualifying year (Year 1) from September 2021	20
11.1.2 Programme structure for undergraduate students in BSc (Hons) Nutrition who entered their Stage 1 and 2 (Year 2 and 3) from September 2021	23
11.2 BSc (Hons) Biotechnology	25
12. Guidelines for the General Studies Modules (MPU)	28
13. Timetable information for 2021-22	29
14. Teaching methods.....	33
15. Assessment, progression, compensation and reassessment.....	35
16. Extenuating circumstances	38
17. Plagiarism, paraphrasing and other academic misconduct	40
18. Academic tutoring in the School of Biosciences.....	46
19. Attendance and engagement.....	50
20. Complaints and appeals procedure.....	51

21.	Industrial placement.....	51
22.	Study abroad opportunities	52
23.	Channels of communication.....	53
24.	Student/staff consultation.....	53
25.	Faculty office hours policy	54
26.	Students' access to academic staff policy.....	54
27.	Quality assurance	56
28.	Coursework and examination feedback	56
29.	Student services/departments.....	58
29.1	Undergraduate administration	58
29.2	Library	58
29.3	IT facilities	59
29.4	Academic and disability support	60
29.5	Counselling service	62
29.6	Careers and employability service.....	63
30.	Health, safety and security.....	64
31.	Appendices	66
31.1	Qualitative assessment criteria - general guidelines for examinations	66
31.2	Qualitative assessment criteria - general guidelines for essays and reports ..	67
31.3	Qualitative assessment criteria - general guidelines for posters.....	68
31.4	Qualitative assessment criteria - general guidelines for oral presentations...	69
31.5	Marking at different levels within degree programmes.....	70
31.6	Policy on dyslexia.....	72
31.7	Information for students with a disability	73
31.8	Extenuating Circumstances Application	74

1. Academic year 2021-22

September 2021 Intake

Registration: commences on Monday 23 August 2021*

*except for postgraduate taught programmes in school of Education commence on Tuesday 3 August 2021

Induction:

Thursday 23 September 2021 and Friday 24 September 2021

Semesters

- **Autumn Semester:** Monday 27 September 2021 - Saturday 22 January 2022
- **Spring Semester:** Monday 07 February 2022 - Thursday 02 June 2022
- **Summer Semester:** Monday 30 May 2022 – Friday 09 September 2022

Examinations:

- **Autumn semester:** Friday 07 January 2022 to Saturday 22 January 2022 - including Saturdays
- **Spring semester:** Tuesday 17 May 2022 to Thursday 02 June 2022 - including Saturdays
- **Summer semester:** Monday 29 August 2022 to Friday 09 September 2022 - including Saturdays
- **Re-assessments:** Monday 08 August 2022 to Friday 26 August 2022 - excluding Saturdays

Graduation Ceremonies:

- Undergraduates: Saturday 23 July 2022 to Monday 25 July 2022

2. UNM Approach to Teaching and Learning for Autumn Semester 2021

[Adapted from the Provost's Office's email communication to all students on 05.08.2021]

Teaching and Learning

Taking into account the current Covid-19 situation in Malaysia and after careful consideration, UNM has decided to conduct all teaching and learning activities for the new academic year starting in September 2021 fully online until it is safe for us to resume teaching activities on campus. This approach enables students to proceed with their studies as planned.

The University will communicate with students at a later date, on the blended teaching approach once we are able to resume physical classes on campus. In the event of any changes, the university will inform students accordingly. Our priority is the safety and wellbeing of our students and staff.

Important

Students who are having internet access problem, connectivity issue or non-conducive learning environment can apply to study online from campus. Once you begin the online registration, the Student Registry Office will provide you with a form that you must complete to help us to plan and support your learning accordingly. If you do not complete the form, we will assume that you will continue studying online at home. The Student Registry Office will also provide you information on "Preparation for Classes" that will be useful to help you prepare for your online studies

Entry to campus and buildings

For students who are staying off campus, you will be able to access the campus to use various facilities and amenities subject to the latest guidelines as informed by the UNM's Covid Committee and in line with the requirements of the Ministry of Higher Education. All staff, visitors and students who enter the campus must check in using the MySejahtera application and get their temperature taken.

In addition, the following steps needs to be adhered to when entering the various buildings on campus:

1. Kindly follow the instructions at the entrance to each building. Only use the designated entrances when entering a building.
2. Please queue to enter the building maintaining appropriate physical distance of 1m from one another.
3. Check in using the **MySejahtera** application.
4. Do a temperature check.
5. In the event your body temperature exceeds 37.5°C, please alert the staff member on duty at the station.
6. You must wear your mask at all times when on campus.

The University will continue to seek advice from the Ministry of Higher Education and will provide you with updates as to when it is safe to resume the blended learning approach on-campus.

If you have further questions, kindly contact Covid T&L Enquiries at CovidT&L@nottingham.edu.my.

3. Programme handbook

This handbook is designed to give you all the information you need to allow you to progress your studies at Nottingham. It describes the various procedures and practices that are in place which are designed to help you achieve your goals. From time to time these have to be changed to meet new requirements put upon us by the University and changes are also made based on student opinion. Therefore, at any time if you have a positive suggestion, which can bring about some improvement in what we do, please bring these to the attention of the School representative or respective Class representative.

4. The School of Biosciences

The School of Biosciences is part of the Faculty of Science and Engineering (FOSE).

The School offers the following Undergraduate Programmes:

- **Bachelor of Science (Honours) Nutrition**
- **Bachelor of Science (Honours) Biotechnology**

The Faculty Office is located on the ground floor of Block C, Room CA06.

This should be your first port of call if you have any queries or concerns. As well as providing information and advice, the faculty office staff will receive work being handed in and return marked course work, module entry forms and other pieces of information.

Office hours:	9.00 am – 17.30 pm (Monday to Friday)
Counter operation hours:	9.30 am – 12.30 pm (Monday to Friday)
	13.30 pm – 17.30 pm (Monday to Friday)

You can visit or can email FOSE.StudentSupport@nottingham.edu.my during office hours.

5. Student support

One of the first people you will meet is your **Personal Tutor**.

Your Personal Tutor will be a member of academic staff with whom you have regular meetings, sometimes as part of a group. Your Tutor is there to give you help and support in person as well as guidance in academic matters. You should make every effort to establish a good relationship. Your Tutor will provide you with advice and details of your exam performance, so it is essential that you discuss your progress, in confidence, with him/her at regular intervals.

If you become ill and have to miss more than a couple of days, or a coursework deadline, or if your performance in an exam is affected, please consult your tutor and complete an **Extenuating Circumstances Form (ECF)**.

Missing an exam for any reason is extremely serious and should be avoided if possible. Let your Tutor know **IMMEDIATELY** and complete an Extenuating Circumstances Form available as above.

The ECF is available in the MyNottingham portal or on the website at

<https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Examinations/Extenuating-circumstances/Index.aspx>

*(Please see **Section 16** Extenuating circumstances and **Appendix 31.8** for Guide to submit the ECF).*

6. Advice for learning

Here are a few pieces of free advice; they come from fellow undergraduate students and from academic staff who helped us prepare this document:

- Most lecturers teach at a faster pace than you may be used to from school or college. Develop good note taking skills early in your university career.
- Lectures are progressive, i.e. each one builds on the last. Missing lectures is therefore dangerous, as is ignoring things that you didn't fully understand at the time.
- You should expect to work outside of class time. This may include reading, rewriting your notes, doing coursework, writing reports.
- Don't be afraid of asking questions in lectures. Lecturers like to know that students are following what they are saying. The question you ask may be exactly what other students were wondering but were afraid to ask. Most lecturers will provide opportunities for questions. You can also ask for help outside of lecture time.

-
- Don't be afraid to approach staff for help. Their offices are accessible to you and they have telephones and email. They are busy people but a large part of their work involves dealing with students. Please see "office hours" section for further details of how to make appointments with academic staff.
 - Make use of their time, advice, experience and expertise.
 - Remember that activities continue after the exams and that you are required to remain at the University until the end of each semester.
 - Never hesitate to see the lecturer if you are having difficulty with his / her module or don't understand why you were given a particular mark.
 - Handing in coursework late means losing marks. 5% will be lost for every working day late.
 - The School has a Learning Community Forum with staff and student representatives from each year. Use this system to make constructive comments about your course.

7. Student commitment

Students are expected to access their e-mail accounts regularly as this is the main means of communication.

Please do not use any other personal email account which you may have for communication within the University. If you do, you risk losing out on important information.

You are required to:

- **Read** this handbook and other documents referred to so that you are clear about the structure of your degree course and what is expected of you.
- **Abide** by University Ordinances, Regulations and other codes of practice (e.g. Computing, Safety etc.).
- **Read notices** placed on official notice boards, these provide an important primary channel of general communication and may advertise such information as re-arrangements to the teaching timetable.

It is wise to carry a diary in which to note appointments with tutors, course conveners and your personal timetable.

8. Your school and your studies

A note on Terminology:

Your degree Programme (also known as Plan) is made up of several Courses (previously known as Modules).

You can find details of the **Programme and Courses** on the **Catalogue of Courses** at this link:

https://mynottingham.nottingham.ac.uk/psp/psprd/EMPLOYEE/HRMS/c/UN_PROG_AND_MOD_EXT_RACT.UN_PAM_CRSE_EXTRCT.GBL?

Moodle is the online learning platform used at the University of Nottingham. Here you will find all the relevant information and learning material for your Courses. Here is the link to Moodle:

<https://moodle.nottingham.ac.uk/login/index.php>

Teaching Staff - Lecturers are responsible for teaching components of courses (modules) and for setting and marking assignments and examinations.

Each course (module) has a **Convener** who is responsible for the organisation of that particular course. At the start of the course, the Convener will direct you to the **Course Document**, which describes the aims, content, learning objectives, transferable skills, methods of assessment and dates for submission and return of coursework. At the end of each course, the Convenor will ask you to complete an online evaluation of the course. The information is used by the lecturer to improve the course.

Each degree programme has a **Programme Director**, who is responsible for the content of the programme. The Programme Director ensures a balance between modules and liaises regularly with other staff to ensure that appropriate teaching and learning are provided. The Programme Directors are directly responsible to the **Head of School** for ensuring that all levels of the teaching management structure operate efficiently. They should be notified of any significant problems.

The **Head of School** oversees the organisation and management of teaching across the School. Head of School is ultimately responsible for the services provided by his/her staff.

9. Academic staff and support staff

The Dean of the Faculty of Science and Engineering is Professor Law Chung Lim and the Head of School of Biosciences is Professor Sandy Loh Hwei San.

ACADEMIC STAFF

NAME	KEY SCHOOL ROLES	CONTACTS
Prof. Sandy Loh Hwei San	Head of School	Room no.: B1A22 Tel: +603 89248215 Email: Sandy.Loh@nottingham.edu.my
Dr. Chin Chiew Foan	Director of Research and Knowledge Exchange Industrial Placement Manager (Biotechnology)	Room no.: B1A14 Tel: +603 89248216 Email: Chiew-Foan.Chin@nottingham.edu.my
Dr. Ng Zhi Xiang	Director of Admissions, Recruitment and Marketing Timetabling Officer Health and Safety Officer	Room no.: DB05 Tel: +603 87253616 Email: ZhiXiang.Ng@nottingham.edu.my
Dr. Lim Yin Sze	Director of Teaching and Learning Exam Officer Industrial Placement Manager (Nutrition)	Room no.: BB61 Tel: +603 89248726 Email: YinSze.Lim@nottingham.edu.my
Dr. Susan Azam Ali	Undergraduate Programme Director for BSc (Hons) Nutrition Academic Exchange Liaison Officer	Room no.: BB81 Tel: +603 89248727 Email: Susan.Azamali@nottingham.edu.my
Dr. Le Cheng Foh	Undergraduate Programme Director for BSc (Hons) Biotechnology Biosafety Officer	Room no.: DB05 Tel: +603 87253645 Email: ChengFoh.Le@nottingham.edu.my
Prof. Asgar Ali	Postgraduate Programme Director for MSc Biotechnology	Room no.: BA34 Tel: +603 89248219 Email: Asgar.Ali@nottingham.edu.my

ACADEMIC STAFF (CONTD.)

NAME	KEY SCHOOL ROLES	CONTACTS
Dr. Ajit Singh	Advisor for Undergraduate Learning Community Forum (LCF) Senior Tutor	Room no.: BB64 Tel: +603 89248167 Email: Ajit.Singh@nottingham.edu.my
Dr. Eunice Ngai Siew Ching	Postgraduate Research Admission Tutor and Advisor	Room no.: BB57 Tel: +603 87253533 Email: Ngai.SiewChing@nottingham.edu.my
Dr. Cheng Shi Hui	Undergraduate Admissions Tutor for BSc Nutrition Social Media and Library Liaison Officer	Room no.: BA50 Tel: +603 87253618 Email: ShiHui.Cheng@nottingham.edu.my
Dr. Christina Vimala Supramaniam	Undergraduate Admissions Tutor for BSc Biotechnology	Room no.: BA36 Tel: +603 89248217 Email: Christina.Supramaniam@nottingham.edu.my
Prof. Festo Massawe	External Engagement Officer Disability Liaison Officer	Room no.: BA51 Tel: +603 89248218 Email: Festo.Massawe@nottingham.edu.my

ADMINISTRATIVE STAFF

NAME	KEY ROLES	CONTACTS
Mrs. Salma Abd Kadir	Faculty Manager	Room no.: BA59 Tel: +603 89248201 Email: Salma.AbdKadir@nottingham.edu.my
Faculty Administration Unit		
Ms. Agnes Chin	Head of Unit – Faculty Administration	Room no.: BA59 Tel: +603 8924 3642 Email: Agnes.Chin@nottingham.edu.my
Ms. Penny Pawle	Secretary to Dean	Room no.: BA59 Tel: +603 8924 8106 Email: Penny.Pawle@nottingham.edu.my
Ms. Carol D’Cruz	Secretary	Room no.: BA59 Tel: +603 8924 8764 Email: Carol.Dcruz@nottingham.edu.my
Ms. Hanani Abd Rahim	Administrative Officer	Room no.: BA59 Tel: +603 8924 8709 Email: Hanani.Rahim@nottingham.edu.my
Ms. Vanitha Singaram	Administrative Officer	Room no.: BA59 Tel: +603 8725 3744 Email: Vanitha.Singaram@nottingham.edu.my
Teaching and Support Unit		
Ms. Tilagavati A/P Narayanan	Head of Unit – Teaching and Student Support	Room no.: CA06 Tel: +603 8924 8203 Email: Tilagavati.Narayanan@nottingham.edu.my
Ms. Roshanini Binti Mat Idrus	Administrator	Room no.: CA06 Tel: +603 8924 8756 Email: Roshanini.Idrus@nottingham.edu.my
Ms. Nor Syahira Binti Azizi	Administrative Assistant	Room no.: CA06 Tel: +603 8725 3745 Email: Nor.Syahira@nottingham.edu.my
Ms. Kavitha Murugasu	Administrator	Room no.: CA06 Tel: +603 8924 8107 Email: Kavitha.Murugasu@nottingham.edu.my
Ms. Suria Abu Bakar	Administrative Assistant	Room no.: CA06 Tel: +603 8924 8108 Email: Suria.AbuBakar@nottingham.edu.my

ADMINISTRATIVE STAFF (CONTD.)

NAME	KEY ROLES	CONTACTS
Mr. Prabakaran Kalaidassan	Administrative Assistant	Room no.: CA06 Tel: +603 8924 8785 Email: Prabakaran.Kalaidassan@nottingham.edu.my
Ms. Haslinda Hashim	Administrative Assistant	Room no.: CA06 Tel: +603 8725 3480 Email: Haslinda.Hashim@nottingham.edu.my
Examination Unit		
Ms. Dzarina Asmat	Head of Unit – Examination	Room no.: CA10 Tel: +603 8924 8104 Email: Dzarina.Asmat@nottingham.edu.my
Ms. Nurul Nadiah Aziz	Administrative Assistant	Room no.: CA10 Tel: +603 8725 3491 Email: Nurul.Nadiah@nottingham.edu.my
Ms. Sabariah Ramli	Sr. Administrative Assistant	Room no.: CA10 Tel: +603 8924 8610 Email: Sabariah.Ramli@nottingham.edu.my
Ms. Raja Nur Diana	Administrative Assistant	Room no.: CA10 Tel: +603 8725 3548 Email: Raja.NurDiana@nottingham.edu.my
Ms. Nurkhairunniza Azman	Administrative Assistant	Room no.: CA10 Tel: +603 8725 3549 Email: Nurkhairunniza.Azman@nottingham.edu.my

TECHNICAL STAFF

NAME	KEY ROLES	CONTACTS
Mr. Elias Ismail	Technical Manager	Room no.: DA18 Tel: +603 8924 8170 Email: Elias.Ismail@nottingham.edu.my
Mr. Wong Siak Chung	Deputy Technical Manager	Room no.: CB12 Tel: +603 87253448 Email: SiakChung.Wong@nottingham.edu.my
Mr. Wan Ghani Wan Ishak	Senior Laboratory	Room no.: CB01 Tel: +603 89248222 Email: Wan.Ghani@nottingham.edu.my
Mrs. Siti Norazlin Muhd Nor	Senior Laboratory Technician	Room no.: CB01 Tel: +603 89248220 Email: SitiNorazlin.MNor@nottingham.edu.my
NAME	KEY ROLES	CONTACTS
Mrs. Norasyikin Azlan Hadi Tan	Senior Laboratory Technician	Room no.: CB01 Tel: +603 89248224 Email: Norasyikin-AH.Tan@nottingham.edu.my
Mrs. Shankari Shyamala	Laboratory Technician	Room no.: CB01 Tel: +603 89248221 Email: Shankari.Shyamala@nottingham.edu.my
Ms. Nurul Hasila Mohd Ithnin	Laboratory Technician	Room no.: CB01 Tel: +603 89248231 Email: Nurul.Hasila@nottingham.edu.my
Ms. Siti Nor Asma Musa	Laboratory Technician	Room no.: CB01 Tel: +603 89248223 Email: Siti.Norasma@nottingham.edu.my
Mrs. Haslinda Husin	Laboratory Technician	Room no.: CB01 Tel: +603 89248220 Email: Haslinda.Husin@nottingham.edu.my
Ms. Siti Nur Khatijah Che Shamsuddin	Laboratory Technician	Room no.: CB01 Tel: +603 89248220 Email: Siti.NurKhatijah@nottingham.edu.my
Ms. Nur Fasiah Bt Mohd Esa	Laboratory Technician	Room no.: CB01 Tel: +603 89248220 Email: Fasiah.Esa@nottingham.edu.my
Mrs. Afini Razani	Laboratory Technician	Room no.: CB01 Tel: +603 89248221 Email: Afini.Razani@nottingham.edu.my
Ms. Engku Aqila Insyirah Engku Johar	Laboratory Technician	Room no.: CB01 Tel: +603 89248224 Email: aqila.insyirah@nottingham.edu.my

10. Course structure, organization and choosing your courses

The **Academic year** at Nottingham is based on **two semesters**, **Autumn Semester** followed by a **Spring Semester**.

A **semester** consists of twelve weeks of teaching, coursework and revision, plus two to four weeks of assessment and consultation.

The following definitions might be helpful to you:

- **Credits** indicate a quantity of assessed learning. They contribute to a cumulative indication of courses which a student has completed. One credit equates to approximately 10 hours of study.
- A **course (module)** is a specified programme of study which is self-contained and attracts a specified number of credits. Examinations are held at the end of most courses. A ten credit course accounts for approximately 100 hours of your time, of which usually no more than 40 hours will be spent in the lecture room or laboratory.
- A **programme (plan)** is a set of courses satisfying the requirements for a particular degree and attracting 360 credits for an Honours degree.
- The **levels** in a programme of study leading to an Honours degree are as follows:
 - Year 1 (120 credits) Level 1
 - Year 2 (120 credits) Level 2
 - Year 3 (120 credits) Level 3
- **Credits achieved in Year 1** are for progression purposes only and will not contribute to the final degree classification.
- **Credits achieved in Years 2 and 3** both contribute to the final degree classification in the following proportions: **Year 2 (33%)** and **Year 3 (67%)**.
- **Assessment** may be by means of written examination papers, oral examinations or coursework. Progression and/or degree classification are based on the outcome of the assessment.
- A **mark** is a numerical indication of the quality of the assessed work completed by a student in each course. Marks awarded are subject to the approval of the Board of Examiners and are ratified by an External Examiner.

Choosing optional courses

- At Course advisory days you will be asked to complete a course registration form that details your chosen optional courses for **ALL PERIODS**, i.e. for courses totalling 120 credits over a year. All entries must include the course code. All optional choices must be approved by the course convenor.
- You will have an opportunity at the beginning of the Autumn/Spring Semesters (***‘two week change of mind period’***) to make adjustments to your choices for that semester; you will also need to check that there are **no timetable clashes**.
- **It is recommended** that your choice of courses is **divided equally into 60 credits per semester**. You can opt to split the annual credits into a minimum of 50 and maximum of 70 per semester.
- You can find details of the credits for each course in the **Catalogue of Courses**:
https://mynottingham.nottingham.ac.uk/psp/psprd/EMPLOYEE/HRMS/c/UN_PROG_AND_MOD_EXTRACT.UN_PAM_CRSE_EXTRCT.GBL?
- **IT IS YOUR RESPONSIBILITY** to see that your combination of courses accords with the Regulations for your course and teaching timetable. Failure to do so could prevent you from progressing to the next year of the course or from graduating.
- Once you have chosen your optional courses and they have been approved, **IT IS YOUR RESPONSIBILITY** to ensure that you read the Declaration, sign the form and hand it to the Faculty Office staff by the indicated date.
- After that date, changes to Full Year and Autumn Semester choices will not be allowed.
- **Failure to hand in the form** by the date displayed may lead to incorrect examination entries and records.
- **Course (Module) Enrolment link**:
<https://www.nottingham.ac.uk/studentservices/services/module-enrolment.aspx>
**Please take note that in some programmes in Year 1 there are no optional courses; however, this information is useful for Years 2 and 3.*

Courses outside Biosciences

- If you wish to register for an optional course from outside the School of Biosciences, you should write the course details on your **Course Entry Form** (and not via OCE) and obtain a signature in the **“Agreed”** box from the School that offers the course, as confirmation that the offering School accepts your registration (or email and provide email confirmation).
- A complete list of courses within the University can be found in the **Catalogue of Courses**:
https://mynottingham.nottingham.ac.uk/psp/psprd/EMPLOYEE/HRMS/c/UN_PROG_AND_MOD_EXTRACT.UN_PAM_CRSE_EXTRCT.GBL?

11. Programme structure

11.1 BSc (Hons) Nutrition

11.1.1 Programme structure for undergraduate students in BSc (Hons) Nutrition who entered their Qualifying year (Year 1) from September 2021

QUALIFYING YEAR

Year 1 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
BIOS1036	Introduction to Nutrition	10/20	Cheng Shi Hui
BIOS1037	Biochemistry: The Building Blocks of Life	10/20	Le Cheng Foh
BIOS1050	Food Materials and Ingredients	20	Ng Zhi Xiang
BIOS1054	Diet, Nutrition and Lifestyle	10/20	Susan Azam Ali
LIFE1052	Human Physiology	10/20	Lee Mei Kee (BMS)
Credit Total:		60	

Year 1 – Spring Semester

Course code	List of Courses	Credit	Course Convener
BIOS1036	Introduction to Nutrition	10/20	Cheng Shi Hui
BIOS1037	Biochemistry: The Building Blocks of Life	10/20	Le Cheng Foh
BIOS1054	Diet, Nutrition and Lifestyle	10/20	Susan Azam Ali
LIFE1052	Human Physiology	10/20	Lee Mei Kee (BMS)
BIOS1057	Statistical Skills for Bioscientists	10	Ajit Singh
BIOS1058	Food and Catering	10	Lim Yin Sze
Credit Total:		60	

Year 1 – Summer Semester

Course code	List of Courses	Credit	Course Convener
BIOS1059	Industrial Placement	0	Lim Yin Sze
Credit Total:		0	

Note: BIOS1059 is a non-credit bearing core course for BSc (Hons) Nutrition students who entered their Qualifying year (Year 1) from September 2021.

STAGE 1*

Year 2 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
BIOS2050	Principles of Immunology	10	Lim Yin Sze
BIOS2062	Nutritional Regulation, Physiology and Endocrinology	20	Susan Azam Ali
BIOS2064	Global Issues in Nutrition	20	Susan Azam Ali
	Credit Total:	50	

Year 2 – Spring Semester

Course code	List of Courses	Credit	Course Convener
BIOS2051	Nutrition, Metabolism and Disease	20	Susan Azam Ali
BIOS2076	Personal and Professional Skills for Nutritionists	10	Ajit Singh
BIOS2079	Practical Techniques in Human Nutrition	20	Ng Zhi Xiang
BIOS2104	Food Hygiene and Safety	20	Lim Yin Sze
	Credit Total:	70	

Year 2 – Summer Semester

Course code	List of Courses	Credit	Course Convener
BIOS1059	Industrial Placement	0	Lim Yin Sze
	Credit Total:	0	

Note:

BIOS1059 is a non-credit bearing core course for BSc (Hons) Nutrition students who entered their Qualifying year (Year 1) from September 2021.

* This programme structure is only applicable to BSc (Hons) Nutrition students who entered their Qualifying year (Year 1) from September 2021.

STAGE 2*

Year 3 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3056	Nutrition and the Health of Populations	10/20	Cheng Shi Hui
BIOS3057	Molecular Nutrition	10/20	Ng Zhi Xiang
BIOS3099	Changing Behaviour, Promoting Health	10/20	Susan Azam Ali
	Credit Total:	50	

Year 3 – Spring Semester

Course code	List of Courses	Credit	Course Convener
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3056	Nutrition and the Health of Populations	10/20	Cheng Shi Hui
BIOS3057	Molecular Nutrition	10/20	Ng Zhi Xiang
BIOS3099	Changing Behaviour, Promoting Health	10/20	Susan Azam Ali
BIOS3098	International Nutrition	10	Susan Azam Ali
BIOS3097	Clinical Nutrition	10	Cheng Shi Hui
	Credit Total:	70	

*Note: This programme structure is only applicable to BSc (Hons) Nutrition students who entered their Qualifying year (Year 1) from September 2021.

11.1.2 Programme structure for undergraduate students in BSc (Hons) Nutrition who entered their Stage 1 and 2 (Year 2 and 3) from September 2021

STAGE 1

Year 2 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (50 credits)			
BIOS2050	Principles of Immunology	10	Lim Yin Sze
BIOS2062	Nutritional Regulation, Physiology and Endocrinology	20	Susan Azam Ali
BIOS2064	Global Issues in Nutrition	20	Susan Azam Ali

Year 2 – Spring Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (50 credits)			
BIOS2051	Nutrition, Metabolism and Disease	20	Susan Azam Ali
BIOS2076	Personal and Professional Skills for Nutritionists	10	Ajit Singh
BIOS2079	Practical Techniques in Human Nutrition	20	Ng Zhi Xiang

Students must take a minimum of 0 and a maximum of 20 credits from this group

Course code	List of Courses	Credit	Course Convener
Optional Courses (choose 20 credits)			
BIOS1054	Diet, Nutrition and Lifestyle (Year long)	20	Susan Azam Ali
BIOS2104	Food Hygiene and Safety (Spring only)	20	Lim Yin Sze
PSGY1013*	Developmental Psychology (Autumn only)	10	Marieke De Vries (PSGY)
PSGY1012*	Social Psychology (Spring only)	10	Steve Stewart-Williams (PSGY)

Remarks:

* Please seek permission from the conveners before enrolling for PSGY courses.

Please ensure you have enrolled for a total 120 credits of courses for the academic year.

The total credits enrolled for each semester cannot exceed 70 credits or below 50 credits.

STAGE 2

Year 3 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (40 credits)			
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3056	Nutrition and the Health of Populations	10/20	Cheng Shi Hui
BIOS3057	Molecular Nutrition	10/20	Ng Zhi Xiang

Year 3 – Spring Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (60 credits)			
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3056	Nutrition and the Health of Populations	10/20	Cheng Shi Hui
BIOS3057	Molecular Nutrition	10/20	Ng Zhi Xiang
BIOS3098	International Nutrition	10	Susan Azam Ali
BIOS3097	Clinical Nutrition	10	Cheng Shi Hui

Students must take a minimum of 0 and a maximum of 20 credits from this group

Course code	List of Courses	Credit	Course Convener
Optional Courses (choose 20 credits)			
BIOS3082	Postharvest Preservation and Technology (Autumn only)	10	Asgar Ali
BIOS3083	Advanced Postharvest Technology (Spring only)	10	Asgar Ali
BIOS3060	Applied Bioethics: Sustainable Food Production, Biotechnology and Environment (Spring only)	10	Eunice Ngai
BIOS1058	Food and Catering (Spring only)	10	Lim Yin Sze

Remarks:

Please ensure you have enrolled for a total 120 credits of courses for the academic year.
The total credits enrolled for each semester cannot exceed 70 credits or below 50 credits

11.2 BSc (Hons) Biotechnology

QUALIFYING YEAR

Year 1 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (60 credits)			
BIOS1037	Biochemistry: The Building Blocks of Life	10/20	Le Cheng Foh
LIFE1052	Human Physiology	10/20	Lee Mei Kee (BMS)
BIOS1032	Genes and Cells 1	10	Sandy Loh
BIOS1042	The Biosciences and Global Food Security	10	Ajit Singh
BIOS1051	Introduction to Biotechnology	20	Lim Yin Sze

Year 1 – Spring Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (60 credits)			
BIOS1037	Biochemistry: The Building Blocks of Life	10/20	Le Cheng Foh
LIFE1052	Human Physiology	10/20	Lee Mei Kee (BMS)
BIOS1031	Plant Science	10	Festo Massawe
BIOS1033	Microbial Physiology	10	Christina V. Supramaniam
BIOS1034	Applied Genetics	10	Sandy Loh
BIOS1057	Statistical Skills for Bioscientists	10	Ajit Singh

STAGE 1

Year 2 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (40 credits)			
BIOS2058	Microbial Biotechnology	20	Le Cheng Foh
BIOS2059	Molecular Biology and the Dynamic Cell	20	Chin Chiew Foan

Year 2 – Spring Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (40 credits)			
BIOS2047	Research Skills for Biotechnologists	10	Le Cheng Foh
BIOS2061	Molecular Pharming and Biotechnology	20	Sandy Loh
BIOS2097	Professional Skills for Bioscientists	10	Ajit Singh

Students must take a minimum of 20 and a maximum of 40 credits from this group

Course code	List of Courses	Credit	Course Convener
Optional Courses (choose 40 credits)			
BIOS2050	Principles of Immunology (Autumn only)	10	Lim Yin Sze
BIOS2085	Biotechnology for Industries (Autumn only)	10	Christina V. Supramaniam
BIOS2105	Applied Plant Physiology: From Cell to Crop (Autumn only)	10	Asgar Ali
BIOS2096	Epigenetics and Developmental Biotechnology (Spring only)	10	Eunice Ngai
BIOS2103	Agrifood Production System (Spring only)	10	Asgar Ali
BIOS2104	Food Hygiene and Safety (Spring only)	20	Lim Yin Sze
CHEE3024	Biochemical Engineering (Spring only)	10	Lau Phei Li (Chemical Engineering)

Remarks:

Please ensure you have enrolled for a total 120 credits of courses for the academic year.
The total credits enrolled for each semester cannot exceed 70 credits or below 50 credits
Optional course will not run if less than **SIX** students have registered for the course.

STAGE 2

Year 3 – Autumn Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (30 credits)			
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3080	Commercialisation in Biotechnology	10	Christina V.Supramaniam

Year 3 – Spring Semester

Course code	List of Courses	Credit	Course Convener
Core Courses (40 credits)			
BIOS3068	UG Research Project	20/40	Festo Massawe
BIOS3053	Current Issues in Biotechnology	10	Chin Chiew Foan
BIOS3060	Applied Bioethics: Sustainable Food Production, Biotechnology and Environment	10	Eunice Ngai

Students must take a minimum of 30 and a maximum of 50 credits from this group

Course code	List of Courses	Credit	Course Convener
Optional Courses (choose 50 credits)			
BIOS3052	Molecular Plant Pathology (Autumn only)	10	Christina V.Supramaniam
BIOS3058	Biotechnology in Animal Physiology (Autumn only)	10	Eunice Ngai
BIOS3067	Basic Introduction to Omic Technologies (Autumn only)	10	Chin Chiew Foan
BIOS3082	Postharvest and Preservation Technology (Autumn only)	10	Asgar Ali
BIOS3069	Plants and Their Environment (Spring only)	10	Festo Massawe
BIOS3081	Medical and Pharmaceutical Biotechnology (Spring only)	10	Eunice Ngai
BIOS3083	Advanced Postharvest Technology (Spring only)	10	Asgar Ali
CHEE3024	Biochemical Engineering (Spring only)	10	Lau Phei Li (Chemical Engineering)
LIFE4131	Therapeutic Immunology (Spring only)	10	Fang Chee Mun (BMS)

Remarks:

Please ensure you have enrolled for a total 120 credits of courses for the academic year.
The total credits enrolled for each semester cannot exceed 70 credits or below 50 credits
Optional course will not run if less than **SIX** students have registered for the course.

12. Guidelines for the General Studies Modules (MPU)

All students (Malaysian, International and Malaysian citizens) are mandatory to [enrol, undertake, complete and pass] - these required stages in the General Studies Department modules (**formerly known as Compulsory Subjects**) before the end of the graduation. This is a precondition for the award of degrees in Private Higher Educational Institutions (PHEI) under the **Private Higher Education Act 1996**. As a private higher educational institution, University of Nottingham Malaysia (UNM) is subject to PHEI regulations effective 1 September 2013. Referring to the *Department of Higher Education, Ministry of Education Malaysia Administrative Circular JPT / GS1000-606 JLD.1 (30)* dated 22 July 2013.

The General Studies Department modules (MPU) comprise four broad categories. UNM offers the following modules:

Level	Modules - Malaysian	Modules - International
U1: Appreciating philosophy, values and history	1. Tamadun Islam dan Tamadun Asia (MPU 3122) 2. Hubungan Etnik (MPU 3112)	1. Malay Language Communication II (MPU 3142) 2. Malaysian Studies III (MPU 3132)
U2: Mastering humanity skills	1. Leadership (MPU 3232) OR 2. Bahasa Kebangsaan A (MPU 3212) ** **COMPULSORY for students who do not achieve credit in Bahasa Melayu subject in SPM exam.	Leadership (MPU 3232)
U3: Broadening knowledge about Malaysia	Introduction of Multicultural Malaysia (MPU 3322)	Introduction of Multicultural Malaysia (MPU 3322)
U4: Developing practical community-minded skills	Community Service Project (MPU 3412)	Community Service Project (MPU 3412)

Note: It is compulsory for all students to complete 30 hours of community service fieldwork designated by the General Studies Department, this subject to the predetermined conditions set out by the General Studies Department.

Should you have any further enquires pertaining to General Studies modules/matters, please email to GeneralStudiesDepartment@nottingham.edu.my or meet up with any of the administrative staff below at the General Studies Department office (located at the Faculty of Arts and Social Sciences) for further assistance:

Puan Amisah Mohd Amir (Administrator)

Puan Maizatul Akmal Nawati (Administrator)

Puan Rositah Abdul Rahman (Senior Administrative Assistant)

Puan Arina Aziz (Administrative Assistant)

13. Timetable information for 2021-22

Detailed timetables will be available at the beginning of each Semester.

Students can view the timetables via the link below:

<https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Timetabling/Timetabling.aspx>

(i) Academic timetable 2021-22:

Academic Year 2021- 2022
Undergraduate and Postgraduate Programmes

	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M
2021				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Sept																																					
Oct																																					
Nov																																					
Dec																																					
2022																																					
Jan																																					
Feb																																					
Mar																																					
Apr																																					
May																																					
June																																					
July																																					
Aug																																					
Sept																																					

(ii) How to interpret the web timetable:

Once you have selected the below options, click on View Timetable.

Select your **School/Division to View** by scrolling down and selecting your department

The screenshot shows the 'Timetabling Office' web page for The University of Nottingham. It features a 'School/Division Timetables' section with a scrollable list of departments. Below this are four selection fields: 'Select Activity Type', 'Select Timetable Type', 'Select Week(s) or Semester', and 'Select Day(s)'. A 'View Timetable' button is at the bottom. Five callout boxes provide detailed instructions for each selection field.

Select Timetable type, you have the following three options:-

- Grid Timetable
- List, separate days
- List, days together, all year (this option is best used, if you are looking to download into Microsoft Excel)

Select Week(s) or Semester you are able to select the following options:-

- All year (Wks 1-52)
- Autumn Semester
- Spring Semester
- This Week
- You can also select separate weeks

Select Day(s) - Under the Grid timetable and List separate days timetable you are able to select the following options:-

- All weekdays (Mon-Fri)
- All week (Mon-Sun)
- All weekend (Sat-Sun)
- You can also select separate days

Select Start and End Time - Under the Grid timetable and List separate days timetable you are able to select the following options:-

- 09:00-17:00
- 09:00-18:00
- 09:00-21:00
- 08:00-24:00 (All Day)
- 08:00-12:00 (Morning)
- 12:00-17:00 (Afternoon)
- 17:00-24:00 (Evening)

Select Activity Type - The options available are:-

- Lectures Only
- Seminars
- Post Graduate Modules

Timetabling Office

School/Division Timetables

Select School/Division(s) to View:

- A-NO DEPARTMENT
- ACS
- Academic Office
- Academic Radiology
- American & Canadian Studies
- Anaesthesia
- Archaeology
- Architecture & Built Environment
- Art History
- Biology

Select Activity Type:

Select Timetable Type:

Select Week(s) or Semester:

Select Day(s):

Select Start and End Time:

View Timetable

(iii) Grid timetable explained:

This view is selected via the course timetable, by selecting the department and course, using the grid format, viewing all year and from 9am-6pm.

This is the activity name consisting of the module code, activity type (e.g. L, S, P etc) and the number per week i.e S1/01, S1/02 etc. The # sign denotes a fixed time activity and the % sign denotes a same time activity. This is for timetabling purposes only.

This is the activity type. As coded in the activity name e.g. S = Seminar, L = Lecture etc

Module: Q41101 American History 1: 1607-1900

Weeks: 1-52 (21 Sep 2009-19 Sep 2010)

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Mon																
Tue					Q41101/L1/01%# Lecture American History 1: 1607-1900 UP-LASS-B62+ 2-12								Q41101/S1/08# Seminar American History 1: 1607-1900 UP-TRNT-B65 3-12		Q41101/S1/05# Seminar American History 1: 1607-1900 UP-TRNT-B65 2-12	
Wed																
Thu		Q41101/S1/02# Seminar American History 1: 1607-1900 UP-TRNT-B65 2-12		Q41101/S1/07# Seminar American History 1: 1607-1900 UP-PORT-E126+ 2-12		Q41101/S1/01# Seminar American History 1: 1607-1900 UP-TRNT-B40+ 2-12				Q41101/S1/06# Seminar American History 1: 1607-1900 UP-PORT-E126+ 2-12						
Fri					Q41101/L2/01%# Lecture American History 1: 1607-1900 UP-LASS-B63+ 1-12		Q41101/S1/09# Seminar American History 1: 1607-1900 UP-TRNT-B65 2-12									

Week 1 - Thurs/Fri - Weeks 2-12 = Autumn semester; Weeks 19-28 & 33-34 = Spring semester

[For further information on timetabling please click here](#)

[For building/location code definition please click here](#)

[Click here for Teaching Week Pattern Dates](#)

[← Back](#)

[Print Timetable](#)

Date/Time: 13 May 2010 12:57

Description of the module or activity

The name of the location. The first part is the campus - UP is University Park. The second part is the building name - TRNT = Trent Building. The final part is the room floor/number = B65

These are the teaching weeks the activity will be taught. For example 2-12 = Autumn Semester

(iv) Timetable notes:

Please note that classes will take place in a number of different blocks around the campus.

Block F - Central Teaching

These are rooms beginning with 'F1', 'F2' 'F3' and 'F4'

For example: F1A02 is in Block F1

Please note that F1, F3 and F4 are the lecture rooms and F2 are the computer labs.

Blocks B, and E

These are all the seminar rooms that begin with either 'B', or 'E'.

Block C

All labs are located in Block C (Floor B).

Room signage:

For example: F1A02

F1 – Block number

A – Ground Floor

02 – Room number.

14. Teaching methods

Hints and tips for making the most effective use of the teaching and learning opportunities available to you are provided in Study Skills Guide given to all students at the beginning of their first year.

(See Study skills at <https://www.nottingham.ac.uk/studyingeffectively/teaching/index.aspx>)

Lectures

Throughout your university career, you will find that lectures are the most common method of teaching. It is most important for you to ensure that you have a set of good clear notes based on the lectures and your own reading. As you progress through the second and third years of your degree, you will be expected to do increasing amounts of reading; it is therefore useful to develop your reading skills during your first year. Teaching of some courses is complemented by the use of teaching software.

Notes: Books which should be purchased will be identified at the start of teaching, you are advised not to buy any books prior to this unless otherwise indicated in the recommended reading lists at the end of each course synopses.

Practical Classes

Course requirements may require you to take practical classes. These may involve laboratory experiments or observations and analysis of data obtained during the sessions. Practical sessions provide an opportunity to learn and develop additional skills in techniques, observation and analysis. Practical classes also provide an opportunity to extend your knowledge of topics not covered in lectures. For each practical course you will receive a laboratory manual or collection of schedules which will expand on the learning experience of the course.

Some large first year classes are taught simultaneously in adjacent laboratories. Consult the class lists posted on the notice boards to identify the laboratory you will work in. For each practical class, at least one member of academic staff will always be in attendance. S/he will be accompanied by postgraduate students who work as demonstrators. In some cases, technicians may also be present to assist. The teaching team is present in the laboratory to aid your learning experience, so please seek their help as much as you need, and ensure you carry out your work safely, with no harm to yourself or other students. Practical classes provide a valuable opportunity for you to get to know the academic staff in a less formal way and for them to help you. These classes frequently provide an excellent opportunity for you to raise questions from the lecture course with the member of staff and deal with problems you may have.

For all practical classes, you **MUST WEAR** a suitable full-length laboratory coat, which must be buttoned at all times. You will be given a lab coat and safety glasses during Week 1 and advised about any other items you need to purchase. You **MUST** also **WEAR** safety glasses at all times unless advised to the contrary by an academic member of staff. Safe working and good laboratory practices are essential in the laboratory environment and all laboratory exercises must be formally assessed under the regulations of COSHH. Details of these assessments are noted in the laboratory manual or schedule to draw your attention to specific hazards and the requirements of safe practice. During the introduction

to a practical class, the member of staff in charge will give a verbal statement on safety issues. Food and drink **MUST NOT** be taken into the laboratory.

Assessed Work

Many courses have an element of student-centred learning, especially in Parts I (Year 2) and II (Year 3) of your course. The work involved in these is assessed and forms part of the overall mark for the course. The proportion of the mark allotted to coursework is identified in each course description. Penalties are applied for late submission of coursework (5% per working day), unless there are extenuating circumstances and appropriate documentation is provided. In general, courses in the School of Biosciences use electronic submission of coursework through Moodle as the means of submission.

IT Training

IT is increasingly important as a basis of learning, communication and the preparation of your work e.g. dissertation, BSc project thesis and laboratory reports. It is important that you develop/improve your IT skills as you progress through your course.

Computer-aided Learning (CAL)

Several courses include computer-based teaching material, quizzes, exercises, simulations. In order to use these, you must be registered on the School of Biosciences Network. You may be assessed on some of these packages while using them or in the form of a conventional write-up. You should be prepared to take notes as you work through material on computers.

15. Assessment, progression, compensation and reassessment

The University Undergraduate Programme Regulations apply to all the School's Undergraduate degrees. Following section need to be read in conjunction with the current regulations available on the UoN Quality Manual page at:

<https://www.nottingham.ac.uk/academicservices/qualitymanual/apar/academic-progression-and-award-regulations.aspx>

<https://www.nottingham.ac.uk/qualitymanual/academic-regulations/ug-regs-sep20.aspx>

You should note that:

- The **pass mark** for a course is **40%**.
- **Progression and Compensation** for Undergraduate programmes:

You don't need to pass all courses in order to progress to the next stage of your course [**subject to Regulation 9 - 11 on Quality Manual**]. Compensation of failed courses can be achieved in the following ways – if you have:

- (a) Passed courses worth at least 80 credits and have a weighted average for the stage of at least 40% with no course marks of less than 30%
or
- (b) Passed courses worth at least 100 credits and have a weighted average for the stage of at least 50%.
or
- (c) Passed courses worth at least 90 credits, have marks of 30% or more in courses worth at least 110 credits, and have a weighted average for the stage of at least 45%.

- **REASSESSMENT:**

If you do not reach the criteria for progression at the end of stage of study, you have a right to one re-assessment in each failed course. The form of reassessment is normally the same as for the first sit, with some exceptions (for example some MCQ papers are sometimes replaced with essay-style papers).

Please note that for **courses which have both an examination and coursework component**, it is not possible for you to be reassessed by resubmitting coursework alone; you are required to **retake the examination, even if this element of the course has been passed**.

In addition, **if you have failed the coursework overall** (of a course which is assessed by both coursework and examination) you may select to resubmit remedial coursework.

However, **if you have passed your coursework overall**, you are not entitled to resubmit either the whole coursework or any failed component within your coursework assessments. If you wish to

take up the option of remedial coursework, you must make contact with the appropriate course convener (or his/her representative) within 7 days of the date of the letter notifying you that you have failed to progress. The course convener will give you a title and submission date for the coursework. Any remedial coursework must be submitted before the start of the August examination period. However, individual course conveners have the right to set earlier deadlines at the time of setting the coursework.

This policy allows students to maximise their chances of passing the course after reassessment.

- **PROGRESSION AFTER REASSESSMENT:**

For progression purposes, the higher or highest of the marks obtained in each course (at first attempt or upon re-assessment) are considered and the progression and compensation regulations (Regulation 13-20) applied accordingly.

- **MARKING SCHEMES:** see Appendices 31.1 – 31.5.

- **PROGRESSION CHARTS:** can be viewed at <https://www.nottingham.ac.uk/academicservices/documents/qmdocuments/ug-regs-flow-chart.pdf>

- **AWARDS:**

A student will only receive an award if they have successfully completed each necessary stage of the programme leading to that award. Award of an Honours degree is also dependent on completion and submission of a final year project.

Notwithstanding this provision, no fallback degree will be awarded.

Owing to the requirements of the Malaysia Qualifications Agency (MQA), the option to award a fallback degree of Undergraduate Diploma or Undergraduate Certificate to students who do not proceed at University of Nottingham Malaysia (UNM) is not available.

When the overall Part I / Part II mark has been computed, it is rounded to provide a single overall integer mark before any degree classification is assigned.

The standardised weighting for the stages of a Honours degree will be 33/67 for Parts I and II respectively.

Subject to the exception of borderline candidates and those with extenuating circumstances, who may be awarded a higher degree classification, students shall be awarded the class of degree with their overall mark.

The classification for Honours degrees is:

- | | |
|--|----------------------|
| • First Class (I) | - average of 70%+ |
| • Second Class, Division 1 (II-1) | - average of 60-69%. |
| • Second Class, Division 2 (II-2) | - average of 50-59%. |
| • Third Class (III) | - average of 40-49%. |

- **Borderline Profiling**

For students entering Qualifying year or Part I from 2020/21 onwards, Schools should use only the standardised weighted profiling system for determining the degree class of borderline students.

Only the following rounded marks will be regarded as **“borderline”**:

69 Borderline I

59 Borderline II-1

49 Borderline II-2

At the III/Fail boundary there is no borderline.

An undergraduate student should be given the higher class if either of the following criteria are met:

- i) Two thirds or more of the final stage credits are in the higher class;
- ii) Two thirds or more of the final and penultimate stage credits are in the higher class.

This does not preclude the consideration of Extenuating Circumstances of students, whether inside or outside the borderline.

16. Extenuating circumstances

Policy regarding extensions to coursework on grounds of Extenuating Circumstances, Disability or Specific Learning Difficulties Summary:

- 1) Extensions to coursework **will not** normally be given unless the student has a specific recommendation from the School's Extenuating Circumstances Committee, or Academic/Disability Support.
- 2) Extensions **will not** normally be given as a result of short-term illness of less than 7 days unless agreed by the course convenor.
- 3) Students with Academic/Disability referrals allowing the option for coursework extension may arrange for a short extension to coursework submission with the course convener, on the basis of particular circumstances, without the need to apply for extenuating circumstances.
- 4) Students with approved extenuating circumstances may be granted an extension to coursework submission of usually no more than 21 calendar days.

Full details of the school's implementation of University policy are as following:

- Meeting deadlines is an important part of working life. It is important that students develop time management skills and the ability to meet deadlines before undertaking work placements or entering the workforce on graduation.
- Coursework deadlines are normally set at the start of the course by the course convener, and clearly stated in course documents/introductory teaching sessions.
- This gives students the opportunity to identify periods of high workload within each semester and plan their time accordingly.
- Whilst programme teams will try to adapt deadlines to avoid coursework 'hotspots', deadlines are set as appropriate for each individual course and **it is the student's responsibility to plan their time accordingly.**

Extensions to coursework deadlines can be given in limited circumstances – for example, if students have extenuating circumstances, disability or specific learning difficulties. These are dealt with in the following ways:

- Extensions to coursework will not be given to students unless they have a specific recommendation from Academic/Disability Support, the School's Extenuating Circumstances (ECs) committee or the course convenor (see below).
- Students with specific recommendations from Academic/Disability Support may request one extension in advance of the deadline, giving justification for why they need it.
- **Students should not expect to be offered an extension**, and it is acceptable for the course convenor not to allow one, if it is not possible within the course structure – for example, if the

work is subject to a very tight marking turn-around period, such as laboratory practical write-ups. In these circumstances, students should be given notice in advance of the deadline that no extensions can be allowed.

- **If the course convenor feels that an extension is appropriate**, the following extension lengths, which have been endorsed by Academic Support, will be followed:

Length of Coursework	Extension
Up to 2,500 words (or equivalent)	Maximum of 2 calendar days
2,500- 5,000 words (or equivalent)	2-4 calendar days
Final Year Dissertation	Maximum of 5 calendar days

- **Any further extension** would normally only be given on the basis of approved extenuating circumstances.
- **Any unapproved late submissions** will have **marks deducted** as outlined in the Quality Manual (5% for each working day).
- Students who submit coursework late as a result of illness or other circumstances lasting more than 7 days should discuss this with the course convenor or their personal tutor and **should submit an EC form in advance of the submission deadline and evidence within 7 days of the submission deadline**.
- If evidence is not available at the time that the form is submitted, it can be submitted within 14 days of the EC form submission. This documentation will be considered via the normal **EC procedure**.
(see: <https://www.nottingham.ac.uk/academicsservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx>)
- If ECs are accepted, an extension to the submission will be agreed and any marks that have been deducted for late submission will be reinstated.
- Any extension (within a teaching semester) for students with ECs **will not** normally be for more than 21 calendar days, to ensure that all coursework is submitted prior to the coursework return date. Any submission after the return date will not be accepted but a student may be given a first sit opportunity if they have approved ECs.
- See **Appendix 31.8** for guidance to submit EC application online.

17. Plagiarism, paraphrasing and other academic misconduct

Plagiarism and paraphrasing

This section is also covered in the Study Skills book. It draws upon information available at the following University Web sources together with guidance from staff in the School of Biosciences. As work is now submitted electronically through Turnitin, be aware the plagiarism is readily-detected.

Useful advice for students

One good method to avoid plagiarism is to make notes from material you have read and construct your essay / report, in your own words, from these notes. It is tempting (and easy) to copy and paste, but this is unacceptable and constitutes an academic misconduct. It is also poor practice to construct a draft by copying and pasting material from multiple sources, with the intention of then paraphrasing the resulting document. Apart from the fact that the end- product may be disjointed, the paraphrasing is often incomplete and the work submitted may contain elements of plagiarised material. It is, however, acceptable to include relevant figures and tables from published work, as long as you acknowledge their source by citing the primary reference for them.

To make a specific point, there may be rare occasions when you have may to quote an author verbatim; this is acceptable if you put the quotation in inverted commas and give the source, but you should have a good reason why you can't put the material in your own words.

Useful websites

Academic integrity and misconduct:

<https://www.nottingham.ac.uk/studyingeffectively/studying/integrity/index.aspx>

Avoiding plagiarism

<https://www.nottingham.ac.uk/studyingeffectively/writing/plagiarism/index.aspx>

Studying Effectively:

<https://www.nottingham.ac.uk/studyingeffectively/teaching/index.aspx>

Definition of an academic misconduct

Any activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment is considered to be an act of academic misconduct and unacceptable in a scholarly community. Such action(s) will be considered under the University's Regulations on Academic Misconduct and this may lead to a penalty being imposed

Definition of plagiarism

The following definition of plagiarism appears in the University Quality Manual:

Plagiarism: representing another person's work or ideas as one's own, for example by failing to follow convention in acknowledging sources, use of quotation marks etc. This includes the unauthorised use of one student's work by another student and the commissioning, purchase and submission of a piece of work, in part or whole, as the student's own.

Note: A proof-reader may be used to ensure that the meaning of the author is not misrepresented due to the quality and standard of English used, unless a School/Department policy specifically prohibits this. Where permitted, a proof-reader may identify spelling and basic grammar errors. Inaccuracies in academic content should not be corrected nor should the structure of the piece of work be changed; doing so may result in a charge of plagiarism.

Work in any year of study which is not undertaken in an Examination Room under the supervision of an invigilator (such as dissertations, essays, project work, experiments, observations, specimen collecting and other similar work), but which is nevertheless required work forming part of the degree, diploma or certificate assessment, must be the student's own and must not contain plagiarised material.

Possible penalties for an academic misconduct including plagiarism are:

- a. No marks to be awarded in relation to the specific material which is the subject of the act constituting an academic misconduct (thus leading to a reduced overall mark for the piece of course work, dissertation, examination question or examination script in which the specific material appears).
- b. Award a mark of zero for the entire piece of course work, dissertation, examination question or examination script in which the academic misconduct has occurred.
- c. Award a mark of zero for the entire course in which the academic misconduct has occurred.
- d. Award a mark of zero for all the assessments in the semester (even where this will lead to a reduction in degree class). In the case of year-long courses, this penalty may affect both semesters.
- e. Award a mark of zero for the whole year (even where this will lead to a reduction in degree class).
- f. Require the student to take reassessments (as a result of being awarded zero marks) in the following session before being allowed to progress or complete their course.

-
- g. require the student to register with the University and enrol on courses in which they need to take reassessments (as a result of being awarded zero marks) in the following session before being allowed to progress or complete their course.
 - h. Terminate the student's course.
 - i. Withdraw the award of a degree or other qualification from, and issue an amended transcript to, a former student of the University.
 - j. Full details of possible School and University penalties can be found at:
<https://www.nottingham.ac.uk/studyingeffectively/studying/integrity/index.aspx>

Academic Misconduct

Any activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment is considered to be an act of academic misconduct and unacceptable in a scholarly community. Such action(s) will be considered under the University's Regulations on Academic Misconduct and this may lead to a penalty being imposed.

Here is a range of cheating behaviours:

1. False citation (i.e. attributing work to the wrong source)
2. Plagiarism
3. Using unauthorised sources or notes in examinations or tests
4. Dishonestly obtaining material or information prior to examinations
5. Copying from other students
6. Permitting other students to copy your work
7. Soliciting work from others (e.g. individuals, 'editors' or essay banks etc)
8. Submitting your own previously assessed work without acknowledgement (auto plagiarism)

Unauthorised Collaboration, or Collusion, occurs where:

Collusion: cooperation in order to gain an unpermitted advantage. This may occur where students have consciously collaborated on a piece of work, in part or whole, and passed it off as their own individual efforts or where one student has authorised another to use their work, in part or whole, and to submit it as their own. Note: Legitimate input from University tutors or approved readers or scribes is not considered to be collusion.

Fabrication may take various forms but is essentially concerned with manufacturing aspects of the work produced. For example, the insertion of made-up information, data, sources, quotes, anecdotes or analysis would all amount to fabrication.

Recycling or unauthorised, multiple submissions

The multiple submission by a student of their own material is not, in itself, considered as academic misconduct. Submission of material that has been submitted on a previous occasion for a different summative assessment is, however, unlikely to be academically appropriate. The merit of such material will therefore be a matter of academic judgement and it may attract fewer (or no) marks than would have been the case if it had not been assessed previously

Note: Plagiarism is regarded as a serious academic misconduct by the University and will be penalised accordingly. Plagiarism can be easily identified by entering suspect passages into search engines. Specialist search engines (e.g. Turnitin) are available to check all submitted work against previously published sources, including coursework submitted by students in the current or previous years. The School of Biosciences uses Turnitin to assist academic staff detect plagiarism; students are required to submit all coursework in electronic form to facilitate automatic on-line detection of plagiarism.

All BSc Research Projects must be submitted electronically to be checked by Turnitin along with the necessary hard copies (see Guidelines for BSc Research Projects).

If a student is required to attend an Academic Misconduct interview within the School for any suspected academic misconduct his/her tutor will be informed of this, together with the Head of School (or nominee), course convenor (or nominee) and the School Manager for Academic Administration (or nominee).

Guidance to help you avoid committing plagiarism

1. You are allowed to use information from other people's work provided you acknowledge the source. This can apply to a statement, Table or Figure. The best way of doing this for Tables and Figures is to add: "After Smith (1988)" or "Modified from Smith (1988)", and include the reference in your reference list.
2. If you are discussing something somebody else has said, you can say, for example: Smith (1987) claimed that coral reefs in the Pacific were damaged by high temperatures in 1975. Or: It has been claimed that high temperatures in 1975 damaged coral reefs in the Pacific (Smith, 1975).
3. It is rarely necessary to quote previous work directly and you should try to avoid doing this. If quotation is unavoidable, you should put the passage in quotation marks, e.g. Smith (1980) described the outcome of unprecedented high temperatures on coral reefs as: "A disaster for the marine communities in the coastal regions of the Indo-Pacific", and then stated that: "The phenomenon appears to be due to unprecedented high temperatures". For information on paraphrasing see 8 and 9 below.
4. Authors should be cited in text either as: Smith (1975), Smith and Allen (1978), Allen (1987, 1989), or as (Smith, 1975; Smith and Allen, 1978; Allen 1987, 1989). Note that these are in chronological, not alphabetic order. When more than two authors are quoted, this should be in the form Allen et al. (1993) in the text, but the reference given in your reference list should contain the names of all the authors. Do not use numerically cited or ordered references.
5. In your "References" or "Literature cited" section, the following style (authors, date, title, journal, volume number, page numbers; called the "Harvard" style) should be used and references should be listed alphabetically.

Provided you are consistent, you may also use any other accepted style - see journals in the library – unless instructed otherwise by the member of staff setting the coursework.

Smith, A. J. and Allen, N. B. (1986). Temperatures and coral reefs. *Journal of the Marine Biological Association* 86: 101-123.

Smith, A. J., Jones, K. L. and Allen, N. B. (1988). Death of corals due to high temperatures. *Thermal Biology* 27: 19-34.

If the source is only available electronically or is being published "ahead of print", give the DOI number in your reference.

Some electronic journals do not use page number.

6. For books, the following style (author, title underlined or in italics, publisher, place of publication) applies:

Allen, N. B. (1992). *Coral Reef Biology*. Blackwells, London.

7. For chapters in edited volumes, the following style (author, date, title of chapter, title of book underlined or in italics, editors, page numbers, publisher, place of publication) applies:

Smith, A. J. (1987). Temperature and bleaching in corals. In: *Coral Reef Biology* (N. B. Allen and C. K. Hodges, eds.), pp. 65-90. Clumber Press, New York.

8. Paraphrasing, i.e. verbatim or almost verbatim restatement of a passage is a form of plagiarism frequently used in essays and dissertations. The following is paraphrased from C. H. Gordon, P. Simmons and G. Wynn (date unknown). *Plagiarism - What It Is And How To Avoid It*. University of British Columbia.

Students often ask "How much do I have to change a sentence to be sure I'm not plagiarising?" If you have to ask, you are probably about to commit plagiarism! There is no set number of words that you need to change or add to make a passage your own – the originality must come from the development and expression of your own ideas.

Original work demands original thought. You should try and separate your ideas from those of others. If you use another author's conclusions then acknowledge them. If you come to the same conclusions as another author you should still acknowledge them. Once a piece of work is complete, look at each part and ask yourself if the ideas expressed are entirely your own, and whether the general language or choice of words is your own. If the answer to either is "no" the work should be credited to the original author.

9. Examples:

9.1 Original

From Smith (1992):

The author has found that corals respond to high temperatures by expelling their zooxanthellae. This causes them to go white, a phenomenon known as "bleaching." Such corals soon become covered in algae, which makes it difficult for new coral planulae to settle and start a new colony (Davies, 1980). The phenomenon of bleaching is similar to the effect of a crown-of-thorns starfish (*Acanthaster planci*) attack where the polyps are digested by enzymes secreted onto the colony surface (Brown, 1990). As Jones (1972) found, *A. planci* poses a severe threat to corals in the Indo-Pacific. The recent occurrence of high numbers of these starfish on reefs has been correlated to run-off from land which contains high levels of plant nutrients (Jones, 1986). The subsequent increase in the number of algae apparently enhances the survival of the filter-feeding larvae of the starfish.

To include this text verbatim in your own work, without placing the entire paragraph in quotation marks and acknowledging Smith (1992) (see 3 above) would constitute plagiarism.

9.2 Paraphrased version

Paraphrased from Smith (1992):

Smith (1992) has found that corals respond to high temperatures by expelling their zooxanthellae. This phenomenon, known as "bleaching", causes them to go white. Such corals quickly become covered in algae and this makes it difficult for new coral planulae to settle and begin developing a new colony (Davies, 1980). Bleaching is similar to the effect of a crown-of-thorns starfish (*Acanthaster planci*) attack. Brown (1990) note that this is where the polyps are digested by enzymes secreted onto the colony surface. Jones (1972) found that *A. planci* may be a severe threat to corals in the Indo-Pacific. Recently high numbers of these starfish on reefs has been correlated to run-off from land with high levels of plant nutrients (Jones, 1986). The increase in the number of algae apparently enhances the survival of the filter-feeding larvae of the starfish.

To include this text in your own work, even with the initial acknowledgment Smith (1992) would constitute plagiarism since it reads as if only the first sentence is taken from Smith, and the rest of the references (Davies, Brown and Jones) have been sourced and read by you and that the development and expression of the text is your own original work.

9.3 Unacknowledged version (i.e. submitting this as if it were your own thoughts or work)

The presence of high numbers of crown-of-thorns starfish (*Acanthaster planci*) on reefs has been connected to run-off from land containing high levels of plant nutrients. This causes an increase in the number of algae which results in better survival of the filter-feeding larvae of the starfish. The starfish kills corals by secreting digestive enzymes onto their surfaces. *A. planci* poses a severe threat to corals in the Indo-Pacific and their effect is similar to that caused by "bleaching", a phenomenon caused by high temperatures which results in zooxanthellae being expelled. Subsequently the dead corals become covered in algae which makes it difficult for a new colony to start.

To include this text verbatim in your own work, would constitute plagiarism since there is no acknowledgment of Smith (1992).

9.4 Acceptable version (based on information from Smith, reading the cited references yourself and drawing upon other work)

Smith (1992) quoted Jones (1972, 1986) in suggesting that the crown-of-thorns starfish poses a threat to corals in the Indo-Pacific, and that their recent upsurge may be due to an increase in plant food levels caused by an input of nutrients from land. Brown (1990) found that these multi-armed starfish killed corals by everting their stomachs onto the coral colony surface and secreting an enzyme to digest the tissues externally. The resulting "bleaching" effect is similar to that which occurs when corals are exposed to high temperatures and the zooxanthellae are expelled (Smith, 1992). Davies (1980) found that the settlement of algae on the colony surface made it difficult for new coral larvae to settle and, although fish often grazed the algae continually, he found they

could not keep these under control. Recent studies have shown that plagues of crown-of-thorns starfish may be a natural phenomenon, as the fossilised remains of previous outbreaks have been found in rocks millions of years old (Cromer, 1994).

To present your work like this would not constitute plagiarism.

Note that all the references and authors used in this document with the exception of Gordon et al. are fictitious.

PLEASE CONSULT YOUR TUTOR IF YOU ARE STILL IN DOUBT ABOUT PLAGIARISM

18. Academic tutoring in the School of Biosciences

Academic tutoring is the support which the school provides to students in addition to formal teaching. It is complementary to the University's central support services and pastoral care provision (See: <https://www.nottingham.ac.uk/qualitymanual/personal-tutoring-student-support-and-development/index.aspx>)

The objectives of Academic Tutoring are to:

- Help you acquire the necessary study skills to pursue your studies successfully.
- Address problems of lack of knowledge and understanding of the subject.
- Address any problems with aspects of a course or your studies in general.
- Provide you with an overview of your academic progress at course and programme level.
- Assist you in making academic choices e.g. course enrolments, programme pathways.
- Provide assessment feedback to help you improve your future performance.
- Contribute to the acquisition of key employability skills.
- Assist and encourage you to gain employment or continue your education after you graduate.

The School takes its responsibility for academic tutoring very seriously and provides the following to ensure that you are properly supported:

- One-to-one meetings with your personal tutor for personal development, pastoral support and guidance (e.g. on course choices).
- Meetings with course directors for course guidance, either informally or at course enrolment days.
- Tutorials/seminars within courses comprising your degree programme.
- Provision of specific study skills embedded in academic courses including project and dissertation .
- Drop-in support sessions for mathematics and statistics.
- Written feedback on assessments including;
 - individual written or verbal feedback on coursework and mark allocation based on a transparent marking scheme,
 - generic feedback one week after exam results,
 - constructive comments provided by markers through individual appointments with course conveners

-
- students' evaluation forms collated from students' comments, available through Moodle.
 - Student led-seminars.
 - Peer support groups, including mentoring.
 - 'Office hours' system for appointments with course coordinators/tutors.
 - A flexible and comprehensive virtual learning environment (Moodle).
 - Links to central support services e.g. Academic Support, the Counselling Service and the Student Services Centre.
 - Assistance and guidance on academic administrative matters through the school office.
 - Encouragement to make use of central on-line study skills resources e.g. 'Study Skills' www.nottingham.ac.uk/studyingeffectively
 - Assistance with personal support or guidance from the School Senior Tutors.

SCHOOL OF BIOSCIENCES TUTORING STATEMENT

The full Biosciences tutoring statement can be found at:

<http://moodle.nottingham.ac.uk/mod/folder/view.php?id=461738>. Students are encouraged to read the statement.

PERSONAL TUTORS

Your Personal Tutor is a member of academic staff who is there to help you individually in terms of pastoral support, welfare and personal development. He/she will also advise you about your academic performance and choice of courses.

Personal Tutors will normally indicate the times at which they are available to see students; alternatively, you can always contact them by email to arrange appointments. However, please remember that in an emergency you do not need to wait for office hours; contact your tutor as soon as you can.

Personal tutors will record and share relevant notes and information with their tutees via the advisory note facility on campus solutions student record system.

The role and responsibilities of Personal Tutors are to:

- Meet with you individually at least three times a year (once at the start of each semester and at the end of the spring semester).
- Review your academic progress and personal development and help you to identify successes and areas for future development.
- Support and guide you in the development of academic and professional skills, help you to identify strengths and weaknesses, and decide on appropriate activities to improve.
- Discuss your examination marks/or other feedback on your performance and help you to reflect on it.
- Check on your well-being if any gaps in your attendance begin to give cause for concern.
- Act as the first point of contact for any guidance you may need in the event of any problems arising with regard to academic, organisational and personal issues.

Your Personal Tutor may also:

- Prepare a reference for your job applications. References should, if possible, put your academic achievements into a broader context. Thus, details of your activities and achievements outside of the course (e.g. in sports or voluntary work) are very helpful for your tutor. The more they know about you, the more accurate a reference they can provide.
- Discuss other matters relating to your progress on the course.

CONFIDENTIALITY

Your Personal Tutor will respect the confidential nature of any conversation which you ask to have so treated. If you feel more comfortable discussing particular issues with a member of staff of the same gender and are unable to identify an appropriate individual, the School Senior Tutor or Head of the School will be able to advise.

YOUR RESPONSIBILITY

We expect you to attend meetings arranged with your tutor.

STUDENT ACTIONS

Semester 1 (Autumn)	During 1st three weeks of semester.	Check MyNottingham portal or SharePoint for name of assigned tutor. Attend 1st scheduled meeting of the year with your Personal Tutor. (Please arrange this with your Personal Tutor).
Semester 2 (Spring)	During 1st three weeks of semester.	Attend 2nd scheduled meeting with your Personal Tutor. (Please arrange this with your Personal Tutor). At this meeting you will also receive feedback on coursework and/or examination performance.
End of session	Shortly after Examinations Board and before you leave for the summer.	Attend 3rd scheduled meeting with your Personal Tutor. (Please arrange this with your Personal Tutor). At this meeting you may also receive feedback on coursework and/or examination performance. If marks are not available at this point in time they will be posted on to you and can be discussed in your first meeting at the start of the Autumn Semester.

- If you want to withdraw from the course you must contact your Personal Tutor.
- Anyone needing to be absent for more than a week during term time, or leave before the official end of the summer term, must consult their Personal Tutor.
- You can request other meetings with your Personal Tutor at any time. In some circumstances, your tutor may wish to arrange an additional individual meeting with you. Normally your Tutor will have specified office hours and it is advisable to make an appointment in advance. However, in urgent matters contact your Personal Tutor as soon as possible. In urgent cases you do not need to worry about appointments.

- Please note that you are not expected to disclose confidential or personal information unless you choose to do so.

Learning attributes

This table sets out the goals that you should strive for as you progress through your degree. If you can achieve these, you will be well prepared for the diverse opportunities that lie ahead

Goals	Year 1 (Qualifying year)	Year 2 (Part I)	Year 3 (Part II)
Learning experience	Establish a strong factual base Learn the basics of the scientific method and develop a questioning approach	Link knowledge from diverse sources and develop an ability to relate information Develop a critical and analytical approach to information	Develop the ability to handle complex information Evaluate information and synthesise ideas Develop a creative approach to problem
Skills acquired	Cope with varying lecture styles Make effective use of library and IT facilities Acquire basic laboratory skills	Consolidate information skills with extensive use of library and IT Enhance practical skills Enhance presentation skills Organise study and manage time to meet deadlines Appreciate the importance and value of teamwork	Develop a mature approach to study Exhibit strong self-discipline and commitment Clearly articulate knowledge and understanding Respect the views of others and engage reasoned argument
Developing independence	Learn to combine teacher-driven study with work based on individual initiative	Make independent use of library and other information resources Acquire experience in a range of learning styles	Take responsibility for self-learning Demonstrate individual style and flair Exhibit professionalism and ownership of subject

19. Attendance and engagement

Students are required to attend all teaching activities necessary for the pursuit of their studies, undertake all associated assessments and attend meetings and other activities as required by their School or the University.

(see <https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Attendance-and-Engagement/Index.aspx>)

All students are required to maintained at least 80% attendance average during their study. In addition, International students that failure to do so may negatively impact their student visa approval process and ability to continue studying at UNM. Where required the University will report non-attendance to appropriate authorities including the immigration authorities.

Please see the Quality Manual for further details on attendance and engagement regulations at the University. It should be read in conjunction with **UNM's Supplementary Policy on Attendance**, and the **Attendance Monitoring Procedure** at schools and departments.

Please see following links:

- <https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Attendance-and-Engagement/Supplementary-Policy-on-Attendance-UNM.aspx>
- <https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Attendance-and-Engagement/Attendance-Monitoring-Procedure-at-UNM.aspx>

Where students face difficulty in attending sessions, teaching activities, meetings or other activities required for their studies, it is their responsibility to inform their faculty office and to provide a satisfactory explanation. Request for authorized absence should be done using the Absence Request form.

UNM has a system in place (via INSTATT application) to monitor attendance during the academic year. A drop below the attendance requirements set out in the above policies may trigger a warning and/or an Attendance Intervention Meeting (A.I.M). It is important that students attend A.I.M's to discuss the reason(s) for absences. By not doing so, the School/Department will assume that there is no satisfactory explanation. Where student's absenteeism reaches to the point that it is not possible to continue with the course, the Student Registry Office will write to the student stating that they will be deemed to have withdrawn from the University and their student record will be amended to show that they have withdrawn.

20. Complaints and appeals procedure

Details of the University's Complaints and Appeals Procedure can be found at:

<https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Academic-Appeals-and-Academic-Misconduct/index.aspx>

The procedure regarding a complaint concerning your course is that in the first instance you should contact the lecturer concerned. If the matter cannot be resolved, the next points of contact would be:

- Course Convener
- Programme Director
- Head of School
- Student Year Representative (names are on the Learning Community Forum notice board together with the Course Convener)

Students are encouraged to involve their **Personal Tutors** at any stage, whether the matter of concern is of an academic or personal nature. Students also have the right to bring matters of concern before the **Learning Community Forum**.

21. Industrial placement

General policies and procedures

Students are encouraged to participate in the industrial placement programme during the summer vacation after the first and/or second year of studies. Please take note that this industrial placement is mandatory for BSc (Hons) Nutrition students who entered their Qualifying year (Year 1) from September 2021.

Throughout the programme, students will have to complete a project under the supervision of an industry partner for a period of at least twelve weeks in the same company or institution. The onus of securing placement lies with the students themselves. To assist students in finding placements, the Faculty will issue identity-confirmation letters for all students to the participating companies or institutions. Students are advised to start looking for placements during the 2nd semester of their participating year. Upon securing the placement, an official employment letter from the participating company will be required. If a student fails to secure placement for industrial training, the School will assist.

International students

International students may encounter difficulties securing placements in Malaysia due to possible work permit issues. In this case, students can pursue industrial training in their home country or any part of the world, subject to School approval.

If you have any questions or want to find out more, you may contact the Industrial placement managers, **Dr Lim Yin Sze** (Nutrition) and **Dr Chin Chiew Foan** (Biotechnology).

22. Study abroad opportunities

Inter-Campus Exchange

Students who are studying at The University of Nottingham Malaysia campus can apply to study at our overseas campuses in China and the UK for a period of one semester or one academic year through the Inter-campus Exchange Programme.

To be eligible to apply to the programme:

- students must have completed at least one year of their degree study at the Malaysia Campus.
- students have to obtain a passing mark of minimum 55% average in year one to progress onto the exchange scheme. Students taking resits are **not** permitted to progress onto the exchange scheme.
- students studying for an undergraduate degree programme which is also offered at either the China Campus or the UK Campus.

Before you apply

Choosing to study abroad is a big decision, before you take the plunge, here are a few things you should do:

- Attend the exchange programme information session.
- Consider your exchange options, please refer to study abroad opportunities by school.
- Research the university/campus that you intend to go for exchange by finding out about courses offered, fees, English language requirements etc.
- Discuss with your parents/guardian about funding your study abroad.
- Consult your Director of Studies/personal tutor for module selection at the host university or any academic enquiries. It is applicant's responsibility to ensure that there are suitable modules for their degree programmes at the host university.

For details of Study abroad opportunities please contact our International Office and for informal inquiries please contact Academic Exchange Officer, **Dr Susan Azam-Ali**.

23. Channels of communication

Dissemination of information is an on-going process during the academic year; this will come from both the School Office and academic staff. We use several ways to give out information.

- **Email** - Email is the normal means of communication to individuals or class groups; your tutor and course conveners will email regularly and it is also a good way for you to contact academic staff. However, this and other media should not detract from personal meetings, which are necessary for the communication of several matters including the conveyance and discussion of examination. (see: <https://www.nottingham.edu.my/IT-Services/connect/email/index.aspx>)
- **Moodle** – Moodle is the online learning environment across the University. This resource allows you to access lecture notes, find links to external learning resources, access self-test exercises and assessments, participate in online learning activities, submit assignments and collaborate on group projects. You can log in using your University username and password the day after you have completed your registration online and access to it at: <https://moodle.nottingham.ac.uk/login/index.php>
- **Microsoft TEAMS** – Microsoft TEAMS is the online learning environment across the University. Microsoft TEAMS is use for Online classes, meeting and other online learning activities. Course convener will normally post the instruction and access code to join MS TEAM on Moodle. You can log in to MS TEAMS using your University username and password the day after you have completed your registration online and access to it at: <http://email.nottingham.edu.my>
- **MyNottingham Portal** - The Portal is a central part of the University's communication system for staff and students. Make sure you have access to it at: <https://www.nottingham.edu.my/MyNottingham/MyNottingham-for-Students/For-Students.aspx>
- **Blue Castle portal**- Students can view their marks, progression status and final award information electronically at: <https://bluecastle-my-results.nottingham.ac.uk/login>
- **Social Media** - The University of Nottingham uses the latest technology to bring Nottingham to life and to ensure that you can experience and interact with the University community at any time, see: <https://www.nottingham.ac.uk/connect/nottinghamconnect.aspx>

It is your responsibility to check all these sources of communication on a frequent basis

24. Student/staff consultation

The courses you are taking have evolved over a number of years and incorporate many features arising from student feedback and evaluation. Each department has its own procedures for allowing students to participate in the evaluation and future development of courses.

Broadly, two channels exist:

-
- feedback questionnaires which enable you to comment on the content, style and objectives of courses; we urge you to take the time and effort to complete these so you and future students can play a role in improving our teaching
 - the Learning Community Forum (LCF) consists of representatives of undergraduate students and teaching staff who discuss a wide range of academic and non-academic matters. Anyone who has comments, criticisms or suggestions that they wish to be discussed should contact one of the representatives. Please contact Senior Tutor, Dr Ajit Singh for the names of the student representatives.
 - The Student Association also elects student representatives to the School Board and other School committees. If you want to influence academic procedures in the School and University on behalf of your fellow students, you must join the Association first.

25. Faculty office hours policy

The Faculty office hours policy, see below:

- Appointments for meetings with staff should be requested by students by email or in person (by phone or office notice board). Requests by email can be made at any time.
- Staff should respond to such requests by email within two working days (both during term and outside term-time). Staff are not obliged to send their responses outside of normal working hours, nor during official University holidays, nor when on vacation. They should put out-of-office messages on their emails during vacations and respond within two working days upon return.
- Following a request, appointments should be arranged with the student at a mutually convenient time, normally to be held within three working days of the request.
- Once an appointment has been made, both the staff member and the student are expected to honour the appointment. Should either be unable to attend they should email to cancel prior to the meeting.
- Staff have the option of restricting their availability to students to particular days or times of day (other than in emergencies). In this case, they will communicate their preferred availability to their tutees and to other students they see on a regular basis.

26. Students' access to academic staff policy

Appointments for meetings with staff should be requested by students by email or in person (by phone or office notice board). Requests by email can be made at any time. Staff should respond to such requests by email within two working days (both during term and outside term-time). Staff are not obliged to send their responses outside of normal working hours, nor during official University holidays, nor when on vacation. They should put out-of-office messages on their emails during vacations and respond within two working days upon return.

Following a request, appointments should be arranged with the student at a mutually convenient time, normally to be held within three working days of the request. Once an appointment has been made,

both the staff member and the student are expected to honour the appointment. Should either be unable to attend they should email to cancel prior to the meeting.

Staff have the option of restricting their availability to students to particular days or times of day (other than in emergencies). In this case, they will communicate their preferred availability to their tutees and to other students they see on a regular basis.

27. Quality assurance

The primary aim of the University of Nottingham is to sustain and improve the high quality of its provision as one of the leading research-led universities in the United Kingdom. It is also committed to providing a learning environment of the highest quality for students, in which first class teaching is underpinned by excellent research. The School of Biosciences endeavours to maintain these goals in the Biosciences, where relevant in collaboration with other schools, in the following ways:-

- by recruiting motivated students with a proven record of high level of learning;
- by providing a broad education across the discipline;
- enabling the development of an analytical and critical appreciation of scientific ideas and problem solving;
- providing a learning experience enriched by an active research environment;
- enabling the development of independent learning and skills for a wide range of careers within and outside the biological sciences;
- to ensure that students receive appropriate support and guidance in their academic development and career planning;
- to identify and support the academic and pastoral needs of individual students;
- to provide a flexible, effective and adequately resourced learning environment, and
- to maintain and improve teaching and learning through effective management structures in line with the University Quality Manual.

As part of an ongoing process of improving quality, some of our teaching facilities have been recently refurbished and modernised. We look to our students to help us maintain these areas in good condition for the benefit of future generation.

28. Coursework and examination feedback

Feedback is provided in three main forms on i) assessed coursework, ii) examination performance and iii) general aspects of each course. In addition to individual marks given for assessed coursework in each course, you will receive an overall course mark and the end of each semester and a full set of course marks will be made available to you through **Blue Castle portal** (<https://bluecastle-my-results.nottingham.ac.uk/login>). Your course marks are confidential and not shown to other students. Individual mark components (e.g. coursework marks) are also confidential; the only exception to this is when you receive a mark for a piece of 'group work' in which all members of your group receive the same mark.

The sections below provide further details about feedback:

Coursework Feedback

Coursework feedback is normally provided through written comments on your work. For many pieces of coursework, a cover sheet will be returned with your work to explain the mark received and give advice on how your work could be improved. For other pieces of non- examination assessed work, it may not be feasible to provide written comments on your work, for example, a group oral presentation;

in such cases, feedback may be provided verbally or by email. Feedback for other assessed work e.g. laboratory practicals, may be provided in other ways as appropriate to the assignment set. Whilst the manner by which you receive coursework may vary depending on the type of coursework set, the purpose of the feedback is to provide a mark for the work together with constructive comments to help improve your performance in future assignments. If you wish to discuss your performance in any assessed work, you should contact the course convenor.

Course convenors will set a deadline by which you must submit coursework and a date when you can expect to receive feedback on your work. This information will be provided when the course convenor sets the piece of work. In normal circumstances, marked coursework and associated feedback should be **returned to students within 21 days** of the published submission deadline, i.e. students submitting work before the published deadline should not have an expectation that early submission will result in earlier return of work.

See details: <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/assessment-regs.aspx>

Examination Feedback

After each examination period, general examination feedback from each course will be posted on Moodle. This will include: i) feedback on examination questions where students' performance could be improved, suggested strategies for improving performance in those questions and iii) general comments about examination technique. Students wishing to discuss their examination performance should contact the relevant course convenor(s)

The feedback is intended to help you improve future assessments. It is in your own interest to read and use the feedback. Don't hesitate to see the lecturer if you are having difficulty with his / her module or don't understand why you were given a particular mark.

General Feedback

A copy of the Course Report Form, which is a summary of the discussion/feedback with students at the end of each course, can be found within a folder for the course in Moodle. This feedback sheet is used by course convenors to identify which areas of the course students felt worked well, and others that could be improved; in the latter case, the course convenor will make appropriate academic adjustments to the course for the following academic session.

The University's Quality Manual provides information on good practice for feedback on assessed work and what you can expect to receive as a student at the University of Nottingham – see <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/assessment-regs.aspx>

29. Student services/departments

29.1 Undergraduate administration

All School undergraduate administration is organised by the Faculty Office (Block C, Room CA06). Any changes in personal details (change of address, home or local etc.) must be notified to the Office.

General enquiries and queries regarding registration for courses and examination are also dealt with by the Faculty Office.

Financial matters (grants, loans etc.) are the concern of the Finance Office - (Central Administration Building).

29.2 Library

Library Services is responsible for managing information resources for learning, teaching and research and providing support on their use. The core collection covers materials that meet the taught courses offered by the university with generous allocations in developing resources required for research purposes. The library is proactive in developing a wide range of electronic resources and in promoting and guiding the use of information resources.

see: <https://www.nottingham.edu.my/thelibrary/index.aspx>

During Semester 1 you should attend an introductory lecture provided by the library followed up later with practical sessions or seminars designed to familiarise you with the resources of the library.

Learning these basic information retrieval skills is essential - you will need them for essays and projects throughout your course.

As you progress, more specialised studies are undertaken and you must become familiar with the experimental data published in various journals. Acquaintance with published research provides the foundation for most final year research projects. You should not forget to read the more popular scientific press such as New Scientist or Scientific American, as well as those appropriate to your discipline.

Customer Services Counter

The Circulation Desk is staffed between 8:30am and 9.00pm, weekdays; and between 10.00am and 6.00pm, weekends. It is closed on public holidays.

Direct Line: +6 (03) 8924 8318

Email: libraryservices@nottingham.edu.my

Reference Desk

The Reference Desk is staffed between 11.00am and 5.00pm, on weekdays only.

Direct Line: +6 (03) 8924 8319

Email: ELib.Helpline@nottingham.edu.my

Library and learning spaces opening hours: see <https://www.nottingham.edu.my/thelibrary/Opening-Hours/index.aspx>

Last entry to the library is 15 minutes before closing time. Please note that when the Customer Services Counter (including the self-service machine) is closed, no lending services and cash transactions may be carried out.

Additional information:

<https://www.nottingham.edu.my/thelibrary/index.aspx>

<https://www.nottingham.edu.my/thelibrary/Contact/index.aspx>

<https://www.nottingham.edu.my/thelibrary/Using/index.aspx>

29.3 IT facilities

You should aim to enhance and develop your keyboard, word processing and information processing skills and apply them in the preparation of assessed essays and projects. Dissertations and other forms of assessed coursework must be presented in typed or computer-printed form. Poor presentation, spelling and grammar may be penalised by examiners; word processing software can make a contribution on all those fronts as well as greatly facilitating the editing process.

Members of staff marking coursework will point out errors in spelling, grammar, structure and reference citation. Note these carefully and use them to improve your writing skills. If you have particular difficulty, consult your Tutor - do not let a problem with language prejudice your performance.

Information Services (IS) maintains networked PC user areas (Computer Rooms) which are used for teaching, computer-assisted learning, statistical analysis, modelling and general IT applications at all campuses. IS manages the computing service and provides full printout facilities. You will be given an introduction to this system and the facilities during the first week of Semester 1.

See: <https://www.nottingham.edu.my/thelibrary/Using/index.aspx>

Once you have registered with the University you will be given a username and password. Undergraduate usernames give access to electronic mail, the Internet and connection to remote information services. The campus is wireless in all buildings and outside seating area. Feel free to make as much use of the system as you wish, within the limits of the user agreement. E-mail is the preferred and main method of communicating with your tutor, staff and other students.

Students' email address are in the form of [username]@nottingham.edu.my and has a restricted quota. Staff emails are in the form of [firstname].[lastname]@nottingham.edu.my.

Secured and encrypted email access via the web is available for both staff and students.

Scanning is done via printers in and around the Library. All printers are capable of printing in colour. The main entrance to the Library is on the ground floor at the front of the building.

IT Helpline

We provide a range of IT services to facilitate staff and students of the University in their pursuit of academic and research excellence.

Contact us via:

Direct Line: +6(03) 8924 8199 or Ext 8199

E-mail: itservicedesk@nottingham.edu.my

WhatsApp: <https://wa.me/60389248199>

Location: IT Services, F2B10, Level B, Block F2

Find out more about our IT services available for students at:

<https://www.nottingham.edu.my/IT-Services/index.aspx>

<https://www.nottingham.edu.my/IT-Services/itservices/index.aspx>

<https://www.nottingham.edu.my/IT-Services/connect/index.aspx>

29.4 Academic and disability support

Services for students who have a disability, dyslexia and/or a long-term medical condition

At the University of Nottingham we are strongly committed to equality of opportunity for all our students. We welcome disabled and dyslexic students and aim to ensure that, as far as possible, appropriate support is offered to meet your needs.

Full information on the range of support and services available for students is available at <https://www.nottingham.edu.my/Wellbeing/Home.aspx>

Disclosure and confidentiality

We will respect the confidential nature of information you provide and act in accordance with data protection regulations. Confidential information will only be shared within the University on a need-to-know basis.

If you have a disability, dyslexia or other Specific Learning Difficulties (SpLDs), we would strongly encourage you to make early contact with us.

Knowing about your requirements in advance can help us to prepare and arrange support in time for the start of your course.

We would therefore encourage you to disclose your disability or SpLDs to us as soon as possible. Failure to do so may affect our ability to make some of the adjustments that you require.

For more information about confidentiality and disclosure, please see:

<https://www.nottingham.edu.my/Wellbeing/Disability/DisclosureandConfidentiality.aspx>

Eligibility

If you are disabled or have a long-term medical condition, you will need to provide evidence from a medical professional (such as a GP, consultant or specialist nurse) in order to access our services and support. For more information about our medical evidence policy, please see:

<https://www.nottingham.edu.my/Wellbeing/Disability/MedicalEvidencePolicy.aspx>

If you are dyslexic, you will need to provide a report, in English, from an educational psychologist or a specialist teacher, dated after your 16th birthday. If you have dyspraxia or AD(H)D, or other Specific Learning Difficulties you will need to have a letter or report from a suitable, qualified professional; for example, an educational or occupational psychologist or medical practitioner.

What we can offer you:

Wellbeing and Learning Support

Wellbeing and Learning Support Services is located at Room HB19, Block H, Level 1 Datuk Sir Colin Campbell Student Association Building opposite to the Health Centre on the first floor.

Inquiries & appointments: WellbeingandLearning@nottingham.edu.my

Contact Number: +603 8924 8060

We can assist with queries regarding:

- Support in making the transition to University
- Liaison with your School or department about any impact your condition may have on the study elements of your course
- recommendations to academic staff for reasonable adjustments in teaching
- recommendations and referral for adjustments to examinations and assessment
- access to alternative formats such as Braille and large print
- residential accommodation – adapted study bedrooms
- accessible transport around and between campuses
- applying for Disabled Students' Allowances.

Academic Support also provides support for students who wish to develop their strategies for academic writing and time management.

If you have any queries about the support provided at Nottingham, your first contact is Wellbeing and Learning Support Services at 03-8924 8060 or by email at disabilities@nottingham.edu.my

Disability Liaison Officers (DLO)

The School appoints Disability Liaison Officers, who provide a point of reference, advice and guidance for members of staff and students in the School about student disability issues and support. The DLOs are part of a network that meets regularly to share information and good practice. DLOs liaise with both the Academic Support and the Disability Support Teams, as necessary, in relation to individual students and general policies and procedures.

If you have any requirements or concerns talk in the first instance to your DLO - or contact your personal tutor.

The DLO for the School of Biosciences is **Professor Festo Massawe** (Tel: 03-89248218, Fax: 03-89248018, email: Festo.Massawe@nottingham.edu.my)

29.5 Counselling service

The University Counselling Service is a free confidential service available to students and staff. It is registered with the Malaysian Board of Counsellors.

(see <https://www.nottingham.edu.my/Wellbeing/Counselling/UniversityCounsellingService.aspx>)

Counselling offers an opportunity to talk in confidence about problems that concern you. It may also be known as psychotherapy, therapeutic counselling or psychological counselling. Some of the issues brought to the service include anxiety, depression, family concerns, bereavement, difficulty in adjusting to a new way of life, work and study related problems, family issues, relationship issues, aggressive and violent behaviour, suicidal tendencies, sexual abuse etc.

There are numerous articles that provide information on what is counselling and the kind of services that can be expected from your counsellor on this site. Please visit us at

<http://www.nottingham.edu.my/Wellbeing/Counselling/UniversityCounsellingService.aspx>

for some excellent materials on various common issues. However these are only reading materials for information. The website site also provides information on the kind of services we offer.

If you are in need of help, you may want to think of discussing your issue with someone who is trained. By talking through your problems or concerns with a counsellor, you may deepen your understanding of what is happening and develop alternative ways of dealing with your situation or concern

The University Counselling Service is confidential. This means that we do not disclose verbal or written information without your permission or agreement. In rare cases, disclosure may occur without your consent if there is good reason to believe that you or others are at risk.

The Counselling Service complies with the Data Protection Act of 1998. Brief hand written notes are kept in a secure place only within the Counselling Service.

The university is concerned about the wellbeing of our students and staff. All our counsellors are very experienced and trained in their professionalism. They receive regular supervision and are constantly monitored for quality of service. There is even a mental health counsellor whose main responsibility is in providing mental health service to concerned students and staff.

Please contact us via E-mail: WellbeingandLearning@nottingham.edu.my or Tel: 03-8924 8060. We are located at the Datuk Sir Colin Campbell Student Association Building (Block H, Level 1, HB19), opposite to the University Health Centre.

29.6 Careers and employability service

Many first year students think it is too early for them to start thinking about their future career, but in our experience it is never too early. By making the most of your time at university you can develop skills and build experiences that will be of interest to your future employers.

You could:

- join a society or sports team
- complete a Nottingham Advantage Award (NAA) course
- find a part-time job

For more information about the Advantage Award, or other ways to make the most of university life you can visit our webpage <https://www.nottingham.edu.my/Careers/index.aspx> or speak to a member of the careers team.

Whether you have one or several career ideas or none at all, it is a good idea to start researching possible career options. There are a number of ways the Careers and Employability Service can help you to do this:

- Speak to a Careers Adviser. You can book a one-to-one appointment to discuss your career ideas or questions at Centre for Career Development.
- Meet employers on campus. Throughout term time there will be a range of different employers visiting UNM. While you're in your first year you can attend these events to find out about different industries and companies, which will help you with your career planning.
- Attend a workshop. There are a series of workshops held at UNMC These are free for you to attend and could help you with career ideas, making successful applications or developing job hunting strategies.
- CV Reviews. Whether applying for work experience, a summer internship or a part-time job you can have your own CV reviewed at Centre for Career Development.

The Careers Advisory Service is located at **Room HB14 & HB15, Block H, Level 1**, Student Association Building. For further information, consult your Personal Tutor, or the Careers Adviser at Careers@nottingham.edu.my; Tel: **+603 8924 8000**. Further contact details available at: <https://www.nottingham.edu.my/Careers/Contact-us/Index.aspx>

30. Health, safety and security

The research buildings are open to students from 9.00 am until 5.30 pm, Monday to Friday, except public holidays and University holidays. If for any reason you have to be in the building outside of these times, you must be supervised by an academic member of staff.

There are lifts available in all teaching buildings for use by disabled students. The other use of the lifts is for movement of goods, and should not be used for other purposes.

Fire

- In the event of a fire in the building, the fire alarm will sound continuously. In this situation, the lecturer-in-charge of your class will initiate the building evacuation process by guiding the students to the nearest assembly point. Fire exits are clearly sign-posted. Re-entry into the building after a fire alarm is given by the Fire Monitor.

Safety

- Your safety in the building, especially in the laboratories, is paramount. See further reference to this matter under 'Practical Classes'
- Practical classes are continuously supervised by an academic member of staff with the support of demonstrators and occasionally technicians. You should not enter a laboratory until a member of staff arrives.
- Suitable protective clothing must be worn for laboratory classes. (see 'Faculty of Science and Engineering Health and Safety Handbook').
- Defined procedures must be followed for the disposal of certain types of laboratory waste, such as syringes and syringe needles, broken glass, organic solvents and microbial cultures. Instruction on the correct disposal of these and other items will be given in practical classes.

Accidents and First Aid

- For minor injuries, first aid boxes are available in all laboratories and faculty offices. In such situations it is likely you can deal with the injury yourself.
- Where an injury is more serious, a qualified 'First Aider' should be called. Names of First Aiders are listed in the Faculty of Science and Engineering Health and Safety Handbook.
- If a 'First Aider' is not available or if further treatment is required, you will be taken to the Health Centre.
- All accidents, whatever their severity, must be reported through an accident report form available on FOSE Sharepoint (<https://share.nottingham.edu.my>). Please contact the laboratory technician or member of staff to assist.
- Emergency telephone numbers:
 - Malaysian Emergency Response Services (MERS), including police, fire and rescue, hospitals, civil defence and Malaysia Maritime Enforcement Agency: 999 (fixed line) or 112 (mobile).
 - Internal University Security office: 03-8924 8777 (fixed line and mobile)
 - Internal University In-house Clinic: 03-8924 8089 (fixed line and mobile)

Health Centre

- The university is committed to ensuring the health and safety of its students. Details are available via <https://www.nottingham.edu.my/CurrentStudents/Facilities/Health.aspx>
- Emergency telephone numbers:
 - Internal University In-house Clinic: 03-8924 8089 (fixed line and mobile)
 - External relations office: 03-89248052 (Ms Ainiza)
 - International Student Support: 03-89249750

Coronavirus (COVID-19)

- The health and safety of our University community in the UK, China, Malaysia and elsewhere is our priority.
- During the current situation with coronavirus COVID-19, please remain calm and follow the advice and precautions published on following page for staff and students.
- See link: <https://www.nottingham.edu.my/Covid19/index.aspx>

Food and Drinks

- On no account should food and/or drink be taken into a laboratory, lecture theatre or computing rooms. Only bottled water is available in lecture theatres and computing rooms.

For more in-depth safety information, please refer to the Faculty of Science and Engineering Health and Safety Handbook on Sharepoint <https://share.nottingham.edu.my>

31. Appendices

31.1 Qualitative assessment criteria - general guidelines for examinations

Class	%	QUALITATIVE ASSESSMENT CRITERIA - GENERAL GUIDELINES FOR EXAMINATIONS
First		
A1	100	a. Deep understanding of subject; carefully balanced arguments clearly presented; all material highly relevant to the question.
A2	90	b. Considerable and effective use of literature information, beyond that supplied as taught material.
A3	80	c. Clear evidence of critical thinking, originality and novelty
A4	73	d. Excellent structure and good use of illustrative diagrams etc.; evidence of originality/novelty in presentation.
Upper Second		
B1	68	a. Sound grasp of subject material; presentation of logical arguments relevant to the question.
B2	65	b. Reasonable evidence of wider study beyond lecture material. Some evidence of independent thinking and originality.
B3	62	c. Well organised answer; appropriate use of illustrative diagrams; clear presentation.
Lower Second		
C1	58	a. Reasonable understanding of subject material, but some flaws in the logic of arguments and factual errors; possibly some irrelevant material.
C2	55	b. Only limited evidence of wider study and use of literature information.
C3	52	c. Little evidence of independent thinking or originality.
		d. Fairly clear presentation; generally conforming with accepted format but with some flaws in style;
Third		
D1	48	a. Limited understanding of subject; numerous flaws in the logic of arguments; considerable factual errors and/or irrelevant material.
D2	45	b. Virtually no inclusion of literature information beyond lecture material.
D3	42	c. Virtually no evidence of independent thinking or originality.
		d. Little attention given to structure; very limited use of illustrative diagrams; serious flaws in presentation.
Soft Fail		
E	35	a. Minimal understanding of subject; serious factual errors; general lack of any logical arguments; considerable amount of irrelevant material.
		b. Virtually no inclusion of literature information.
		c. No evidence of independent thinking or originality.
		d. Very poorly structured answer; disorganised and untidy; missing sections; virtually no use of illustrative diagrams.
Fail		
F1	25	Insubstantial answer; very poor coverage of material with little information that is relevant. Virtually no evidence of understanding the question and minimal attempt to provide a structured answer.
Fail		
F2	10	A few lines of relevant material
Fail		
F3	0	No relevant material

- Only broad classes (A,B, C, D and E) have qualitative criteria attached; the division into (e.g.) C1, C2, C3 etc. is at the discretion of the examiner.
- The qualitative criteria include consideration of :
 - Student's knowledge of subject; depth, relevance and quality of answer.
 - Evidence of reading / study beyond regurgitation of standard taught material.
 - Independent or critical thinking / originality .
 - The quality of presentation - structure of answer, the use of sections; diagrams, general neatness.

31.2 Qualitative assessment criteria - general guidelines for essays and reports

Class	%	QUALITATIVE ASSESSMENT CRITERIA - GENERAL GUIDELINES FOR ESSAYS AND REPORTS
First		
A1	100	a. Excellent report structure with professional presentation of figures, tables, diagrams, references etc.; evidence of originality/novelty in presentation.
A2	90	b. Deep understanding of subject; all arguments carefully developed and clearly expounded.
A3	80	c. Considerable and effective use of literature information, beyond that supplied as taught material.
A4	73	d. Clear evidence of critical thinking, originality and novelty.
Upper Second		
B1	68	a. Well organised report; appropriate choice of illustrative figures, tables, diagrams etc.; clearly presented throughout.
B2	65	b. Sound grasp of subject material; generally logical arguments.
B3	62	c. Reasonable evidence of wider study beyond lecture material.
		d. Some evidence of independent thinking and originality.
Lower Second		
C1	58	a. Generally clear report conforming with accepted format but with some errors in style and/or omissions in presentation of illustrative figures.
C2	55	b. Reasonable understanding of subject material, but some flaws in the logic of arguments and factual errors.
C3	52	c. Only limited evidence of wider study and use of literature information.
		d. Very little evidence of independent thinking or originality.
Third		
D1	48	a. Little attention given to report structure; limited use of illustrative figures, tables etc.; serious flaws in presentation.
D2	45	b. Limited understanding of subject; considerable factual errors demonstrated.
D3	42	c. Virtually no inclusion of literature information beyond lecture material.
		d. Virtually no evidence of independent thinking or originality.
Soft Fail		
E	35	a. Very poorly structured; disorganised; missing sections; minimal presentation of supporting data, figures etc.
		b. Minimal understanding of subject; serious factual errors; general lack of any logical arguments.
		c. Virtually no inclusion of literature information.
		d. No evidence of independent thinking or originality.
Fail		
F1	25	Very poor coverage of material with little information that is relevant.
		Virtually no evidence of understanding the question; minimal attempt at structure.
Fail		
F2	10	A few lines of relevant material
Fail		
F3	0	No relevant material

- Only broad classes (A,B, C, D and E) have qualitative criteria attached; the division into (e.g.) C1, C2, C3 etc. is at the discretion of the examiner.
- The qualitative criteria include consideration of :
 - The quality of the report/essay etc. - the use of sections; diagrams; figures etc.; citation of references; general neatness etc.
 - Student's knowledge of subject; depth and quality of answer.
 - Evidence of reading / study beyond regurgitation of standard taught material.
 - Independent or critical thinking / originality etc.

31.3 Qualitative assessment criteria - general guidelines for posters

Class	%	QUALITATIVE ASSESSMENT CRITERIA - GENERAL GUIDELINES FOR POSTERS
First		
A1	100	a. Excellent use of headings, text appropriate size, figures and diagrams clear and well-labelled, very easy to follow progression of poster theme.
A2	90	b. Visually very attractive and creative.
A3	80	c. Factually very accurate and informative with clear evidence of extensive knowledge of published literature.
A4	73	d. All relevant aspects of own data presented, where inclusion is appropriate.
Upper Second		
B1	68	a. Good use of headings, text of appropriate size, some loss of figure clarity or slight errors in labelling, easy to follow progression of poster theme.
B2	65	b. Visually quite attractive and creative.
B3	62	c. Factually accurate and informative with some evidence of knowledge of published literature.
		d. Most relevant aspects of own data presented, where inclusion is appropriate
Lower Second		
C1	58	a. Adequate use of headings, text a little too small, figures not clear and inadequately labelled, more difficult to follow progression of poster theme.
C2	55	b. Visually unstimulating.
C3	52	c. Some factual inaccuracies with only limited evidence of knowledge of published literature.
		d. Several aspects of own data omitted, where inclusion is appropriate.
Third		
D1	48	a. Very poor use of headings, text too small or hand-written, figures unclear and unlabelled, no obvious progression of poster theme.
D2	45	b. Visually unattractive and dull.
D3	42	c. Many factual inaccuracies with very limited evidence of knowledge of published literature.
		d. Most of own data omitted, where inclusion is appropriate.
Soft Fail		
E	35	a. No headings used and poster somewhat disorganised.
		b. Visually unattractive and dull.
		c. Inaccurate with virtually no evidence of knowledge of published literature.
		d. None of own data included.
Fail		
F1	25	a. No headings used and poster very disorganised and difficult to understand.
		b. Visually very unattractive and dull.
		c. Inaccurate with no evidence of knowledge of published literature.
		d. None of own data included.
Fail		
F2	10	A few lines of relevant material presented
Fail		
F3	0	No poster presented

- Only broad classes (A,B, C, D and E) have qualitative criteria attached; the division into (e.g.) C1, C2, C3 etc. is at the discretion of the examiner.
- The qualitative criteria include consideration of :
 - Structure and organisation of the poster.
 - Visual impact and attractiveness.
 - Accuracy and completeness of the content.
 - Where appropriate, inclusion of students' own experimental data

31.4 Qualitative assessment criteria - general guidelines for oral presentations

Class	%	QUALITATIVE ASSESSMENT CRITERIA - GENERAL GUIDELINES FOR ORAL PRESENTATIONS
First A1 A2 A3 A4	100 90 80 73	a. Clearly audible, well-paced presentation delivered without obviously reading from notes the time allocated. Addressed to the audience. b. Very well-planned with a clear logical structure focused on the topic being presented. Excellent introduction and summary. c. Excellent use of visual aids which are easy to read and understand. Main points of slides clearly explained. d. Content of presentation very well-researched with relevant data where Response to questions asked indicates thorough understanding.
Upper Second B1 B2 B3	68 65 62	a. Clearly audible, well-paced presentation delivered with some reading from notes in the allocated. Mainly addressed to the audience. b. Quite well-planned with logical structure focused on topic being presented. Good introduction and summary. c. Good use of visual aids which are quite clear to read and understand. Good attempt to explain main points of slides. d. Content of presentation quite well-researched with relevant data where appropriate. Response to questions asked indicates good understanding.
Lower Second C1 C2 C3	58 55 52	a. Audible presentation which may be too fast or too slow. Tendency to read from notes and to address floor or ceiling. May be outside time allocated b. Some flaws in structure and not always focused on the topic being presented. Weak introduction and summary. c. Adequate use of visual aids which are not always easy to read and understand. Little attempt to explain main points of slides. d. Some omissions in literature research and little relevant data presented. Response to questions asked indicates incomplete understanding.
Third D1 D2 D3	48 45 42	a. Difficult to hear. Too fast or too slow. Read from notes and little attempt to address the audience. Outside allocated time. b. Poorly-structured, rambling presentation which strays from topic being presented. Very weak introduction or summary. c. Poor visual aids which are difficult to read and understand. Poor explanation of main points of slides. d. Little evidence of literature research and no data presented. Response to questions indicates poor understanding.
Soft Fail E	35	a. Mumbled, halting presentation. Much too fast or too slow. No attempt to address. b. audience and well outside allocated time. c. No discernible structure to presentation with some relevant material. No introduction or summary. d. Very poor visual aids. No explanation of main points of slides. e. Poor literature research and no data presented. Response to questions shows serious weakness in understanding.
Fail F1	25	Extremely difficult to hear presentation and well outside allocated time. b. No discernible structure and very little relevant material. No introduction or summary. c. No visual aids used. d. Little evidence of research. Response to questions shows minimal understanding.
Fail F2	10	Very minimal attempt to give a presentation.
Fail F3	0	Failed to give a presentation.

- Only broad classes (A,B, C, D and E) have qualitative criteria attached; the division into (e.g.) C1, C2, C3 etc. is at the discretion of the examiner.
- The qualitative criteria include consideration of :
 - Presentation of talk; audibility, speed, use of notes, addressed to audience, time keeping.
 - Organisation of talk; logical coherent progression with introduction and summary.
 - Use of visual aids; clarity and explanation of salient points.
 - Research and response to questioning; evidence of extensive reading, presentation of own data (where relevant), evidence of wider understanding

31.5 Marking at different levels within degree programmes

School of Biosciences Qualitative Marking Schemes Supplementary Guidelines

Marking at Different Levels within Degree Programmes

The School's qualitative marking schemes provide general guidance for assessment of various types of work. However, in applying these schemes to individual assessments, account must be taken of the level at which students are working. The criteria outlined below provide general guidance, and not all criteria will be applicable to all forms of assessment.

Academic Levels

Level 1	Certificate level, generally qualifying year students.
Level 2	Diploma level, generally taken by year 2 students.
Level 3	Degree level, generally taken by year 3 students.
Level 4	Masters levels, generally taken by post-graduate or year 4 undergraduate students.

Major considerations

Mark Class A

Level 1:	Draws on available evidence to make sound conclusions supported from a range of sources.
Level 2:	There is evidence of further reading and careful analysis offering alternative views.
Level 3:	There is critical analysis offering alternative views. There is clear expression of own views, which are supported by appropriate literature. Draws on available evidence to make persuasive conclusions.
Level 4:	Detailed, orderly and critical work with clearly specified focus/foci exhibiting rigorous analysis, synthesis and evaluation. There must be evidence that the student has developed their own arguments.

Mark Class B

Level 1:	Content is accurate and relevant with appropriate use of supporting material.
Level 2:	There is sound analysis with good expression and argument with evidence of independent thinking supported by appropriate material.
Level 3:	There is sound critical analysis. Alternative views are expressed using supporting evidence from a variety of sources.
Level 4:	Evidence of originality and significant critical analysis. There is evidence of integration of material from a variety of sources

Mark Class C

- Level 1: Content is largely accurate and relevant with some evidence of understanding.
- Level 2: There is adequate analysis with limited evidence of wider study.
- Level 3: There is reasonable understanding, with some attempt at analysis and limited use of supporting material.
- Level 4: There is reasonable understanding and analysis supported by a range of relevant evidence.

Mark Class D

- Level 1: Some relevant content but with evidence of only very limited understanding.
- Level 2: Some relevant content with limited understanding but little evidence of wider study.
- Level 3: Basic understanding with limited evidence of wider study.
- Level 4: Basic understanding with limited evidence of understanding and some attempt at analysis.

Mark Classes E/F

All levels: Work does not demonstrate above criteria and reference should be made the qualitative criteria in deciding final mark.

Courses offered at levels A-C are considered intermediate between Levels 1-2, 2-3 and 3-4 respectively.

31.6 Policy on dyslexia

School of Biosciences

Procedure for Students with Dyslexia Wishing to Identify their Coursework to the Marker

- 1) Academic staff will have lists of students with dyslexia so they can check the validity of identified coursework.
- 2) You may, if you wish, talk to the marker before submitting your work about any presentational (for example, grammar, syntax, spelling, vocabulary, layout, formatting, ordering, paragraph coherence, source referencing) difficulties you may be having, but do not leave this until the last minute.
- 3) If you feel it would be helpful, the marker may use two different coloured pens (neither red) – one for marking the factual content of your work and one for marking presentation (for example, grammar, syntax, spelling, vocabulary, layout, formatting, ordering, paragraph coherence, source referencing). Please ask the marker if you would like this to be done. If you are unclear about the meaning of any comments, please ask the marker to explain them.

Notes:

- You have the same opportunity as any other student to seek advice on presentation before submitting your work. There is no marking penalty associated with this action.
- You are encouraged to ask markers for further explanation when marked work is returned.
- You should always take account of the guidance provided in the School of Biosciences' Study Skills booklet. Follow the recommended formats for general reports, laboratory reports, essays and referencing. You must also observe any formatting requirements specified by the course convener or setter of the coursework.
- You should seek the support of the Counsellor or Disability Liaison Officer (DLO) if you require further help.

Counsellor and University DLO:	
Ms. Raja Nadirah Binti Raja Mohd Halim Contact: +60 3 8924 8787 Email: Raja.Nadirah@nottingham.edu.my	Ms. Sophia Hanim Contact: +60 3 8924 8058 Email: Sophia.Hanim@nottingham.edu.my
School DLO: Prof Festo Massawe Contact: +6(03) 8924 8218 Email: Festo.Massawe@nottingham.edu.my	

31.7 Information for students with a disability

School of Biosciences

1. Student Disability Disclosure and Confidentiality Policy

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of the Data Protection Act 1998. Personal information concerning a disability disclosed by a student to a staff member of the School of Biosciences will be maintained in confidence and will not be released to anyone inside or outside the School without the student's authorisation. The only exceptions to this are where there is a legal obligation to do so or where exceptional issues of personal safety arise.

However, where the School believes it is in the student's best interests that contact is made with other professionals, eg: Academic Support, Accommodation Office, a doctor or psychologist, the student will be encouraged to sign a Disability Disclosure Form. If authorised by the student this way, the School will then be able to discuss issues relevant to the student's disability and the impact on study with other professionals in order to best serve the student's interests. Information regarding a student's circumstances can then also be shared between staff within the School in situations where it is felt this would enable us to extend support for the student.

Storage of written information

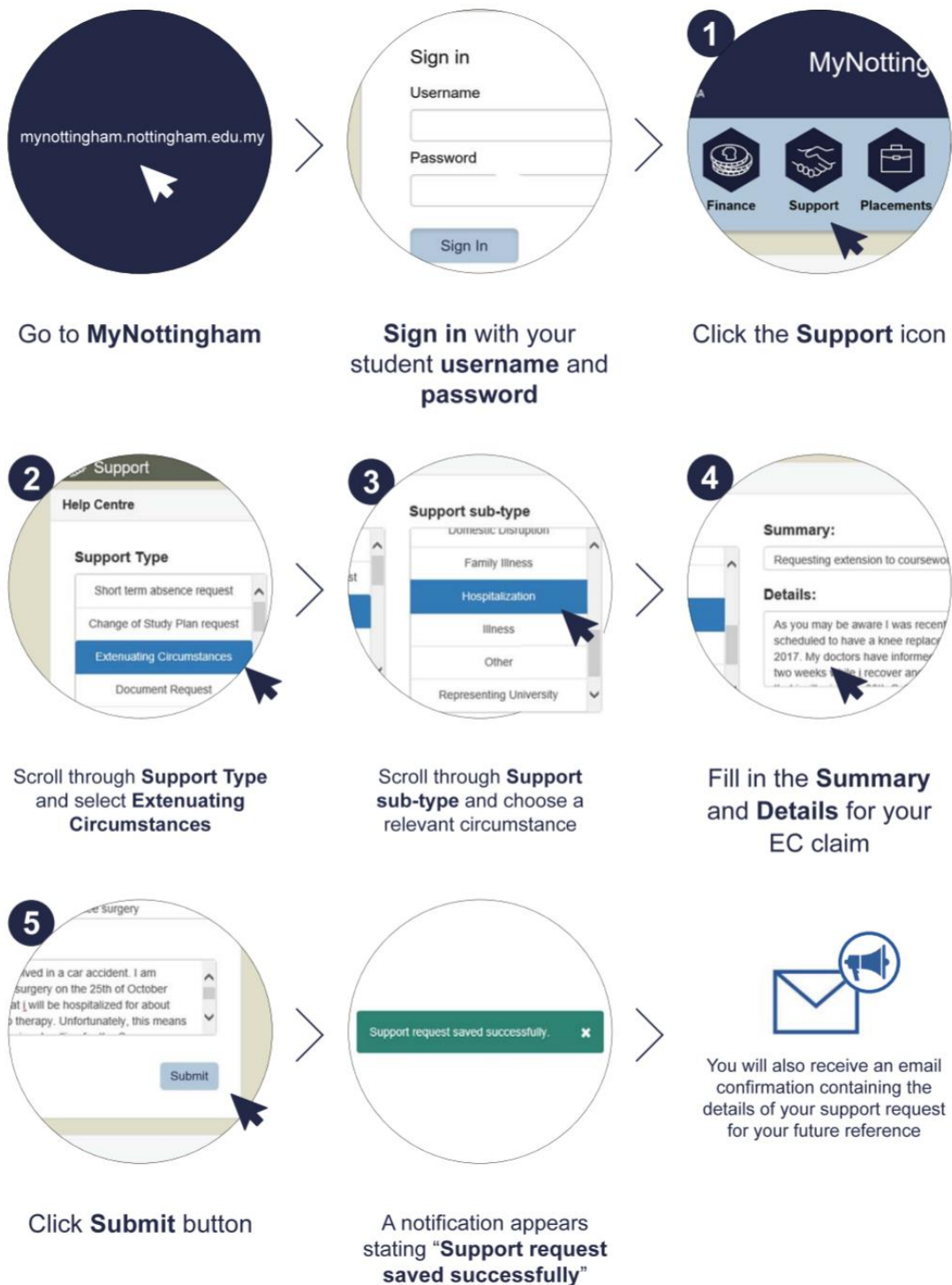
Any written information held by the School's Disability Liaison Officer (DLO) regarding a student's situation will be kept in confidential files locked within a filing cabinet in the DLO's office. In cases where the student has signed a Disability Disclosure Form (see above) other staff within the School may consult the student's file on occasions where the DLO is not available.

If you have any concerns regarding the above policy, **Please talk to the School's Disability Liaison Officer, Prof. Festo Massawe.**

31.8 Extenuating Circumstances Application

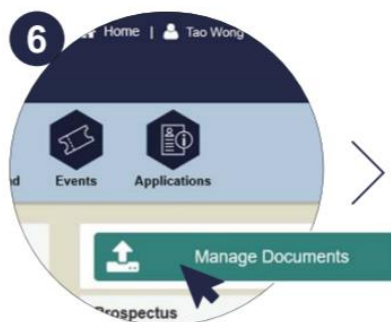
Note that submission of Extenuating Circumstances should be done online via MyNottingham and no hardcopy form submission. Please see ECF guidance at:

<https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Examinations/Extenuating-circumstances/Index.aspx>





Make sure you have a copy of your completed EC form, scanned EC evidence, on your PC before starting



Click **Manage Document** at the top right corner of the page



Click the folder icon next to the support request you submitted



Set **Document Type** to **Complaints and Conduct**



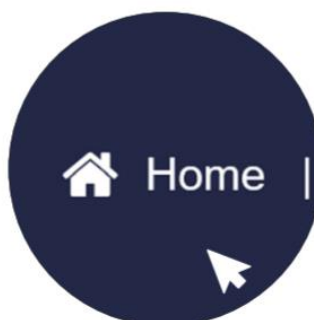
Set Label to **EC Evidence** then click **Upload Document**



Attach file (e.g. EC form, evidence) and click **Upload**



Each file you upload will appear on the page



At the top of the page click **Home** to go back



Done!