**School of Physical and Geographical Sciences**

**Student Handbook**

**Information for all students in the School of Physical and Geographical Sciences**

**1. The School Handbook**

Students studying within the School of Physical and Geographical Sciences will receive a number of handbooks containing information related to their modules, year of study and academic programme. These will be available online, and in some cases separate handbooks may be merged into a single document for distribution to students on particular courses (e.g. programme handbook, year handbook).

This School Handbook contains information that is relevant to **all** students studying within the School. It should be included, or clearly linked to, in each student’s core documentation (e.g. Programme Handbook for each subject).

**2. The School of Physical and Geographical Sciences**

The School of Physical and Geographical Sciences incorporates the subject areas of Astrophysics, Chemistry, Earth Sciences, Environmental Sciences, Forensic Science, Geography and Physics.

The Head of School is Dr Stuart Egan

Room: Lennard Jones Laboratories Building, LJ0.15A; Tel: 01782 733174; Email: s.s.egan@keele.ac.uk

Contacts and other details for individual subject areas are provided in programme handbooks, and are available online with additional information about the School and its courses on the School web site at: **http://www.keele.ac.uk/spgs/**

**3. University Policies, Procedures and Student Support**

Information about Keele’s policies and procedures relevant to students is available in University documentation, accessible through Keele’s web pages. This information is provided centrally by the University and students should familiarise themselves with it.

**The University Regulations** are available at: **http://www.keele.ac.uk/regulations/**

Policies and procedures relating to matters including academic warnings; failure to submit work or late work; marking criteria and progression guidelines are available at:

<http://www.keele.ac.uk/policyzone/viewbytheme/>

A statement of university policy on **absence** for illness and other good cause:

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

A statement of university policy on **academic warnings**:

<http://www.keele.ac.uk/policyzone/documentsa-z/>

A statement of the university **appeals** procedure:

**http://www.keele.ac.uk/regulations/regulation7/**

A statement of the University’s **assessment** procedures and information about **academic misconduct** such as **plagiarism:**

**http://www.keele.ac.uk/regulations/regulation8/**

A statement of the university **complaints** procedure:

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

Keele Student Support and Development Services offers a range of important services including **academic and personal support , careers and employability advice, disability and dyslexia support**. This should be a first stop for anyone needing help:

**http://www.keele.ac.uk/studentsupport/**

**4. Further information**

Individual Programmes within the School have their own carefully designed procedures for proving the best support for their students. Students should refer to their programme documentation for the following information, all of which will be provided in programme or year handbooks, programme specifications, and/or other appropriate and accessible locations such as the course website or the Keele Learning Environment (KLE):

* Academic warnings
* Attendance requirements
* Contact telephone numbers and email addresses
* Course aims and objectives
* Course structure
* Course marking criteria
* Details of Programme Directors
* Dates of reassessment of failing students
* Guidance on avoiding plagiarism
* Individual progress interviews
* Information on external examiners
* Information on the modules which make up the course
* List of staff
* Methods of communication within the School
* Pastoral care and academic guidance
* Policy on feedback on work which is retained for external examiners
* Procedures for submitting and returning work
* Procedures when students fail assessments
* Recommended reading
* School complaints procedures
* School safety regulations other and health and safety issues
* Staff arrangements for seeing students
* Staff responsibilities, administrative roles and contact details
* Staff-Student liaison committees
* Student evaluation of teaching
* Sources of help and advice
* Submission dates for required work
* Teaching methods
* Turnaround times for work submitted
* Timetable of classes
* Website information

If students have difficulty accessing any of this information they should approach their programme director for guidance.

**Disclaimer**: Please note that the information in this Handbook and in all other documentation provided within the School is as accurate and up-to-date as we can make it. It does not, however, replace the entries in the University Prospectus and Calendar, which are authoritative statements. In case of conflict, university regulations take priority. The statements of policy in this Handbook are made in good faith. It may however be necessary from time to time to vary courses, procedures, and other arrangements.

(Updated: September 2013)