

Chemistry and Medicinal Chemistry

Programme Handbook 2013/14

This handbook contains information of relevance to the Chemistry and Medicinal Chemistry Dual, Major and Single Honours courses. The information in this Handbook 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 School 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. The web and KLE version of this Handbook will incorporate any updates and should be seen as the definitive version. Changes to this handbook will be communicated to students by email.

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1. General Information

(a) Welcome

On behalf of all staff within the Lennard-Jones building, we extend a warm welcome to all new and returning Chemistry and Medicinal Chemistry students and hope that your time at Keele will be enjoyable, stimulating, successful and memorable. Chemistry at Keele enjoys an excellent reputation for innovative developments in teaching and learning and for its contribution to the public understanding of science. You will gain hands-on experience with modern state-of the art equipment and instrumentation and you will find the academic staff to be approachable and enthusiastic with a genuine interest in the welfare of students and a commitment to high quality teaching at all levels.

A full list of staff involved in the Chemistry and Medicinal Chemistry course can be found on the chemistry webpages: www.keele.ac.uk/chemistry. Please do not hesitate to contact a member of staff, for whatever reason. You can often find staff in their offices during working hours, though you should make an appointment by email if possible. Some staff members have fixed office hours, displayed on their office door and on the notice boards, during which you may consult them on a 'drop-in' basis. Best wishes for an enjoyable and successful year.

Dr Katherine Haxton, Programme Director for Chemistry and Medicinal Chemistry

Dr Laura Hancock, First Year Tutor

Dr Matt O'Brien, Second Year Tutor

Dr Rob Jackson, Third Year Tutor

(b) Postal Address

Please ensure the full address is used in any correspondence and written in the front of all laboratory diaries.

School of Physical and Geographical Sciences

Lennard-Jones Laboratories

Keele University

Keele

Staffordshire ST5 5BG

United Kingdom

(c) Royal Society of Chemistry

All BSc Major Route and Single Honours courses in Chemistry and Medicinal Chemistry at Keele are accredited by the Royal Society of Chemistry.

The Royal Society of Chemistry (RSC) represents chemists within the UK and is the largest professional scientific society. Student affiliate membership of the RSC costs £14.00 per annum, which includes free subscription to Chemistry World (published monthly) and substantial discounts on some textbooks. The RSC provides particularly good careers advice material and membership of the RSC should be mentioned on your CV. It also finances some of the activities of our own student ChemSoc (such as parties, quizzes etc.) and the North Staffordshire Local Section is keen to have more participation from younger chemists.

The Keele Student ChemSoc is affiliated to the RSC through the North Staffordshire Local Section. It aims to support undergraduates, postgraduates and staff by organising careers roadshows, scientific lectures and social events. A team of undergraduates and postgraduates run ChemSoc but new members are always welcome.

More information on the RSC, including application forms, is available online:

<http://www.rsc.org/>

2. Communication with Students

Your School(s) and other University services will contact you intermittently with important information related to your studies. **The primary channel for communication will be your Keele email address.** It is expected that you will check your Keele email regularly, and you are responsible for reading University emails and taking action if appropriate. You must use your Keele email account when emailing members of staff.

- You will also need to make yourself familiar with eVision. eVision provides an opportunity to:
 - View your current and previous module marks
 - View and update your personal information and contact details
 - Request a course change
 - View your credit requirements
 - View your absence record
 - Re-register for your course each year

You can access eVision through the student login on the Keele homepage. eVision is then accessible through 'The Office' tab.

Course information such as module guides, laboratory manuals, lecture notes and other materials will be available through the Keele Learning Environment (KLE, sometimes called Blackboard). You can access the KLE through the student login on the Keele homepage. The KLE is then accessible through the 'Learn' Tab.

3. Teaching

(a) Programme Specifications

Programme Specifications summarise the structures of programmes and explain what you can expect from studying Chemistry or Medicinal Chemistry at Keele.

The Programme Specifications (2013) for Chemistry and Medicinal Chemistry can be found at: <http://www.keele.ac.uk/qa/programmespecifications/undergraduate/>

(b) Teaching methods

A variety of teaching methods are employed throughout the Chemistry and Medicinal Chemistry courses in order to develop subject specific knowledge and skills as well as generic and subject-specific employability skills. Teaching methods include lectures, problem classes, group and team work, poster sessions, workshops, pre-laboratory work etc. In addition we sometimes employ self and peer-

assessment methods to facilitate rapid and effective feedback to students and to aid learning. We expect you to attend all classes.

(c) External Examiners

The External Examiners for Chemistry and Medicinal Chemistry are:

Professor Joseph Harrity

Department of Chemistry, University of Sheffield

Dr Nigel Young

Department of Chemistry, University of Hull

(d) Timetabling

Information on how to access your timetable and where to go to resolve any timetabling issues can be found at <http://www.keele.ac.uk/timetabling/>

(e) Modules

You will study 120 credits per year, usually broken down into 15 or 30 credit modules. Each module has a module leader who is responsible for ensuring the module runs smoothly.

4. 1st Year Course

The 1st year course is common to both Chemistry and Medicinal Chemistry.

(a) Structure

The Level 4/1st Year Principal Chemistry and Medicinal Chemistry modules are:

Semester 1 (Autumn)	Semester 2 (Spring)
CHE-10047 (15 Credits) Chemical Concepts and Structure Module Leader: Dr David McGarvey	CHE-10049 (15 Credits) Practical and Professional Chemistry Skills II Module Leader: Dr Laura Hancock
CHE-10048 (15 Credits) Practical and Professional Chemistry Skills I Module Leader: Dr Laura Hancock	CHE-10050 (15 Credits) Chemical Properties and Reactions: Module Leader Dr David McGarvey

Each module has an associated Module Leader who is responsible for overseeing effective management of the running of the module.

First Year lectures in Chemistry/Medicinal Chemistry are held at the following times each week; please consult your timetable for further details.

Monday 14.00 - 15.00	Tuesday 10.00 - 11.00	Tuesday 11.00 – 12.00	Thursday 1.00 – 2.00	Friday 9.00 - 10.00
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First Year practicals and workshops in Chemistry/Medicinal Chemistry are held at the following times each week; please consult your timetable for further details.

Monday 15.00 - 17.00	Tuesday 14.00 - 17.00	Wednesday 9.00 – 11.00	Wednesday 11.00 – 13.00	Thursday 14.00 - 17.00
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Workshops are held on Mondays between 3 and 5pm and are primarily used for pre-lab exercises and other activities such as problem classes.

Practical sessions are held **Wednesdays 9am - 1pm** (you will be required to attend for 2 hours during this period) and either **Tuesdays or Thursdays 2.00 - 5.00 pm**. You will be allocated practical sessions depending on your other subject.

Attendance at PRACTICAL classes is essential AND a register IS taken FOR THE PURPOSES OF SAFETY AND MODULE ASSESSMENT RECORDS. Unsatisfactory attendance at practical classes will result in automatic failure of the module and no opportunity for reassessment will be offered in such circumstances.

(b) Assessment

Level 1 Chemistry/Medicinal Chemistry modules are assessed through a combination of examination and coursework (class tests and practical work). The weighting of the separate components are shown in the tables below with threshold marks indicated where applicable.

CHE10047	Examination	Peerwise Engagement	Information Retrieval Exercises	Class Tests
Weighting	0.6	0.10	0.15	0.15
Threshold Mark	40%	40%	40%	-

CHE10050	Examination	Problem Sheets	Presentation	Class Test
Weighting	0.6	0.10	0.15	0.15
Threshold Mark	40%	40%	40%	-

CHE10048	Laboratory Diary	Laboratory Reports	Practical Exam
Weighting	0.5	0.25	0.25
Threshold Mark	40%	40%	40%

CHE10049	Laboratory Diary	Laboratory Report	Group Project
Weighting	0.5	0.2	0.3
Threshold Mark	40%	40%	40%

The overall MODULE pass mark is 40% for all level I CHEMISTRY and MEDICINAL CHEMISTRY modules, subject to achieving the SPECIFIED minimum THRESHOLD marks stated above. In the event of failure in a particular module, the Chemistry Examination board will specify reassessment requirements where applicable (see guidelines under reassessment). In the event that a module is passed upon reassessment, the recorded module mark will be capped at 40%.

5. 2nd Year Course

Students may choose to study Dual Honours (Chemistry or Medicinal Chemistry and a second subject), or Single Honours Chemistry in 2nd year. Students wishing to change course to Single Honours Chemistry must do so by the end of week 1 of the first semester of their second year. This is to enable laboratory classes and workshops to be planned effectively, and for sufficient equipment to be made available to the class.

(a) 2nd Year Course Structure: Major/Dual Honours Chemistry

The first semester of the modular 2nd year course is common to both Chemistry and Medicinal Chemistry. The courses diverge in the second semester. The Level 5/2nd Year Chemistry Modules are:

Autumn Semester	Spring Semester
CHE-20030 (15 credits): Spectroscopy and Analytical Chemistry Module Leader: Dr Katherine Haxton	CHE-20028 (15 credits): Physical and Inorganic Chemistry Module Leader: Dr Richard Jones
CHE-20001 (15 credits): Organic Synthesis and Chirality Module Leader: Dr Mike Edwards	CHE-20031 (15 credits): Structural Inorganic Chemistry Module Leader: Dr Katherine Haxton

Second Year lectures in Chemistry/Medicinal Chemistry may be held the following times each week; please consult your timetable for further details. Until the timetable is finalised, you should make yourself available to attend any of the following lecture slots.

Monday	Tuesday	Tuesday	Thursday	Thursday	Thursday	Friday
13.00 - 14.00	9.00 – 10.00	17.00 – 18.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00	10.00 - 13.00

Second Year Year practicals and workshops in Chemistry/Medicinal Chemistry are held at the following times each week; please consult your timetable for further details.

Monday 10.00 - 13.00	Tuesday 10.00 - 13.00	Thursday 14.00 - 17.00
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Attendance at PRACTICAL classes is essential AND a register IS taken FOR THE PURPOSES OF SAFETY AND MODULE ASSESSMENT RECORDS. Unsatisfactory attendance at practical classes will result in automatic failure of the module and no opportunity for reassessment will be offered in such circumstances.

(b) 2nd Year Course Structure: Major/Dual Honours Medicinal Chemistry

The first semester of the modular 2nd year course is common to both Chemistry and Medicinal Chemistry. The courses diverge in the second semester. The Level 5/2nd Year Chemistry Modules are:

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Autumn Semester	Spring Semester
CHE-20030 (15 credits): Spectroscopy and Analytical Chemistry Module Leader: Dr Katherine Haxton	CHE-20027 (15 credits): Medicinal and Biological Chemistry I Module Leader: Dr Michael Edwards
CHE-20001 (15 credits): Organic Synthesis and Chirality Module Leader: Dr Michael Edwards	CHE-20031 (15 credits): Structural Inorganic Chemistry Module Leader: Dr Katherine Haxton

Second Year lectures in Chemistry/Medicinal Chemistry are held at the following times each week; please consult your timetable for further details.

Monday	Tuesday	Tuesday	Thursday	Thursday	Thursday	Friday
13.00 - 14.00	9.00 – 10.00	17.00 – 18.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00	10.00 - 13.00

Second Year Year practicals and workshops in Chemistry/Medicinal Chemistry may be held at the following times each week; please consult your timetable for further details.

Monday	Tuesday	Thursday	Friday
10.00 - 13.00	10.00 - 13.00	14.00 - 17.00	10.00 – 13.00

Attendance at PRACTICAL classes is essential AND a register IS taken FOR THE PURPOSES OF SAFETY AND MODULE ASSESSMENT RECORDS. Unsatisfactory attendance at practical classes will result in automatic failure of the module and no opportunity for reassessment will be offered in such circumstances.

(c) 2nd Year Course Structure: Single Honours Chemistry

The Level 5/2nd Year Single Honours Chemistry Modules are:

Autumn Semester	Spring Semester
CHE-20030 (15 credits): Spectroscopy and Analytical Chemistry Module Leader: Dr Katherine Haxton	CHE-20028 (15 credits): Physical and Inorganic Chemistry Module Leader: Dr Richard Jones
CHE-20001 (15 credits): Organic Synthesis and Chirality Module Leader: Dr Michael Edwards	CHE-20027 (15 credits): Medicinal and Biological Chemistry I Module Leader: Dr Michael Edwards
CHE-20029 (15 credits): Radicals, Phases and Supramolecular Chemistry Module Leader: Dr Matt O'Brien	CHE-20031 (15 credits): Structural Inorganic Chemistry Module Leader: Dr Katherine Haxton
CHE-20032 (15 credits, full year): Sustainable Chemistry Module Leader: Dr Katherine Haxton	

Single Honours students must select a Level 5/2nd Year elective module in either the 1st or 2nd Semester.

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If you have studied Forensic Science in 1st Year, CHE-20012 Drugs of Abuse (semester 2) is an Approved Programme Elective for Single Honours Chemistry.

Second Year lectures in Chemistry/Medicinal Chemistry are held at the following times each week; please consult your timetable for further details.

Monday	Tuesday	Tuesday	Thursday	Thursday	Thursday	Friday
13.00 - 14.00	9.00 – 10.00	17.00 – 18.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00	10.00 - 13.00

Second Year Year practicals and workshops in Chemistry/Medicinal Chemistry may be held at the following times each week; please consult your timetable for further details.

Monday	Tuesday	Thursday	Thursday	Friday	Friday
10.00 - 13.00	10.00 - 13.00	10.00 – 12.00	14.00 - 17.00	10.00 – 13.00	14.00 – 16.00

Attendance at PRACTICAL classes is essential AND a register IS taken FOR THE PURPOSES OF SAFETY AND MODULE ASSESSMENT RECORDS. Unsatisfactory attendance at practical classes will result in automatic failure of the module and no opportunity for reassessment will be offered in such circumstances.

(d) Assessment

Level 5 Chemistry and Medicinal Chemistry modules are assessed through a combination of examination and coursework (class tests and practical work). The weighting of the separate components are shown in the tables below with threshold marks indicated where applicable.

CHE-20001	Examination	Laboratory Assessment	Oral Presentation	Class Test
Weighting	0.5	0.25	0.15	0.1
Threshold Mark	40%	40%	40%	--

CHE-20027	Examination	Poster Presentation	Laboratory Assessment	Class Test
Weighting	0.5	0.15	0.4	0.1
Threshold Mark	40%	40%	40%	--

CHE-20028	Examination	Laboratory Report	Laboratory Assessment	Class Test
Weighting	0.5	0.2	0.2	0.1
Threshold Mark	40%	40%	40%	--

CHE-20029	Examination	Laboratory Assessment	Class Test
Weighting	0.5	0.4	0.1
Threshold Mark	40%	40%	--

CHE-20030	Examination	CV	Laboratory	Laboratory	Class
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		Exercise	Assessment	Report	Test
Weighting	0.5	0.05	0.20	0.15	0.1
Threshold Mark	40%	--	40%	40%	--

CHE-20031	Examination	Laboratory Report	Practical Examination	Class Test
Weighting	0.5	0.15	0.25	0.1
Threshold Mark	40%	40%	40%	--

CHE-20032	Portfolio	Group Project	Report	Poster Presentation
Weighting	0.3	0.2	0.25	0.25
Threshold Mark	40%	40%	40%	40%

THE OVERALL MODULE PASS MARK IS 40% FOR ALL LEVEL II CHEMISTRY AND MEDICINAL CHEMISTRY MODULES, SUBJECT TO ACHIEVING THE SPECIFIED MINIMUM THRESHOLD MARKS STATED ABOVE.

In the event of failure in a particular module, the Chemistry Examination board will specify reassessment requirements where applicable (see guidelines below). In the event that a module is passed upon reassessment, the recorded module mark will be capped at 40%.

6. 3rd Year Course

(a) General Information

All 3rd Year students undertake an independent research project under the guidance of a member of academic staff. Laboratory Hours are **Monday, Tuesday and Friday 2 – 6pm** or by arrangement with the supervising member of academic staff. Sometimes it is necessary to schedule classes on Tuesday from 2 – 3pm. Please check your eVision timetable for details.

Lectures and Problem classes are held at the following times each week:

MONDAY 11-12	MONDAY 12 -1	TUESDAY 12 -1	TUESDAY 2-3	WEDNESDAY 9-10	WEDNESDAY 10-11	Friday 1 - 2
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(b) 3rd Year Course Structure: Dual Honours Chemistry

The Level 6/3rd Year Dual Honours Chemistry modules are:

Autumn Semester	Spring Semester
CHE-30005 (15 Credits) Solids, Surfaces and Catalysis Module Leader: Dr R A Jackson	CHE-30008 (15 Credits) Research Topics in Chemistry Module Leader: Dr M G Edwards
CHE-30006 (15 Credits) Synthesis, Kinetics and Mechanism	

Module Leader: Dr D J McGarvey	
CHE-30002 (15 credits): Research Project	
Module Leader: Richard Darton	

(c) 3rd Year Course Structure: Major Route Chemistry

The Level 6/3rd Year Major Route Chemistry modules are:

Autumn Semester	Spring Semester
CHE-30005 (15 Credits) Solids, Surfaces and Catalysis Module Leader: Dr R A Jackson	CHE-30008 (15 Credits) Research Topics in Chemistry Module Leader: Dr M G Edwards
CHE-30006 (15 Credits) Synthesis, Kinetics and Mechanism Module Leader: Dr D J McGarvey	CHE-30009 (15 Credits) Research Topics in Biological and Medicinal Chemistry Module Leader: Dr Mike Edwards
CHE-30031 (15 Credits) Biologically Important Molecules Module Leader: Dr Graeme Jones	
CHE-30030 (30 credits): Research Project Module Leader: Richard Darton	
CHE-30032 (15 credits): Advanced Chemical Analysis Module Leader: Dr Falko Drijfhout	

(d) 3rd Year Course Structure: Dual Honours Medicinal Chemistry

The Level 6/3rd Year Dual Honours Medicinal Chemistry modules are:

Autumn Semester	Spring Semester
CHE-30006 (15 Credits) Synthesis, Kinetics and Mechanism Module Leader: Dr D J McGarvey	CHE-30008 (15 Credits) Research Topics in Biological and Medicinal Chemistry Module Leader: Dr M G Edwards
CHE-30031 (15 Credits) Biologically Important Molecules Module Leader: Dr Graeme Jones	
CHE-30002 (15 credits): Research Project Module Leader: Richard Darton	

(e) 3rd Year Course Structure: Major Route Medicinal Chemistry

The Level 6/3rd Year Major Route Medicinal Chemistry modules are:

Autumn Semester	Spring Semester
CHE-30006 (15 Credits) Synthesis, Kinetics and Mechanism Module Leader: Dr D J McGarvey	
CHE-30031 (15 Credits) Biologically Important Molecules Module Leader: Dr Graeme Jones	CHE-30009 (15 Credits) Research Topics in Biological and Medicinal Chemistry Module Leader: Dr Mike Edwards

CHE-30030 (30 credits): Research Project Module Leader: Richard Darton
CHE-30032 (15 credits): Advanced Chemical Analysis Module Leader: Dr Falko Drijfhout

LSC-30016 (Structural Biology and Macromolecular Function (semester 1) and LSC-30018 Biochemistry and Therapy of Disease (semester 2) are approved programme electives for Major Route Medicinal Chemistry

(f) 3rd Year Course Structure: Single Honours Chemistry

The 3rd Year course is currently under revision. Further details will appear here in Spring 2014.

(g) Assessment

Chemistry and Medicinal Chemistry modules are assessed in a variety of ways at Level 6/3rd Year. The weightings of the various assessment components for each module are shown in the tables below. There are no threshold marks in third year however overall MODULE pass mark is 40% for all Level 6/3rd Year Chemistry and Medicinal Chemistry modules.

Module	Dissertation	Laboratory Book	Oral Examination
CHE-30002	60%	20%	20%
CHE-30030	70%	20%	10%

Module	Exam	Class Test 1	Class Test 2	Data Handling Exercise
CHE-30005/6	70%	15%	15%	N/A
CHE-30031	70%	15%	N/A	15%

Module	Exam	Critical review
CHE-30008	75%	25%
CHE-30009	75%	25%

Module	Exam	Practical report	Essay
CHE-30032	50%	30%	20%

Examinations CHE-30005/6//8/9/31/32 modules are each assessed in part through a two-hour written examination. Students are given a degree of choice in the examination and typically have to answer 3 x 25 mark questions from a selection of 4 (for CHE-30005/6/31) or 6 (CHE-30008/9)

Coursework (In-Course Assessment) The in-course assessment for 3rd year taught modules draws upon, but not be necessarily limited to, topics covered during the lectures. Details of the coursework requirements and arrangements for each module are provided on the KLE.

7. Attendance

It is essential that you attend all lectures, tutorials, practical classes, field courses, supervisory meetings and personal tutor meetings, and meet all course submission deadlines in order to progress successfully through your degree programme.

Attendance will be monitored throughout the academic year. **It is the responsibility of students to sign the attendance register at classes.** Students will be recorded as absent without good cause if they

do not sign the register and be required to explain any absences. If you have a valid reason for not attending a class then you need to notify the Chemistry and Medicinal Chemistry administrator, Mrs Monica Heaney and your Year Tutor as soon as possible, preferably before the class you will miss. You should discuss your absence with your Year Tutor if you have any concerns about its impact on your studies. Any non-attendance without good cause will result in an informal warning from your Year Tutor. If you continue to miss classes then the University will take this very seriously and it may result in you being withdrawn from your studies.

In the event of unsatisfactory attendance or non-submission of coursework students will receive formal warnings which may lead to the requirement to be withdrawn from the University.

8. Assessments

(a) Examinations

The University runs scheduled examination periods each year, with a specified timetable published in advance.

Please visit <http://www.keele.ac.uk/recordsandexams/examinations/> for further information relating to exams at Keele, including exam dates and timetables, and an FAQ section.

(b) Use of Calculators in Exams

The University has an approved list of calculators that can be used in examinations. These are:

Aurora SC582 series Casio FX-83 series Casio FX-85 series
Casio FX-350 series Sharp EL-531 series Texas Instruments TI30 series

The KeeleSU Shop will have a stock of the approved calculators available for purchase.

Any student who brings a non-approved calculator into an exam will have it removed by an exam invigilator. We recommend that all Chemistry and Medicinal Chemistry students use one of these calculators throughout their studies so that they are familiar with how they work when it comes to exam time.

(c) In Class Tests

In class tests are a key element of assessment of your Chemistry and Medicinal Chemistry modules and are designed to provide you with good feedback on your learning. Class Test guidelines will be made available around 2 weeks before a class test. Typically, the guidelines will include information on which lectures may be examined, or what types of questions may be asked.

(d) Other Assessment

An assessment timetable is provided for each semester and additional information on assessments are provided on the KLE. Please pay particular attention to the mode of submission.

(e) Procedures for Submitting and Returning Work

<http://www.keele.ac.uk/depts/aa/newacadregpages/policies.htm>

<http://www.keele.ac.uk/media/keeleuniversity/class/ECF.pdf>

You will be provided with explicit instructions for the submission of required coursework. In some cases you may be required to submit a hard-copy of your work (e.g. a laboratory report), which will be date-stamped and for which you will receive a receipt. In such cases, the work will be marked and returned to you by hand. In other cases you may be required to submit your work electronically via the KLE, in which case your work will be marked and returned to you via the KLE.

IT IS IMPORTANT THAT YOU ENDEAVOR TO MEET PUBLISHED DEADLINES FOR SUBMISSION OF ASSESSED COURSEWORK. IF YOU SUBMIT WORK AFTER THE RELEVANT DEADLINE, WITHOUT GOOD CAUSE, YOUR MARK FOR SUCH WORK WILL BE PENALISED ACCORDING TO THE FOLLOWING SCHEME:

ANY WORK SUBMITTED UP TO 7 DAYS AFTER THE PUBLISHED DEADLINE WILL BE CAPPED AT A MAXIMUM MARK OF 40%

ANY WORK THAT IS SUBMITTED MORE THAN 7 DAYS AFTER THE PUBLISHED DEADLINE WILL NOT BE ACCEPTED AND AWARDED A MARK OF ZERO.

General Instructions for Hard-Copy Coursework Submissions

The procedures for hard-copy submission of assessed coursework are explained in detail below. These procedures are designed to ensure that the School maintains a complete record of your academic progress. For hard-copy assessed coursework you have to complete a coursework submission form prior to submission of your work to the School Office; these forms are available from the desk in the corridor adjacent to the Chemistry Teaching Laboratory, LJ1.60.

A coursework submission form must be completed prior to submission of the work.

For work submitted electronically, no coursework submission form is required.

The 1st Year coursework submission form is green.

The 2nd Year coursework submission form is blue.

The 3rd Year course work submission form is red.

Submit your work, with completed submission form attached, in the labeled box outside the Chemistry Teaching Laboratory (LJ1.60) on the published deadline. There may be occasions where you are asked to submit your work to the School Office directly, or electronically through the KLE. You will be informed by staff if this is the case.

The office staff will complete the relevant sections of the coursework submission form and will attach one section to your work. One section will be placed in your student record file.

If you wish to receive a receipt as proof of submission, you may call at the school office 48 hours after the submission deadline and will be given the final section as proof of receipt of work.

Your work will be marked and any late work penalties will be applied. Your marks will be made available to the module leader and your Year Tutor.

Your work will be returned to you personally, usually during laboratory or problem classes. After this

time, your work will be available to pick up at the School Office. Where assignments have been submitted electronically, the work will be returned via the KLE.

Please Note: you are responsible for picking up your marked work. Returned work comes with feedback on how to improve the assignment or generally how to improve for the future. Acting on Feedback is an important part of the learning process. The school will not mail marked work to students who have failed to collect it.

General Procedure for Electronic Submission of Work

You may be asked to submit work through the KLE using the Turn-it-in antiplagiarism software. You should follow the instructions in the laboratory handbook when this is required and pay particular attention to requirements for file type and number. Work submitted up to 7 days late will be accepted, however work submitted after that time may not be accepted.

Assessment Dates and Deadlines

It is the responsibility of the module leader to ensure that students are informed of the dates and times of Class Tests and deadlines for submission of required coursework. These are generally publicised on your timetable and/or the laboratory script.

Turnaround times for work submitted

We aim to return assessed coursework to students within two weeks of the date of submission (see responsibilities of module leaders). The School may retain a copy of your work for Quality Assurance purposes.

<http://www.keele.ac.uk/regulations/regulation8/>

Publication of Results

Module marks, including a breakdown of marks for the examination, laboratory work and required coursework, will be available through your electronic record. If marks are posted on notice boards within Lennard-Jones, the marks will be posted anonymously and you will therefore need your student registration number to locate your marks on the list. You will also receive notification of your results electronically from the University via e-vision.

(e) Marking Criteria and Feedback

Marking Criteria The specific requirements and marks allocations for individual assessments within the Chemistry and Medicinal Chemistry courses will be provided to you. In assessing your work academic staff may refer to the University marking criteria detailed below. These criteria are intended as guidelines only and will not necessarily meet the specific needs of all assessments. <http://www.keele.ac.uk/depts/aa/newacadregpages/markin%20criteria.htm>

(f) Assessment Attempts

Students are permitted reassessment of work. The number of attempts allowed depends on the year you are currently in. Current 1st years should read section (g) below, 2nd and 3rd years should read section (h) below. Reassessment periods are in April and August. Students should be aware that there are no reassessment periods for 3rd year modules except in exceptional circumstances.

(g) I am a First Year student in 2013/14*, what happens if I fail a module?

If you fail a core module within your programme, you will be allowed one re-assessment opportunity which would normally have to be completed before the start of the next academic year. You will also be allowed to progress to the next level of study even if you fail one 15 credit module as long as your mark for this module, following re-assessment, is at least 30.

If you fail an elective module, you will also be allowed one re-assessment opportunity and after that, if necessary due to a failed re-assessment, one opportunity to retake a different elective module the following academic year.

For more information on re-assessment of failed modules, see the University's Regulation 1A 11 and 12. <http://www.keele.ac.uk/regulations/regulation1aafter0910/#d.en.19133>

*This will apply throughout your studies.

(h) I am a Second year student in 2013/14, what happens if I fail a module?

If you fail a core module within your programme, you will be allowed two re-assessment opportunities one of which would normally have to be completed before the start of the next academic year.

If you fail an elective module, you will also be allowed two re-assessment opportunities and after that, if necessary due to a failed re-assessment, one opportunity to retake a different elective module the following academic year.

For more information on re-assessment of failed modules, see the University's Regulations 1A 11 and 12. <http://www.keele.ac.uk/regulations/regulation1aafter0910/#d.en.19133>

(i) I am a Third year student in 2013/14, what happens if I fail a module?

Reassessment of failed Level 6/Third Year modules is not allowed, unless you have extenuating circumstances that are agreed by the appropriate Sub-Committee.

By the end of semester two of your final year, you MUST have passed a minimum of 120 credits at Level 4/First Year AND EITHER a minimum of 105 credits at Level 5/Second Year and a minimum of 105 credits at Level III OR a minimum of 120 credits at Level II and a minimum of 90 credits at Level 6.

Any level 4 or level 5 modules that you have failed will affect your overall degree classification.

(j) Granting of Extensions for Assessed Coursework

<http://www.keele.ac.uk/media/keeleuniversity/class/ECF.pdf>

<http://www.keele.ac.uk/depts/aa/gao/documents/LateWorkandFailuretoSubmitWrittenWork.pdf>

If you are having problems in your studies, then it is important to seek help as soon as possible. If the problems arise from things outside your control, you are allowed to ask the examiners to take your situation into account. To make this request, you should complete an **extenuating circumstances form (ECF)**, which can be downloaded from the link above, or from the Chemistry/Medicinal Chemistry notice boards on the KLE.

Extenuating Circumstances: illness in the week that work is due, bereavement, chronic illness that prevents you from attending a module's delivery so you were unable to study it adequately (if you were only ill for three days in the middle of the semester, then it is unlikely any action would be appropriate; this is just part of 'life').

NOT Extenuating Circumstances: finding the subject difficult, being unable to travel to lectures because you live too far away, having many assignments to hand in, having to work on a part-time job, or leaving printing of an essay until the morning it is due and then having problems with your printer/USB stick/ ...

If you wish to ask the examiners to take your situation into account in deciding your mark for a module, you should complete an ECF. You must attach evidence (e.g. Doctor's note) to support your claim; if no substantial evidence is given, the examiners are unlikely to agree to your request.

Your Year Tutor will deal with ECFs submitted and you should arrange to discuss your application with them. You will be provided with a signed receipt for any submitted ECF.

1st Year Tutor: Dr Laura Hancock

2nd Year Tutor: Dr Matt O'Brien

3rd Year Tutor: Dr Rob Jackson

For coursework, the most common remedy (if you are ill) is to grant an extension to a later date for submission. Your Year Tutor may then give you an extension provided you provide adequate evidence. Your extension will not be more than 10 working days. You may request an extension before the deadline or upto 5 working days after the deadline. If you request an extension after the deadline, your extension will not be more than 10 working days from the original deadline. It is therefore in your best interests to request an extension as soon as possible.

Notes

1. Your module tutors **cannot** give extensions to individual students, so do not approach them if you want an extension. You must see your Year Tutor. If in doubt, check with the School Office.
2. If you are having problems, you should seek help as early as you can — even if you miss a week, it will be best to discuss your situation with your tutors. Don't just leave things until the end and submit an ECF.
3. If you have a chronic condition, running over a semester, you must demonstrate a change in your condition that warrants extenuating circumstances. Please see the extenuating circumstances guidelines for further information.

9. Academic Misconduct

Academic Misconduct refers to a number of situations where you might attempt to gain an advantage for yourself and/or another student by doing something that goes against University Regulations. This could refer to your conduct during assessments, coursework, and exams. The University takes any breach of the regulations seriously, and in a minority of cases students are required

to withdraw from Keele. It is important that you understand the University's guidelines and you should speak with your Personal Tutor if you have any queries.

(a) Exam Regulations

It is important that students are familiar with the exam regulations. If you don't abide by the regulations, you may be given a penalty, which could impact on your marks and your degree classification. The exam regulations concern all aspects of cheating in exams, including: taking unauthorised notes into exam halls; using unauthorised calculators and other equipment; talking during exams; using a mobile phone or other communication device during exams.

(b) Plagiarism

Please see the information below and in Appendix 1 for guidance on avoiding plagiarism. Further information on Academic Misconduct can be found on the Chemistry or Medicinal Chemistry Notice Boards on the KLE in the folder 'Academic Misconduct'. You should familiarise yourself with the guidelines before submitting any assessed work. A statement of university policy on plagiarism can be found in the Academic Regulations and Guidance for Students and Staff at:

<http://www.keele.ac.uk/regulations/regulation8/>

See University Ordinance IV.6 and Regulation 8

<http://www.keele.ac.uk/media/keeleuniversity/paa/governancedocs/guidetoregs2011.pdf>

10. Student Support

You will find the Chemistry staff friendly and approachable and you should not feel worried or inhibited about going to see them at any time. If you require help or advice on any matter that affects your academic progress then please do not hesitate to contact your Year Tutor, the Course Director or, if you prefer, any other member of the Chemistry staff. You may discuss concerns with the head of Chemistry and Forensic Science, Dr David McGarvey. If you wish to speak to the Head of School then it is best to make an appointment through Ann Billington in the School Office in the Lennard-Jones Laboratories (Tel 01782 734071).

(a) Personal Tutors

You will be allocated a Personal Tutor when you first arrive at Keele. Your Personal Tutor will arrange to meet with you at least twice per semester to discuss and review your progress and any other issues relevant to your academic studies. You are allowed to change your personal tutor and may do so by contacting the School Office in the Lennard-Jones Laboratories. 2nd or 3rd year students who have chosen to take Single Honours or Major route Chemistry or Medicinal Chemistry and who have personal tutors in their other subject are recommended to ask to switch to Chemistry personal tutors. You are required to attend meetings with your personal tutor throughout your degree.

(b) Year Tutors

Chemistry and Medicinal Chemistry has Year Tutors who are concerned with your overall progress, attendance and welfare. The current Year Tutors are:

1st Year Tutor: Dr Laura Hancock

2nd Year Tutor: Dr Matt O'Brien

3rd Year Tutor: Dr Rob Jackson

Your year tutor is responsible for overseeing the smooth running of a year of the Chemistry and Medicinal Chemistry courses. In addition, your year tutor monitors general problems that affect undergraduates and reports these matters to the Course Director. It is important that you inform your year tutor of any circumstances, medical or otherwise, that may affect your academic work.

Dr Katherine Haxton is responsible for overseeing the operation of the Chemistry and Medicinal Chemistry undergraduate programmes. She is Chair of the Chemistry Course Management Committee and reports directly to the Head of Chemistry and Forensic Science (Dr David McGarvey) and the School Learning and Teaching Committee.

(c) Extenuating Circumstances

If your personal circumstances are affecting your studies then you should speak with your Personal Tutor and Year Tutor as soon as possible to see if any arrangements can be made. If it is deemed necessary then you may have to complete an extenuating circumstances form.

It is in your best interests to speak with someone as quickly as possible, and certainly before any assessment deadline or exam. If you leave it too late then it may be more difficult to give you the necessary help.

You can find more information on submitting a claim here:

<http://www.keele.ac.uk/policyzone/viewbyowner/planningandacademicadministration/name,79031,en.php>

In Chemistry and Medicinal Chemistry, your Year Tutor or the Course Director can sign your extenuating circumstances form. Your Year Tutor can assist you in completing the form and we ask that you bring any evidence you have, or information about evidence that you will obtain to support your claim at the time that it is signed. Please be aware that your Year Tutor may not sign your form until adequate evidence is provided.

If you require an extension for coursework, you must complete an extenuating circumstances form and discuss the matter with your Year Tutor as soon as you become aware that you may need an extension. Your Year Tutor will discuss the matter with the module teaching team and agree any appropriate provisional extension.

Extenuating circumstances forms are considered by the Extenuating Circumstance board in advance of the Examination Board. The deadline for the submission of extenuating circumstance forms will be published each semester but generally students are advised to submit them as soon as possible with appropriate evidence.

(d) Student Support and Development Services

Student Support and Development Services is your first stop if you need support, want course or careers advice or are looking to get more involved in University life. With a broad range of services available, there will always be an answer to your question - whatever it might be.

To find out about the various services on offer please visit: www.keele.ac.uk/studentsupport.

11. Academic Appeals

Your final module marks, and your eventual degree classification, are confirmed by a Board of Examiners. It may be possible, in exceptional circumstances, to appeal against the outcome using the Academic Appeals process. The reason for your appeal must be based on one of the following:

A procedural irregularity in the conduct of the assessment

Extenuating circumstances (providing that the Board of Examiners were not already aware of them, that evidence can be provided to support them, and that there is a valid reason for not notifying the Board at an earlier stage)

For more information, please visit

<http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/academicappeals/>

12. Leave of Absence

If you feel you need a break from your course it is possible to take a period of leave of absence. A leave of absence would normally be for either a semester or a year. You would need to have a reason for taking this break; reasons the University will consider when granting a leave of absence include maternity, personal problems including bereavement, financial difficulties, work placement or to change course.

It is important to speak to your Personal Tutor or another Year Tutor about taking a leave of absence, as taking a break can affect your funding, and, if you are an international student, your visa and right to remain in the UK. Further information about leave of absence can be found here:

<http://www.keele.ac.uk/ssds/thinkingofchangingorleavingyourcourse/>

13. Course Changes

You may request a change of course in accordance with the university regulations. Common course changes within Chemistry and Medicinal Chemistry are between Chemistry and Medicinal Chemistry, between Dual Honours and Major Route, and to Single Honours Chemistry. You should discuss your course change with your personal tutor or year tutor. You may initiate a course change through eVision. The University allows you to change course (subject to space being available and approval) within the first three weeks of semester 1. To ensure a smooth change, please note the following recommended deadlines:

If you wish to change to Single Honours Chemistry, please initiate this course change by week 1 of semester 1 of your second year.

If you wish to change between Chemistry and Medicinal Chemistry and are on a Major or Dual Honours route, please change before week 1 of semester 2 of your 2nd year.

If you wish to change between Dual Honours and Major routes, please change before week 1 of semester 1 of your third year. You will be given the opportunity to select a final year project during semester 2 of your 2nd year. You will be asked at that time what your degree course is because some projects are only suitable for Dual Honours or Major route students.

If you wish to change to Single Honours or Major route in your 2nd subject, please consult that subject for further advice.

Course changes may take a few weeks to be approved at all levels and you may not have access to the appropriate modules on the KLE or to accurate timetabling information via eVision. The Chemistry staff will try to keep you updated as much as possible but it is best to allow sufficient time for your course change to be processed.

Students who are enrolled on the Study Abroad programme may not change course. Any course change will result in them being withdrawn from the programme. If you are intending to change to Single Honours Chemistry, we recommend that you initiate that change before applying for Study Abroad. If you intend to change between Chemistry and Medicinal Chemistry, please ask for advice. If you intend to change between Major and Dual Honours routes, please initiate that change on your return to the UK after your Study Abroad semester

14. Degree Classification

To find out how your final degree classification is calculated, please visit <http://www.keele.ac.uk/paa/academicadministration/degreeclassification/>

15. Behaviour and Appropriate Conduct

(a) Code of Conduct in Classes

Adapted from the School of Physical and Geographical Sciences *Code of Behaviour for Lectures, Practical Classes and Fieldwork* which can be found at <http://www.keele.ac.uk/spgs/studentinformation/>

All students within the School are expected to behave in a manner that does not disrupt the working environment of their fellow students or staff. We expect all students to be responsible members of the academic community and to follow the Code of Behaviour set out below.

Conduct in Lectures: Students must not participate in any activities within lectures that might reduce the ability of others to engage with the learning process. Students should avoid being late for lectures, as it is unfair to the whole class and shows a lack of respect for the member of staff delivering the lecture. Mobile phones should be turned OFF. Personal music players should NOT be used. Laptops may be used for taking notes, but not for other purposes. Student contributions during lectures are actively encouraged, but distracting conversations are not permitted. Students will be required to leave a lecture if their behaviour is a distraction to others.

Conduct in Practical Classes: Again, students must not engage in any activities which might impinge on the ability of others to benefit from the learning experience provided. Mobile phones and personal music players must NOT be used within the laboratories. In general, students may temporarily leave practical sessions to obtain refreshments or in order to make or take personal telephone calls. Food and drink must not be brought into the laboratories. Students will be required to leave a practical class if their behaviour is a distraction to other students and/or the teaching staff. Please note that in chemistry, problems classes or workshops are considered practical classes. Students may be asked to

leave the laboratory if they are thought to be under the influence of alcohol in the interest of health and safety matters.

Conduct on Field Courses: Students are expected to behave in a reasonable and responsible manner whilst on field courses such that they do not cause any disruption to other students, staff or the general public. Any student, who by thoughtless actions or rowdy behaviour, puts the course, other students and the good name of the University in jeopardy, will be immediately dismissed from the field course to face disciplinary procedures (see below). Students are reminded that such a course of action may have serious implications for their ability to complete the degree course requirements. In addition, anyone causing damage to property belonging to the University or external organisations will be charged for the repair/replacement of the damaged items.

University Disciplinary Procedures: We adopt a 'zero-tolerance' policy to any student who causes disruption within classes or on field courses. Students who behave inappropriately will be dealt with immediately under the University's regulations on discipline and conduct, which may lead to the requirement to withdraw from the University. A full description of the University's disciplinary regulations can be found at: <http://www.keele.ac.uk/regulations/regulation20/>

In particular, students should note that a breach of the University's disciplinary regulations includes:

Impeding or disrupting the work of any officer, employee, student or guest of the University, academic, administrative or otherwise.

Failure to comply with any reasonable request made by any person employed by the University in performance of his or her duty at his or her place of work within the University premises.

Failure to comply with any penalty imposed under the University's regulations on discipline and conduct.

(b) IT

Your Keele email account is your primary means of communicating with your course. You must not allow anyone else to use your email account on your behalf and should take reasonable steps to ensure others cannot access your account without your knowledge.

We use various forms of social media to communicate with current, former and potential students. Generally the student-staff liaison committee set up a Facebook page to discuss matters relating to the course. We request that any such student groups are made members only and are closed to the general public. Any student who has concerns over the conduct of another student on such forums are advised to speak to the programme director. We expect students to be respectful of fellow students and staff at all times.

IT Services are responsible for your IT systems and networks throughout the University. Our services include the wireless network, printing service, IT Suite and Labs, Laptop Loan and Laptop repair service. We provide help and advice using Keele systems such as the Keele Learning Environment, eVision, office software or Google Mail and Aps and advice when connecting to the wireless network (eduroam).

Remember when using Keele University IT systems that you are bound by the IT Conditions of Use link which can be found on www.keele.ac.uk/it. It is important that you familiarise yourself with these to ensure that you use the systems within the terms of the Acceptable Use Policy.

Keep yourself safe whilst online:-

Keep a clean machine make sure that before connecting to the network your antivirus, web browser and operating system are all up to date

Protect your personal information, secure your account by changing your password to something that is memorable but secure, a combination of capital and lowercase letters.

Ensure that your online presence, particularly in social media, has the security set to a level you are comfortable with.

Think before you act, if you are wary of a communication as it sounds too good to be true or asks for personal information you are probably best deleting it.

If in doubt about staying safe whilst online check with someone you can trust like IT Services.

The IT Service Desk is the first point of call for anything IT related it is based in the campus Library and IT Services building and is open 7 days per week throughout the Semester. For further information regarding our services, or to report a problem or seek advice please visit: www.keele.ac.uk/it

16. Visas and Immigration

Any student who requires a visa to be in the UK or who has been granted a Tier 4 Student Visa is bound by the Immigration rules. These rules also apply to students who need to extend their visa to complete their course with Keele University.

The rules and requirements regarding your visa to study at Keele are very strict and you must make sure that you do not accidentally break them. The University is duty bound to report to the Home Office - UK Visas and Immigration on students who do not adhere to the rules, which will result in their Visa being cancelled.

Examples on what is reported include (note: this is not an inclusive list):

- students who do not attend their classes, supervisory meetings and checkpoints;
- students who do not pay their Fees on time;
- students who do not make satisfactory progress in their course;
- students who do not provide documentation when requested by the University;
- students who do not keep their UK contact address up-to-date;
- students that take a leave of absence or intermit from their studies;
- students who leave Keele University during their course;
- students that exceed the working limits as stated in their visa;
- students that withdraw or are withdrawn from their studies.

To note, these requirements are subject to change in line with the Immigration Law and the requirements on sponsors by the Home Office - UK Visas and Immigration, formally the UKBA. For more information please refer to the immigration pages on the Keele University web site.:

<http://www.keele.ac.uk/international/afteryouapply/prepareforkeele/visasandimmigration/>

17. Higher Education Achievement Report (HEAR)

The HEAR is an excellent way for you to articulate to other people, including employers, the skills you've learnt throughout your studies. Students will receive a single document detailing their academic and non-academic achievements during their time at University. It is a national scheme and will be available to Keele undergraduate degree students who graduate in the Summer of 2014, and anyone graduating thereafter. For all other programmes, Keele will provide them with a transcript.

For more information on what will appear in the HEAR, and the benefits of having one, please visit <http://www.keele.ac.uk/hear/>

18. Student Prizes

There are two student prizes that are awarded to first year chemistry students. These are awarded on the basis of the best overall performance in chemistry or medicinal chemistry in year 1.

1st Year John Tebby Prize – 'Chemistry' A prize awarded from time to time by Senate on the recommendation of the Head of the School of Physical and Geographical Sciences to a student reading Level 1 Chemistry.

1st Year RSC Prize – 'Medicinal Chemistry' A prize awarded from time to time by Senate on the recommendation of the Head of the School of Physical and Geographical Sciences to a student reading Level 1 Medicinal Chemistry.

The following prizes are awarded to 2nd Year students.

2nd Year Harold Springall Prize – 'Best Chemistry Student' A prize awarded for the best overall performance in Year 2 of the Chemistry degree programme, current value £50.

2nd Year RSC Prize – 'Best Medicinal Chemistry Student' A prize awarded by the local section of the Royal Society of Chemistry, for the best overall performance in Year 2 of the Medicinal Chemistry degree programme, current value £50

OUP Prize – 'Achievement in Chemistry.' A prize awarded by Oxford University Press for significant achievement in any year of the Chemistry or Medicinal Chemistry degree programmes, current value £50

The following prizes may be awarded to third year students:

3rd Year Gurnos Jones Prize – 'Best Chemistry Student' - A prize sponsored by the local section of the Royal Society of Chemistry, awarded for the best overall performance in Year 3 of the Chemistry degree programme, current value £50

3rd Year RSC Prize – ‘Best Medicinal Chemistry Student’ - A prize awarded by the local section of the Royal Society of Chemistry, for the best overall performance in Year 3 of the Medicinal Chemistry degree programme, current value £50

3rd Year ‘Best Analytical Project’ Prize – Sponsored by ASTRAZENECA Awarded at the end of the final year to a student studying Chemistry, Medicinal Chemistry, Forensic Science or Environmental Sciences who has produced the Best Final Year Project with principally an analytical theme, (carried out within the Chemical Sciences). The present value of this prize is £50

19. Student Records

Individual records are kept for each Chemistry and Medicinal Chemistry student on the University SCIMS database. The School also maintains records that are usually only accessible to the Head of School, the Course Director and the Year Tutors. The Chemistry Administrator maintains the SCIMS records and those kept in the School Office. The School record comprises your registration form, information concerning examination results and academic progress, and any other relevant documents, e.g. medical certificates. Please make an appointment with your Year Tutor if you wish to see your personal record.

Records are kept of student attendance at lectures and laboratory classes. Attendance records are also maintained on the SCIMS database. The Year Tutors review all attendance records and persistent absences may result in an academic warning

20. Student Academic Representatives (StARs)

The Staff-Student Liaison Committee (SSLC) provides a forum for discussion between students and staff about issues relating to teaching and assessment as well as the provision of facilities to Chemistry and Medicinal Chemistry undergraduates. You will have a StAR (student academic representative) on this committee from your year, elected by ballot early in the Autumn Semester. The SSLC meets twice per semester and you should ensure that you inform your StAR of any issues you wish to be raised. The StAR should inform the class of forthcoming meetings and ask for items to discuss at the meeting.

The SSLC consists of StARs for each year, Year Tutors, the Chemistry Administrator and a representative from the University Library where appropriate. The standing agenda for meetings and minutes are posted on the KLE in the Chemistry and Medicinal Chemistry noticeboards. The SSLC is chaired by a student in second or third year who has served on the committee for at least 1 full academic year.

The dates of the SSLC Meetings in 2011-12:

Tuesday 18th October 2010 1.00pm

Tuesday 29th November 2010 1.00pm

Tuesday 14th February 2011 1.00pm

Tuesday 28th March 2011 1.00pm

Tuesday 9th May 2011 1.00pm

Membership of the SSLC 2013-14:

Chair: TBC

Mrs Monica Heany (Chemistry Administrator)

Dr Katherine Haxton (Programme Director)

Dr Rob Jackson (3rd Year Tutor)

Dr Matt O'Brien (2nd Year Tutor)
Dr Laura Hancock (1st Year Tutor)
1st, 2nd and 3rd year reps will be elected in week 2.

21. Complaints

A complaint is the expression of a specific concern about the provision of a service, either academic or non-academic, by the University. An informal complaint should initially be addressed to the member of staff who is most directly concerned with the issue; if the problem is explained to them they can often provide an immediate explanation or solution. If you are dissatisfied with the response, or do not feel able to approach the member of staff, you may submit a formal written complaint. Complaints must be submitted within three months of the date of the event(s) concerned. For further information on how to submit a complaint please refer to the guidance and regulations which can be found on the website at:

<http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/studentcomplaints/>

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If you wish to complain about any aspect of the service provided by the School, you should ask your student representative to bring the problem to the attention of the next meeting of the Staff-Student Liaison Committee. Alternatively, you may discuss your complaint directly with the member of staff concerned, with your Year Tutor or with the Course Director. In any case, it is helpful to all concerned if you put your complaint in writing; you should obtain a Complaint Form from the Chemistry Administrator, or download the file from the link above and hand the completed form to your Year Tutor or the Programme director. Any interview that you have with the staff listed above will be documented and may be referred to the Head of School.

Appendix 1: GUIDANCE ON AVOIDING PLAGIARISM

ADAPTED WITH PERMISSION FROM THE PHYSICS & ASTROPHYSICS HANDBOOK 2000–01, SCHOOL OF CHEMISTRY & PHYSICS, KEELE UNIVERSITY. © P K GRANNELL, A EVANS AND KEELE UNIVERSITY, 1998-2001.

Plagiarism is defined as "the act of stealing the words, ideas, etc. of another and using them as one's own". This is a serious academic offence and is covered by University Ordinance IV.6 and Regulation 8: a statement of University policy on plagiarism can be found at:

<http://www.keele.ac.uk/regulations/regulation8/>

<http://www.keele.ac.uk/media/keeleuniversity/paa/governancedocs/guidetoregs2011.pdf>

During the year it may be that you are instructed that you submit coursework using the **Turnitin software package**, which is designed to **detect plagiarism**. You will be instructed if this is the case by the member of staff setting the work. A web site showing how the Turnitin site operates is given below.

http://www.submit.ac.uk/static_jisc/ac_uk_demo.html

It is implicitly assumed that all written work submitted for assessment is the individual work of the student submitting it. This important principle applies to all coursework, for example, solutions to assigned problems, laboratory reports, interim and final project reports, dissertations, and posters. It makes no difference whether the work is handwritten or printed or submitted electronically. A student who includes in their submitted work another person's work **as if it is their own** is guilty of plagiarism. The University, as do all Universities, treats plagiarism as CHEATING.

It should be very clearly understood that direct copying of one student's work by another student with their permission (one of the more blatant examples of plagiarism) is completely unacceptable and **both parties** will be subject to penalty or even to disciplinary action. Students are reminded that they are responsible for the safekeeping of their work.

However, it is also true that some instances of plagiarism are unintended examples of poor practice in which the students concerned have no intention to cheat but do not realise the extent to which sources must be declared and do not know the appropriate forms such declarations may take. Such situations can arise in, for example, laboratory reports where pairs or groups of students have worked together in the laboratory in collecting data, in reports and presentations on team projects, and in laboratory and project work in which the student has been supervised by academic staff. The following guidelines are intended to illustrate the kind of acknowledgements that may be required in written coursework. More detailed guidance is given to third and fourth year students in the context of project reports.

ACKNOWLEDGEMENT OF SOURCES AND AVOIDANCE OF PLAGIARISM

The golden rule is that AUTHORS MUST ACKNOWLEDGE ALL SOURCES AND INPUTS TO THEIR WORK. This rule is both a matter of good professional practice and of fairness in the context of an assessed piece of academic work.

Sir Isaac Newton wrote, 'If I have seen further it is by standing on the shoulders of giants' [1]. So, even great scientists rely on the work of predecessor and contemporary scientists.

The full disclosure of sources is a positive attribute in scientific writing because it demonstrates knowledge of the context, and because the selection, use and presentation of appropriate theory and data is itself a creative process. Above all, the proper use of sources and references is helpful to the reader of the work and is an important aspect of good working relationships with professional colleagues.

Sadly, there are known cases of scientists who have plagiarised the work of others or who have "invented" data; where the discovery occurred after they had become famous, their reputation suffered grievously. Scientific plagiarism is viewed as deeply unfair and unprofessional.

Plagiarism is often unintended, and some care and judgement must be exercised. Matters which require citation are anything (text, data or illustrations) reproduced directly as the originator will own the copyright in this, ideas or analyses that are being followed or modified, and anything which inspires or supports or contradicts the work being reported. If in doubt, the author should err on the side of caution and cite the source. The relationship between the student's work and the cited source is indicated by the words used to cite the source; "reproduced from", "following", "from", etc., all give a different sense.

Reference 2 lists some types of plagiarism. These are reproduced below in (italics) and advice on how to proceed is given in each case.

1. *Use of data, even if adapted in presentation, from a source that is not acknowledged.*

This might occur if data, a table or graph or best-fit expression, found in the literature, is being used. The source must be given, usually by including the source in the list of references and by citing the reference at the point of use in the text. If there are only one or two sources of data, and there are no other references (an unlikely scenario!), the source could be given in the text or a footnote could be used.

This case is applicable to a laboratory report being written on an experiment carried out jointly. Reference should be made to the person or people who made the measurements, even if the author participated. For example: **Table 4: Variation of half-life with temperature (measurements made by A N Other and the author, 21st February 2001).**

2. *Repeating another person's particularly apt phrase without acknowledgement.*

Generally, we do not need to acknowledge the originator of the name 'electron' (by the physicist G. Johnstone Stoney in 1891), or the term 'mole' for example, because they have become universally adopted as part of the language of science. However, more recent or less well known coined terms or apt phrases might well require acknowledgement. Staff will be able to advise on these matters.

3. *Repeating as your own someone else's sentences, more or less verbatim and/or Paraphrasing another person's argument as if it were your own.*

The area of greatest danger is in the quotation or paraphrasing of an appropriate text from the work of another student or scientist. Suppose that in a dissertation, a student wishes to account for an activation energy that is negative (i.e. the reaction rate decreases as the temperature is raised) by making use of an explanation given by P W Atkins [3]. One option is to quote the original text verbatim (i.e. word for word, exactly, with the authors punctuation, spelling and emphases, and in quotation marks) and to cite the source, as below:

Atkins [3] offers the following explanation, “For a reaction with a pre-equilibrium, there are three activation energies to take into account, two referring to the reversible steps of the pre-equilibrium and one for the final step. The relative magnitudes of the activation energies determine whether the overall activation energy is (a) positive or (b) negative”.

However, it may be necessary to paraphrase this text in order to extract the essential meaning, to use the minimum number of words, and to make the dissertation read smoothly. An example of an acknowledged paraphrase is given below in bold font:

Atkins [3] explains how negative activation energies can arise using a reaction mechanism that involves a pre-equilibrium.

The foregoing example is acceptable because the source of the line of thought and key phrases has been cited. It would not be acceptable for the author of the dissertation simply to write without attribution the following:

For a reaction with a pre-equilibrium, there are three activation energies to take into account, two referring to the reversible steps of the pre-equilibrium and one for the final step. The relative magnitudes of the activation energies determine whether the overall activation energy is positive or negative.

because the line of thought and phraseology of another author is being reproduced without acknowledgement of the source. Implicitly, the author of the dissertation is pretending that this discussion is his or her own, when it is not. Such a deceit is plagiarism and academically dishonest.

Some books and papers are published free of copyright. However, the copyright-free status of a source does not remove the obligation to cite the source if material from it is used.

The copyright status (and accuracy!) of material available on the Internet or World Wide Web is often uncertain. Even if material that is quoted or used is in the public domain, the source must be cited, as URL and date of access.

In team activities, a student may wish to include, either directly or in redrawn or re-written form, diagrams, etc., prepared wholly or in part by other students. This is acceptable provided that the sources are acknowledged in the references.

4. Presenting another person's line of thinking in the development of an idea as though it is your own.

This case includes situations where a student has engaged in a discussion of questions from assigned problems sheets prior to sitting down and doing them, where students have discussed the interpretation of data from an experiment with students or staff and an approach has been suggested. The source and the nature of the suggestion should be cited. For example: **The author is grateful to Dr J. Cobbleigh (Widdicombe University) for drawing her attention to the explanation of this phenomenon given by Marks and Spencer (reference 4).**

In team project work, as in ordinary pair-worked laboratory experiments, some shared interpretations, as well as data, graphs, theory, etc., may be needed in a student's individual report. This does not remove the obligation to acknowledge the inputs of others. For example: **Figure 2: The data of Table 4 together with a least-squares best-fit line (computation carried out by Amanda N. Other, 22nd February 2001).**

Unintended plagiarism often occurs in student work in connection with diagrams and illustrations. It should be noted that the author or publisher of text, a tabulation, a photograph or a piece of artwork owns the copyright in this as well as having a moral right to be identified as the originator. Some examples:

A photograph is taken especially for the work concerned. The caption should name the photographer (even if it is the author of the report or dissertation) and give the date.

A diagram is photocopied and cut-and-pasted into the report. The caption should include the words 'reproduced from reference 'x'' or 'reproduced with permission from reference x'. Note that, in the case of a document intended for publication, permission for reproduction would be required from the owner of the copyright.

A diagram from a book or other work is re-drawn or adapted by the author. In this case the words 'after reference <x>' or 'adapted from reference <x>' or similar in the citation would be an appropriate acknowledgement.

A derivation, argument or description is adapted from, or summarised from, or extended from another work (a book, paper, or even a note from the supervisor). In such a case, the citation should include the phrase 'adapted from reference <x>', 'summarised from reference <x>', 'based upon the approach of reference <x>', as is appropriate.

Finally, if more than one or two sources have been cited, a Reference section should be compiled. Laboratory classes will generally provide guidance on this as well as other aspects of report writing. The References section is compiled by listing the publications, data sheets, WWW pages, unpublished documents or private communications, etc., in the References section, and by referring to them at appropriate points in the text of the Report or in figure captions.

Each reference should include sufficient information to enable a reader of the work to trace it

Papers should have author(s), title of paper, title of Journal, volume, pages, date/year.

Books should have author(s), title, publisher, date/year.

Internet sources should have author and address/organisation (if known), full URL, date of access.

Unpublished material should be referred to as such or as "private communication" and the source's name and address should be given together with title and date if appropriate.

References

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