

**The Scott Sutherland School  
of  
Architecture and Built Environment**



**Postgraduate Student Handbook  
For Distance Learning Students**

**2012-2013**



**ROBERT GORDON  
UNIVERSITY • ABERDEEN**

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## 1.0 INTRODUCTION

The Scott Sutherland School (SSS) has a long and successful history in the development of education in the energy, construction, property and design sector. You will find the staff of the School to be committed to the ethos of student progression and development in a system which positively encourages debate and collaboration between all; the student is a main priority and contributor to the work of the School.

This handbook is intended to act as an introduction for all postgraduate distance-learning students within the school. It should act as a source of information and advice so that you can make the best possible start to your studies and successfully achieve your ambitions whilst enrolled in study. It is likely that parts of the handbook will never be required but it is essential that you read through the material, and familiarise yourself with the processes and procedures under which this School and Robert Gordon University operate.

The postgraduate programme consists of:-

Graduate Diploma Surveying

MSc Construction Project Management

MSc Commercial Practice for the Energy Sector

MSc Design Management

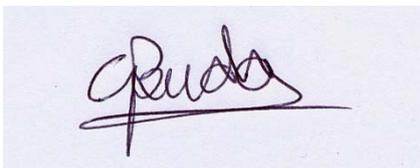
MSc Property Development

Continuous Professional Development/Professional Studies Routes

It is essential that, while you are a student at SSS, we are able to contact you at all times during the Academic Year, therefore please let the Administration staff know of any changes to your contact details.

All staff, academic, administrative and support are here to help you in the best way we can in order that you achieve your full potential. Should you have any urgent issues at any time please refer to your Course Leader in the first instance or the Programme Leader.

Welcome to the Scott Sutherland School.

A handwritten signature in black ink on a light blue background. The signature is cursive and appears to read 'Gerard A Buda'.

Gerard A Buda MSc MRICS

Postgraduate Programme Leader

## 2.0 WELCOME FROM HEAD OF SCHOOL

It is a pleasure to welcome you to the Scott Sutherland School of Architecture & Built Environment as one of our postgraduate distance learning students.

The commencement of your studies sees you joining a vibrant learning community consisting of students and staff, as well as professional groupings. As an individual with prior experience of university education or professional life, you are a particularly important member of our community who can inform our collective understanding of our disciplines as well as benefitting from the learning that your course offers.

We all acknowledge the commitment that you have shown in enrolling with the Robert Gordon University, and are equally committed to offering you an experience that is both enjoyable and of value to you in your future careers and lives. I hope that your experience is rewarding, and wish you every success in your studies.

A handwritten signature in blue ink, appearing to read 'David', with a long horizontal flourish extending to the right.

Dr David McClean

HEAD OF SCHOOL

### 3.0 DATES FOR YOUR DIARY

Noted below are important dates for the Academic Year 2012/2013. Please keep these accessible for easy reference. Please note that the RGU Week number is the one used in your timetable. The academic year runs from 25 September 2012 through to 6 September 2013. A list of the Week Numbers can be found at **Appendix 1**.

RGU Wk	Wk Comm	ACADEMIC CALENDAR 2012/13
0	17-Sep-12	Induction/Freshers Week
1	24-Sep-12	<b>SEMESTER 1 starts - Tues. 25Sept. (Mon. 24 Sept Public Holiday)</b>
11	01-Dec-12	<b>Graduation Ceremonies (6/7 December)</b>
12	08-Dec-12	<b>First Semester teaching ends Friday 16 December</b>
13	15-Dec-12	Christmas & New Year Break
14	22-Dec-12	Christmas & New Year Break
15	29-Dec-12	Reading Week
16	05-Jan-13	<b>SEMESTER 1 Examinations(Sat 5 - Sat 19 January )</b>
17	12-Jan-13	<b>SEMESTER 1 Examinations( Sat 7 - Sat 19 January )</b>
18	19-Jan-13	Post Assessment Break
19	26-Jan-13	<b>SEMESTER 2 starts</b>
28	01-Apr-13	April Break
30	15-Apr-13	(Mon 15 April - Public Holiday - University closed)
32	29-Apr-13	Reading Week
33	05-May-13	<b>Semester 2 Examinations (Sat 5 - Sat 19 May )</b>
34	12-May-13	<b>Semester 2 Examinations (Sat 5 - Sat 19 May )</b>
36	26-May-13	Marking week Semester 3 starts (where applicable)
37	03-Jun-13	Assessment Boards
38	10-Jun-13	Assessment Boards
39	17-Jun-13	Last date of notification of results to Student Administration
	08-Jul-13	<b>Mon 09 Jul Public Holiday University closed Graduation Ceremonies (9 - 12 July)</b>
	05-Aug-13	<b>Resit &amp; Sem 3 assessments (Sat 3 - Sat 17 August)</b>
	12-Aug-13	<b>Resit &amp; Sem 3 assessments (Sat 3 - Sat 17 August)</b>
	19-Aug-13	Marking week

#### 4.0 STUDYING AT SCOTT SUTHERLAND SCHOOL

At postgraduate level, we expect you to take much greater responsibility for your intellectual and professional development and we appreciate that this may seem like a daunting change, therefore this handbook provides you with some important information that you will need as a starting point to shoulder this responsibility. Remember that teaching staff are available to assist with your development, so it is important that you make an effort to get to know your lecturers and tutors and consult with them for help, advice and support; this can be done by email, phone or through our virtual campus; Moodle. Part of your responsibility as a student requires you to actively seek out additional information and help; many students are often initially reluctant to ask staff for help, but after asking and benefiting from the help provided, most then wonder why they didn't ask much sooner.

You may have already read the University's Guide to Online Learning. If not, we advise you to do so now <http://www.rgu.ac.uk/contact/find-us/prospectuses-and-guides/distance-learning-guide>

##### Equality and Diversity

The University is committed to the active promotion of equality across its functions and to addressing issues of discriminatory practice towards students, staff and external stakeholders. Further information on this is available at [www.rgu.ac.uk/diversity](http://www.rgu.ac.uk/diversity). If you have any comments regarding discrimination or believe you have been subject to discrimination, please contact an appropriate member of staff within the School or alternatively the Student Services Manager, Dr Pamela Tosh (p.tosh@rgu.ac.uk).

##### Preparation

As a postgraduate student you are expected to dedicate a nominal 10 hours per week to each module in your study programme. Each taught module you study and pass provides 15 SCQF credits, notionally 150 hours. Normally each module will provide 2 - 3 hours of 'contact' time per week (through Campus Moodle), and in addition it is recommended that as an absolute minimum you spend at least 6 - 7 hours **per week** on additional study for **each module**. For example you may spend 3 hours on directed study (following set reading and completing set activities) and 3 hours of self-study (conducting your own research, writing up your own notes, working in a study group, revision etc.) per week. You will also need to spend a significant amount of time researching assignments and conducting group projects.

#### 5.0 CAMPUS MOODLE

Campus Moodle is the University's virtual learning environment (VLE). It is a valuable resource for on and off campus students that can be accessed from any computer as long as there is a suitable internet connection.

Information on Campus Moodle, including a video, can be accessed from the University website <http://www.rgu.ac.uk/future-students/facilities-and-resources/campus-moodle>

## 6.0 E-MAIL AND IT POLICIES

Please view the Guidelines here

<http://www4.rgu.ac.uk/its/policies/page.cfm?pge=3081>

## 7. STUDENT PORTAL

Your Gateway (the Student Portal) is a key resource which provides access to information and services and is available online at [www.rgu.ac.uk/yourgateway](http://www.rgu.ac.uk/yourgateway)

The Portal can be accessed using your standard IT username and password and it contains information on support services (such as Careers, the Library Service and the Student Association) and can also provide you with access to the CampusMoodle and the Outlook email system. The Extenuating Circumstances Claim Form is also available via the Portal. The following is also available via the Portal:

- School information customised so that students can only see their own school
- Update address and make a payment
- Advice Services
- News Facilities
- Social Information
- View assessment results
- Single sign-on to CampusMoodle, Enrol Online and Network drive access

## 8. GUIDELINES FOR DISTANCE LEARNING

Guidelines for distance learning students and delivery are included within **Appendix 3**.

## 9. HOW TO BE A SUCCESSFUL STUDENT

### Studying a module

On the Study Area of Moodle for each module you will find that the following documents have been uploaded:

- Module Descriptor
- Module Unit Descriptor
- Teaching Plan
- Coursework and assessment information

These are important documents containing essential information on the content, requirements and assessment of a module. Read the documents carefully and ask the module coordinator if you feel there is anything which you are unsure of.

### Tackling coursework

Understand what is required. Make sure that you are clear on what a particular coursework assignment is asking of you and that you answer the question. If you are not sure, then ask.

**Always have back-up copies of your coursework. Extra time cannot be given to students who have lost their coursework owing to computer problems.**

Students **must retain copies of** all coursework, including feedback, until the end of their course.

An example of the front cover for coursework is attached at **Appendix 4**.

Submission details are always noted on the front cover sheet, but normally distance-learning students are expected to submit to the Dropbox on Moodle by midnight on the due date.

### Research, research, research

It is not enough to rely on the core textbook or reading as your only information source. Other sources such as academic or professional journals should also be used. Draw information from a wide range of credible sources and ensure that these are referenced correctly.

Be familiar with, and abide by, the University's rules on plagiarism. Using the words or ideas from another individual's work, **WITHOUT RECOGNITION** is "intellectual theft" and is associated with heavy penalties for any student found guilty e.g. assessment is failed and if you repeatedly commit misconduct, you may be expelled from the University.

## **10.0 ASSESSMENT**

We expect students to complete assessments to a high standard. You will be given information on the assessment requirements of each module you study and you will also be given guidance as to how to meet these requirements by the lecturers and tutors associated with each module. However, it is important that you are aware of three key expectations:

- You are expected to conduct a significant amount of research for each piece of coursework you submit. It is not enough to Rely on the core textbook or readings to answer the question set. You must read around the subject area drawing upon references from a wide range of sources including textbooks, research articles, and the business press. An example of an Assessment Schedule is attached at **Appendix 2**.
- You **must** reference your information sources accurately within your written coursework. Full details on referencing can be found at : <http://campusmoodle.rgu.ac.uk/course/view.php?id=74227>

- Students are expected to meet coursework submission deadlines. Where you anticipate that you will be unable to meet a coursework deadline because of ill-health or personal problems, you must contact the relevant Module Co-ordinator or, in his absence, the School Postgraduate Administrator, prior to the deadline and submit an Extenuating Circumstances Claim Form with supporting documentation. You can download a copy of the form here:  
[http://www4.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=44250](http://www4.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=44250)

In order to progress from postgraduate diploma to dissertation stage, students must normally pass all modules.

### **10.1 Examinations**

Although most postgraduate courses are assessed solely by coursework, the Graduate Diploma Surveying course does contain examinations. Details of examination diets will be notified in due course where appropriate.

### **10.2 Coursework**

Courseworks are scheduled throughout the semester. Every effort is made to ensure a manageable distribution of assessment submission dates. See **Appendix 4** for the Assessment Schedule for Semester 1. Semester 2 Assessment Schedule will be posted on Moodle during January 2013.

### **10.3 Module Exemptions**

If you feel that you may not need to complete a module within your course because you have studied the material elsewhere, you should contact your Programme/Course Leader within the first two weeks of semester to discuss potential exemption. An example of a Module Exemption Form can be found at **Appendix 5**. University rules preclude the possibility of more than 3 exemptions on any full Masters course.

### **10.4 University Common Grading Scheme**

The University uses a six point grading scale A – F, where A is the highest grade and F is the lowest. There will also be a NS (non submission) grade for students who do not submit the required work, or omit an element of that submission by the submission date.

Grade	Description
A (70%+)	<b>Excellent – Outstanding performance.</b> Outstanding performance and achievement overall. The work of the student has much exceeded the threshold standard.
B (60-69%)	<b>Commendable/Very good – Meritorious performance.</b> A very high standard performance and achievement overall. The work of the student is well above the threshold standard.
C (50-59%)	<b>Good – Highly Competent Performance.</b> A highly competent performance and achievement overall. The work of the student has exceeded the threshold standard.
D (40-49%)	<b>Satisfactory – Competent Performance.</b> A satisfactory performance overall. The work of the student overall is at the threshold standard.
E (35-39%)	<b>Borderline Fail.</b> A standard of performance overall which marginally fails to achieve competence. The work of the student is overall is just below the threshold standard.
F (0-34%)	<b>Unsatisfactory – Fail.</b> The standard of performance demonstrated by the student overall is well below the threshold standard.
NS	<b>Non and late submission – Fail.</b>

### Pass Grade

The pass grade for each assessment is Grade D overall. Where there are two components of assessment students will normally be required to achieve a minimum of 35% in each component.

### **10.5 What happens if I fail?**

In the event of a failed examination and/or coursework in any module, second attempts will take place at the next available diet. Please note that this may be the Resit diet in the period **03-17 August 2013**, even if your failed module was delivered in Semester 1. The submission deadline for **all resit coursework** will be advised in due course.

**PLEASE NOTE THAT YOU ARE ONLY ALLOWED ONE RESIT PER MODULE AT MSc LEVEL, AND TWO RESIT ATTEMPTS AT GRADUATE DIPLOMA SURVEYING.**

It is ESSENTIAL that students are available during the resit diet period (e.g. you must not arrange to be on holiday during the 2 weeks). Failure to attend for a resit examination will result in failure at that attempt.

### **10.6 Assessment Procedures**

The submission or completion dates for all assessments will be issued by the relevant Lecturer and no subsequent deviation from that format will be permitted unless there are unforeseen circumstances. If an alteration to the schedule must be made, this will only be approved after consultation with the Programme Leader.

### Handing in Coursework

Unless otherwise specified, coursework must be submitted at the time, date and place as specified in the brief and include the front sheet which accompanies each Module assessment. ODL students will normally make electronic submissions in accordance with the Module requirements. **Any work submitted after this time will be treated as a Late Submission and a fail grade may be recorded.**

Students should adhere to the following procedure when handing in coursework (unless other arrangements are specified for handing in bulkier pieces of project work):

- Complete a coursework cover sheet. This cover sheet includes a declaration that the work is original and that all sources have been acknowledged (using the specified version of the Harvard referencing system – see 8.7).
- Ensure that all materials are incorporated into one file together with the front sheet on top followed by the standard feedback sheet.
- You are required to keep a copy of all coursework, a hardcopy and an electronic copy. Ensure regular 'saving' of your work. Keep your own copy on a personal drive.

All grades for all assessments remain provisional until ratified by the relevant Assessment Board at the end of the session.

In accordance with University policy, feedback will be provided to students normally within four working weeks (20 working days) of the submission date. All ODL students will be sent electronic feedback and the coursework which was submitted will NOT be returned to students.

Please also note the University's Academic Regulations

The University's Academic Regulations apply to all educational provision offered by the University which bears academic credit and detail procedures covering aspects of your experience such as student conduct, appeals, complaints and assessment. The Regulations are available in full via the Student Portal or the following link:

[http://www4.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=1826](http://www4.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=1826)

The University's policy for retention of assessment material is noted here  
<http://www4.rgu.ac.uk/academicaffairs/assessment/page.cfm?pge=2258>

### **10.7 Coursework Word Count**

If a word length for coursework is specified, the assessment will take account of any substantial deviation (i.e. +/- 10%) from the specified word length and the assessor has discretionary authority to omit any significant deviation. The overall grade for coursework that exceeds or falls short of the specified word length will be reduced by one grade point.

## 10.8 Referencing

It is extremely important that you reference your academic work correctly right from the start - the following link will provide you with the information required to correctly reference within your work. The system we follow is that of Harvard Referencing (also known as Author/Date). Further guidance on referencing will be provided in the first semester of your studies. Referencing skills are likely to be assessed and graded in all of your work. Guidance can be found here:

<http://campusmoodle.rgu.ac.uk/course/view.php?id=74227>

## 10.9 JISC Originality Reporting System ('TurnitinUK')

The JISC originality reporting system, sometimes referred to as the JISC Plagiarism Detection Service or 'TurnitinUK' is available across courses undertaken within the School.

Its primary purpose is as a diagnostic tool to assist you to recognise where your coursework does not meet acceptable standards for academic writing in terms of:

- the attribution of copyright to the original author, and
- referencing to identify the source of text

***You are expected to test your own work in the JISC Service before submission.***

Before submitting the work, you should check through it to ensure that:

- all material that has been identified as originally from a previously published source has been properly attributed by the inclusion of an appropriate reference in the text;
- direct quotations are marked as such (using "quotation marks" at the beginning and end of the selected text), and
- a citation has been included in the list of references

Full details of the JISC programme can be found at **Appendix 5**.

## 10.10 Extenuating Circumstances

There may be circumstances that have affected your performance on the course which, for personal reasons, have not been discussed with your Course Leader. It is your responsibility to make these mitigating circumstances known to the Course Leader **BEFORE** an Assessment Board. These circumstances will be considered, in confidence, by the Extenuating Circumstances Panel, prior to the Assessment Board. In such cases, students must submit an **Extenuating Circumstances Claim Form**, together with supporting documentation, to the Postgraduate Administrator **not later than 5 working days after the examination/assessment**. Here is a link to the form

[http://www4.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=44250](http://www4.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=44250)

## **10.11 Appeals and Complaints**

University procedures relating to appeals and complaints can be found at :  
[http://www4.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=1826](http://www4.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=1826)

Appeals against decisions relating to academic performance and/or recommended academic awards may be considered on the following grounds:

- (i) that the student's performance was adversely affected by illness or other factors which he/she was unable or, for valid reasons, unwilling to divulge to his/her Head of School prior to the decision being made; and/or
- (ii) that there had been a material administrative error, or that the assessment was not conducted in accordance with the current regulations governing the course or that some other irregularity which materially affected the assessment had occurred.

**Disagreement with the grade awarded for an assessment does NOT constitute grounds for appeal.**

## **11.0 STUDENT REPRESENTATION**

It is very important that students are given ample opportunity to express their views and opinions and that this is, in turn, fed into the University's Committee system. This helps us to ensure that your educational experience is of a high quality and any ongoing problems or issues can be successfully resolved.

The most effective way of achieving this is to elect Student Representatives. At the start of the academic year, your Course Leader will ask your class to elect someone who will act as the Student Representative for your class.

## **12.0 STAFF**

### **12.1 Programme Leader**

The Programme Leader is responsible for the management of the programme (a group of courses), ensuring quality of programme/course delivery. The Programme Leader also has overall responsibility for course design, development and delivery; therefore they co-ordinate and manage the course leaders; liaise with student representatives and work closely with industry and professional bodies to ensure programmes/courses are relevant and continue to deliver graduates with the skills and knowledge sought after by employers.

### **12.2 Course Leader**

The Course Leader is your main point of contact and is responsible for the day-to-day running of your course. They liaise closely with the Programme Leader monitoring student progress and maintaining records of mitigating and medical circumstances. It is likely that students will meet with their Course Leader on a



MSc Property Development Dr Amar Bennadji	01224 263609	<a href="mailto:a.benadji@rgu.ac.uk">a.benadji@rgu.ac.uk</a>
Postgraduate Administrator Mrs Christine Black	01224 263505	<a href="mailto:c.black@rgu.ac.uk">c.black@rgu.ac.uk</a>

### **13.0 ACADEMIC MISCONDUCT**

Academic Misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member(s) of staff of the University against a student(s). Academic misconduct or cheating may include (though not be limited to): plagiarism; falsifying or fabricating data; collusion; bribery or attempted bribery; personation; or any other activity intended to provide an unfair advantage such as: the taking of any unauthorised material into an examination; the unauthorised use of programmable calculators and dictionaries in examinations; obtaining copy of "unseen" papers in advance of an examination; communicating or attempting to communicate in any way with another student during an examination; copying or attempting to copy from another student during an examination or in the production of coursework; wilful deception in any element of an assessment.

Any allegations of cheating in assessments (e.g. plagiarism, falsification or fabrication of data, or collusion) will be reported to the Head of School, and dealt with as academic misconduct in accordance with the University's Academic Regulations. Aiding and abetting another student to commit academic misconduct will be dealt with in the same way.

The Head of School has the authority to apply a range of penalties in proven cases. In most instances, this will result in at least a FAIL GRADE being awarded, and possibly further penalties being imposed by the University.

#### **13.1 Plagiarism**

You may lose marks and be cited for Academic Misconduct if you do not cite and reference sources accurately. If you fail to reference sources properly, the effect is to misrepresent the amount of work which you have done. Passing someone else's work off as your own is plagiarism.

Plagiarism (i.e. presenting the thoughts or writings of others as your original work, without properly identifying and referencing the source), is unacceptable behaviour and will be regarded as a serious breach of Regulations by the School and the University. This includes copying part or all of a dissertation, copying from another student's work, or the un-attributed quotation of even a single sentence written by another author. Remember you are required to sign a declaration that you have acknowledged all quotations and all sources of information.

Please see the guidelines here

<http://www4.rgu.ac.uk/files/Plagiarism%20Guidlines%20-%20DELTA1.pdf>

### **13.2 Falsification or fabrication of data**

This is another form of cheating. If there are doubts about the authenticity of your work, for example the results of a questionnaire, you may be required to provide documentary evidence as proof. Any materials which have been used in the production of your work such as completed questionnaires, letters, computer files, etc., should be retained by you (the student) as evidence until you have received your final award. Staff may wish to review and consider your data set in the light of the work submitted.

### **13.3 Collusion**

If two or more students work together, without prior approval, to produce the same piece of work, and then attempt to present this as entirely their own work, or if one student permits another to copy his/her work, it will be considered that an offence has been committed by all concerned.

### **13.4 Bribery**

Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

### **13.5 Personation**

This consists of a substitute taking the place of a student in an examination or undertaking an assessment on behalf of another.

A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

## **14.0 THE LIBRARY**

You can access the University here

<http://www.rgu.ac.uk/current-students/library/library-home>

The Library website devotes an area particularly for distance learning students.

### **14.1 Past Exam Papers**

Past exam papers and details of the password required to access them, are available via the Library page on CampusMoodle.

## **15.0 STUDENT SERVICES AND SUPPORT**

Student Services and Support aims to provide students on all courses with support and tutoring to help enhance their academic abilities and to help overcome study related difficulties <http://www.rgu.ac.uk/current-students/student-services-and-support>

Details on the various programmes offered can be found here

<http://www.rgu.ac.uk/student-life/student-advice-and-support/study-support/study-support>

## 16.0 STUDENT ASSOCIATION

The main activities of the Student Association:

- To represent the student body of RGU on all matters affecting their interests.
- The provision of a recognised means of communication between the student body and the Governors of RGU.
- The provision of recognised channels of communication between the student body, other student organisations (local and national) and the public.
- The promotion of social and cultural activities.
- The running, promotion and control of all clubs and societies under the auspices of the student association.
- The provision of services to the student body.

To find out more about the Student Association you can visit their websites:

- Student Association <http://www.rguunion.co.uk/>
- <http://www.rgu.ac.uk/current-students/student-services-and-support>

## 17.0 CAREERS CENTRE

The Careers Centre exists to enable undergraduate, postgraduate and recent graduates of Robert Gordon University to reach informed decisions regarding their future career, to assist them in achieving their goals, and to provide a framework to enable them to cope with subsequent career decisions. For more information go to: <http://www.rgu.ac.uk/current-students/careers/careers-centre>

## 18.0 FREQUENTLY ASKED QUESTIONS

### **What if I experience technical IT problems?**

The IT Help Desk (01224 262777) can assist with computer-related questions and problems, or e-mail [ITHelpdesk@rgu.ac.uk](mailto:ITHelpdesk@rgu.ac.uk)

If you have any problems regarding your access to CampusMoodle please email [campus@rgu.ac.uk](mailto:campus@rgu.ac.uk) quoting your RGU Username.

### **I can't seem to access the modules I am supposed to, what should I do?**

In the first instance you should contact your Postgraduate Administrator, [c.black@rgu.ac.uk](mailto:c.black@rgu.ac.uk).

### **How do I access my university email account?**

Login to Outlook using your RGU Username and Outlook password. Please note that your RGU Username should be prefixed with RGU\for example RGU\0712345 otherwise you will have problems accessing links. Your Outlook

password is initially your enrolment password and we recommend that you change this when you first login. (Changing your Outlook password will not change your RGU password.) All fully enrolled students will have access to their own email account.

### **Where will I find details of the module assessments?**

These will be uploaded in the relevant module area on Campus Moodle.

### **I feel as if I cannot meet the coursework hand in date, can I get an extension?**

Students may request an extension from the Module Co-ordinator **prior** to the submission deadline. This should be done by submitting an Extenuating Circumstances Claim Form, with supporting documentation, as detailed already in this handbook.

### **Something went wrong with my computer/printer/disk and I cannot complete my assessment on time – can I get an extension ?**

Computer related problems are **NOT** a valid reason for extensions. Students should print and proof read coursework several days in advance of the deadline. All work should be backed up on alternative storage area in addition to hard drive.

### **I cannot submit my coursework for the deadline, even with an extension, what are my options?**

You may submit an Extenuating Circumstances Claim Form, with supporting documentation, as detailed already in this handbook, otherwise you will be deemed to have failed by non-submission

### **What happens if I submit after the deadline (late)?**

Your coursework will be stamped as a late submission and it will be at the discretion of the marker whether or not your coursework is accepted - if not accepted, it will be considered a fail.

### **What happens if I am ill when I am due to sit an examination?**

If you are unable to attend, or are unwell during, an examination you must submit an Extenuating Circumstances Claim Form, with supporting documentation (e.g. medical certificate) as detailed already in this handbook.

### **How do I suspend my studies?**

On some occasions students find it necessary to suspend studies due to ill-health or personal reasons. You may do this for a maximum period of one year subject to submission of the application form and approval by the Course Leader. You can download a form here:

[http://www4.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=44250](http://www4.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=44250)

### **How and when will I receive my results?**

Students will receive feedback as soon as possible, but normally no later than 4 weeks (20 working days), from the submission date. All grades are subject to confirmation by the Assessment Boards, dates for which will be published on the Student Portal. Final Results will be made available via the Student Portal once all Assessment Boards are over. At the end of each academic year students will

also be issued an official University e-transcript (Record of Results) which can be accessed via the Learning Tab on the Student Portal.

**How many opportunities do I have to pass an assessment?**

Postgraduate students have 1 opportunity at assessment and normally 1 resit attempt, with the exception of the Postgraduate Diploma Surveying course which has 2 resit attempts.

**What is the process if I have a resit?**

Information regarding resit requirements will be included with your transcripts following the Assessment Board.

**When is the resit period?**

This is detailed in the Academic Calendar on page 5 of this Handbook.

**What happens if I fail a module at the diploma stage – will I be allowed to continue with my dissertation?**

Students are not normally permitted to proceed to dissertation stage until they have successfully completed the diploma stage. However, if a student has only one module to complete they may be allowed to progress to Dissertation at the student's own risk.

**At the end of a year what do I have to do about enrolling for the next year?**

All students are required to enrol at the start of their studies and then on the anniversary every year thereafter, for the duration of their course. For continuing students who commenced studies in September enrolment information will be sent by email to students in August. Should you not receive this please contact Student Records. For students who commenced studies in January this information will be sent in December. Online enrolment will open from early September.

**When do I get my award certificate?**

All students who may be eligible to graduate should receive a letter and/or email containing instructions on how to register for graduation and a unique password which will enable online registration. Please note that letters are sent to students' addresses and email addresses logged with student records. If you have not received any correspondence by end-April, please get in touch with [Student Records](#).

**Students MUST register for graduation, whether it is their intention to attend the ceremony or not (in absentia). If you do not register, you cannot be issued your award certificate and will have to register for the next scheduled graduation ceremony.**

**If I have a complaint who should I contact?**

It is the intention of the University that all complaints raised by students should be dealt with promptly and without unnecessary formality. Therefore, in the first instance the complaint should normally be discussed with the person to whom the complaint relates or who is responsible for the matter giving rise to the complaint. Thus, for example, an issue relating to a module or course should be raised first with the Module Co-ordinator and/or the Course Leader, and an issue

relating to an administrative matter should be raised first with the officer responsible for the matter giving rise to the complaint or the appropriate line manager. Further information is available in the Academic Regulations A3 Section 4.

## 19.0 PROFESSIONAL BODIES

The following professional bodies are associated with The Scott Sutherland School Postgraduate courses:

Royal Institution of Chartered Surveyors (RICS)  
Chartered Institute of Building (CIOB)  
Chartered Management Institute (CMI)  
Project Management Institute (PMI)  
Association of Project Management (APM)  
Association of Building Engineers (ABE)

## 20.0 SCHOOL SOCIETIES

The **CPM Society** was inaugurated in February 2010 as a result of the endeavours of the students from the MSc Construction Project Management class of 2009. The Society aims to further the student experience of all postgraduate students within the school and the students who study via distance learning and part-time.



## 21.0 UNIVERSITY TERMINOLOGY

Academic Profile – The profile of grades achieved by an individual student.

Assessment Board – This Board meets to consider academic performance and to confirm grades. The Board meets twice each year, normally in June and September.

Campus Moodle – The University's Virtual Learning Environment (VLE)

Cohort – A group of students within a specific year of a specific programme/course, e.g. MSc Construction Project Management Full Time.

Course – A specific degree course.

Course Leader – A member of academic staff responsible for the management of a degree course.

Course Management Team – A group of individuals responsible for the running of a degree course; usually the Course Leader and Module Coordinators delivering modules on the course.

Coursework – Assessments which students must complete and which contribute to the overall grade achieved within a module.

Defer – If a student, as a result of illness or mitigating circumstances, is unable to complete an assessment, at the discretion of the Assessment Board the student **may** be allowed to undertake the assessment as a **first** attempt at the **next** opportunity.

Diet – A student is said to be undertaking an examination in the first diet if they sit the assessment at the first opportunity. A student is said to be undertaking an assessment as a second diet if they sit the exam as a second attempt, at a later opportunity.

Examination – An assessment of a student's learning taken under formal restricted conditions e.g. time limit, unseen assessment, invigilated.

Learning Outcomes – The knowledge and skills which a student will attain through completion of a specific module.

Module Coordinator – An academic member of staff with responsibility for managing and running a specific module.

Module Guide/Module Programme – A document providing important information relating to the content, requirements and work schedule of a module.

Module Performance Descriptor – A document which explains the minimum standard of achievement required to attain a specific grade.

Module Descriptor – A document detailing the content and assessment of a module.

Personal Tutor – A member of academic staff who helps students establish academic goals and provides advice and support.

Pre-requisite – Requirements which you must meet before undertaking a specific module.

Programme – A suite of degree courses.

Programme Manager – A member of academic staff responsible for the management of a suite of degree courses.

Programme Management Team – A group of individuals responsible for the running of a programme; usually the Programme Manager and Course Leaders.

Refer – If a student is referred in a particular item of assessment this means that they have failed and are required to resit the assessment as a 2<sup>nd</sup> and final attempt.

Student Portal - The Student Portal is a key resource which provides access to information and services and is available online at [www.rgu.ac.uk/yourgateway](http://www.rgu.ac.uk/yourgateway).

## 22.0 USEFUL CONTACT NUMBERS

Student Admissions	01224 262105	<a href="http://www.rgu.ac.uk/apply">www.rgu.ac.uk/apply</a>
Student Accommodation	01224 262130	<a href="http://www.rgu.ac.uk/accommodation">www.rgu.ac.uk/accommodation</a>
Student Finance	01224 262664	<a href="http://www.rgu.ac.uk/stud_finance">www.rgu.ac.uk/stud_finance</a>
Student Records	01224 262205	<a href="http://www.rgu.ac.uk/records">www.rgu.ac.uk/records</a>
<b>InfoZone</b>		
One-stop-shop for all enquiries		
St. Andrew Street	01224 262182	(open 9am-4.45pm) Monday – Friday
University Street, Garthdee	01224 263660	(open 9am-4.45pm) Monday to Friday
<b>Student Services</b>		
Advisor to Students with Disabilities	01224 262142	
Careers Advisory Service	01224 262110	<a href="http://www.rgu.ac.uk/careers">www.rgu.ac.uk/careers</a>
International Office	01224 262209	<a href="http://www.rgu.ac.uk/international">www.rgu.ac.uk/international</a>
Student Counselling	01224 262120	<a href="http://www.rgu.ac.uk/student-services/counselling">www.rgu.ac.uk/student-services/counselling</a>
Study Support Facility	01224 262028	<a href="http://www4.rgu.ac.uk/censsa/study/">http://www4.rgu.ac.uk/censsa/study/</a>
Student Association Office	01224 262262	<a href="http://www.rgu.ac.uk/rgusa">www.rgu.ac.uk/rgusa</a>
RGU Sports Centre	01224 263666	<a href="http://www.rgu.ac.uk/rgusport">www.rgu.ac.uk/rgusport</a>
<b>General</b>		
Switchboard	01224 262000	
IT Services Helpline	01224 262777	<a href="http://www.rgu.ac.uk/its/newstudents">www.rgu.ac.uk/its/newstudents</a>
<b>Library Services</b>		
Garthdee	01224 263450	<a href="http://www.rgu.ac.uk/library">www.rgu.ac.uk/library</a>
St Andrew Street	01224 262888	
<b>Schools</b>		
The Scott Sutherland School	01224 263700	<a href="http://www.rgu.ac.uk/ss">www.rgu.ac.uk/ss</a>

**Thank you for taking the time to read the Postgraduate Student Handbook.**

**Good luck and best wishes for every success in your studies.**

### Week numbers and dates for Semester 1 and Semester 2 Session 2012/2013

Semester 1		COMMENCING DATE		Semester 2		COMMENCING DATE	
UNI	TEACH			UNI	TEACH		
1	1	Tuesday	25 September				
2	2	Monday	01 October	19	1	Monday	28 January
3	3	Monday	08 October	20	2	Monday	04 February
4	4	Monday	15 October	21	3	Monday	11 February
5	5	Monday	22 October	22	4	Monday	18 February
6	6	Monday	29 October	23	5	Monday	25 February
7	7	Monday	05 November	24	6	Monday	04 March
8	8	Monday	12 November	25	7	Monday	11 March
9	9	Monday	19 November	26	8	Monday	18 March
10	10	Monday	26 November	27	9	Monday	25 March
11	11	Monday	03 December	28		Monday	01 April (April Break)
12	12	Monday	10 December	29	10	Monday	08 April
13/14		Monday	17/28 December (Xmas hols)	30	11	Monday	15 April (Mon Abdn Hol)
15		Monday	31 December (Reading Week)	31	12	Monday	22 April
16		Monday	07 January (Exam Week)	32		Monday	29 April (Reading Week)
17		Monday	14 January (Exam Week)	33		Monday	06 May (Exam Week)
18		Monday	21 January (Post Ass Break)	34		Monday	13 May (Exam Week)

Scott Sutherland School of Architecture + Built Environment



POSTGRADUATE PROGRAMME

MSc Construction Project Management  
 MSc Design Management  
 MSc Property Development

Assessment Schedule – Semester 1 2012/13

MUD Code	Title	Coursework	Hand-out date	Submission Date
SUM304	Sustainable Development	Coursework 1		
SUM100	Information Management in Construction & Property	Coursework 1		
SUM201	Design Management	Coursework 1		
SUM403	Project Management 1	Coursework 1		

*Hand-out and submission dates will be notified as soon as possible.*

## Scott Sutherland School of Architecture + Built Environment



## POSTGRADUATE PROGRAMME

## MSc Commercial Practice for the Energy Sectors

## Assessment Schedule – Semester 1 2012/13

MUD Code	Title	Coursework	Hand-out date	Submission Date
SUM401	Commercial Business Dynamics	Coursework 1		
SUM402	Introduction to Core Business Skills	Coursework 1		

***Hand-out and submission dates will be notified as soon as possible.***

**Scott Sutherland School of Architecture + Built Environment**



**POSTGRADUATE PROGRAMME - Graduate Diploma Surveying**

**Assessment Schedule – Semester 1 2011/2012**

<b>MUD Code</b>	<b>Title</b>	<b>Coursework</b>	<b>Hand-out date</b>	<b>Submission Date</b>
SU2005	Mensuration and Measurement	Coursework 1	N/A	Supervised class test to be held during semester 1 assessment weeks i.e. 5 to 19 January 2013. See Exam Timetable for more information.
SU2010	Value and Cost Studies 1	Coursework 1	N/A	Supervised class test to be held during semester 1 assessment weeks i.e. 5 to 19 January 2013. See Exam Timetable for more information.
SU2219	Construction Technology	Coursework 1		
SU2225	Law and Procurement	Coursework 1		

## APPENDIX 3

### Online Distance Learning Module Study and Delivery General Guidelines for Postgraduate Students

1. ODL delivery relies on directed but independent self study by the student.
2. The notional student commitment is 150 hours per 15 Credit Module.
3. Each module will have 8 - 10 topics delivered over a ten week block.
4. Each Module topic is normally designed so that it can be completed within 10–12 hours.
5. Module content will normally be progressively released on a weekly basis.
6. Each module will require the student, as a mandatory condition, to participate in 2 on-line compulsory activities per 15 Credit Module. Activities will be defined by Module Co-ordinator but will be of a summative/discursive nature. Tutors will provide generic formative feedback.
7. Each activity will require the student to make a Moodle Forum submission (post) in the region of 150 – 250 words. Participation will be marked PASS or FAIL. See Module Performance Descriptor for details.
8. Typically each Module topic may include:
  - a. A short positional paper from the tutor
  - b. A series of presentational slides (e.g., MS Power Point)
  - c. A filmed presentation
  - d. Suggested further reading
9. Each module will normally be examined by one significant piece of coursework.
10. Modules may require students to work in groups.
11. Normally, all School based learning, communication and discussion will take place through the Campus Moodle online virtual learning environment. Students must refrain from changing their RGU E-mail address as this prevents transmission of information.
12. Students are expected to manage their own learning in a progressive and structured manner throughout each Module.

APPENDIX 4



Module Number & Title	
<b>FACULTY:</b>	<b>Design &amp; Technology</b>
<b>SCHOOL:</b>	<b>The Scott Sutherland School of Architecture and Built Environment</b>
<b>COURSE:</b>	
<b>STAGE</b>	
<b>ACADEMIC YEAR:</b>	<b>2012/13</b>
<b>SEMESTER:</b>	<b>Coursework</b>
<b>DATE OF ISSUE:</b>	
<b>HAND IN:</b>	<i>To dropbox on Moodle</i>
<b>INSTRUCTIONS:</b>	<b>Completed Front page &amp; feedback sheet MUST be securely attached to all submissions. Students must retain a copy of their work because the coursework submission will not be returned to the student</b>
<b>NB:</b>	<b>E-mail submission is <u>not</u> acceptable and disc submission will only be accepted if specifically stated in the coursework brief.</b>
<b>NB:</b>	<b>The University Regulations do not provide for late submissions, all work should therefore be submitted by the set date unless accompanied by an Extenuating Circumstances Claim Form. Work submitted LATE will be accepted as a Second Submission and should be submitted to Room SC01.</b>

I hereby declare that this coursework is entirely my own work:  (Check Box)

Print Name: \_\_\_\_\_ Matric No: \_\_\_\_\_

Course: \_\_\_\_\_

Processed By:	Date:	Mark Allocated:
		1 2 3 4 5 6

## **APPENDIX 5**

### **ACADEMIC REGULATIONS**

The University's Academic Regulations apply to all educational provision offered by the University which bears academic credit and detail procedures covering aspects of your experience such as student conduct, appeals, complaints and assessment. The Regulations are available in full via the Student Portal or the following link [http://www.rgu.ac.uk/academicaffairs/quality\\_assurance/page.cfm?pge=1826](http://www.rgu.ac.uk/academicaffairs/quality_assurance/page.cfm?pge=1826).

### **REGULATION A4**

#### **ASSESSMENT AND RECOMMENDATIONS OF ASESSMENT BOARDS**

<http://www4.rgu.ac.uk/files/A42011-12.pdf>

### **PLAGIARISM**

<http://www4.rgu.ac.uk/files/ACFDBF.pdf>

