



FLEXIBLE COMBINED HONOURS DEGREE

Code of Practice for Independent Study

- 1 Students may take 10, 15, 20, 25 or 30 credits of Independent Study in the final year of their Flexible Combined Honours (FCH) Degree programme.
- 2 The difference between a dissertation and Independent Study is:
 - (a) when a dissertation is a module available within a College or forms part or all of the assessment of a taught module it shall be governed by the rules of the College concerned
 - (b) when the Independent Study forms a separately negotiated part of a FCH programme and is not based on a taught module, it shall be governed by the FCH rules for Independent Study
- 3 If students opt to do a College dissertation and Independent Study in the same year, this should not exceed 45 credits in total.
- 4 Independent Study can be in a single subject area or bridge the areas being studied by a student in their overall FCH degree.
- 5 Students wishing to do Independent Study as part of a FCH programme should talk to the subject FCH Co-ordinator(s) in the relevant subject area(s) and to the FCH Director in order to talk through possible subjects of study. The subject co-ordinators and possibly also the FCH Director will then assist in finding appropriate member of staff to act as supervisor(s).
- 6 Details of the five Independent Study modules available can be found in the module descriptors listed on the FCH Independent Study web pages. Attention is drawn to the differing length requirements for each. Students should familiarise themselves with the requirements for the module of interest; in the event of uncertainty or need for clarification contact the FCH Director.
- 7 The module code for Independent Study consists of the subject prefix followed by 3888 and then the suffix A, B, C, D or E according to the number of credits. For example HIH3888E, PSY3888A.
- 8 Students undertaking *Independent Study* must complete an approval form, available from the FCH Independent Study web pages, in consultation with their supervisor(s), and **return it to the FCH Degree Office, Queen's Building Main Reception, by the end of Week 4 of the Autumn term.**
- 9 The supervisor shall normally see and comment on the first draft of assessed work only. Subsequent drafts and the final version must be wholly the candidate's own work.
- 10 The submitted version of Independent Study is usually second marked within the supervisor's College and shall be available to be seen by the appropriate External

Examiner of that College.

- 11 The deadline for the submission of Independent Study to the appropriate departmental office, is 4.00 p.m. of the second Tuesday of the Summer term in which the Independent Study is taken. Any work submitted after the deadline will be penalised by the appropriate University regulations for late submission of assessed work.
- 12 Independent Study must be submitted with a BART cover sheet.
- 13 The Independent Study shall be submitted in two formats:
- (a) A printed copy, suitably bound together, with BART cover sheet, submitted to the appropriate departmental office
 - (b) One electronic copy (e.g. *Word* or *PDF* files) emailed to: fch@exeter.ac.uk
If the files are too large to email, they are to be brought to the FCH office on a memory stick, CD, DVD etc so that they can be copied.
- 14 Guidelines for the presentation of the paper version of the Independent Study
- (a) *Binding*: The choice of binding is up to the student.
 - (b) *Size*: It is expected that the paper will be A4. Other sizes can be used, if appropriate to the nature of the Independent Study and approved by the supervisor.

No restrictions are placed on the size of any drawings, maps or similar material, which should be either bound in with the study or placed in a wallet fixed to the back cover.
 - (c) *Margins*: It is expected that margins will be: 40 mm on the left-hand side; 20mm on the right hand side; and appropriate top and bottom margins. Other sizes can be used, if approved by the supervisor.

Running headers and footers can be used in the top and bottom margins for such things as page numbers and chapter titles.
 - (d) *Text*: Text and photographs etc can be printed on one or both sides of the paper. Normally one-and-a-half line spacing should be used for the main text and single line spacing for indented quotations or footnotes. Other spacing can be used, if approved by the supervisor.
 - (e) *Numbering of pages*: All pages, including appendices and those solely with drawings, maps or photographs etc, should be numbered. Pages can be numbered consecutively in one sequence starting with the title page as page 1 or with Roman numerals (i, ii, iii ...) for the preliminary material and Arabic (1, 2, 3 ...) for the main body of the work.
 - (f) *Sequence*: Material should be arranged in the following sequence:
 - Title page, with declaration, as follows:
 [the full title of the Independent Study]
 submitted by [student name]
 [student number]
 to the University of Exeter towards the Flexible Combined Honours Degree
 [month and year]

Declaration:

I certify that all material in this study which is not my own work has been identified

[Signature]

- List of contents
- List of accompanying material (if any)
- Text (divided into chapters, sections etc)
- Appendices (if any)
- Glossary (if any)
- Bibliography

12. Return of work

The paper copy can be collected either from the FCH office or relevant departmental office after the appropriate FCH Examination Board has met (usually the Board for the Summer term in which the Independent Study is submitted).

The electronic copy will be kept for archive purposes.

13. Feedback

Supervisors can be approached for verbal feedback after the FCH Examination Board has met.

Director, FCH
4th May 2011