

Flexible Combined Honours

**Student Handbook**

**2020 – 2021**

Streatham / St Luke’s

Peter Chalk info point (hub) • UNIVERSITY of EXETER • Stocker Road • EXETER • EX4 4QD

Penryn

Peter Lanyon Building, SID Desk • University of Exeter • Penryn • TR10 8RD

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WEBSITE: [www.exeter.ac.uk/fch](http://www.exeter.ac.uk/fch)

**\*BASICS and HELP\***

* Start with this handbook – READ IT NOW!
* You must also read the detailed information on the FCH website– especially the lists of modules that you must/can take: <https://www.exeter.ac.uk/fch/studying/current-students/fchmodulesexeter/> and <https://www.exeter.ac.uk/fch/studying/current-students/fchmodulespenryn/>
* Subject-specific advice and FCH information is provided by academics in each subject area: ‘subject coordinators’. There’s a list here: <https://www.exeter.ac.uk/fch/people/staff/>

The FCH administrative staff can best help you with programme administration matters: fch@exeter.ac.uk and fch-penryn@exeter.ac.uk

Also Streatham/St Luke’s: Peter Chalk Hub Info Point 01392 723788 [info.peterchalk@exeter.ac.uk](file:///C%3A%5CFCH%5CStudent-Handbook%5Cinfo.peterchalk%40exeter.ac.uk) and Penryn: Peter Lanyon Hub Info Point 01326 254453 [info.penryn@exeter.ac.uk](file:///C%3A%5CUsers%5Ceh346%5CDownloads%5Cinfo.penryn%40exeter.ac.uk)

For academic and study choice advice:

* Director for all campuses – Professor Marion Gibson Marion.h.gibson@exeter.ac.uk
* Deputy Director (Streatham/St Lukes) - Dr Damien Gaucher D.Gaucher@exeter.ac.uk and Deputy Director (Penryn) – Dr Jeremy de Waal J.DeWaal@exeter.ac.uk

**General info**

A wide range of enquiries can be made at the Student Information Desk (SID), via the student app iExeter, by phone or by email. See – <http://www.exeter.ac.uk/sid/> iExeter will show you your timetable, assignment submission systems, ELE module info, campus facilities, grades, library and CareerZone information and more: <https://i.exeter.ac.uk/campusm/home#menu> The students’ Union (SU Penryn) and students’ Guild (Streatham) provide many types of information. See:

* TheSU – [www.thesu.org.uk/](http://www.thesu.org.uk/)
* Guild – <https://www.exeterguild.org/>

If you need some immediate help you can come to the info points, Director and Deputy Directors, subject or College staff or SID desks. Here is the wellbeing page for both Streatham/St Luke’s and Penryn: <https://www.exeter.ac.uk/undergraduate/life/wellbeing/> You can find wellbeing support, including self-help guides, here: <https://www.exeter.ac.uk/wellbeing/> and here: <https://compass.fxplus.ac.uk/> and urgent support contact details here: <https://www.exeter.ac.uk/wellbeing/urgentsupport/> or here: <http://www.fxplus.ac.uk/students/student-services>

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**Welcome to your studies with Flexible Combined Honours!**

**This Handbook contains the basic information you will need to start your studies and includes the simple rules that make FCH work for you. Please read the whole short booklet and get in touch if you have any questions or would like any more information**

**What is Flexible Combined Honours?**

Flexible Combined Honours (FCH) is a degree programme that lets you combine subjects that would not otherwise be available in combination at Exeter. Most FCH students study two subjects, but three are also possible. The degree is overseen by the FCH Board of Studies, chaired by the Associate Dean of Education for Humanities and including the FCH Director, subject coordinators and student representatives. It meets once a term. There is also a FCH Strategy Board with representation from all Colleges. FCH is part of the College of Humanities for practical purposes of direction and support, but runs across the University: your subjects may come from one or more of the Colleges.

**Your Degree Programme**

FCH delivers the following degree programmes:

* Flexible Combined Honours – three years
* Flexible Combined Honours with Study Abroad or Work Abroad or UK Work Experience – four years

All are awarded as BA or BSc degrees, as appropriate for the subject combination. All the programmes are available full- or part-time. FCH students may transfer from one programme to another if appropriate. **YOU MUST talk to the FCH Director well in advance of any proposed change. Some will not be possible because of restrictions on numbers or transfers in certain subjects.** If places are available you may be able to change the programme, subjects and their proportions. Note that:

* A change in subject MUST BE discussed and agreed well in advance with FCH subject coordinators and the FCH Director and Education Support Office
* An alteration of the proportion of subjects must be discussed and agreed by the Director of FCH (e.g. to monitor any implications for the degree title and to ensure academic appropriateness of the programme of study)*.*

**Study Abroad**

The University offers a variety of study-abroad years (modules in their own right). This is usually available in the third year of a four-year degree. You should choose Study Abroad through UCAS at entry: places abroad are limited by partner institutions, so we cannot allocate places abroad after you have begun your studies. Note: the usual requirement for study abroad is that you achieve a minimum overall first-year average of 60%. Information about study abroad and locations where you may be able to study is at <https://www.exeter.ac.uk/studyabroad/outbound/research/where/>

**Work Experience**

Colleges provide work experience years (modules in their own right) that can form part of your degree. You can chose this at entry or later (transfers usually take place during the first year, to allow suitable preparation for the industrial experience in your second year). Information about work experience abroad is here: <https://www.exeter.ac.uk/careers/global/>

Information about UK work experience is here: <https://www.exeter.ac.uk/undergraduate/employability/experience/>

You will also find the Careers Zone useful in finding jobs, placements and internships: <https://www.exeter.ac.uk/careers/exeter/> . Consider working towards the Exeter Award, which covers and documents transferable skills <http://www.exeter.ac.uk/exeteraward/index.html>

**Procedures, Terminology, Rules**

Information about your studies and the terms and procedures you may encounter is here: <http://www.exeter.ac.uk/students/> and a detailed source of information about the policies and procedures of the University is the *Teaching Quality Assurance Manual* here: [http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/](http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/%20)

* *programme* describes your overall studies.
* each 120 credits of your programme constitutes a *stage*. Usually this is completed in one academic year. Often this is frequently referred to as the year you are in, e.g. you are a first-year student,
* for each stage of your programme, you take a range of *modules*. A module is a series of classes or experiences, with assignments. Each module has a code, title and Module Descriptor, setting out details including teaching methods, assessment, etc. The first three letters of the module code refer to the subject, department or College.
* each module has a *credit* value - usually 15 or 30 credits. You MUST take 120 credits each year.
* the modules you take each have a *level*, which tells you the relative academic demand of the work. FCH students may take up to 180 Level 4 credits within their degree by agreement with the Director. But unless a new subject is being undertaken in stage 2, or there is an academic reason approved by the FCH Director, it is expected that no Level 4 (first year) modules will be taken in stage (year) 2. There is further guidance on levels (including in language-learning) here: <https://www.exeter.ac.uk/fch/studying/current-students/rules/>

A form must be completed by the FCH Director agreeing any lower-level study and is here: <https://www.exeter.ac.uk/fch/studying/current-students/rules/>

Most modules are taught by a combination of *lectures*, *seminars, workshops, practicals, labs* and *tutorials*. In *lectures*, the focus falls on presentation of information and analysis by a subject expert. *Seminars*, *workshops* and *tutorials* provide opportunities for discussion and interaction, often in smaller groups, sometimes over a longer period of time than a lecture. There may also be *practical* or *lab* classes, e.g. for sciences. The format of these will vary according to the subject.

**Term Dates**

See: <https://www.exeter.ac.uk/undergraduate/questions/termdates/>

The dates given are for standard University terms: however, for some programmes of study the dates of required attendance may vary, e.g. fieldtrips.

**How Do I Choose My Modules?**

Modules for your next year are chosen using an online system in the Spring term of the current year. You will be notified in advance by the Peter Chalk or Penryn Education Support Team, who will send you a guide about how to use the system for your subjects.

**\*\*\*It is vital that you read this!**\*\*\*

You must take all the core modules listed for your subject and read the rules about credits, levels and other requirements of study here: <https://www.exeter.ac.uk/fch/studying/current-students/rules/> . You can also seek guidance from your Personal Tutor, FCH subject co-ordinators and the FCH staff. If you would like to change the subjects you study for the following year, or their proportions, you must talk things through with the FCH staff before selecting modules. You should note that places on all modules may be restricted due to space, timetable, equipment, library considerations etc.

**Expectations and How to Deal with Problems**

As a student, you agree to abide by the general rules of the University: please read these, they are important in setting out expectations, mutual responsibilities and minimum requirements for progress. They cover such areas as:

* basic academic responsibilities: <http://www.exeter.ac.uk/students/administration/academic/#4>
* what to do if you are ill, must miss a class or an assessment, and how to apply for mitigation if you believe your work has been affected by illness or significant events (<http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/studentillness/>)

<http://www.exeter.ac.uk/wellbeing/studentwelfare/mitigationprocess/>

* what to do if you want to interrupt your studies or withdraw from study: <http://www.exeter.ac.uk/students/administration/rulesandregulations/ug-pgt/interruptionandwithdrawal/>
* what is academic misconduct (very important to read), and how to avoid it: <http://www.exeter.ac.uk/students/administration/rulesandregulations/ug-pgt/academicmisconduct/>
* appeals and complaints: <http://www.exeter.ac.uk/students/administration/complaintsandappeals/>
* More generally, see: <http://www.exeter.ac.uk/students/administration/rulesandregulations/ug-pgt/> and <http://www.exeter.ac.uk/students/administration/academic/>
* If students do not fulfil their responsibilities to the University and wider community, disciplinary procedures may be considered. The Disciplinary Procedure of the University is available at: <http://www.exeter.ac.uk/students/administration/complaintsandappeals/discipline/>

**Health, Wellbeing and Support for Study**

‘Health, Wellbeing and Support for Study’ is a process begun where there is concern that a student's engagement with their studies may be affected by their mental or physical wellbeing (anxiety, injury, illness, etc). It can also be used where there are concerns that a student’s behaviour may have an impact on the health and safety of themselves or others. HWSS is a supportive process, aimed at seeking ways to improve a student’s situation and lead to a successful outcome of their time at the University. It is not at all disciplinary, in any way. There are several levels, according to the amount of concern. More support mechanisms are brought into play for each successive level. Any decisions or recommendations made are reached through a collective process of consideration of the ability to study, learn and graduate. For more information, see: <http://www.exeter.ac.uk/students/administration/complaintsandappeals/hwssp/>

**Student-Staff Liaison Committee (SSLC)**

The FCH staff team is committed to listening to students’ voices and working together to optimise our shared experience of University life and study. Therefore FCH has an SSLC, recruited by the student-led Guild, supported by College engagement officers, convened by the elected Subject Chair and composed of elected student representatives and staff representatives. It meets at least once a term. Penryn students have chosen not to have an SSLC but we are happy to help set one up if you would like that. More information about the SSLC, academic representation and how to apply to be a student rep can be found on the Guild website: <https://www.exeterguild.org/academicrepresentation/>

**Degree Classification, Honours, Degree Titles**

The levels of degree classification in the UK are:

* First class
* Upper Second class (2:1)
* Lower Second class (2:2)
* Third class

The classes from First to Third are all known as ‘honours’ degrees. You do not need to write a Dissertation or do any additional study to get honours: they are automatically awarded with the passing of 360 credits. You pass a stage (year) if you achieve an overall average of 40% and pass a minimum of 90 credits. The overall average is calculated from all your modules, including any you may have failed.

You will receive your results via the student portal following the FCH Assessment, Progression and Awarding Committee (APAC), often referred to as the Exam Board. You will be told the precise date nearer the time by the Peter Chalk or Penryn Education Support Team. You will be notified of any failure to progress and the requirement to submit new assessments for any modules in the referral/deferral (see below) period via the student portal after the FCH APAC. The referral/deferral period is usually in mid-to-late-August. You will be expected to attend or engage with any required University of Exeter-based assessments during that period.

A guide to the terms used in referring to academic progression can be found here, along with information about what happens if a module is failed, and how to retake assessments: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/progression/> <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/classification/> <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/consequenceoffailure/>

Details of how titles are formulated are here – please read these before the process begins: <https://www.exeter.ac.uk/fch/about/degreetitle/> As an FCH student, your degree title may be unique to you or to a small group of students: it will be determined by the proportion of credits studied in each of your subjects. During the Spring term of your final year, the FCH Director proposes a degree title to you via email. If you are unhappy with the proposal you can talk through desired changes and if these are academically appropriate such changes can be made. Students cannot, however, insist on changes or on a specific title: it’s determined by the modules you have taken. Once the title is agreed between you and the Director, the teaching departments are consulted. The departmentally approved titles are presented to the FCH Board of Studies for approval. The FCH Assessment, Progression and Awarding Committee (APAC), often referred to as the Exam Board, may also alter degree titles where significant modules have been failed.

Graduation ceremonies are allotted according to the first-named subject of the FCH degree title.

**Prizes and Commendations**

The FCH Assessment, Progression and Awarding Committee (APAC) can award a prize of £50 to a final-year FCH student for academic excellence in degrees involving science subjects and a £50 prize to a final-year FCH student for academic excellence in degrees involving non-science subjects. FCH Commendations are awarded by the FCH APAC to students who achieve excellent results in a stage, complete a stage despite adverse personal circumstances or contribute significantly to the life of FCH or their subjects. These commendations do not have money attached to them, but do carry a certificate.

**If you have any questions or need any more information about any aspect of FCH, please do ask the administrators or Director.**

**Enjoy your studies!And remember – if you have a problem, tell us so that we can help!**