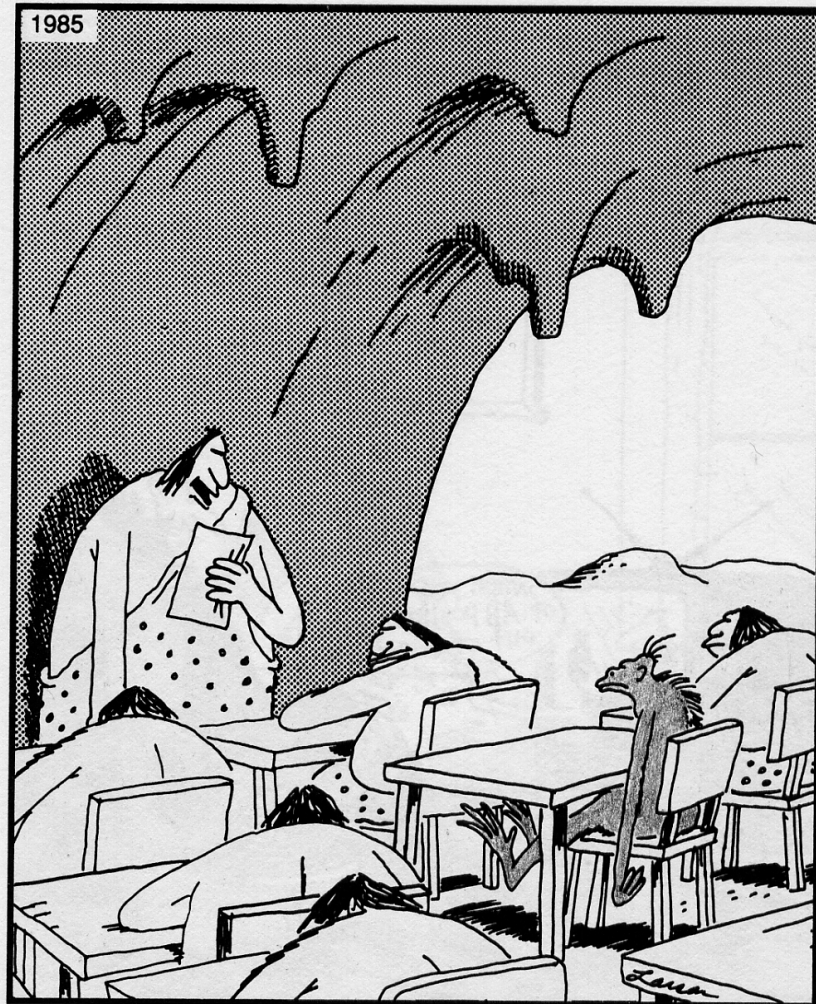


Science & Engineering Foundation Programme

Programme Briefing

Science & Engineering Foundation Programme



**Some SEFP students
will fail the
foundation year
BUT**

**Recently, our top
two students were
ex-SEFP!**

What makes a great student/graduate?

- What makes the difference between a first...



... and a fail?

Two qualities were raised repeatedly by students

- the ability to study and work independently
- time management



1. Organisation of the Academic Year

Academic Year 2014-15

Semester 1

Teaching begins

Mon 26 Sep 2016

Teaching ends

Fri 16 Dec 2016

Semester 2

Teaching begins

Mon 9 Jan 2017

Teaching ends

Fri 31 Mar 2017

Revision week

24 - 28 Apr 2017

Main examination period

2 May- 9 Jun 2017

Late summer resit exams

early-mid Aug 2017 (tbc)

Reading Weeks

One week (week 7) of each semester is a “Reading Week”

Such weeks:

- are NOT a half-term holiday !**
- do not normally include lectures**
(although, occasionally, some lectures are re-scheduled in Reading Week)
- may involve some other scheduled classes**
(including in-course tests) which you are required to attend.
- provide an opportunity to complete outstanding coursework, read around the subject *etc.***

2. Important Points to Remember whilst Studying at Queen Mary.

What we expect of all QM students

Punctuality (xx:05 - xx:55)

.. arriving on time for lectures, tutorials etc.

Silence in Lectures

.. refrain from talking, switch off mobile phones etc.

No Copying / Plagiarism

.. any submitted work must be your own work.

No forging attendance

.. A serious offence for both parties.

Respect for all Members of the University

.. *in a spirit of tolerance, freedom of opinion, mutual concern and community service, and avoiding discrimination*

Attendance at scheduled classes

You are full-time students !

What we expect ...

.. is for you to attend all classes, with absences limited only to illness or circumstances outside your control.

What we REQUIRE ...

That you attend at least 75% (i.e. 3 out of 4) of all lectures, tutorials, workshops etc. for each module.

That any unavoidable absences are properly reported and documented.

If you are absent for good reason

If you are absent for > 5 days in a semester (on a single occasion, or as a result of several absences) then ...

You must complete an EC1 Student Absence Form .. and return the printed-copy of the form to the Student Reception on the 1st floor of the G.E. Fogg building

You must supply a medical certificate, or appropriate other formal documentation, with the form to explain your absence.

If you miss scheduled assessments

If you miss a class containing an assessment for good reason then ...

You should complete an EC2 Extenuating Circumstances Claim form

.. and return the printed-copy of the form to the Student Reception on the 1st floor of the G.E. Fogg building

You must supply a medical certificate, or appropriate other formal documentation, with the form to explain your absence.

If you suffer major problems ...

... that seriously affect your ability to attend the course.

Contact the SEFP Administrative Officer (Fogg Reception) at the earliest opportunity , and explain the nature of the problem.

If the matter is very sensitive then you may wish to first speak to one of the following:

- myself (as Academic Director of the SEFP)
- your Departmental Advisor
- Queen Mary Advice & Counselling service

What happens if you attend poorly ...

You will get one warning (by email) ...

If your attendance does not improve, and you are still failing to meet the programme requirements then you will be liable to:

- **de-registration from the module concerned.**

or

- **de-registration from the SEFP
(and termination of your studies at Queen Mary)**

Completion of coursework

What we expect ...

.. is for you to attempt all items of coursework
(i.e. all those assignments identified by the module coordinator as being an integral part of the module)

What we require ...

That you hand-in at least 75% (i.e. 3 out of 4) of all items of coursework for each module.

Why is coursework important ?

Because:

- **it reinforces the material introduced in lectures**
- **it provides invaluable experience in tackling problems and questions similar to those you will encounter in examinations**
- **it is the main mechanism by which lecturers can provide you with feedback on how you are doing**

A poor coursework mark will seriously affect your chance of passing a module.

What happens if you do not ...

If you receive a warning about poor coursework submission in a module and you fail to act upon this warning ...

... then you will be liable to deregistration from the module concerned.

Another point to remember ...

REFERENCES

If QM staff are asked to provide a reference for you then we will specifically comment upon your:

- record of attendance**
- record of coursework submission**
- any disciplinary matters / assessment offences**

... as well as providing an assessment of your academic performance and potential.

3. Assessment & Examinations

How are modules assessed?

In order to pass an individual module you must generally:

- **exhibit satisfactory attendance at all aspects of the module**
- **complete the coursework requirements of the module**
- **achieve an overall mark of 40% or above**

Calculation of the overall mark

Most modules are assessed by a combination of coursework and final examination.

The overall mark is a weighted average of these two contributions.

(according to the weightings given in the module description in the student handbook).

Example

SEF003 Coursework 30% Exam 70%

Student A:

Coursework 66%

Examination 48%

Overall 53% (PASS - 53C)

4. Communication in Science & Technology (SEF030)

CST – why is it important ?

Scientists need to be able to communicate their ideas efficiently and effectively to both fellow-scientists and to non-specialists.

“You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere.”

— Lee Iacocca

SEF030 – the course structure

This module has the following components:

Workshops (50%)

- taught by the *Language Centre*

.... AND a final examination. (50%)

**5. Progression onto Year 1
of a Degree Programme**

The SEFP is an extended degree programme ..

If you have been admitted onto the SEFP via UCAS then you have been admitted onto a four-year or five-year degree programme, of which the foundation year is “Year 0”.

As long as you satisfy the “progression criteria” at the end of the foundation year, then your place on a QMUL degree programme is **guaranteed, and you do not need to apply again through UCAS.**

However...

If your performance is poor, it is possible to:

(i) finish the Foundation Year, not able to progress, but qualify for an “exit award” (FdCert).

(ii) finish the Foundation Year, not able to progress OR qualify for an “exit award” (FdCert).

What you need to do to progress ..

In order to progress onto a particular chosen degree programme at Queen Mary you must :

1. Pass at least seven modules (105 credits)
2. Pass all core modules for your SEFP programme (incl. the *Communication in Science & Technology* module)
3. Meet the additional progression requirements set by the Department responsible for the degree programme of concern (**see handbook**).

What is a “core” module ?

This is a module that:

- **you must take , and**
- **you MUST PASS**

... in order to gain progression to any degree programme run by your home department.

If you fail a core module then you will not be able to continue your degree studies at Queen Mary.

What are the requirements for ...?

These are given at the bottom of the page showing your programme diet.

e.g. for FFX1 (Handbook page 28)

MINIMUM PROGRESSION REQUIREMENTS

Pass a minimum of 105 credits (7 modules) with an overall average of $\geq 60\%$, including the following modules: SEF030, SEF003, SEF004.

and the following ADDITIONAL REQUIREMENTS (for specific degree programmes)

**BSc Chemistry
(F100)**

**BSc Pharmaceutical chemistry with a year
in industry/research (2L22)**

BSc Chemistry with a year in industry/research (9A32)

An overall average of 60%, with $\geq 50\%$ in SEF003 and SEF004, except SEF001 for which a pass is sufficient.

An overall average of $\geq 70\%$, with $\geq 60\%$ in SEF003, SEF004 and SEF032 and $\geq 50\%$ in all other modules.

An overall average of $\geq 70\%$, with $\geq 60\%$ in SEF003 and SEF004 and $\geq 50\%$ in all other modules.

**BSc Pharmaceutical Chemistry
(F154)**

An overall average of 60%.

Example

Progression requirements for: **BSc Chemistry (F100)**

1. **Pass at least seven modules (105 credits) with an overall average of 60% or more**
2. **Passes in the following core modules:**
 - Communication in Science & Technology (CST)*
 - Introductory Chemistry (C1)*
 - A Closer Look at Chemistry (C2)*
3. **Additional requirements for F100 progression**
 - *a pass in Mathematics 1*
 - *marks of $\geq 50\%$ in C1 and C2*

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Resit Examinations

If you fail module a module at the first attempt then you have one further opportunity to pass the module - *i.e.* one “resit” of the module.

..... but you don’t want to go there !

It will ruin your summer (resits are held in August, and the results are not available until September)

Resit marks are pegged to 40%

- so you may not be able to meet the criteria for progression onto your preferred degree programme even if you do “pass” the resit.

6. Academic Support & Incentives

Academic Support

Additional Tutorials - are provided for a limited number of students having trouble with their English and Mathematics courses.

If you are asked to attend these then you must do so !

... attendance at these tutorials will count towards your overall attendance record.

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Prizes for SEFP students

Up to four prizes (each to the value of £100) will be awarded to the best performing students on the various SEFP programmes.

These are awarded at the end-of-the-year.

Only students who have very good attendance (> 85%) throughout the whole year are eligible for consideration.

7. Some administrative matters

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Timetables

Please collect a copy of the appropriate timetable before you leave ..

... and check the SEFP website on Monday/Tuesday for any changes and for your allocations to tutorial/workshop groups.

<http://qmplus.qmul.ac.uk/course/view.php?id=3776>

1 **Completion of Module Registration**

SHOULD NOW BE DONE

If you have not yet completed module registration because:

- **you missed the departmental briefing**
- **you are unsure whether you should be taking the E1 module**
- **you are unsure whether you should be taking PoM+M1 or M1+M2**

Then you must see the SEFP's Administrative Officer at the 1st floor Student Reception in the Fogg Building before 4 pm today.

8. Before we finish

A Few Final Messages

**If you do find yourself getting into difficulties
.... then seek help, and seek help early.**

**Keep in touch with what is going on - most
importantly**

.... check your Queen Mary e-mail,

.... check the internal SEFP website.

This really is the end (almost) ..

Enjoy this year

.... but not so much that your work suffers as a result !

Make the most of the opportunities

.... at this point everything is open to you,

... but ask yourself what you are going to be doing in 2-3 years time if you fail to make the most of this opportunity !