Edinburgh Napier
UNIVERSITY

myUniversity
GUIDE

For students studying with our global partners

Contents

WELCOME

myUniversity

Welcome to Edinburgh Napier University! We are excited to have you join us as you pursue your academic and career goals, and we hope that your university experience brings you a wealth of new knowledge and exciting opportunities.

To help you make the most of your time with us, this guide has everything you need to know about where to go, who to speak to about getting started, who to turn to for help, as well as the University's rules and regulations. Please make sure to read each of the sections that follow. You can always refer back to this guide if you need information about the university.

The contents of this guide are correct at the point of production in July 2021, however due to the Covid-19 pandemic some information may change. Please regularly check the intranet, student newsletters and university emails for important updates.

Welcome

On behalf of myself and everyone here, welcome to Edinburgh Napier University.

I know you are joining us at a strange time with many uncertainties. Yes, the world around us has changed in many ways as a result of Covid-19, but what has remained constant is our dedication to providing you with the best teaching, learning and student experience possible.

We are also fully committed to providing this in a safe and welcoming environment. This means that we may have changed the format or order of our teaching, but our academic quality and student support will be as excellent as ever.

I am very keen that you will be fully part of our Edinburgh Napier community, whether here in Edinburgh now, or elsewhere in the world. I want Edinburgh Napier to feel like home and wherever you are, be assured the staff will provide you with teaching of the highest quality and excellent support for your learning.

As we adapt and adjust to a new normal, I'm confident that the next few years as part of our community will offer you inspiration, a broader and deeper understanding of your chosen subject, and that you will develop the skills and attributes that will enable you to flourish in the future, to confidently manage change, take advantage of opportunities and thrive in whatever you choose to do.

I wish you every success in your studies. Welcome to your University!

Professor Andrea M Nolan OBE
Principal & Vice-Chancellor

University essentials

Health and Safety

You must understand and follow the University's safety practices and those of your local institution. Please read the Health and Safety guidance to help ensure your safety and that of your peers.

Student Charter

It is important to us that staff and students work together to improve the quality of the student learning experience, and to help you realise your full potential. To achieve this, we all have a responsibility to each other. **The Student Charter** explains this responsibility, as well as what you can expect while you are studying with us and what we expect of you.

Matriculation

As you are a Transnational Education (TNE) student, you do not need to matriculate as you are transferred as a current student directly into the University by our IInternationall Programmes team. As a TNE student, you are sent a password via email to enable you to access Edinburgh Napier's systems.

Personal Information

It is your responsibility to notify the University of any change of address, change of name or changes to your personal information. You can do this via **eStudent Records.**

Getting Your Student Card

Your digital student card provides you with a means of identification. You will be emailed details of how to upload your photo to create your digital card. This will then be available on iNapier.

What Are My Responsibilities Using Materials?

Make sure you understand the copyright rules of resources you are using. Copyright rules of the materials contained within Moodle remain in place for utilized works. Digital Copy has been made under the terms of a variety of licenses, which allow you to:

- access and download a copy
- print out a copy

Digital Copy, and any digital or printed copy made by you under the terms of these licenses, are for use in connection with your studies. You may retain such copies after the end of the course, but strictly for your personal use. All copies (including electronic copies) shall be destroyed and/or deleted if/when required by Edinburgh Napier University. Except as provided for by copyright law, no further copying, storage, or distribution (including by email) is permitted without the consent of the copyright holder. The author (including artists and other visual creators) has moral rights to the work, and neither staff nor students may cause, or permit, the distortion, mutilation, or other modification of the work, or any other derogatory treatment of it, which would be prejudicial to the honour or reputation of the author. Digital versions of copyright material made under licence from the rights holder and its accuracy cannot be guaranteed. Please refer to the original published edition.

Information on copyright considerations is available at **LibGuides at Napier**.

Please note that digital material is for use only by students registered on their course of study. No other parties are permitted to download and/or print out a copy. Please ensure that you adhere to your responsibilities relating to the use of copyright materials.

Complaints

For information about the University complaint procedure, please go to **My Napier**.

Communicating With the University

It is your responsibility to maintain a professional online identity when communicating with the University, your fellow students, and while using social media.

Email

As a matriculated student, you will be given a University email address. This is the only recognised account for all electronic communication. Please make sure to use your university email for any correspondence to your Programme Team or the University's support services. Your University email links to Moodle (our online learning environment). This means that you will receive any notifications from Moodle directly to your email account. Accessing your email regularly helps to keep you connected to the University. You can do this from any internet-enabled phone, laptop, or tablet.

Consent Matters

Consent Matters is an online course designed to help all of our students to understand sexual consent and promote positive change in our university community. Like many universities we encourage all of our students to complete this course as we think this will make a positive contribution to the efforts being made across society to tackle and prevent sexual violence and misconduct.

The course is written by Brook, a national organisation which specialises in sexual health and wellbeing. Other experts in sexual health, consent and social justice have also written parts of the course.

The course is a fully interactive and evidence-based course and covers sexual consent, communication and relationships, and positive bystander interventions.

It explores the nature of sexual consent. It will show you how to seek consent, how to recognise it and how to identify situations where it can't be given. Using activities, quizzes and scenarios, it teaches the importance of good communication, clear boundaries and mutual respect. You will also learn how to recognise difficult situations and possible ways of stepping in if others need help.

We think that you will find the course to be engaging, relevant and positive. An affirming approach is taken that will encourage you to reflect on your own personal values and how they can motivate you to contribute to solving serious societal problems. Consent Matters is therefore highly recommended by the University and by the Edinburgh Napier Students' Association (ENSA)

Consent Matters is found on Moodle at **moodlecommunity. napier.ac.uk/course/view.php?id=296** or search in Moodle Community for Consent Matters.

Moodle

Moodle is the online learning environment for supporting your studies at the University. It provides secure access to important course information, learning activities, and additional learning support (where appropriate). Once you have matriculated and paid any relevant fees, you will automatically be registered in Moodle and enrolled on the module sites. Please take the time to find how Moodle is to be used within your modules and take advantage of the opportunities provided. You can log in to Moodle from any internet-enabled device, including tablets and smartphones. Support for Moodle is available from the IT Service Desk for any login issues, from your programme administrator for incorrect modules, and your module leader for access to materials and activities.

Your Moodle pages will be updated regularly and links will be provided to you on your Moodle home page, so remember to check the programme and module Moodle pages regularly.

Communicating Through Social Media

We are an institution that supports the use of social media by our staff and students, and we have our own accounts, which we are very proud of. It's a great way to find out what's going on at Edinburgh Napier, and what opportunities are available to you. However, please remember that you must follow the same rules for online interactions as you would for in-person interactions. We have guidance on how to behave online that we recommend that you read when you join the University. You can access this information on **My Napier**.

Important Dates for Your Diary

Academic Year Calendar

Our academic year runs in trimesters with each week of a trimester being referred to as a number (E.g. Tri1 Wk1). You will find the trimester dates, examination dates, and holiday dates in the **academic calendar**.

The University has appeal regulations, which you can access via **My Napier**. Please note the importance of meeting all deadlines associated with assessments, deferrals, ECs, results publications, and appeal deadlines as failure to meet deadlines for these processes could see your application rejected, have serious repercussions for your progress with your studies, and may delay you receiving your award.
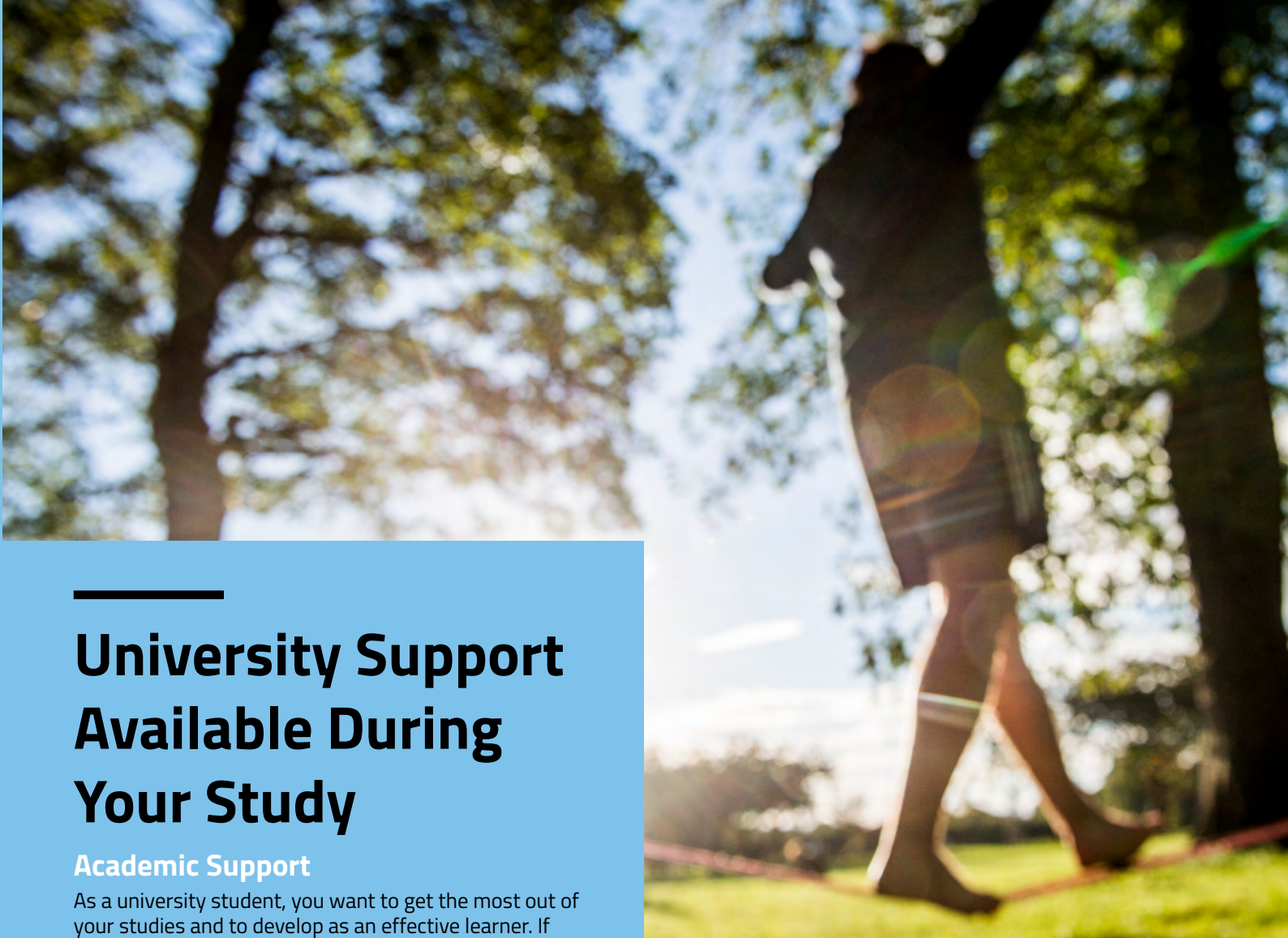

myTimetable

Accessing Your Timetable

Timetables will be available for your programme from your local programme team.

The University expects students to play an active role in their own learning and to attend all timetabled events. In line with our commitment to equality and diversity, the University will endeavour to make reasonable adjustments to accommodate students with individual requirements relating to disabilities.

Lectures

Lectures make up an important part of your time at university and allow your lecturer to communicate information to large groups of students.

Module material will be available on Moodle, so you must be familiar with the system and register for the appropriate modules. While you will find summaries of your lectures on Moodle, you are strongly encouraged to take your own, additional, notes to aid in the learning process. If you wish to ask your lecturer a question, please feel free to do so. However, you may find that some lecturers prefer to take individual questions at the end of the class to minimise disruption to the class as a whole.

Tutorials and Workshops

Tutorials are meetings between smaller groups of students and a member of academic staff. You may be expected (either individually or as part of a group) to participate in discussions, share papers, or give presentations. For you to fully engage in and benefit from these activities, you will likely need to prepare work prior to attending the tutorial .

Specialist Space and Laboratories

In some subjects, you will carry out experimental procedures, rehearsals, use specialist information technology, etc. For these classes, specialist space is provided, you will likely work at your own pace, and a subject tutor will usually be available to assist.

Independent and Directed Study

It is important to note that timetabled class hours are only a part of the total time that you will need to spend on developing subject-specific skills. When you are not attending classes, your time can be spent on individual study. This may include researching, reading, preparing material for tutorials, referring to texts and articles, preparing coursework assignments, or revising for examinations.

University Support Available During Your Study

Academic Support

As a university student, you want to get the most out of your studies and to develop as an effective learner. If you would like to enhance your skills or are experiencing any difficulties in your studies, please speak to your local programme team.

Your local programme team can provide you with support and direct you to other services offered by the University, including the online academic skills resources at **my.napier.ac.uk/academic-study-skills.**

Information Services

We are committed to delivering and supporting high quality IT and Library systems and services, accessible anytime, anywhere, to help you in your learning. Find out more about Information Services (IS) and the Library on myNapier. You can contact our Service Desk at **ISServiceHelpdesk@napier.ac.uk** or request support from one of our Information Assistants at any Napier campus library. You can also download our iNapier app, which will give you personalised access to the University's online services via your mobile phone.

Wellbeing Support

Coming to university is an adventure, and we strive to ensure you have the best experience during your time with us. We understand you may face difficulties along your journey, and that is why your local institution and

Edinburgh Napier University have a range of services and support available.

You can find out more information about Edinburgh Napier online resources at **my.napier.ac.uk/talkinghelps.**

Assessment and Feedback

A What Will Assessment and Feedback Look Like for My Programme of Study?

We are committed to ensuring that our assessments and feedback are supportive of your learning and development. You will, therefore, experience a variety of different assessments. These are intended to help you and your programme team gauge how you are getting on with the modules in your programme. Assessments may look like coursework, examinations, or a mixture of the two, and they may be formative or summative. Formative assessments help you learn, give you feedback, and support your successful completion of summative assessments. Summative assessments count towards your final mark for the module. Both are important.

B How and When Do I Get Feedback on My Assignments?

The Student Charter states when students will get feedback on their work. Occasionally, there may be an issue associated with getting feedback to students within the defined period (e.g. staff illness). Should there be a delay, you will be informed by the Module Leader. Details of the revised feedback timeline may be provided via email, Moodle, etc., so please check these platforms regularly for any changes. When you receive your feedback, you will also get a preliminary mark. However, until this mark is considered at an Assessment Board, it is not agreed and may be subject to change.

C What Do I Do If I Am Absent Due to Illness or Other Personal Circumstances?

It is your responsibility to let your Module Leader know if you are going to be absent. Upon return, it is also up to you to find out what you missed and what you will need to do to catch up. We operate our assessment processes on the principle of 'Fit to Sit.' This means that if you submit a piece of coursework, or undertake an examination, we are assuming that you are healthy enough to undertake the assessment to the best of your abilities. Once you have submitted the work, we will assess your submission on the assumption that you have been able to undertake the assessment without the negative impact of any underlying issues such as ill-health, personal issues, or other concerns.

D What Should I Do If I am ill or Absent on the Day an Assignment Is Due or on the Day of an Examination?

You need to let your Programme Leader know if you will be absent. On exception, the University will permit applications for extenuating circumstances after the assessment date. This process is called Retrospective Extenuating Circumstances and Permits. If your submission is deemed valid, the Programme Assessment Board will take your circumstances into account when deciding on your award or progression.

Applications for Retrospective Extenuating Circumstances should be submitted on form DE1 (the form can be found on **My Napier**) to your local programme team and must be accompanied by evidence supporting your rationale for not having been able to use deferral of assessment procedure at the appropriate time. The deadlines for Retrospective Extenuating Circumstances, the applicable forms, details of the type of evidence generally accepted, and full information about the Extenuating Circumstances process can be found on My Napier.

It is your responsibility to ensure that your Extenuating Circumstances form is submitted by the required deadline.

E **What Should I Do If I Am ill or Absent and Concerned About the Impact on Assignment Submission or Examination Performance?**

If the assessment is a non-exam based assessment (e.g. an essay or a presentation), you may wish to consider asking for an extension under the Extensions Policy.

If your circumstances are more serious or relate to a formal exam, and you are not able or ready to attempt the assessment at all, you can apply to defer the assessment. This normally means handing in the assessment or sitting the exam at the next available opportunity. You can apply for a deferral of assessment by completing the relevant sections of form DE1 which can be found on My Napier.

Important Note: The decision to defer assessment could affect whether you can carry on to the next year of your studies. We strongly recommend that you seek advice from your Programme Leader, before applying for a deferral.

The week of submission is provided in the assessment matrix of your myProgramme handbook. The exact dates are located in your module handbook or your assessment brief.

F **Deadlines**

Please note the importance of meeting all deadlines associated with assessments, deferrals, ECs, results publications and appeal deadlines. Failure to meet deadlines for these process could see your application rejected, have serious repercussions for your progress with your studies, and may delay you receiving your award.

G **Plagiarism and what this means**

Plagiarism at Edinburgh Napier is defined as the "unacknowledged incorporation in a student's work either in an examination or assessment of material derived from the work (published or unpublished) of another.' This means that you may not use work from others and call it your own. Work in this context applies to any form of work (and not only written work). It therefore also applies to music, art, audio and drama.

Plagiarism is considered a breach of academic conduct regulations. It is considered a serious offence and is dealt with according to the Student Conduct Regulations. You will be contacted by the Academic Integrity Administrator if there are any such concerns regarding your work.

Good referencing practice is the best way to avoid unintentional plagiarism and you will find help and resources about this on the ENGUS resource available at **moodlecommunity.napier. ac.uk/course/view.php?id=361#section-0** Your School Academic Integrity Lead (AIL) is responsible for investigating allegations of breach of Academic Conduct Regulations.

H **Examination Arrangements**

The University has exam guidance that covers everything you need to know about sitting exams. You can access this guidance on the Exams pages on **My Napier**.

Getting Involved With the Wider University Community

The Edinburgh Napier Students' Association (ENSA) offers a range of services and opportunities to help support and enhance your student experience at the University. More information is available on the ENSA pages.

Getting involved with the wider University community

Edinburgh Napier Students' Association (ENSA) is your students' union and offers a range of services and opportunities to help support and enhance your student experience. More information is available on the ENSA website at **napierstudents.com**.

ENSA' Student Executive Committee

The students of Edinburgh Napier University elect ENSA's Executive Committee each year. It exists to represent the collective interests of students to the key decision-makers at the University and within the wider community. The executive is made up of three Full-time Officers (President, Vice President for Reps & Volunteers and Vice President for Sports & Societies) along with 8 part-time officers who volunteer to carry out their duties while continuing with their studies (two Campus Officers for each campus, Equality & Diversity Officer and Activities Officer).

Student Representation

Every year of every programme of study has at least 1 and usually 2-3 reps (depending on the size of your class). There are around 350 Programme Representatives overall.

At programme level, ENSA's role is to train and support your elected Programme Reps and facilitate their engagement with the representative structures. The fundamental role of a Programme Rep is to listen to students' views on your programme and take forward any issues affecting most of the students. This may include ideas for improvements and constructive solutions on how to fix things when they are not working.

Edinburgh Napier University and ENSA actively encourage you to get involved in your education experience by engaging with your Reps. The University is committed to working in partnership with you and ENSA as members of the academic community to drive forward its ambitious academic agenda, and to strive for academic excellence for its students and the University.

Team Napier

Getting involved with a sports club or student society can be one of the best things you do at University. All of the ENSA Sports clubs, along with ENSA Societies, make up Team Napier.

Every year ENSA's sports clubs just get bigger and better, and many enjoy great success representing Team Napier in inter-university competitions. ENSA Societies are your chance to connect with like-minded people who share a common interest, develop new skills, and maybe even make some of the best friends of your life while you are at it.

Check out the full directory of clubs and societies at **napierstudents.com**.

Getting involved

You will be offered opportunities to feedback your views to your student representatives, the Programme Teams and the University generally in a variety of ways including: questionnaires, surveys, focus groups, meetings with your Personal Development Tutor, representative forums, student councils and many more. More information is available on myNapier. Your programme will also have a Student Staff Liaison Committee.

Graduation is an important occasion to celebrate your success with your family and friends. Edinburgh Napier offers local graduation opportunities to our students studying on programmes delivered in partnership around the world. Your local programme team will be able to advise you of the date of your ceremony and how to register. Alternatively you can choose to travel to Edinburgh to graduate at an Edinburgh Napier University ceremony. Should you wish to graduate in Edinburgh, information is available on My Napier.

Please make sure you read the graduation information carefully (including the section regarding our Data Protection Statement on how your details will be used) to ensure everything runs smoothly.

GET READY TO TAKE ON THE WORLD.

my.napier.ac.uk