



Faculty of Arts

**BA (Hons) Broadcasting and Journalism (Top-Up)
in partnership with
College of Professional Journalism**



COURSE GUIDE OFF CAMPUS 2014/5

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About this guide

This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the [Undergraduate Student Guide](#) / [Postgraduate Student Guide](#); the [Student Charter](#); the University's [Policies and Regulations](#) and the [University Assessment Handbook](#). These documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic **Faculty** Office or local [Student Centre](#) on the details included below.

<p>Please enter the contact details for your Personal Tutor for your future reference:</p>	<p>----- <i>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</i></p>
<p>Your local Academic School Office is:</p>	<p><u>College of Professional Journalism (CPJ)</u> Kaplanon 3, A, 3 & 8 Kolonaki Athens 10680 Greece</p> <p>Opening times: 9.00am – 8.00pm Monday to Friday Tel: _30 210 3606955 e-mail: cpj.athens@gmail.com</p> <p><u>University of Wolverhampton</u> MK517, Opening times 9.00am – 5.00pm Monday to Friday</p>
<p>Your Student Centre (Here to Help) is:</p>	<p><u>College of Professional Journalism (CPJ)</u> Kaplanon 3, A, 3 & 8 Kolonaki Athens 10680 Greece</p> <p>Opening times: 9.00am – 8.00pm Monday to Friday Tel: _30 210 3606955 e-mail: cpj.athens@gmail.com</p> <p><u>University of Wolverhampton</u> Student Centre – City Campus North Ground Floor MX Building Tel: 01902 321150</p>

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and

welcome suggestions for ways of improving the operation of the Course.

Welcome

On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies with the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

Studying at a distance is not an easy option and you will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. But remember, we are here to support you even if you never have to come on to a University of Wolverhampton campus - see www.wlv.ac.uk/distance for further details.

We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Course Leader: Mrs Helen Chappel-Hayios

College of Professional Journalism (CPJ)

Kaplanon 3, A, 3 & 8

Kolonaki

Athens 10680

Greece

Tel: _30 210 3606955

e-mail: cpj.athens@gmail.com

Manuel Hernandez, Course Leader

University of Wolverhampton

e-mail: m.hernandez@wlv.ac.uk

Course Management and Staff Involved with the Course

College of Professional Journalism (CPJ)

Mrs Helen Chappel-Hayios – Course Leader

Helen Chappel-Hayios has a Law Degree from the University of Melbourne LLB and MA ODE (Online Distance Education) from the Institute of Educational Technology, Open University, UK. Helen has many years of experience in supporting MA level global and distributed learners in wholly online platforms as well as extensive experience teaching broadcast and new media technologies to Ergastiri Dimosiografias students on campus in Athens. Added to this she also has experience teaching an MA using blended pedagogy at RMIT University Melbourne. She has equally long experience supervising student production for all of radio, television and web broadcasts as well as supervising academic work.

Dr Constantina Skanavi

Dr Skanavi is Professor of Environmental Education and specialises in the communication of environmental issues. Dr Skanavi is author of many books and scholarly articles related to involving public participation in environmental issues and is a consultant for public authorities both in Greece and the United States of America. Dr Skanavi has produced DVDs on environmental matters. Her research experience is extensive: At CPJ, Dr

Sknavi is the module leader for Research Methods; she also supervises MA Dissertations.

Stavros Protopapas

Stavros Protopapas has a BA in Communications and Media, National and Kapodistrian University of Athens and an MA from Utrecht University in the Netherlands. He is an off-site associate of National Geographic in Greece and has done a range of freelance work for documentary film, print and online publications.

Dr Constantina Dimitrouli

Dr Dimitrouli holds a BA Political Studies & International Affairs, Panteion University of Athens, MA International Political Economy, University of Tyne (UK) and a PhD from the University of Macedonia in Thessaloniki. Dr Dimitrouli has considerable research experience and has extensive media experience, particularly working in print newspapers, notably Eetheros Typos and Imerisia.

Supporting Staff at CPJ

Mrs Olga Fizenidou – Secretary to Administration & Placement Coordinator

Grigory Grigoriou – Sound Technician

Panayiotis Hayios– Video, Studio, Equipment and Editing Suites Support; IT Support

& Theodoros Polychroniadis - Video, Studio, Equipment and Editing Suites Support

- *CPS Athens works closely with the Faculty Staff for the same programme at the University of Wolverhampton. Final marking of all of your work as well as the examinations boards for your assessments and dissertations are held at the University. This being so, you might like to know something of our CPJ colleagues at the University of Wolverhampton.*

University of Wolverhampton

Manuel Hernandez – Course Leader: MA in Public Relations and Corporate Communications

A former Reuters correspondent, Manuel has worked for numerous global media outlets, such as CNN and other multinational corporations. He has focussed his work on two main areas: generation of news content for specialised audiences (financial, business and political affairs) and planning and implementing corporate communications, PR and marketing plans.

Originally from South America, where he also worked for Brahma and Unilever in marketing and public relations, he has been teaching media-related modules at the University of Wolverhampton since 2004. He has a particular interest in Data Journalism, CSR and NPOs.

Qualifications

MDip in Media Management, MSc in Public relations, PGCE in Higher Education, Licentiate in Media Studies and Journalism and the title of Fellow of the Higher Education Academy.

Emma Edwards – Course Leader: MA Public Relations & Corporate Communications

Emma is a senior lecturer in the Media and Film studies department. She joined the University after having worked in the PR industry for almost 10 years. She now teaches on a variety of modules on the Media and Communications, Media and Cultural Studies and Broadcasting and Journalism undergraduate degrees.

Qualifications

MBA

Emma is working towards completing a Professional Doctorate in Education. She is a member of the CIPR and a Fellow of the Higher Education Academy.

Dr. Stephen Jacobs – Course Leader: Media and Cultural Studies

Steve's interests and expertise are in cultural studies, ethnography, research ethics and media and religion. His recent publications include the following:

- (2014). 'Media Studies'. George Chryssides and Benjamin Zeller (eds). *The Bloomsbury Companion to New Religious Movements*. Bloomsbury.
- (2012). 'The Ambivalence of Sleep in World Religions'. Andrew Green & Alex Westcombe (eds). *Sleep: Multi-Professional Perspectives*. Jessica Kinglsey.
- (2012). 'Communicating Hinduism in a Changing Media Context'. *Religion Compass* 6 (2), pp. 136-151.

Qualifications

MA Mass Communications (with Distinction), Centre for mass Communication Research. University of Leicester. PhD 'Hindu Identity, Nationalism and Globalization', University of Wales, Lampeter.

Dr Alan Apperley – Course Leader: BA Media and Communication Studies

Alan's interests and expertise are in New Media, Politics and the Media, and Media and Democracy.

Dr William Pawlett – Course Leader: MRes Human Sciences

William's interests and expertise are in Cultural and Social Theory, Violence, Consumerism and Sexuality and the Body. His recent publications include the following:

- (2014). *George Batailles: The Sacred and Society*. Routledge.
- (2014). 'Society at War with Itself'. *International Journal of Baudrillard Studies* Vol 11. No. 2.
- (2013). *Violence, Society and Radical Theory*. Ashgate.

Qualifications

MA Cultural Studies, Lancaster University. PhD 'The Radical Sociology of George Batailles and Jean Baudrillard', Social Sciences, Loughborough University.

Dorothy Hobson – Course Leader MA Contemporary Media / Senior Lecturer in Media, Cultural Studies and Communications

Dorothy has a BA (Hons) in English and an MA in Contemporary Cultural Studies from Birmingham University. She specialises in television, drama, soap opera, audiences, public service television and has written and lectured widely across a range of media

topics nationally and internationally. Her latest books are *Soap Opera, Polity 2003 and Channel 4 The Early Years* and *The Jeremy Isaacs Legacy IBTauris 2008*. She is currently researching Adolescents and the Media for a new Book and other publications. She is a Fellow of the Royal Television Society and Vice Chair of the RTS Midlands Centre.

Pritpal Sembi – Head of Department of Film, Media and Broadcasting

Pritpal's research Interests include Technology Supported Learning, Placement learning pedagogy, Iranian Cinema, Bollywood, African Cinema and Latin American Cinema.

Professional industry lecturers will be involved where appropriate.

There are a number of media professionals from TV Channels, Radio Stations and Websites who may contribute to the programme at appropriate points.

Student Representatives are elected with each new intake – new elections in October 2014.

Other staff may be involved with individual lectures as required.

Student Voice

The Student Voice is a partnership between the University and the Students' Union, put in place to make sure students opinions/feedback are heard at every level of university governance, from course level to the University's governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. Faculty Reps are elected during the Spring Elections and have meetings with Senior Management in their Schools. They are an essential link between Course Reps, the Students' Union and management within each Faculty. To find your Faculty Rep: [Faculty Representatives](#)

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students' Union – [Student Voice](#)

For independent advice and guidance on all matters related to being a student eg. academic, finance, and housing issues, contact the Students' Union's Advice and Support Centre by telephone or e-mail [Advice and Support](#).

Student Charter

The University's Student Charter has been developed primarily by the Students' Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

Engagement

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You are encouraged to engage with the University's Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found [here](#).

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying.

The Wolverhampton Graduate

The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:

1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.

About the Course

This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact [:](#)

Helen Chappel-Hayios, Course Leader, email: cpi.athens@gmail.com (CPJ Athens)

Manuel Hernandez, Course Leader, email: m.hernandez@wlv.ac.uk (University of Wolverhampton)

The educational aims of the course are:

The BA (Hons) Broadcasting and Journalism programme provides an exciting, challenging and cutting-edge opportunity for you to confidently experiment with and develop your broadcasting and journalistic writing and production skills. The programme offers a disciplined engagement with the theoretical debates surrounding the industry on a global basis, alongside practical teaching of the craft skills required of all entrants to employment in the Broadcasting and Journalism professions.

You will develop the ability to communicate effectively via a range of multi-media and digital platforms. You will also be encouraged to engage in independent critical thinking and judgement and to use your imagination, creativity, organisation and ability to work to deadlines, in the creation of journalistic items for broadcast/publication. Throughout the course, you will develop a range of subject specific and transferable skills, including higher order communication skills, IT awareness and digital literacy, which are all of immense value in graduate employment.

The course learning outcomes are:

At the end of this course you, the student, will be able to:

- Produce work that demonstrates the effective manipulation of sound, image and/or the written word.
- Utilise effectively relevant concepts and theories, including global journalism ethics and codes of practice.
- Produce work showing competence in operational aspects of digital media production technologies, systems, techniques and other professional practices.
- Develop substantive and detailed knowledge and understanding of one or more designated areas of the field.
- Carry out various forms of research for essays, projects, creative productions or dissertations involving sustained independent enquiry.
- Have the ability to work in flexible, creative ways, both independently and in teams, showing self-discipline, self-direction, communication skills and a reflective and problem-solving capacity

These will be achieved through the following learning activities:

Learning will take place in the classroom in the form of lectures, seminars and workshops but also outside in the form of group work, a key skill for broadcasting and journalism industries, and extracurricular activities.

Opportunities for both formative and summative assessment and reflection will be made on WOLF and PebblePad.

Students will learn key industry skills through developing broadcast and journalistic items in real time and to 'live', or 'as-live' industry provided briefs. This will test your ability to work effectively in a group and enable you to engage in real working practices in a protected environment. The modules you study will encourage significant working outside of the classroom.

Activities are designed to mirror working practices in the Broadcasting and Journalism industries. Students will be encouraged to develop digital writing and editing skills, such as blogging and uploading pod and vod casts, while gaining an appreciation of the value of these to the developing digital media industry.

The modules favour a workshop approach to learning to enable interaction between students and industry-relevant activities in class. Visitors from broadcasting and journalism industries will also be asked to assist (either in person, or remotely via internet video link ups) with these tasks.

Your learning activities will include:

- Group work
- Practical and Technical on TV and radio productions (working to deadlines)
- Script Writing and Journalism plus Professional Writing Skills
- Presenting – For TV Radio and in a professional context
- Reflective Practice
- Experiential Learning (Work Placements)
- Digital Editing
- IT Skills
- Communication Skills
- Critical analysis of media and academic texts
- Independent project work

Hard-bound module and assessment guides are distributed and discussed at the outset of study of each module, together with specific information concerning booking equipment, recording studios, editing suites and supervision which will be needed to complete all activities and assessments. Electronic back-ups of all print information is emailed as well as placed in CPJ intranet storage (Student Storage) in the event that the hard copies are misplaced.

The course is accredited by the following professional body/ies
Not applicable.

Contact Hours

At University, the term 'contact hours' is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.

External Examiners

Dr Andrea Mayr
Lecturer in Modern English Language and Linguistics
Erasmus Programme Director
Queen's University, Belfast

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety in line with the HEFCE Publication 06/45 and some

students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations

This course follows the University's academic regulations. A full version of these regulations can be found on the University web page for [Policies and Regulations](#). These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an [e:Vision](#) Helpdesk call.

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

Top-Up Honours Degrees

Full Time Students	Normal	Maximum
Honours degree (180 credits)	2 years	3 years
Honours degree (120 credits)	1 year	2 years
Ordinary degree	1 year	2 years
Part Time Students	Normal	Maximum
Honours degree (180 credits)	3 years	4 years
Honours degree (120 credits)	2 year	4 years
Ordinary degree	2 years	4 years

The above maximum registration periods do not include time away from study approved under the [Leave of Absence](#) procedure.

Registration periods for students admitted with Recognition of Prior Learning and for students who choose to amend their mode of attendance, will be calculated pro-rata.

Please be aware that to be eligible to continue on your course you must pass at **least one module** in your first year of study.

Course Information

This programme has been developed with a view to a future application for accreditation from the professional body, the National Council for the Training of Journalists and / or the Broadcast Journalism Training Council. This course has been designed to ensure that, upon graduation, students meet the minimum entry requirements for the Broadcasting and Journalism professions.

As a digital media course, the BA (Hons) Broadcasting and Journalism programme will incorporate all aspects of the University's Blended Learning Strategy. This means you will:

- Have access to a digital copy of all lecturer-produced course documents. e.g. module guides, assessment briefs, presentations, hand-outs, reading lists;
- Receive formative assessment/s opportunities on line with meaningful electronic assessment feedback;
- Have opportunities to collaborate online with others in their learning cohort;
- Have the opportunity to participate in electronic Personal Development Planning (ePDP);

- Be able to submit all (appropriate) assessments online;
- Have opportunities to engage in interactive learning during all face-to-face sessions.

Additionally, much of the practical work you carry out on this course will employ digital technology, media specific computer software and web and other online resources.

The BA (Hons) Broadcasting and Journalism course offers hands-on practical experience of working with industry-standard technical equipment. This allows students to experiment and innovate prior to graduating and to enter the workplace equipped with the skills required for employment in the industry.

The programme is taught by industry professionals with years of experience in the field. Students will also meet guest lecturers from both Broadcasting and Journalism, who are currently working regionally, nationally and internationally.

The course is building strong links with local broadcasters and media companies, allowing for routes into industry and the opportunity for work placements and mentoring.

Currently pending accreditation from the industry's preferred training body for journalists in the UK, this course will fit students for work in the multi-media and digital broadcasting and journalism age.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your [e:Vision](#) account on or before your assessment date and provide supporting evidence to your CPJ_Athens Course Leader. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your Course Leader. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. Further details can be found [here](#). If you have any queries regarding either of these processes then please log a call on the [e:Vision](#) helpdesk.

Support for learning

As a transnational student you are both a student of CPJ Athens and a student of the University of Wolverhampton. You will hold a University of Wolverhampton student card and have an IT identification number which will allow you to access all of the University of Wolverhampton's online facilities in the same way as students studying on campus in the UK. One of the main services you will most likely access is the extensive electronic academic journal collections (accessible online). You should spend time exploring the large and useful University website. Should you be in the UK and wish to visit Wolverhampton you will always be welcome and your IT identification will allow you to login to the University systems on campus.

All students have access to CPJ's student support arrangements. The Course Leader is available for generic academic counselling at arranged times and is always available by email to help and advise students and arrange meetings. Module advice is available from module leaders at times to be arranged between student and tutors.

The implications of technology are integral to this course. Engagement with technology is a major part of the course and students are both using and studying the value and implications of the constantly evolving technological developments. Students will have the support of the IT and technical services at the delivering institution as well as from the University of Wolverhampton.

There are technical, video and radio production facilities at CPJ which are available for use by students and the technical team are available to assist with students' productions. Some equipment is also available for loan.

Student Representation at CPJ, Athens

CPJ is a small college. It offers daily opportunity for open and informal contact with the entire administration staff and teachers. Each student is encouraged to engage with management on all or any issues which concern them (and they do). Students are always heard respectfully and their wishes implemented where possible.

Academic Misconduct

We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students

The University and the Students' Union believe that many incidents of academic misconduct can be avoided by increasing students' knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit our study skills support website at www.wlv.ac.uk/skills See the section on tackling academic misconduct.
- Download the Students' Union guide to Avoiding Academic Misconduct ("Write Right") - available from the [Student's Union website](#):
- Book a Skype appointment with study skills adviser or join the online chat service [ASSIST](#) - through the [Learning Centre "Skills for Learning"](#) website.
- Contact your personal tutor or module leader.

Remember – there is help available if you need it.

Defining Academic Misconduct

Cheating

Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University's most severe penalties.

Other common examples of cheating would include –

- Being in possession of "revision notes" during an examination
- The purchase or commission of assignments from others
- Theft of other students' work
- Prohibited communication during an examination

Plagiarism

Plagiarism is the act of taking someone else's work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of

another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic school.

The most common forms of plagiarism are –

- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
- Copying material from a text book or journal

When you're using other people's work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

Collusion

Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

Plagiarism Detection

In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.

At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide an electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

Penalties

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct and regulations and procedures for the investigation of academic misconduct are available on the [Conduct and Appeals](#) website.

Course Structure for Undergraduate courses

Students will study:

Full-time: normally modules worth 120 credits each academic year

Part-time: normally modules worth no more than 80 credits each academic year.

Semester 1				Semester 2			
Core	6MZ013	Digital Media Journalism: Theory and Practice 3	20 credits	Core	6MZ009	Independent Study - Practical Production Project	20 credits
Core	6MZ007	New Media	20 credits	Core	6MZ008	Media and Sport	20 credits
Core	6MZ014	Radio Production 2	20 credits	Core	6MZ010	Independent Study - Practical Production Project	20 credits

University Academic Calendar

[University Academic Calendar.](#)

CPJ follows almost the same academic calendar as the University of Wolverhampton. There is variation in dates for Christmas and Easter vacations.

Timetables

Timetabling information is available to you through your course leader for the modules that you have registered for.

Where to get help with your course

Local Student Support.

At CPJ, Athens

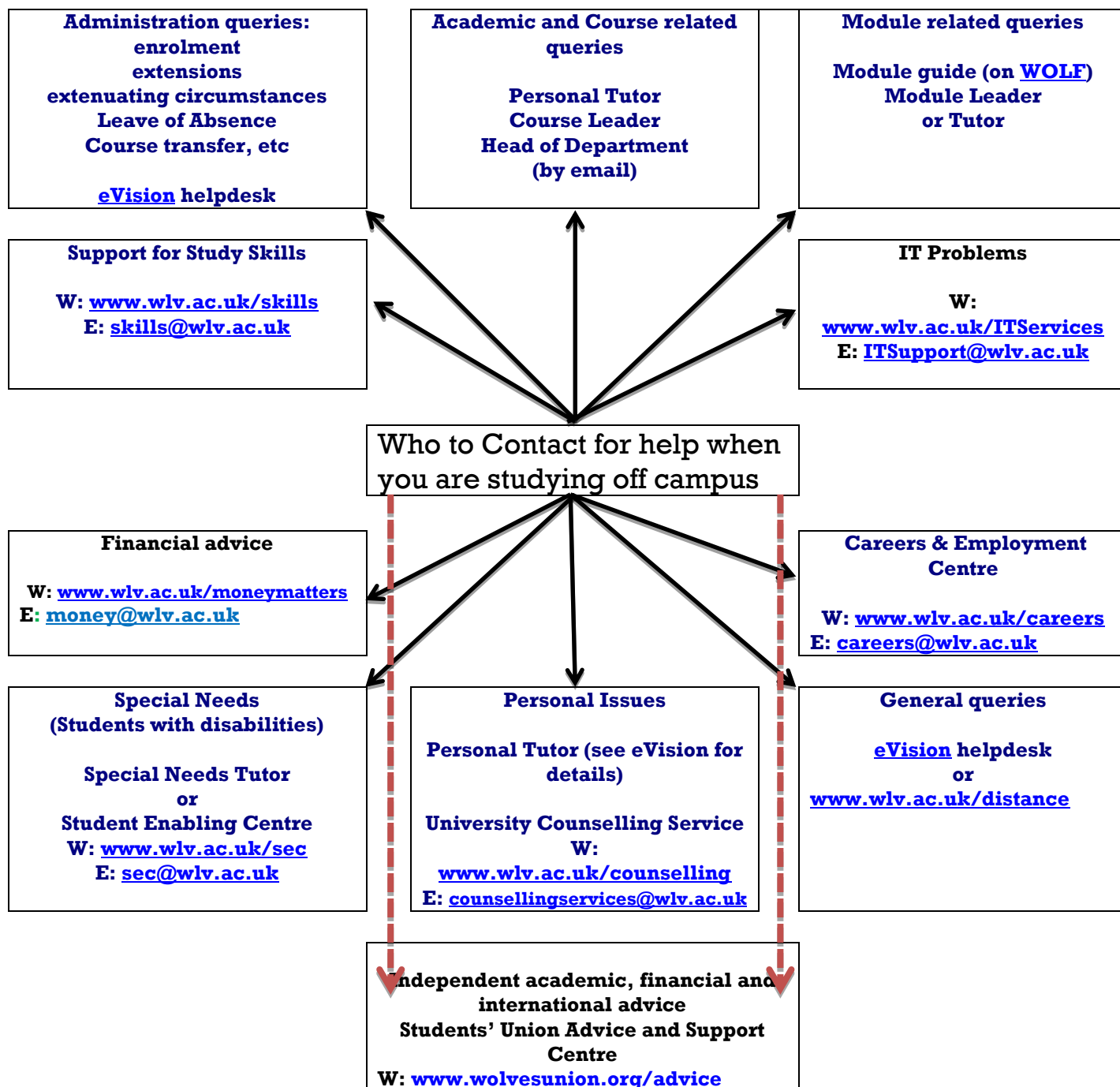
Helen Chappel-Hayios, Course Leader

Mrs Olga Fizenidou, Secretary to Administration

To make an appointment please telephone: 210 3606955 / e-mail: cpj.athens@gmail.com

University Student Support

If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.



Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your [e:Vision](#) account on or before your assessment date and provide supporting evidence to your [Student Centre](#). On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your [Student Centre](#). Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. Further details can be found [here](#). If you have any queries regarding either of these processes then please log a call on the [e:Vision](#) helpdesk.

Leave of Absence - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via [e:Vision](#) but we would strongly recommend that you get advice from your Personal Tutor, your [Student Centre](#) or the [Students' Union](#), particularly regarding the financial implications, before taking this step.

Health and Wellbeing whilst using your computer

As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

Set-up and space

Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break

You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study

MA in Contemporary Media

Alumni

We're proud of your success. Be proud of your connection with us.

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information please visit our [Alumni](#) website.

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