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Staff and Key Contacts
Head of Department: Prof Marcel Jaspars, Room G21, e-mail m.jaspars@abdn.ac.uk
Head of PGT Teaching: Dr Eva Krupp, Room 038, e.krupp@abdn.ac.uk
Oil and Gas Programme Co-ordinator: Dr Andy Kindness, Room 157, a.kindness@abdn.ac.uk
Analytical Chemistry Programme Co-ordinator: Dr Eva Krupp, Room 038, e.krupp@abdn.ac.uk
School Office: Meston Building G05d, ncs.office@abdn.ac.uk

The department’s webpage, which includes a list of staff, can be found at https://www.abdn.ac.uk/ncs/departments/chemistry/

Institutional Policy
Students are asked to make themselves familiar with the information on key institutional policies which have been made available within MyAberdeen (https://abdn.blackboard.com/bbcswebdav/institution/Policies). These policies are relevant to all students and will be useful to you throughout your studies. They contain important information and address issues such as what to do if you are absent, how to raise an appeal or a complaint and how seriously the University takes your feedback.

These institutional policies should be read in conjunction with this programme and/or course handbook, in which School and College specific policies are detailed. Further information can be found on the University’s Infohub webpage or by visiting the Infohub.

- Absence
- Academic Appeals & Complaints
- Assessment (Common Grading Scale)
- Codes of Practice on Student Discipline (Academic and Non-Academic)
- Class Certificates
- Recording of Lectures
- Exam Results
- Transcripts
- MyAberdeen
- TurnitinUK
- Feedback
- Communication
- Aberdeen Graduate Attributes
- The Co-Curriculum

Catalogue of Courses
The Catalogue of Courses can be found at https://www.abdn.ac.uk/registry/courses/ and contains the following information, and more, for each course:

- Course Overview and Description
- Course Co-ordinator
- Course Requisites
- Assessment and Feedback

Teaching Timetable
Once you have registered, your timetable can be found at https://www.abdn.ac.uk/mytimetable/courses/index
Attendance and Monitoring Progress
You should attend classes regularly and do the work of the course. The University operates a monitoring system throughout the academic year to identify students who may be experiencing difficulties with their studies and to ensure that students remain on track for their degree and satisfy the minimum attendance requirements.

Please read [http://www.abdn.ac.uk/infohub/study/student-monitoring.php](http://www.abdn.ac.uk/infohub/study/student-monitoring.php) for full information.

Absence from Class
You should submit an absence report (via your MyAberdeen homepage) every time you miss a class for good reason. You will need to provide supporting evidence if you are absent for more than 7 consecutive days.

Satisfactory attendance at laboratory classes and tutorials is an essential learning outcome of all Chemistry courses, and any attendance record that falls below 50%, even with medical certificates, means that this learning outcome cannot be achieved. However, the Department will do its utmost to ensure that students with genuine medical problems are given an opportunity to catch up with missed work, or if necessary, to perform alternative equivalent activities. We urge any student with prolonged medical problems to contact the Department (the relevant Course Coordinator or the School Office G05d) at the earliest possible opportunity with details, so that appropriate arrangements can be discussed and agreed in advance.

Absence from Exams/Impaired Performance
If you believe that illness and/or other personal circumstances may have affected your performance in an examination, or you have been unable to attend an examination, you must submit details through MyAberdeen Absence Reporting on the day of the exam and certainly no later than three days following the date on which you were expected to appear for the exam concerned. This is as per the University’s Policy and Procedure of Student Absence. The policy, linked below, contains information on when supporting evidence (e.g. medical certificates) is required.

Absence policy [http://www.abdn.ac.uk/staffnet/teaching/aqh/appendix7x5.pdf](http://www.abdn.ac.uk/staffnet/teaching/aqh/appendix7x5.pdf)

Further information on Impaired Performance [https://www.abdn.ac.uk/infohub/study/impaired-performance-595.php](https://www.abdn.ac.uk/infohub/study/impaired-performance-595.php)

Communication with Students
The University will normally use e-mail to communicate with you during term-time. All messages will be sent to your University e-mail account.

It is your responsibility to ensure that you can log into your University computer accounts and to check your e-mail on a regular (daily) basis and to tidy the contents of your e-mail in-box to ensure that it does not become full. You should note that failure to promptly seek help from DIT re login problems and/or failure to check your e-mail and/or failure to receive an e-mail because your e-mail in-box is full and/or non-delivery of an e-mail forwarded to a non-University e-mail account will not be accepted as a ground for academic appeal.

In Chemistry, we will make extensive use of e-mail to communicate with the class, including vital information on labs and on-line test deadlines, so please make sure that you check your University e-mail every day. We are not able to add non-University addresses to our class e-mail lists and we do not recommend that you set up forwarding of your University e-mail.

We are under no obligation to read or respond to messages sent from non-University e-mail addresses and if e-mails sent from non-University addresses are blocked or deleted as “spam,” their non arrival will not be accepted as a ground for academic appeal.
All e-mails must include your name, student ID, course code, lab day (if applicable) and a clear statement of the problem. There must be a subject stated. Do not use “text-speak,” which is sloppy and unprofessional. Messages that are abusive or insulting or attack the integrity and professionalism of the chemistry staff will be deemed to be “misconduct” under the Code of Practice on Student Discipline. This also applies to inappropriate postings to “social networking” websites.

MyAberdeen
MyAberdeen is the University’s Virtual Learning Environment where you can access learning materials and resources associated with your courses. Access at http://www.abdn.ac.uk/myaberdeen

A number of resources have been developed to help you make effective use of MyAberdeen. See http://abdn.ac.uk/eLearning/myaberdeen/help-and-support/

Each course will have its own MyAberdeen page containing information you need for the course. It’s important you check MyAberdeen regularly.

Deadlines
Deadlines for continuous assessment will be listed in the Course Guide or your Course Co-ordinator will notify you of them at the beginning of the course.

Assessment Submission
Many assessments will be online but for those on paper the submission boxes can be found next to the stairs in the Meston Building foyer (entrance opposite Fraser Noble Building).

Marking
The University Common Grading Scale, CGS, provides a common marking scale which is used across the University. You can find full information at https://www.abdn.ac.uk/infohub/study/CAS.php

Some courses are marked in percentage or “marks out of”. Please see appendix 1 for the Percentage to CGS conversion table used in the School.

Exams
First half session course exams are held in December and second half session course exams are held in May. There is another opportunity in the summer for those who fail, fail to attend or are unable to attend.

Deadlines and dates can be found at https://www.abdn.ac.uk/infohub/study/assessment.php

Progression and Award

Student Support
If you have a problem related to the course please speak to the lecturer or course co-ordinator in the first instance. If you feel unable to discuss the problem with them, and it affects the whole class, you can raise the issue with the Class Rep. Otherwise, you can arrange to meet with the Head of Department.

If you have personal problems please talk to your Personal Tutor or the member of staff you feel most comfortable with. If you would prefer to talk to a non-academic member of staff you can contact the Advice and Support Office.
Advice and Support Office
Based in the Students' Union Building, the Student Advice and Support team offers impartial and confidential advice and support on a range of issues, including finance, disability information and more. Further information at [https://www.abdn.ac.uk/infohub/support/advice.php](https://www.abdn.ac.uk/infohub/support/advice.php)

Class Representatives
Student representatives (class reps) are elected on an annual basis. Any students registered within a course/year or programme that wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

You can ask your class rep at any time to bring up matters of concern with any member of staff.

What will it involve?
It will involve speaking to your fellow students about the course/year you represent. This can include any comments that they may have. You will attend a Staff-Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You then feed back to the students after this meeting with any actions that are being taken.

Class reps are encouraged to meet with course co-ordinators early in each half-session to introduce themselves and to ensure an effective channel of communication is established between the class and the teaching staff.

Training
Training for class representatives will be run by the Students Association. Training will take place in the fourth or fifth week of teaching each semester.

For more information about the class representative system visit [http://www.ausa.org.uk](http://www.ausa.org.uk).

Staff-Student Liaison Committees
These meet twice a year to discuss matters of joint concern. If there are any matters that you would like discussed, take the initiative and see your class rep. Minutes of the meetings are available in MyAberdeen.

Course Evaluation
Towards the end of each course, you will be invited to complete a Student Course Evaluation Form (SCEF). Once completed, SCEFs are considered by the relevant course co-ordinator and Head of School. Ultimately, the University will consider the points raised in all SCEFs to ensure teaching is of a high quality. The University greatly values your comments and they do help when we are working on ways to improve what we are able to offer.

Course Review
Each year, the staff teaching a course have a formal Course Review meeting, which considers feedback from the course evaluation exercise and from the Staff–Student Liaison Committee, along with examination pass rates and any other information about the success of the course. This meeting may decide to make changes to the course, but it may also decide that it is not possible to act upon suggestions made by students.
External Examiners
As well as being anonymously double-marked by members of chemistry staff, all work contributing to the final degree class is assessed by three external examiners. These examiners change from year to year, but all three are distinguished academics (usually Professors) from other UK university chemistry departments, whose expertise covers all areas of chemistry. The external examiners also vet the exam papers to ensure that questions are of an appropriate breadth and difficulty and comparable to those in other UK universities. The external examiners play a particularly vital role in assessing the performance of students near the borderlines between degree classes by means of oral examinations.

The External Examiners are:

MSc Oil and Gas Chemistry: Prof Martin Atkins, Queen’s University Belfast
MSc Analytical Chemistry: Professor John Dean, Northumbria University Newcastle

You should note that this is for information only and under no circumstances are students allowed to contact external examiners directly.

Safety
Chemists and other scientists must learn to work safely as a very important part of their professional training.
All users of University premises and property must comply with the regulations of the Health and Safety at Work Act (1974) and the Control of Substances Hazardous to Health Act (1989). The Department’s advice for compliance with these acts is given in the Departmental Safety Handbook.
- Before commencing work in any laboratory, you must identify the location of safety equipment, fire escapes and exits.
- **Safety glasses or goggles must be worn at all times in the laboratories.** Even if you are doing some safe operation, someone else might do something that could affect you. Ordinary spectacles are not acceptable.
- **All** equipment and materials should be treated as potentially hazardous.
- Laboratory coats must be worn in all laboratories.
- Long hair must be tied back. Open cuts and grazes should be covered; if necessary, gloves will be provided.
- All accidents must be reported at once to a demonstrator.
- There must be no eating, drinking, chewing or smoking in laboratories.
- All chemicals must be treated with caution. More detailed information about hazards is provided by wall charts and the Department Safety booklet, both available in all laboratories. The Department WWW Home Page also has links to safety data.
- Always place coats and bags under the bench where they will not be tripped over. Move about the laboratory with care. Never run. Do not obstruct the aisles with lab stools.
- No unauthorized experiments are permitted
- All teaching laboratories contain first aid kits and the First Aid room is 037 on the lower ground floor. The Department Safety Adviser is Dr. Rainer Ebel (G32) to whom any other safety matters should be reported.

IF THE FIRE-BELL RINGS:
- Switch off any Bunsen burners or electric heaters (if in the teaching lab).
- Leave by the nearest exit or fire escape. Do not use the lift. Leave calmly; do not return for coats, bags, etc.
• Assemble in the academic square, at the front of the Sir Duncan Rice Library.
• Do not re-enter the building until a fire marshal declares it to be safe, even if the fire alarm has stopped ringing.

Pregnancy
For general information about pregnancy including help and support, please refer to the information published by Student Support which can be found under http://www.abdn.ac.uk/student-support/pregnancy.php

In certain circumstances, where there could be a potential risk to your unborn child (for example from exposure to certain pathogens, chemicals or radiation in the laboratory), it will be important that your School is informed as soon as possible to enable them to carry out a review of your study programme and, where necessary, ensure that measures are taken for your health and safety and that of your child. The Student Advice & Support Office will contact the School on your behalf to ask that a specific risk assessment be undertaken.

The University provides guidance to Schools on health and safety issues for new and expectant mothers.

Once your School has been informed, they will arrange to carry out a risk assessment with you to identify any relevant risks associated with your study programme and to manage these risks for your protection.
### Appendix 1 - Percentage to Common Grade Scale Conversion

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