

# GLOBAL GRADUATE AWARD IN SUSTAINABILITY

## Information for Students

*This leaflet is intended to be read in conjunction with the module descriptor, which is copied in Appendix 1.*

*It is important that you carefully read the Terms and Conditions before enrolling onto the course.*

---

## 1 GENERAL INFORMATION

---

The Global Graduate Award (GGA) in Sustainability module is available to all students of the University - undergraduate, postgraduate and exchange students. While you will all be attending classes together and are required to complete the same tasks in order to complete the module successfully, there are some differences, explained in more detail below.

---

### 1.1 UNDERGRADUATE STUDENTS

---

- **Credits**

If you are an undergraduate student, you can take a different GGA module every year. For each GGA module that you complete successfully, you will receive 15 co-curricular credits, the same number of credits as for any other UG degree module. The final mark will be recorded on your transcript, but the credits will not count towards your degree or your degree classification.

- **Withdrawal**

You have one week to decide whether you want to commit to the GGA module. If you withdraw by **Thursday, 12 October 2017, 12:00**, the module will not be recorded on your transcript. If you fail to withdraw by then and do not complete the module, a fail mark will be recorded on your transcript.

If you decide to withdraw, please log on via the GGA webpage and withdraw your application by **Thursday, 12 October 2017, 12:00**. Please note email withdrawal request will not be accepted.

**Please note that it is your responsibility to initiate the withdrawal.**

---

### 1.2 POSTGRADUATE STUDENTS

---

- **GGA Certificate**

If you are a postgraduate student, you will receive a certificate, detailing your final mark. You will not receive co-curricular credits, and the module will not appear on your transcript.

- **Withdrawal**

You have one week to decide whether you want to commit to the GGA module. If you decide to withdraw, please log on via the GGA webpage and withdraw your application by **Thursday, 12 October 2017, 12:00**. Please note email withdrawal request will not be accepted.

**Please note that it is your responsibility to initiate the withdrawal.**

---

## 1.3 ERASMUS/EXCHANGE STUDENTS

---

- If you are an exchange student (eg, Erasmus, occasional student, etc.) enrolled as an UG student, and you are here for two semesters, you can take a GGA module for co-curricular credits (see 'Undergraduate students').
- Students who are here for Semester 1 only may apply for a place but they are made aware that priority will be given to students who can complete the course. If you are here for the first semester only, you will not be able to complete the module and will not receive any credits for attendance.
- If you are enrolled as a postgraduate student, you will receive a GGA certificate upon completion of the course (see 'Postgraduate students').

---

## 2 ORGANISATION OF THE COURSE

---

Formal sessions are held on Wednesdays and, as shown in Appendix 2, most of these are led by guest lecturers who are specialists in their topic. It is vital that you attend the sessions.

### **THE FIRST SESSION**

In the first session the layout of the course and assessment pattern will be explained. This is an extremely important session as it lays the foundations of the course – without it you may struggle to understand what is required in the main assignment.

**Please do not miss the first class. If you fail to attend the first class without prior notification, you may lose your place to the next person on the waiting list.**

*The University reserves the right to cancel the module in case of low numbers of students.*

---

## 3 ASSESSMENTS

---

There are two parts to the assessment.

### **Individual assignment: 10 short essays (70 per cent of total)**

Students must submit 10 short essays (250 words maximum) for the Individual Assignment. These essays should be written soon after each week's Lecture Session and should present highlights learnt that week. Of these, two will be selected by the Module Leader for marking.

- If 10 essays are not submitted overall the student will be awarded zero marks for the Individual Assignment.

- Submission of each essay is via SurreyLearn at 4pm on the Tuesday following the Lecture Session to which the piece of work refers.

### **Group video (30 per cent of total)**

A video (maximum 3 minutes) that presents the group's critique of a film or music lyric that focuses on one or more aspects of sustainability.

- Each student will have the opportunity to provide a rating assessing the contribution of each member of their group: this rating will be used to weight the individual marks awarded to each member of the group.
- Submission via SurreyLearn by 22 May 2017 at 4pm.

**Late submission of assessed coursework will be penalised according to the University Regulations**

**Students who fail to submit<sup>1</sup> at least 10 essays as part of the Individual Assignment will not be included in groups for the Group Video work, and therefore will be awarded zero for the Group Video.**

---

## **3.1 ASSIGNMENT DEADLINES**

---

Students are expected to submit assignments on time. Submission times are strictly enforced (i.e. a submission of 16:00:30 is defined as late) – it is advisable to submit your assignment well before the deadline in case of any problems. It is your responsibility to check the submission requirements for each assignment.

Where a student has not submitted a coursework unit of assessment by the deadline specified and there are no confirmed extenuating circumstances, the mark given for that unit of assessment will be reduced by 10 percentage points for work submitted for each 24 hour period after the deadline, up to and including the third day after the submission (30 percentage points). Therefore, a student who achieves a mark of 80%, but who submitted their work 10 minutes past the deadline, will be awarded a mark reduced by 10% to 70% (not 72%).

Penalties are applied after the assessed work is marked and marks are deducted until zero is reached. The mark recorded for assessed work submitted after 4pm on the third day after the deadline (72 hours) (or not submitted at all) is zero and will not be marked.

e.g.

Deadline Monday 4pm	Deadline Hand in date Tuesday 4pm
Monday 4.01pm 10 percentage points	Tuesday 4.01pm 10 percentage points
Tuesday 4.01pm 20 percentage points	Weds 4.01pm 20 percentage points
Weds 4.01pm 30 percentage points	Thursday 4.01pm 30 percentage points
Thursday 4.01pm zero	Friday 4.01pm zero

---

<sup>1</sup> Failure to submit is deemed as not submitting the assignment within 4 days of the deadline (ie 96 hours).

Where the student's marks for the remaining unit of assessment for the module are sufficient to enable them to pass the module overall, the mark that is recorded for the module includes the penalised mark in the relevant unit of assessment. If the student fails the module they are reassessed in the unit of assessment they have failed. Where the student passes the reassessment, the mark that is recorded (and is used in calculating the student's overall mark for the module) is the pass mark.

In the event of adverse weather, existing deadlines for the submission of coursework and dissertations will remain in place. In many cases the work will have been set some time ago and work can be submitted electronically where previously advised by the Faculty. Students have the right to submit appropriate evidence of extenuating circumstances where they are unable to meet a specific deadline.

- EXTENSION TO AN ASSIGNMENT DEADLINE

On occasion you may experience circumstances that temporarily make it impossible for you to submit your coursework by the stated deadline. The University expects that, when a student knows before a submission date that they are unable to meet the deadline due to illness or an otherwise unforeseen event then they should make an application for the consideration of extenuating circumstances and provide the appropriate evidence so that any impending deadline can be adjusted.

The application should be made well before the deadline.

To apply for extenuating Circumstances, follow the instructions at [https://www.surrey.ac.uk/currentstudents/study/complaints\\_appeals/](https://www.surrey.ac.uk/currentstudents/study/complaints_appeals/)

Students should familiarise themselves with the University Regulations for Extenuating Circumstance which are available at: [www.surrey.ac.uk/quality\\_enhancement/regulations/](http://www.surrey.ac.uk/quality_enhancement/regulations/)

### **FAILING A GGA MODULE**

- If you fail the module there may be an opportunity to re-submit. You will be notified about the resubmission assessment task if this applies to you.
- Undergraduates who fail a GGA module will have the fail mark recorded on their transcript. Postgraduate students will not receive a GGA certificate.

- FEEDBACK ON ASSIGNMENTS

The University has a policy to give students feedback and marks within 3 weeks of submission of assignments. Students will receive feedback within 3 weeks of submission for the first mini-essay marked for each student. However, with regards to the second mini-essay marked, to be fair to all students it is necessary to wait until all students have had the opportunity to complete 10 essays. This retains the unknown factor about which essay will be selected for marking.

## 4 ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

The University is committed in all it does to support academic integrity which it considers is based on honesty, trust, fairness, respect, and responsibility.

- honesty – in making and keeping commitments, in straightforward dealing with fellow students and staff, in not misrepresenting the work of others as one's own
- fairness – in the consistent way students and staff are treated, their work rated and reported, academic matters are handled, and dishonesty and misconduct are dealt with
- trust – earned by honesty and fairness, that enables ideas, scholarship, research and work to be shared, without fear that it will be misrepresented or misappropriated
- respect – for the work and contributions of others by acknowledging when they are referred to, and for the contributions of staff and students, shown by preparing in advance for learning sessions, attending on time, being attentive to the tutor or instructor and to what others have to say, being courteous, respectful, helpful, and meeting deadlines
- responsibility – recognising that all the members of the University share responsibility for safeguarding its values and reputation, upholding the University's regulations, in accepting responsibility for one's actions, in not ignoring the dishonesty of others.

It is unacceptable to the University of Surrey that any student registered with the University or one of its Associated Institutions for an award of the University should cheat in order to gain for him/herself an academic advantage.

The University will penalise any student who is found to have cheated in accordance with its Regulations for Academic Integrity. These are available from <http://www.surrey.ac.uk/learningandteaching/regulations/>

The University's definition of academic misconduct is:

*Acts or omissions by a student that have the potential to give an unfair advantage in assessments.*

### **Plagiarism**

Plagiarism is the academic misconduct most frequently encountered by the University, which defines it as

- inserting words, concepts, or images from the work of someone else into work submitted for assessment without acknowledging the originator's contribution and
- representing the work of another as one's own, whether purchased or not, or taken with or without permission.

Forms in which plagiarism can be encountered include

- collusion, in which work that has been set to be undertaken by an individual is undertaken by more than one person but is submitted as the work of an individual
- personation, in which one person represents themselves as another person in order to undertake an assessment (including an examination) for the person for whom they have substituted
- acquiring work to pass off as your own from services and individuals that provide essays, papers, reports, graphics, compositions, program-code, and programs
- providing work for another to pass off as their own (whether that person is a student of the University or another institution)
- passing off work as original that has already been assessed (whether by the University or another institution).

## **Avoiding and detecting plagiarism**

Students can avoid plagiarism by following good academic practice, this includes:

- Taking referencing seriously
- Never trying to give the impression that you have read a source in the original if you have not.
- Using entirely your own words unless quoting
- Using relevant quotations sparingly and commenting on them; avoid using direct quotations as a substitute for expressing ideas in your own words
- Never writing directly from source material
- When you take notes, always using your own words to explain the ideas; avoid simply highlighting the text
- Summarising main ideas and paraphrasing in your notes
- Locating knowledge through locating authors within traditions and perspectives
- Trying to develop a critical approach when reading: see your sources as authored constructions which can be challenged and debated, especially with the support of other authorities within the field
- Developing your own opinions based on your reading of the sources
- Keeping ALL documentation of your work in progress

In order to produce your coursework, you are likely to refer to a number of texts. Copying any part of them word for word does not allow your assessor to determine if you have comprehended the concepts relating to your work. You may take concepts and arguments from the documents but you must write them in your own words. Just changing one or two words in a sentence does not prevent your work from being plagiarism.

Full referencing guidelines can be found at:

<http://www.surrey.ac.uk/library/subject/bibref/>

**If you are in any doubt about the correct procedures for acknowledging and referencing the work of others, you should seek advice from your Personal Tutor, Lecturer or Module Coordinator.**

You are strongly encouraged to work through the SurreyLearn module: "Plagiarism and referencing – a guide for students", where you can learn about academic writing by submitting work to the JISC Turnitin system and details of processes and punishments for plagiarism cases.

You should be aware that on submission of the electronic copy of your dissertation on SurreyLearn all work will automatically be checked through Turnitin.

Failure to understand what constitutes plagiarism, pressure of time, or conflicting deadlines for assessed work are not acceptable as sufficient explanations for the submission of plagiarised material.

### **Other Forms of Academic Misconduct**

These include:

- Making false claims, for example falsely claiming qualifications that have not been acquired, or falsely claiming to have undertaken work
- Fabricating results and miss-representing data
- Introducing unauthorised materials, or devices, into an examination room or ancillary areas.

## 5 SPECIAL NEEDS

- If you have learning difficulties or require special educational facilities, please email to the GGA administrator.
- If you disclose learning difficulties, there are procedures to ensure that your rights under data protection legislation are not infringed.
- If you need to apply for special arrangements, the same regulations apply as in your home Department/School. Please see the Additional Learning Support web pages for more information: <http://www.surrey.ac.uk/library/als/about/>

## APPENDIX 1: MODULE DESCRIPTOR

### Module Descriptor

<b>Module Code:</b>	<b>ENGL001</b>
<b>Module Title:</b>	<b>Sustainability</b>
<b>FHEQ Level:</b>	<b>L (Global Graduate Award)</b>
<b>Module Co-ordinator:</b>	<b>Prof Angela Druckman</b>
<b>Other contributors:</b>	<b>Centre for Environmental Strategy</b>
<b>Number of credits:</b>	<b>15</b>
<b>Number of ECTS credits:</b>	<b>7.5</b>
<b>Module Availability:</b>	<b>Semesters 1 and 2</b>
<b>Overall student workload:</b>	<b>150 hours (Contact time: 30hrs academic led including 4.5hrs film viewing)</b>
<b>Date of Production / Revision of the descriptor:</b>	<b>31.05.16</b>

### Assessment Pattern

<b>Units of Assessment</b>	<b>Weighting towards Module Mark (%)</b>
<b>Individual assignment:</b> Two short pieces of work (max 250 words) presenting the highlights learnt from the week's lecture. Students will be required to submit 10 short pieces of work over the duration of the module. Of these only 2 will be marked, and the students will not know in advance which weeks' work will be selected for marking.	<b>70%</b>

<p><b>Group video:</b> A video (maximum 3 minutes) that presents the group's critique of a film or music lyric that focuses on one or more aspects of sustainability.</p> <p>Each student will have the opportunity to provide a rating assessing the contribution of each member of their group: this rating will be used to weight the individual marks awarded to each member of the group.</p>	<b>30%</b>
<p><b>Alternative Assessment</b> (for students who need to retake): Alternative assessment to replace the Group Video: A video (maximum 2 minutes) that presents the student's critique of a film or music lyric that focuses on one or more aspects of sustainability.</p>	
<p><b>Qualifying Condition(s)</b> A weighted aggregate mark of 40% is required to pass the module</p>	

#### Pre-requisite/Co-requisites

None

#### Module Overview

The Global Graduate Award in Sustainability module is offered to students<sup>2</sup> regardless of what department they are in or what they are studying. The module is validated for undergraduate students (15 credits) and whilst these credits do not count towards the student's degree they are recorded on his/her transcript as the 'Global Graduate Award in Sustainability'.<sup>3</sup>

Sustainability is an extremely broad area, covering issues from, for example, biodiversity, food and energy production to matters such as legal, regulatory and corporate management, and also encompassing social aspects, such as inequalities in society. The module will cover key aspects to give students a wide overview of the cross-disciplinary challenges of sustainability. The coherency of the course will be achieved by weaving a narrative through the sessions. This narrative will be based around a specific case study family, and the course will consider how each issue may affect the family.

#### Module Aims

This module aims to give undergraduate students from a wide variety of backgrounds an appreciation and understanding of sustainability issues.

#### Learning Outcomes

On successful completion of this module, students will be able to:

- Explain and apply the concept of sustainability and breadth of issues it encompasses (K)
- Explain and discuss how sustainability underpins every aspect of the economy and people's lives (K)
- Critically discuss and apply sustainability concepts to case study examples (C, P)

Key: C-Cognitive/Analytical; K-Subject Knowledge; T-Transferable Skills; P- Professional/ Practical skills

<sup>2</sup> The course will only be credit bearing for undergraduates. Postgraduate students will be awarded a certificate.

<sup>3</sup> For example, a student in the Department of Psychology completes 120 credits each year towards his or her degree. This student may also opt for Global Graduate Award in Sustainability module and receive 15 additional credits for it. The student's transcript would record 135 credits, listing the Global Graduate Award as a separate academic achievement.



## Module Content

The “three pillars” of sustainability are generally acknowledged to be environmental, economic and social issues. The course will therefore be structured around these themes. Topics covered under each theme will include the following:

- Environmental issues: Pollution and its impacts (including climate change and biodiversity loss); Resource management including water, food and energy provision.
- Economic issues: Economic instruments; Economic growth; Corporate social responsibility; Supply chain management.
- Social issues: Inequalities; The sociology and psychology of sustainability (attitudes, values, and behaviours); Sustainable tourism.

The above topics will be integrated by illustrating how each one affects a case study family. At the beginning of the course the basic details of the family, such as where they live, the number of children, the jobs that their parents do, and so on will be given. To bring this case study to life, the members will be given names, and will even, for example, own a pet. In illustrating how each topic might affect them, different aspects of the family will be used as appropriate. For example, the mother of the family might be involved in corporate environmental management in her workplace, issues concerning sustainable energy generation may be illustrated by the family installing micro-generation renewable electricity on their house, and issues of inequality might be illustrated by school friends of the children who come from different income groups. Where appropriate, issues might be illustrated by relatives who live in varying parts of the world – for example, the family might have relatives living in Bangladesh who are affected by floods or food shortages.

## Methods of Teaching/Learning

The learning and teaching strategy is designed to:

- Familiarise students with the concept of sustainability
- Introduce students to a broad range of areas to which it can be applied
- Expose students to the multi-faceted arguments and inherent complexity of the issues involved
- Give students the opportunity to critically discuss the issues raised in a multi-disciplinary environment. This will be done in lectures and also in group work.
- To test that students have understood and can apply what they have learnt through concise written, assessed work.
- To test that students can carry out a critique of a film/lyric and, working collaboratively with other students, present their critique through spoken, audio and visual form via a video.
- To give the students experience of working in groups.

The learning and teaching methods include:

- delivery drawing in specialists from throughout the university
- combinations of lectures, classroom discussions and exercises
- group work, through which students will gain experience in discussing issues, and putting forward the particular perspectives that arise from their various academic and cultural backgrounds
- sessions on Wednesday afternoons during both semesters, 1.5 hour lecture per week x 16 weeks
- pre-course reading and other relevant material made available on SurreyLearn

## Assessment Strategy

The assessment strategy is designed to provide students with the opportunity to demonstrate that they have understood the concepts of sustainability that they have been introduced to, and that they are able to convey the arguments in a concise manner.

Thus, the summative assessment for this module consists of:

- Individual assignment: Two short pieces of work (max 250 words) presenting the highlights learnt from the week's lecture. Students will be required to submit 10 short pieces of work over the duration of the module. Of these only 2 will be marked, and the students will not know in advance which weeks' work will be selected for marking. The first set of marking and feedback will occur during the module, so that students can benefit from feedback and improve their work as the module progresses.
- Group project work: A video (maximum 3 minutes) that presents the group's critique of a film or music lyric that focuses on one or more aspects of sustainability. Students may choose to critique one of the films shown during class or select their own film/lyric, in which case a copy must be provided for the course director, the rationale for the choice given, and approval of the choice granted by the course director. Examples of films that may be shown in class include: An Inconvenient Truth (Al Gore), No Impact Man, and Pandora's Promise. Video to be submitted before commencement of summer examinations.

Each student will have the opportunity to provide a rating assessing the contribution of each member of their group: this rating will be used to weight the individual marks awarded to each member of the group.

#### Formative assessment and feedback

Students will be allocated to groups on SurreyLearn. This will enable group members to see each other's pieces of work that are submitted each week. A discussion forum will be provided for each group so that they can give feedback to each other on their work, and discuss issues.

## APPENDIX 2. TEACHING SESSIONS TIMETABLE (provisional)

GGA in Sustainability 2017-18 Timetable				
Wednesdays 13:00 to 14.30				
Date	Room		Topic	Presenter
<b>LECTURE SESSIONS</b>				
11/10/2017		A	Introduction to sustainability	Ian Christie
18/10/2017		B	Food, population and the environment	Dr Tara Garnett, Food Climate Research Network, University of Oxford
25/10/2017		C	Sustainability in everyday life: resource use, impacts and personal carbon footprints	Prof Angela Druckman
01/11/2017		D	Economic instruments for sustainability	Dr Mona Chitnis
08/11/2017		E	Life cycle thinking and supply chains	Prof Chris France
15/11/2017		F	Water resources management and water scarcity	Dr Jonathan Chenoweth
22/11/2017		G	The transition towards low carbon energy	Prof Matt Leach
29/11/2017		H	How many kinds of biodiversity are there and why you should care?	Dr Glyn Davies, WWF
06/12/2017		J	Prosperity, sustainability and economic growth	Prof Tim Jackson
13/12/2017		K	Corporate social responsibility and corporate environmental management	Dr Walter Wehrmeyer
07/02/2018		M	Environmental risks, health and toxicology	Prof Shirley Price
14/02/2018		N	Sustainable tourism	Prof Xavier Font
21/02/2018		P	Psychology of sustainable development	Dr Birgitta Gatersleben
28/02/2018		Q	Sustainable lifestyles?	Dr Kate Burningham
07/03/2018		R	Law, the environment and sustainability: an EU and international perspective	Prof Rosalind Malcolm
14/03/2018		S	Sustainability at the University of Surrey	Matthew Arnold
<b>FILM RELATED SESSIONS</b>				
21/03/2018			Environmental Documentaries and their Uses	Dr Helen Hughes
25/04/2018			Film - tbc	Prof Angela Druckman
02/05/2018			Film - tbc	Prof Angela Druckman
09/05/2018			Film - tbc	Prof Angela Druckman
16/05/2018			Informal group work	
			<i>Submission of Group Video: 21.05.18 at 4pm.</i>	