



University of Queen Margaret

## **VISITING LECTURER SUPPORT HANDBOOK**

## **GENERAL INFORMATION**

### **Who is this Handbook for?**

This Handbook is for Visiting Lecturer (VL) staff with a substantive input to module and/or programme delivery at QMU. It is also useful for staff who support

**What information will you receive from QMU?**

For each module that you have a substantive input to, we will supply:

Access to the module Hub site and, if relevant, the programme Hub site (the Hub

If you have substantive input to modules / programmes in order to access The Hub you will require a QMU IT account. This will have been set up for you at the start of your association with QMU. You will need this username and password to access the Remote Desktop, QMU email, the Hub etc.

Sometimes it can be difficult to use the Remote Desktop if your Internet connection is not good. If you cannot access the Remote Desktop, it is still possible to access most library resources. Just go straight to the library website: [http://www.qmu.ac.uk/lb/IFDL\\_Home.htm](http://www.qmu.ac.uk/lb/IFDL_Home.htm) When you try to access a resource, you will be asked for your username and password (via log-in). This is the same QMU username and password as for Remote Access.

You can also access most other services, but not the software applications, by using the drop-down menu on the Q

## ASSESSMENT OF MODULES

Unless you have been employed as a Module Co-ordinator, you will not be expected to set assessments, however you may be involved in administrating and marking assessments and providing constructive feedback to students.

For written assignments, you will have access to the following resources:

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For modules at SCQF Level 9 and above, QMU also appoints an External Examiner. This is normally an academic from another university who is an expert in the subject. He or she will also view the sample of work to confirm whether the standards expected of a UK degree have been met. External Examiners are independent and provide an annual report on the quality of the programme.

Marks are not confirmed until the work has been checked by both the QMU markers and the External Examiner and the official results have been confirmed by the Exam Board. For this reason, provisional results are often given out to students by School Office staff until the full

2. Forgetting to acknowledge the source from which an idea comes from, even though they have used their own words. This is bad academic practice and students must be marked down for it.

For full information on preventing plagiarism, see: <http://www.qmu.ac.uk/plagiarism/>

For full information on how to cite references within the text of an essay, see: [http://www.qmu.ac.uk/lb/IFS\\_Harvard.htm](http://www.qmu.ac.uk/lb/IFS_Harvard.htm)

### **Extenuating Circumstances (EC)**

Students sometimes have problems that stop them from being able to attend the module or submit work on time, for reasons beyond their control. If a student makes you aware of extenuating circumstances you should direct them to the Module Co-ordinator and/or Programme Leader.

Further guidance re: QMU policies and procedures for Extenuating Circumstances is available here: <http://www.qmuc.ac.uk/quality/gr/default.htm#regs>

You can see the QMU procedures and guidance relating to Personal Academic Tutoring here: <http://www.qmu.ac.uk/quality/gr/default.htm#pol>

### Key contacts at QMU

People that you may come into contact with include:

Your Programme Leader - the key contact for programme organisation  
Module Co-ordinator  
Programme Administrator - can help with student records and assessment arrangements

Role	Name	Contact email
Programme Leader		
Module Co-ordinator		
Programme Administrator		

### SOURCES OF IMPORTANT INFORMATION

#### QMU regulations and procedures

Quick Guides: <http://www.qmu.ac.uk/quality/pr/usefuldocs.htm>  
QMU regulations and policies: <http://www.qmu.ac.uk/quality/gr/default.htm>  
Useful forms: <http://www.qmu.ac.uk/quality/pr/forms.htm>  
Division of Governance and Quality Enhancement A-Z:  
<http://www.qmu.ac.uk/quality/qm/AZindex.htm>  
QMU IT Acceptable Use Policy: <http://www.qmu.ac.uk/it/policies.htm>

#### Good academic practice

QMU Write and Cite Guide to Harvard Referencing:  
[http://www.qmu.ac.uk/lb/IFS\\_Harvard.htm](http://www.qmu.ac.uk/lb/IFS_Harvard.htm)  
Effective Learning Service: <http://www.qmu.ac.uk/ELS/default.htm>  
Plagiarism prevention and detection: <http://www.qmu.ac.uk/plagiarism/>  
Centre for Academic Practice (for academic staff development): <http://www.qmu.ac.uk/cap>



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