

Headstart Huddersfield Assignment Pack

Assignment Title: **In 500 words*, tell us about your experience at one of our Open Days or Taster Days.**

*(Write a 500-1,000-word **self-reflection** based on your own **personal experience** of **primary HE research** carried out at a University of Huddersfield Open Day or Taster Day).

Assignment deadline: Wednesday 29th January 2025 at 6 p.m.

Please submit by email to: headstart@hud.ac.uk

Please note: no late entries will be accepted after the deadline date and time.

Learning outcomes and Assessment Criteria

Intended learning outcomes <i>The student can....</i>	Assessment criteria <i>As evidenced in assignment...</i>
1. Effectively undertake primary and secondary research.	Evidence of primary and secondary research. E.g. specific reference made to research conducted including examples/facts from course talks, information about facilities, photo evidence (optional). Relevant course/HE specific language/terminology used.
2. Reflect on learning experiences.	Evidence of reflection and analysis e.g. formulating questions prior to the experience and then answering questions about their experience. Writing in the first person (I) acceptable.
3. Evaluate learning experiences to inform personal development and future choices.	Evidence of analysis, evaluation and conclusion e.g. a reflection on what has been learnt from the experience and about self (how have decisions been shaped or changed as a result?).
4. Demonstrate reflective writing skills - analyse, evaluate and conclude.	Evidence of analysis, evaluation and conclusion e.g. a reflection on what has been learnt from the experience and about self (how have decisions been shaped or changed as a result?).
5. Present and structure work appropriately as specified.	Inclusion of bibliography with a minimum of four sources, both primary and secondary. Example: www.hud.ac.uk , 15/10/2024, University of Huddersfield Open Day, 28/09/2024. 500-1,000 words. Evidence of reference to writing framework. Assignment written in own words to avoid plagiarism. Assignment structured appropriately e.g. essay style or report format with section headings. Well-ordered and concise with introduction, discussion and conclusion. Relevant information and ideas are presented in a style that suits its purpose (e.g. formal, word processed, reflective) Attention has been given to spelling, punctuation and grammar, so that meaning is clear and not impeded.



Understanding the Key words

Self-reflection

Self-reflection: what is it?	Self-reflection is a way of assessing yourself, your experiences and how you study and learn. It is an important skill for HE students to develop.
Why it's important?	It enables you to better understand yourself including your strengths, weaknesses, values and goals. This allows you the opportunity to change or improve the way you study or learn.
How to do it?	You need to be able to analyse your response to a learning experience. You can do this by questioning what has been learnt and what has been gained from the learning. The next two documents on pages 3-4 will help you to think and write reflectively in your assignment.

Primary and Secondary research

Primary research	Primary research is any type of research that you collect yourself. Examples include surveys, interviews, observations, attending events (Open Days, Taster Days) to gather relevant information.
Secondary research	Secondary research: the use of existing research - data or information. Examples include websites, webinars and books (prospectuses and course guides).

Plagiarism

Plagiarism: what is it?	Plagiarism is stealing another person's work and submitting it as your own. Sometimes it is deliberate (you know you are doing it), but sometimes you might not even be aware that what you are doing is plagiarism.
Why it's important not to plagiarise?	It is important that you only get credit for work that is your own and not someone else's. In Higher Education, plagiarism is taken very seriously because university is all about developing your own ideas and opinions. It is still ok to refer to ideas and facts from books and websites, but these must be referenced and not presented as your own.
How do I avoid it?	<p>Don't copy and paste chunks of text from websites – this is plagiarism.</p> <p>Make sure you re-write the information in your own words – often this involves shortening and summarising and this also helps to show that you understand what you are writing about.</p> <p>Even when you write information in your own words you still need to reference where you have found that information, and this is why you are asked to include a bibliography (a list of all the sources you have used).</p>



Writing framework

Use the writing framework below to help you to think reflectively to plan and structure your assignment.

Title	Write a 500-1,000-word self-reflection based on your own personal experience of primary HE research at a University of Huddersfield Open Day or Taster Day.
Introduction	Explain what your assignment is going to be about – remember to refer to the fact that this is a personal reflection – which means it is about your own experiences. Outline the primary research undertaken and any secondary research undertaken which has supported that.
Planning the primary research	What preparation did you undertake before conducting your primary research? E.g., booking talks and tours in advance, thinking about the information you have already gathered and preparing questions to ask key people. What information do you need to collect? What questions do you need to ask? Who do you need to speak to? What facilities do you want to see?
Conducting the primary research	What were your experiences? What did you see? Where did you go? Who did you talk to? What activities did you participate in? What information did you gather?
Reviewing and reflecting on the primary research	In the context of wider research (websites, participating in other universities events), how has this primary research influenced your decision making? Could you have done anything differently e.g. prepared and planned more? Been more organised? Attended more talks? Viewed the accommodation? Could the University have done anything differently? E.g. provided more detailed module information? Did your research strengthen or change your views? Did this surprise you? What else might you need to do or find out to make a final decision e.g. conduct further research? Attend other Open Days?
Conclusions and summary	What are your overall conclusions based on the research undertaken? How/why is primary research useful in HE decision making? How/why is self-reflection a useful tool? Did you find it useful? Difficult? What have you learned about yourself from this process?

Note: in this assignment you are not being asked to write a personal statement for why you want to study at the University of Huddersfield. You might refer to how the primary research has helped you to decide you want to study with us, but the focus should be on **reflection** of your **primary research** (i.e. attending an Open Day or Taster Day).



Primary research and reflection – planning and gathering the evidence

It may be useful to use this worksheet to gather evidence when conducting your primary research

Type of Primary Research <i>e.g. Open Day</i>
Planning the primary research <i>What information do you need to collect? What questions would you like to ask? Who do you need to speak to? What facilities do you want to see/find out about?</i>
Conducting the primary research <i>Record any relevant information and facts here e.g. information about the course, entry requirements, modules, placement opportunities, facilities. You can also take photos of facilities, campus etc and include these if you wish.</i>
Reviewing and reflecting on the primary research <i>How has this primary research informed your decision making? Could you have done anything differently? Did your research strengthen or change your views? What else might you need to do or find out to make a final decision?</i>



Reading list

Assignments should include reference to secondary, as well as primary, HE research undertaken. Here are some useful websites to help you research course information and to make comparisons. You may use other relevant websites but these are useful ones to get you started.

www.hud.ac.uk

www.ucas.com

www.discoveruni.gov.uk

www.studential.com

[The Uni Guide](#)

www.opendays.com

www.thestudentroom.co.uk

www.thecompleteuniversityguide.co.uk/league-tables/rankings

Remember: To avoid plagiarism, you need to include a bibliography, with a minimum of four sources, at the end of your assignment.

Assignment checklist

Before submitting your assignment, use the following checklist to make sure you have met all the criteria to pass.

Action	Tick when complete
I have undertaken primary research (attended an Open Day or Taster Day) and gathered relevant information to base my assignment on.	
I have undertaken secondary research (websites and prospectuses) and gathered relevant information to include in my assignment.	
I have reflected on my learning experience.	
I have evaluated my learning experience.	
I have demonstrated reflective writing skills including analysis, evaluation and conclusion.	
I have structured my assignment appropriately using the writing framework provided as guidance.	
I have not copied and pasted text from websites and I have written the assignment in my own words to avoid plagiarism.	
I have checked and included my word count and it falls within the limits of 500-1,000 words.	
I have included a bibliography with a minimum of four sources, including primary and secondary sources.	
I have typed my name and school on each page of my assignment.	

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Recording Headstart Huddersfield on your UCAS Application

You must have registered for Headstart **before applying** through UCAS. This is because Headstart must be included in your UCAS application in order for the University to recognise the 8 UCAS points awarded from the scheme.

How to record Headstart Huddersfield on your UCAS Application

Below are step by step instructions on how to record Headstart on your UCAS application as a qualification.

1. In the UCAS Application **'Education'** section, under your school/college, select **'Add Qualification'**.

From the list, select **'All qualifications'**. In the 'search' box that is displayed type **'other'**. Then select **'Other (UK Qualification)'** from the list that appears.

2. An **'Other (UK Qualification)'** screen will be displayed (see below), allowing you to add a new qualification.

Enter the following details:

Subject/title: Headstart Huddersfield

Qualification date: enter the month and year the award will be made e.g. **February 2025** (year of award, not year of registration).

Awarding organisation: enter UOH (University of Huddersfield)

Result: Pending

Module/unit 1: leave this section blank

3. Select: **'Save Qualification'**

Add Other (UK Qualifications)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for courses you choose.

Subject/title *	Qualification date *	Awarding organisation *	Result
Headstart Huddersfield	02 ▼ 2025 ▼	UOH	Pending

Units	Qualification date	Result
	MM ▼ YYYY ▼	

Add another module

Save qualifications

Save and add another

Cancel



HEADSTART
HUDDERSFIELD

Give yourself a head start on a place
at the University of Huddersfield