

2019/2020 Distance Learning Course Handbook

MSc Urban and Rural Planning (JDLC)

School of Built Environment,
Engineering & Computing

MRURP



LEEDS BECKETT UNIVERSITY

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1 Welcome to the Course

1.1 Message from the Dean of School

Whether you are joining us as a new student or returning to continue your studies, we hope you will enjoy your experience and find your studies interesting, challenging and relevant to your development and future career plans.

From August this year, the Computing and Engineering provision from the former School of Computing, Creative Technologies and Engineering will merge with the former School of Built Environment and Engineering to become the School of Built Environment, Engineering and Computing. This merger will help us to continue the consolidation of our Leeds Beckett University expertise in emerging technologies in built environment, engineering and computer sciences.

Our aim is to provide students with a research informed, innovative and relevant curriculum that is linked to current industry practices and standards. Our courses are highly valued by employers, professional bodies and other stakeholders. Our School has a strong tradition of delivering programmes that provide students with the opportunity for academic and practical experience. This approach, coupled with our close involvement with employers, produces graduates who are highly regarded in the workplace.

Through our approach to student support and to teaching and learning we aim to place you, our students, at the heart of everything we do. You will experience a diverse range of teaching approaches. We also use a variety of different methods of assessment and attach considerable importance to providing you feedback on your assessments.

The School curricula encompasses sustainability embracing broader social, economic, and environmental issues fundamental to understanding, preserving, and enriching the built and natural environments.

As a School we strive to be student-centred and value your opinions and feedback. We want to hear about the things you enjoy and that you think we do well, but also want to know when you think there are ways in which we can improve your experience. There are many

ways in which you can provide feedback including through your student academic representatives, through written or on-line module evaluation feedback forms and through student open meetings, forums with staff and student representative meetings with me.

We maintain a strong commitment to our undergraduate and postgraduate programmes and our facilities are well equipped for each major area of our course provision. Our built environment and civil engineering courses are situated in the heart of the city at Northern Terrace, with the computing and electrical and electronic engineering courses located in Caedmon Building at our Headingley campus. Where possible, the majority of your teaching will take place at the School's buildings; however some teaching sessions may be scheduled in other buildings on our City and Headingley Campus's. The City Campus library is located in the Leslie Silver building which is adjacent to Northern Terrace, while the James Graham Building houses the library at our Headingley Campus.

I would like to wish you well in your chosen studies and hope you have an enjoyable and successful year.

Professor Akintola Akintoye

Dean of School of Built Environment, Engineering and Computing

1.2 Message from your Course Director

Hello and welcome to the PGCert/PGDip/MSc Urban and Rural Planning. You are part of a course that is supported and delivered by the Joint Distance Learning Consortium (JDLC) comprising four universities: Leeds Beckett University (LBU); The University of Dundee; London South Bank University (LSBU); and the Open University (OU), providing you with unparalleled access to resources and an opportunity to learn with staff and students across the United Kingdom (UK) and beyond.

The JDLC is managed by Leeds Beckett University and you will be registered here as a student. You will receive non-academic support (including Student Advisers, library services (physical and online), finance and fees, administration and assessment, and ICT support) from Leeds Beckett University. This includes your online virtual learning environment

(Blackboard), and your 'portal', called MyBeckett. This guide includes contact details for your support services.

Academic support is provided by the Module Leaders for each individual module. Each module is managed by one of the JDLC universities, therefore you will be linked to different university academic staff teams at different times.

There is no 'formal' face-to-face tutor contact associated with studies; the programme is designed to be studied entirely online anywhere in the world on an equal basis.

Notwithstanding this, each of the four core universities (LSBU, LBU and Dundee) are available for you to physically access – they all exist as places that you may choose to visit to speak to a member of the JDLC team face-to-face if you wish. You are always welcome to come to campus, whether for academic support or simply to experience the physical connection with a university.

For more information please do get in touch directly with me if you have any questions or issues. We hope you enjoy your first year with us and wish you all the best in your studies.

This handbook provides you with information that you will need on your course. You should find it helpful when you first start, when you are preparing for assessment and at any time that you need help or advice in connection with your studies here. You will also receive a Module Handbook for each module you study on your course.

The course team is looking forward to working with you and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful.

On behalf of our University and the whole course team I would like to wish you well in your studies.

Dr Mohammad Radfar

Course Director, MSc Urban and Rural Planning

1.3 Academic Calendar and Timetable

| | | Year One | | | |
|-----------------|------------------------|------------------|------------------|--------------------|-------------------------------------|
| Week commencing | Management events | Contexts and Law | Local Planning | Strategic Planning | Sustainable Urban Design Principles |
| Module Code | | LBU | LSBU | LSBU | LBU |
| | | 36108 | 36109 | 36110 | 36111 |
| 03-Feb-20 | | Module goes live | | | |
| 10-Feb-20 | | 2 | | | |
| 17-Feb-20 | | 3 | | | |
| 24-Feb-20 | | 4 | | | |
| 02-Mar-20 | | 5 | | | |
| 09-Mar-20 | | 6 | | | |
| 16-Mar-20 | | 7 | | | |
| 23-Mar-20 | | 8 | | | |
| 30-Mar-20 | Hand-in 2nd April 2020 | Assessment | Module goes live | | |
| 06-Apr-20 | | | 2 | | |
| 13-Apr-20 | | | 3 | | |
| 20-Apr-20 | | | 4 | | |
| 27-Apr-20 | | | 5 | | |
| 04-May-20 | | | 6 | | |
| 11-May-20 | | | 7 | | |
| 18-May-20 | | | 8 | | |
| 25-May-20 | Hand-in 28th May 2020 | | Assessment | Module goes live | |
| 01-Jun-20 | | | | 2 | |
| 08-Jun-20 | | | | 3 | |
| 15-Jun-20 | | | | 4 | |
| 22-Jun-20 | | | | 5 | |
| 29-Jun-20 | | | | 6 | |
| 06-Jul-20 | | | | 7 | |
| 13-Jul-20 | | | | 8 | |
| 20-Jul-20 | hand-in 23rd July 2020 | | | Assessment | Module goes live |
| 27-Jul-20 | | | | | 2 |
| 03-Aug-20 | | | | | 3 |
| 10-Aug-20 | | | | | 4 |
| 17-Aug-20 | | | | | 5 |
| 24-Aug-20 | | | | | 6 |
| 31-Aug-20 | | | | | 7 |
| 07-Sep-20 | | | | | 8 |
| 14-Sep-20 | hand-in 17th Sept 2020 | | | Assessment | |

Timetables are made available to continuing students at the end of year and to new students during induction week via:

- i) MyBeckett
- ii) The Leeds Beckett app

Any difficulties relating to timetabled sessions may be discussed with your Course Administrator.

The University's standard term dates are available here:

<http://www.leedsbeckett.ac.uk/about-our-university/term-dates/>

1.4 Key Contacts

The Course Director Dr Mohammad Radfar is the key point of contact for support with academic and pastoral matters. Mohammad can be contacted by email or telephone to discuss any issues that you may have or to arrange a meeting. Any administration matters or if you need assistance with procedures your first point of contact is Sana Waliyat the Course Administrator.

Course Director

Dr Mohammad Radfar

Leeds Planning School
School of the Built Environment, Engineering and Computing
Leeds Beckett University, NT225 Northern Terrace
City Campus Leeds LS2 8AG
Tel: +44(0)113 812 7377
Email: m.r.radfar@leedsbeckett.ac.uk

Course Administrator

Sana Waliyat

Leeds Planning School
School of the Built Environment, Engineering and Computing
Leeds Beckett University, G10 Northern Terrace
City Campus, Leeds LS2 8AJ
Tel: +44 (0)113 81 27613
Email: s.k.waliyat@leedsbeckett.ac.uk

Academic Librarian

Ellie Clement

Library Academic Support Team Manager
Libraries and Learning Innovation
Sheila Silver Library, Leslie Silver Building
Leeds Beckett University, Woodhouse Lane, Leeds, LS1 3ES
Tel: +44 (0)113 812 5238
Email: e.l.clement@leedsbeckett.ac.uk

Course Representative

Course Representatives will be elected by students in the first weeks of the course. All students will be emailed the name and contact details of their Course Rep and this will be posted in MyBeckett. Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at www.leedsbeckett.ac.uk/studenthub/course-representatives.htm.

The Students' Union oversees Course Representatives and more information is available at <https://www.leedsbeckettsu.co.uk/studentvoice/course reps>

1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff.** Information on how to access your student email address can be found on the Student IT Support Pages (http://libguides.leedsbeckett.ac.uk/it_support/office365/outlook).

We will inform you of class activities and course notifications. For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

Please make sure that you inform your Course Administration team whenever you change your address and contact details. It is important that you also update your records yourself. You can do this via the My Account/Update my Data tab on MyBeckett. This will ensure we can always contact you in an emergency, and that you receive any important University communications that we may need to send you.

Microsoft Teams

Microsoft Teams is a collaborative working digital community platform that has channels for different projects, conversations and topics. It also allows you to add files, images, links, videos and more.

Your course team will advise how Microsoft Teams will be used on your course and make guidance available as required.

Skype for Business

Skype for Business is a communication tool for staff and students:

- Make calls using audio, video and instant messages across the University community.
- Create and participate in group online meetings to support project assignments.
- Available across University devices and personal mobiles via a free downloadable app.
- Fully integrated with the Office 365 suite already used by staff and students.

Your course team will advise how Skype for Business will be used on your course and make guidance available as required.

MyBeckett

MyBeckett, the portal and virtual learning environment provides:

- access to your modules and timetables;
- your reading lists and email account;

- your personal storage area on our University IT servers;
- information on where to look for academic or personal support (Support tab);
- information on opportunities such as jobs, careers, part-time work, placements and volunteering (Opportunities tab)

Further information and support for using MyBeckett can be found on the MyBeckett Support Pages (<http://libguides.leedsbeckett.ac.uk/mybeckett/guides>).

1.6 Working in Partnership

We are committed to working in partnership with you and the Students' Union to provide you with an inclusive, safe and engaging learning environment which is conducive to study for all our students and our staff. An important element of your time studying with us is your engagement in developing your learning. Your engagement and attendance on your course enables you to further your learning and supports your achievement, course completion and aspirations for the future. There is an expectation that students will attend, engage in their learning and submit for assessment. We provide support for you to maximise your time studying with us and to develop your learning, skills and abilities to support you in your chosen career path.

We seek active participation by all our students in the continuous enhancement of our courses and through our monitoring, annual review and enhancement processes. These are formal processes used by our University for assuring the academic standards and quality of your course and its continuous improvement. These processes utilise your feedback, External Examiners' reports, feedback from staff and others, data relating to student outcomes on the course and student surveys to reflect on areas of good practice and areas for further enhancement. We invite all students to participate in a range of opportunities to provide us with feedback on your course and modules. This may include discussions with staff, focus groups, and meetings (e.g. with Course Representatives or with staff) and formalised student surveys e.g. mid module reviews, end of module evaluations or other surveys such as the Student Barometer and National Student Survey. We utilise the

outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

Informal feedback is also welcome at any time either via your Academic Advisor or module tutor or via your Course Representative. Our partnership with you enables us to make the most of your learning experience with us and to enhance the quality and reputation of your course. You can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or through the Library.

1.7 Course Representatives

You have the opportunity of becoming an elected Course Representative working in a voluntary capacity with students, the Students' Union, the Course Director and members of the course team and our University. The Course Director, working in partnership with our Students' Union, enables the process for election and appointment of Course Representatives. The Students' Union provides training and development for Course Reps and supports their engagement in enhancement activities. Being a Course Representative provides an opportunity for you to enhance your own learning and the development of relevant professional and employability skills in parallel with your studies.

As a Course Representative you would play an important role in:

- acting as a point of contact and advocate for students on your course and in supporting their active engagement;
- gathering feedback from students on your course to inform further enhancements to the quality of your course and the student experience;
- enabling dialogue and good communication between students and staff on the course;
- working with the Course Director, members of the course team and the Students' Union to enhance your course;
- facilitating and engaging in meetings about your course; and

- being an ambassador for your course.

Further details about Course Representatives are available on the Students' Union web site, on the Students web site and in our University's Academic Regulations.

2 Studying on this Course

The first two years of study consist of a series of modules which allow the students to develop a comprehensive understanding of urban and rural planning encompassing urban design, plan making and policy, planning law and decision making, planning and place histories, the development process, finance, implementation and delivery, stakeholder participation and politics, and ICT. The third year of study allows students to specialise in an area of personal interest through a selected Open University delivered options module, and the dissertation module.

For those who pursue Open University (OU) study prior to joining the core MSc programme, the OU courses fulfil the important functions of introducing students with limited experience in higher education to study at this level, as well as to study by distance learning.

Years 1 and 2 are each equivalent in workload to a 'full 60 credit' course. The 60 credits in year 3 are made up by a 30-credit Dissertation and the 30-credit OU option module. Each year is studied in sequence, with pairs of modules released in turn, building progressively on material already covered and increasing in academic difficulty.

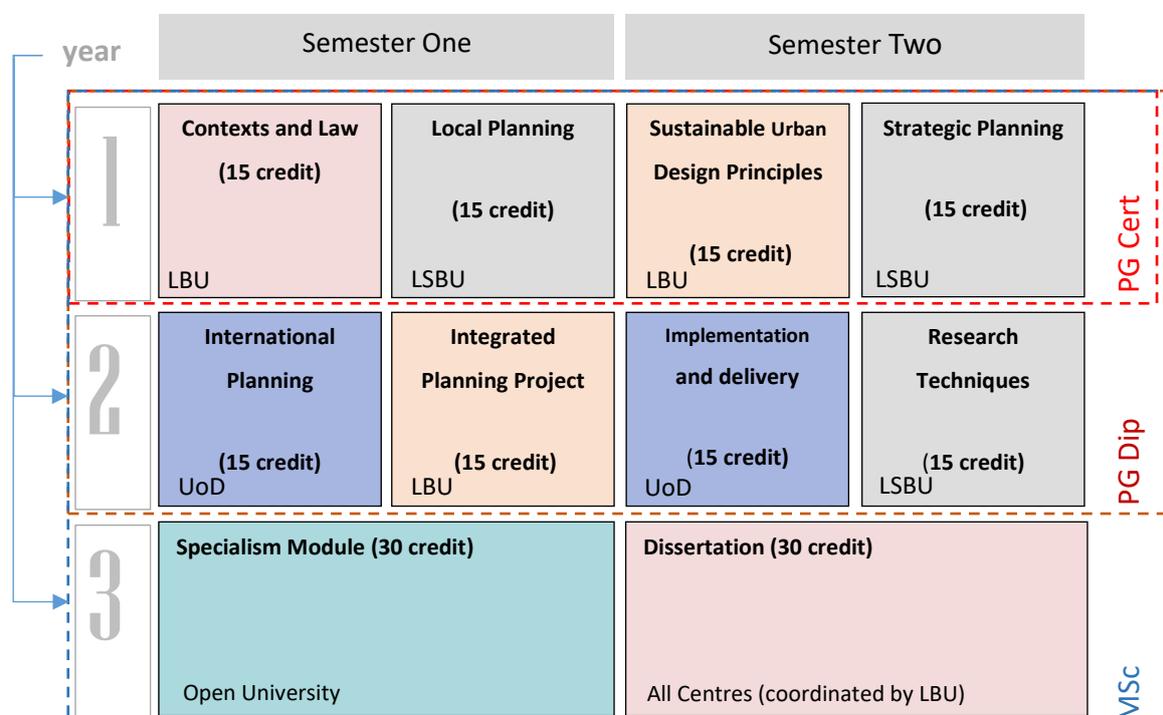
The course takes approximately 3 years to study, which is longer than a part-time programme which would typically take 2-2.5 years. However, the flexibility the JDLC programme offers means that it can be manageable above and beyond a full work and/or family life for students in most personal and professional circumstances.

2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification is [available](#) from your Course Administrator

Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification.



Course Learning Outcomes

All courses are benchmarked against the Royal Town Planning Institute (RTPI) and Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality Assurance Agency website: www.qaa.ac.uk

| No. | Learning Outcome |
|-----|--|
| 1 | Develop creative and critically substantiated responses to problems and opportunities in planning and demonstrate a commitment to reflective practice, including upholding the highest ethical standards |
| 2 | Demonstrate a critical awareness of the social, economic, political and regulatory nature of planning and evaluate development strategies and assess the challenges of planned interventions |
| 3 | Demonstrate the critical ability to engage effectively with stakeholders, work in an interdisciplinary context and develop skills in advocacy, negotiation and partnership |

| | |
|---|---|
| 4 | Critically evaluate the responses of planning to the challenges of sustainability and climate change and demonstrate creativity in planning sustainable interventions |
| 5 | Critically evaluate the principles and processes of design in the creation of high-quality places and apply planning skills in enhancing the public realm for the benefit of all in society |

Module Information

For detailed information about the modules on this course please refer to the Module Handbooks.

2.2 Course Resources

The Course Specification specifies the physical and online resources available to students on this course. On a distance learning course, all required resources will be made digitally available to you, although you have access to the Offsite Library Service.

Your course will primarily be delivered through our virtual learning environment, MyBeckett. Via this platform, you will be able to access learning materials, interact with your course colleagues and submit all your assessments.

Your online course induction will tell you more about studying online and provide guidance on how to be a successful online learner.

2.3 Professional Accreditation or Recognition Associated with the Course

The course is accredited by Royal Town Planning Institute (RTPI) and mapped against the RTPI Learning Outcomes. Successful completion of the course enables Licentiate Membership of the Royal Town Planning Institute. All students are entitled to free student membership of the RTPI on entry to the course. The course is annually revalidated by the RTPI Partnership Board, chaired by an appointee of the RTPI, with other members chosen by the RPTI and local practitioners chosen by this University.

Skills Developed

The course provides a systematic understanding of knowledge, and a critical awareness of the rationale for spatial planning, including considerations of effectiveness, diversity and difference, and community engagement. It enables intellectual development through appropriate research and enquiry focused as appropriate on areas of planning specialism, encouraging originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the planning discipline. It equips students to engage in creative and innovative intervention in spaces and places, to evaluate critically current research and advanced scholarship in the discipline, to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses. For example, the Dissertation module requires students to demonstrate a critical understanding of current problems, to devise a research methodology demonstrating a comprehensive understanding of techniques applicable to research and advanced scholarship, resolve issues of available data, and develop new skills at a high level. Modules such as Integrated Planning Project, Sustainable Urban Design Principles enable students to demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level. They enable students to explore and interrogate concepts within spatial planning, and to gain the qualities and transferable skills necessary for employment requiring the exercise of initiative and personal responsibility, decision-making in complex and unpredictable situations and the independent learning ability required for continuing professional development.

Additional Activities/Recognition

You will have opportunities to gain recognition during your time at Leeds Beckett University for the extra activities you do in addition to your studies, including volunteering, student societies, playing in our University sports teams and being a Course Representative.

2.4 Work-Related Activities and Employability

A key purpose of the course is to enable students to attain a professionally- accredited qualification, which they will need to attain full membership of the Royal Town Planning

Institute, together with a 2-year period of practice which part-timers can commence whilst still on the course. The MSc Urban and Rural Planning (JDLC) is recognised as such by the RTPI and the Higher Education Officer for the RTPI gives an annual workshop for students explaining the route to membership and the criteria for evidence during the period of practice. These workshops are attended by previous graduates who are now employed in consultancies and planning authorities. To help students begin their practical experience the Course Team encourages and assists them to volunteer in the regional Planning Aid, and to give practical support to communities engaged in neighbourhood planning. Students on the course have free access to the RTPI Yorkshire Conference series and have the opportunity to engage with the key contemporary issues for the profession and to meet leading theorists and policy-makers. There are annual prizes both internally and externally for high-achieving students and the RTPI, together with the Course Team provide great networking opportunities for graduate planners in the region. Students completing the current post graduate planning course have been highly successful in gaining employment or progressing within existing employment on leaving the course.

2.5 Opportunities for Graduates

The Course Specification includes details of any accreditations, career paths, further study options and other opportunities for graduates.

2.6 External Examiner

The External Examiner assures that you are assessed fairly in relation to other students on the same course and also that the standard of your own award is comparable to similar courses taken by students in other higher education institutions within the United Kingdom.

The External Examiner provides an annual report for your course and your Course Administrator can provide details of the External Examiner's report on request. Further details on all External Examiners' reports can be located here:

www.leedsbeckett.ac.uk/studenthub/external-examiners-reports

3 Assessment and Feedback

3.1 Assessment

Assessment Strategy

Information on the various methods of assessment can be found in the Course Specification.

University Assessment Regulations

Our University's assessment regulations are contained within the University Academic Regulations. Regulations on progression, award eligibility and honours degree classifications are available at: www.leedsbeckett.ac.uk/public-information/academic-regulations/.

Course-Specific Assessment Regulations and Professional Body Requirements

The University's Regulations apply to the Course.

Assessment Schedule

Please note the indicative assessment hand-in dates in the academic calendar and make sure that you are available during those periods. Final coursework submission deadlines can normally be found on MyBeckett, on course noticeboards or in individual Module Handbooks/other module guides.

Examination

No Exam

Coursework

If your module requires you to undertake coursework, details of this will be published in advance within your module on MyBeckett. You will also find these details within your Module Handbook.

Reasonable Adjustments and Assessment Support

Disabled students should contact Disability Advice at the earliest possible opportunity to discuss their support requirements for assessments and / or examinations.

Where adjustments are required in relation to examinations, Disability Advice should be contacted. This will provide the best chance of implementing the recommendations from the adjustment plan for that semester's main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see Disability Advice on the 'Support' tab in MyBeckett for further information.

Submitting Assignments

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. It is also important that you keep copies of all work submitted until after you have graduated. You should also keep any receipts confirming the submission of assignments. In the event of your submitted work being lost you may be required to produce a copy of the work and submission receipt. If you are unable to do so, your work will not be marked.

It is important to note that submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time please make yourself aware of section 3.4 of this handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. Full details of the penalties for late submission of course work are available in section 3.11 of the Academic Regulations at www.leedsbeckett.ac.uk/public-information/academic-regulations.

If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your Reasonable Adjustment Plan, your Course Administrator will be able to advise you of the process.

Further information on Turnitin is available here:

<http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin>

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how

and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.

3.3 How do I Get my Results?

Results from module assessments and decisions on progression to the next level of study are available on Blackboard and the Results Online system from:

www.leedsbeckett.ac.uk/studenthub/results-online.htm.

Results will only appear within *Results Online* five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Course Administrator.

3.4 Extenuating Circumstances and Mitigation

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so.

Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students' Union Advice Service can offer guidance on what evidence you will need to present.

Further information can be found at www.leedsbeckett.ac.uk/studenthub/mitigation.

If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your Reasonable Adjustment Plan, your Course Administrator will be able to advise you of the process.

3.5 Re-assessment

If you have not passed a module at the first attempt, you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is). You will be advised via Results Online of your options for re-assessment. You are advised to contact your Course Director, Course Administrator or Module Leader for any necessary clarification.

3.6 Student Appeals

If you feel that you have in some way been disadvantaged during your studies and this is reflected in your results, then you may have grounds for an academic appeal.

After your results are available on Results Online you have 15 working days to submit a request for an appeal hearing. You will find the information you need, including grounds for appeal, when and how to appeal and frequently asked questions at:

www.leedsbeckett.ac.uk/studenthub/appeals.htm.

You are strongly advised to seek guidance from the Students' Union Advice Service on whether you have grounds for an appeal and the completion of the paperwork – see section 4 for Students' Union Advice Service contact details.

3.7 Academic Misconduct

Academic integrity is a fundamental principle within the University and is strongly linked to good academic practice. The University has processes to investigate alleged breaches of academic integrity and, where a breach of academic integrity is admitted or found, applies appropriate penalties. <https://www.leedsbeckett.ac.uk/studenthub/academic-integrity/>

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be a breach of academic integrity. Examples of unfair practice include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghostwriting and falsification of data. Definitions of these offences and the serious consequences of breaching academic integrity can be found in our Academic

Regulations: Section 10 Academic Integrity: www.leedsbeckett.ac.uk/public-information/academic-regulations.

There are a range of resources available to help you understand what is and what is not permitted and how to use other people's ideas in your assessed work. These include the Skills for Learning website which can be found at <http://skillsforlearning.leedsbeckett.ac.uk>

If you are unsure on how to reference your work correctly, please seek advice from your tutors or access the Skills for Learning resources online.

4 Where to Get Help

4.1 Academic Advisor

Your Academic Advisor will be an academic member of staff who teaches you on your course. Your Course Director will make sure that you are given the contact details of your Academic Advisor at the beginning of each year, usually in your course induction. Normally, your named advisor will aim to follow you right through the duration of your course.

Your Academic Advisor has an important role to play in supporting you in academic matters while you are studying on this course. If you are struggling with your work, want to discuss your assessments and ways to improve your marks, your named Academic Advisor is there to support you. Your meetings with the Academic Advisor should be led by you. You might want to talk about career aspirations, your course, your progress and /or your academic results. You may want to set objectives for academic goals. They will also be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling. Getting to know your Academic Advisor in the first year of your course is really useful especially when University life and degree level study might be different from what you are used to.

4.2 Online Learning Tutor

Your course is supported by an online learning tutor via Microsoft Teams, they will be your module tutor, and will follow up on your engagement and provide support and feedback. They will answer everyday module issues.

4.3 Course Administrator

If you have a question or a problem relating to your course, your Course Administrator **Sana Waliyat** (s.k.waliyat@leedsbeckett.ac.uk) is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students' Union Advice team for additional support with course-related questions.

4.4 Online Student Support

Within MyBeckett you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The 'Support' tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration.

The 'Opportunities' tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

4.5 Student Experience Team

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support

from the Students' Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage: www.leedsbeckett.ac.uk/studenthub.

The Student Experience Team's telephone number is 0113 812 3000 and their e-mail address is studentexperience@leedsbeckett.ac.uk. For Distance Learning students in the vicinity of Leeds, you can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley Campus. They work closely with the course teams, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will.

4.6 Disabled Students

Support for disabled students is available from our Disability Advice team. Support is available for students with a range of disabilities including:

- epilepsy, diabetes and IBS
- depression, anxiety and eating disorders
- dyslexia, dyspraxia, and AD(H)D
- Autism Spectrum Conditions
- Mobility difficulties
- Sensory impairments

Support is individually tailored depending on the nature of your disability and the demands of your course. We would encourage you to contact us as early as possible to enable us to implement any adjustments you may need. If you have a disability and have not previously declared it, please fill in our registration form [here](#) or contact the Disability Advice team on 0113 8125831 or email disabilityadvice@leedsbeckett.ac.uk

More information on disability advice is available under the Academic and Personal Support sections of the 'Support' tab in MyBeckett, and on the 'Students' home page

<https://www.leedsbeckett.ac.uk/studenthub/disability-advice/>

Disabled students can also access the Disability Resource Areas in each library and the support provided by the Library Learning Support Officer. More information is available at

http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users.

4.7 Library Help

The Library

Our Library has invested in a wealth of electronic resources, and maintains these so that you can access a wide range of digital resources. The website

(<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

If you are able to visit Leeds Beckett, there are two Libraries: Sheila Silver Library at City Campus and Headingley Library—both open 24/7, 365 days a year. Additionally, if you are in the UK, you may be able to access your local education institution's library using SCONUL access.

Offsite Service

As you are registered on a Distance Learning course, you are eligible for the Library's Offsite service. This offers help with accessing electronic resources, access to other libraries, postal book loans and journal article supply. See the Library website

http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite for details of eligibility and more information.

Library Academic Support

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. Your Academic Librarian (see Key Contacts in

section 1) also liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies.

The team maintains a number of websites to support your learning:

- In your Subject guide, you'll find a variety of information resources which have been selected as a good starting point for research in that area. These are available from the homepage of the Library website: <http://library.leedsbeckett.ac.uk> or via the Course or Support tabs in My Beckett.
- On the Skills for Learning website, you'll find online resources covering topics such as essay writing, research and time management, plus information to help you reference and avoid plagiarism. You'll also find information about workshops (both online and in person) that are designed to help you succeed in your assessments. The Skills for Learning website can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/> or via the Library or Support tabs in My Beckett.

Help and Information Points

If you have any questions about using the library or need IT support you can get help:

- from the Help and Information Point on the ground floor of each library
- online (including 24/7 chat): http://libguides.leedsbeckett.ac.uk/contact_us
- by phone - 0113 812 1000 (including 24/7 IT support).

Skills for Learning

Skills for Learning provides a wide range of web resources and publications to help your academic skills including teamwork, research, essay writing and time management, plus information to help you reference and avoid plagiarism. Information about workshops and one-to-one tutorials can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/>.

4.8 IT Resources

Wi-Fi

University Wi-Fi is provided by eduroam, a secure wireless network, which also allows you Wi-Fi access if you visit other universities. To connect:

1. Select eduroam from available Wi-Fi
2. Your login details are:

Username: e.g., c1234567@leedsbeckett.ac.uk

Password: your normal university password

*Android Users: Select under Phase 2 Authentication – MS-CHAPv2

Help is available from the Library Advice Points or

http://libguides.leedsbeckett.ac.uk/it_support/wifi

Microsoft Office 365

Our University provides students with a free subscription to Office 365 which can be downloaded from the IT tab in MyBeckett. All students who are registered for a qualification at Leeds Beckett University are eligible and you will be able to use the subscription for the duration of your course. For instructions and more information, please visit our Student IT Help pages at

http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online .

OneDrive

OneDrive Leeds Beckett is your individual file storage with 1TB of storage space. With OneDrive you can access and share your files across your devices. This is accessible on University PCs and off-campus through Office365 portal. See the Saving your Work pages on the Library website for more information.

http://libguides.leedsbeckett.ac.uk/it_support/office365/onedrive

Media Equipment – free loans

You can borrow high-end Media Equipment for free. Browse, reserve and collect equipment ranging from GoPros to Remote Presenters from the ground floor of the Shelia Silver and Headingley Libraries.

<https://www.leedsbeckett.ac.uk/studenthub/media-equipment/>

4.9 Students' Union Advice Service

The Students' Union Advice Service offers free, independent, non-judgemental advice and guidance to all Leeds Beckett Students. This can include advice on any problems you might have whilst on your course including all the Academic Regulations (Mitigation, Extensions, Complaints, Appeals, Disciplinary procedures and Academic Integrity). We can also give advice on any issues you may have with your housing including disrepair, contract checking and issues with deposits. We can also advise on student funding and debt.

We will listen to your problem and outline what options are available to you, so you can make an informed decision on what to do.

Hopefully you will never need us but just remember we are here for you if you do.

Email: suadvice@leedsbeckett.ac.uk

Tel: 0113 812 8400

<http://www.leedsbeckettsu.co.uk/advice>

4.10 Leeds Beckett Distance Learning Community

Connect with other Distance Learners here at Leeds Beckett to discuss your experiences and communicate with peers from fellow courses. You can find our Leeds Beckett Distance Learning Community on Google Communities by searching for "Leeds Beckett Distance Learning Community". Once you have found it, simply click to join, and start getting to know fellow students – from both your course and other distance learning courses at Leeds Beckett.

5 What to do if you..

5.1 ...are unable to participate in your studies for a significant period of time

Whilst we understand that as a Distance Learner you will most likely be balancing your study time alongside other commitments such as work and family, you must notify your Course Administrator if you are unable to participate in your studies for a significant period of time that will affect your study. If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

5.2 ...are ill during an assessment period

If you are unable to submit a summative assessment due to illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact your Course Administrator to get a copy of the appropriate extenuating circumstances form.

For more information on 'fit to sit' and mitigation please visit

www.leedsbeckett.ac.uk/studenthub/mitigation.htm.

5.3 ...have a comment, compliment or complaint

We are committed to providing a high quality experience for all our students. We welcome comments and compliments from students, and find them valuable for on-going improvements to our provision. Comments and compliments about your course can be raised with your Course Representative or directly with your personal tutor/academic advisor.

If you have a specific complaint about an act or omission of our University, you may be able to make a complaint under the Student Complaints Procedure. In the first instance, you should raise the matter as soon as possible with the member of staff most directly concerned, or with the person who can best resolve it. If this does not resolve the matter, or if the complaint is too serious to be addressed in this way, then you should make a formal complaint in writing. Information about how to make a complaint, including the student

complaints procedure and a complaints form, is available online at:

www.leedsbeckett.ac.uk/studenthub/complaints.htm.

5.4 ...are considering suspending studies or withdrawing from the course

If you are considering withdrawal from your course you should speak to your personal tutor/academic advisor, a member of staff at our Student Hub or the Students' Union to discuss your reasons. If there is a problem, University or Students' Union staff may be able to help. It may be possible to arrange suspension of studies from your course.

<http://www.leedsbeckett.ac.uk/studenthub/changing-course/>

Withdrawing from your course permanently or temporarily could impact the availability of future student funding should you decide to return to the course or commence a new course at Leeds Beckett or elsewhere. Please seek advice from the Student Money Team or Students' Union Advice Team.

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Course Administrator. This form must be submitted as soon as possible to your school office as withdrawals cannot normally be backdated. For further details see the Student Regulations at:

www.leedsbeckett.ac.uk/public-information/student-regulations.

6 Relevant Policies

All student regulations and policies are available at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

6.1 Safety, Health and Wellbeing

If you are planning to visit the University in person you will need to make yourself aware of the following policies.

Policy Statement

Our University is committed to providing a vibrant, ethical and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities. Further details of our Health and Safety policies are available

at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

Smoking

No smoking is permitted in any of our University buildings, this includes the use of vapour cigarettes (or other similar devices); if you do smoke outside our buildings please make sure that you stand at least five metres away from building entrances and boundaries.

Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

Fire Safety Procedures

Fire information is present on Fire Action Notices displayed in all our University buildings. These are normally present in corridors. Please read and follow the instructions.

All fire exit routes are clearly identified. You should familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies which can be found on the blue and white Fire Action Notices. Use the nearest available route out which may not be the route you use daily to enter the building.

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire using the emergency number 4444 - indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Take appropriate action to assist visitors and mobility-impaired persons or wheelchair users to a safe refuge.

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled Students

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair. If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you as appropriate.

Disabled students must declare their disability, to the University, for it to be taken into consideration. You can find further information about the support available to disabled students studying at our University and contact details on the Support tab in MyBeckett and our website: www.leedsbeckett.ac.uk/studenthub/disability-advice.

First Aid

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance.

First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

Accident and Incident Reporting

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by University staff. Accident report forms (HS1) are available at reception offices, Security and Student Hubs.

Infectious Disease

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Director or Course Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

Zero Tolerance

You should also familiarise yourself with our Zero Tolerance Report and Support web page: <https://www.leedsbeckett.ac.uk/studenthub/zero-tolerance/>

6.2 Regulations

There are two sets of documentation you need to be aware of, the University Regulations and the Student Contract.

The University Regulations relate specifically to your studies and your course. They cover issues such as assessment, progression and award requirements amongst a range of other issues.

The Student Contract deals with a range of issues which apply to all students of our University.

6.3 University Academic Regulations

Our Academic Regulations can be found at: www.leedsbeckett.ac.uk/public-information/academic-regulations. You should familiarise yourself with these Regulations.

The following sections are of particular relevance to your course:

- Education and Assessment
- Progression and Award
- Examinations
- Progression and Award Boards and Module Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- Appeals
- Academic Integrity

The Students' Union Advice service (www.leedsbeckettsu.co.uk) is able to offer advice and guidance on how to understand and use the Regulations.

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at: www.leedsbeckett.ac.uk/studenthub/research-ethics.htm.

6.4 Student Contract

The Student Contract is available at the following web link: <http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf?la=en>. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Out Student Charter is available at: <https://www.leedsbeckett.ac.uk/-/media/files/academic-regs-new/2018/20-student-charter-1819.pdf?la=en>

Engagement Statement

The University expects you to engage with and fully contribute to all learning sessions within your distance learning modules. Fully engaging with your online presentations and activities is an important part of your learning, contributing both to the University community and the learning experience of you and your fellow students on the course.

We monitor your engagement with the course material as engagement and academic achievement are closely linked. Also, by monitoring engagement we can identify students who may need our guidance or support at an early stage to help them progress in their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett.

The University does understand that from time to time there is good reason why you cannot engage with your studies for a significant period of time, and in this instance you must contact your School office or Online Learning Tutor to let them know so that our records can be updated accordingly.

Your Student Contract can be accessed at www.leedsbeckett.ac.uk/public-information/student-regulations