

2019/2020 Degree Apprenticeship Course Handbook

BSc (Hons) Digital & Technology Solutions (BDTSA)

**School of School of Built Environment,
Engineering and Computing**

September 2019



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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 with us and find your studies interesting, challenging and relevant to your development and future career plans.

From August this year, our Computing and Engineering from the former School of Computing, Creative Technologies and Engineering has merged with the former School of Built Environment and Engineering changing the school's name to becoming the School of Built Environment, Engineering and Computing. This merger will help us to continue the consolidation of our Leeds Beckett University expertise in the emerging technologies in built environment, engineering and computer science.

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 and our computing and electrical and electronic engineering courses are located at Caedmon Building of 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 Campus and Headingley Campus. The City Campus library is located in the Leslie Silver building which is adjacent to Northern Terrace and the Headingley Campus library at James Graham Building.

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 Leader

Welcome to the course! You will be aware that degree apprenticeships are a relatively new venture for the University and for the UK. It's an exciting development: our first students are now entering on Level 6 study. You should be amongst the first of many to benefit from studying an Honours degree whilst working full-time and gaining support both from your undergraduate tutors and your workplace mentors.

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 this year 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.

Should you wish to contact me at any time during your studies, please do so. I am here to help you to gain the best experience from your studies. Any issues that arise are best dealt with quickly, before they become major issues. Equally, I am pleased to know about areas of good practice which you come across.

Your success is my success, so I hope you do well – please keep in touch!

Maurice Calvert

1.3 Academic Calendar and Timetable

Your study calendar is summarised in Table 1.

Week Commencing Monday	Student Calendar
16.09.19	Study Block 1
30.09.19	Support for your studies by distance learning commences until submission of all assessments before 20.01.20.
07.10.19	
14.10.19	
21.10.19	
28.10.19	
04.11.19	
11.11.19	
19.11.19	
26.11.19	
02.12.19	
09.12.19	
16.12.19	
21.12.19 – 05.01.20	University closed for Christmas Break
06.01.20	
13.01.20	
20.01.20	Study Block 2
27.01.20	Support for your studies by distance learning commences until submission of assessments for non-project modules before 18.05.20.
03.02.20	Support for your project modules by distance learning runs until submission of assessments on or before 17.07.20.
10.02.20	
17.02.20	
24.02.20	
02.03.20	
09.03.20	
16.03.20	
23.03.20	
30.03.20	
04.04.20 – 19.04.20	Easter Break
20.04.20	
27.04.20	
04.05.20	Bank Holiday 08.05.20
11.05.20	
18.05.20	Assessment day: 18.05.20. Any necessary reassessment for non-project Level 6 Semester 1 modules will take place this week.
25.05.20	Bank Holiday 25.05.20
01.06.20	
08.06.20	
15.06.20	
22.06.20	
29.06.20	
06.07.20	Any necessary reassessment for non-project modules (except Level 6 Semester 1) will take place this week.
13.07.20	You may be required to attend for project assessment on one day during this week.
	Any necessary reassessment for project modules will be arranged in September 2020.

Table 1. Digital & Technology Solutions Study Calendar, Sept 2019 to July 2020.

Full details of this and future standard student academic calendars are available at:

www.leedsbeckett.ac.uk/about-our-university/term-dates.

1.4 Key Contacts

1.4.1 Course Leader

Course Leader for BSc(Hons) Digital & Technology Solutions: Dr Maurice Calvert:
m.calvert@leedsbeckett.ac.uk 0113-81-27429, Room: Caedmon 117, Headingley Campus.

Please contact me in the first instance with any queries related to your course or any issues which may affect your studies.

1.4.2 Course Administrator

Course Administrator for BSc(Hons) Digital & Technology Solutions: Claire Howson:
c.howson@leedsbeckett.ac.uk 0113-81-23609, Room: Caedmon G14, Headingley Campus,
Leeds Beckett University, LEEDS LS6 3QR.

Claire can deal with many issues related to enrolment, electronic systems, contact details, absences, results and so on. Please contact Claire, if you are unable to contact Maurice.

1.4.3 Academic Librarian

Laurence Morris: l.d.morris@leedsbeckett.ac.uk 0113-81-21102, Room: James Graham 125, Headingley Campus.

1.4.4 Course Representative

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/coursereps>

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 course or module notifications, including any cancellations. This will normally be by email. In very rare cases where changes are made at the last minute, we will attempt to contact you by mobile phone, using the details kept on your student record.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you. Typically, this will use MyBeckett, the student portal and virtual learning environment (VLE).

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 or your next of kin in an emergency, and that you receive any important University communications that we may need to send you.

1.5.1 MyBeckett

MyBeckett, the portal and VLE 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, the Students' Union and your employers 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 enable you to further your learning and supports your achievement, course completion and aspirations for the future. There is an expectation that students will engage in their learning and submit for assessment. We provide support for

you to gain the most from 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 and 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, for example, end of module evaluations and specific course or other surveys such as the Student Barometer, National Student Survey and Graduate Outcomes. We use 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 together 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 Leader and members of the course team and our university. The Course Leader, 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 Leader, 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 Student Hub web site and in our University's Academic Regulations.

As Digital & Technology Solutions is a new course, we need to understand your particular requirements and expectations. We are able to make changes to delivery and engagement patterns, but we need your constructive input to enable this process. We have already made a number of changes to the way we deliver your course, based on input from your Course Rep and other students.

Examples of changes made in response to student feedback:

- We have asked all staff to use Adobe Connect for online sessions (instead of Skype for Business).
- We have made attendance at online sessions optional and we do not report this attendance to your employer (unless they specifically request it).
- We have asked staff to issue documents as PDFs or web links to avoid the reliance on Microsoft products.
- We have defined a uniform template for MyBeckett pages.

- We have introduced Slack as an extra means of communication.

We have one course representative, Tom Hobson, who joined the course in September 2018. Tom has given me permission to share his contact details:

t.hobson8584@student.leedsbeckett.ac.uk Please contact Tom, if you have any feedback, positive or negative, about the course. But PLEASE consider joining Tom as course representative – we need someone from more than one cohort!

2 Studying on this Course

A Degree Apprenticeship programme integrates the provision of undergraduate degree level academic knowledge, understanding and skills with the opportunity to contextualise this provision in the workplace and thus to develop occupational competency at a professional level in specific job roles.

The course aims (1) to facilitate the provision of a quality learning experience for each student that fosters engagement with their programme of study and promotes independent study and life-long learning. The course will help apprentices become confident, competent and capable independent IT professionals, able to operate in a range of related roles; (2) to develop occupational competency for its apprentices so they can provide technology-enabled solutions to internal and/or external customers in a range of areas including software, IT business analysis, cyber security and data analysis; (3) to acquire high level skills in analysis, critical thinking, innovation, entrepreneurship and problem-solving to enable long term career development and progression at a professional level; (4) to raise critical awareness of current issues and their wider context, to appreciate the legal, social, ethical, environmental and professional issues involved in the development and application of digital technologies; (5) to develop a range of transferable skills including communication, cogent presentation of ideas and arguments, both independent and team working and to practise these skills within the workplace.

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 on your MyBeckett Course page (under BSCH Digital & Tech Solutions (DA) – 201819).

2.1.1 Course Structure

The course structure outlines the modules that will be delivered on this course and is included in Tables 2 to 5.

2.1.2 Course Learning Outcomes

All courses are benchmarked against the 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. For more details on the Course Learning Outcomes specific to this course please view the Course Specification.

2.1.3 Module Information

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

2.2 Course Resources

Your course uses Blended learning – a combination of face-to-face teaching and distance learning. In the teaching blocks you will meet your course team and be introduced to all key resources. Where possible, required resources will be made available to you digitally, usually via MyBeckett.

Outside of the teaching blocks, your course will be delivered primarily through MyBeckett. Via this platform, you will be able to access learning materials, interact with your course colleagues and submit most of your assessments. Some assessments will require your attendance at the University (these will be made clear in the Assessment Brief or Module Handbook).

Your Course Induction during Study Block 1 will include an introduction to MyBeckett and provide guidance on how to be a successful online learner. An introduction to MyBeckett for distance learning students, which includes how to log in, browser requirements and

finding your way around is available at:

http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite/welcome

	SOFTWARE ENGINEERING THEME	INFORMATION SYSTEMS AND BUSINESS ORGANISATION THEME		DATA THEME	NETWORKING & SECURITY THEME	PROJECTS	
YEAR 1 SEMESTER 1	4A Software Engineering 1	4B Information Systems and Business Organisation 1					
YEAR 1 SEMESTER 2	4C Software Engineering 2			4D Data Management 1		4E Core Project 1	
YEAR 2 SEMESTER 1				5A Data Management 2	4F Fundamentals of Computer Systems and Networking		
YEAR 2 SEMESTER 2		5BC Information Systems and Business Organisation 2			5B Security of Digital Systems 1	5D Core Project 2	
YEAR 3 SEMESTER 1		6BA The Digital Business				5E Core Project 3	5F Core Project 4
YEAR 3 SEMESTER 2		6BB Data Analysis 1	6BC Strategic Planning for IT				
YEAR 4 SEMESTER 1						6D Advanced Project Preparation (30 CREDITS)	
YEAR 4 SEMESTER 2						6E Capstone Project (30 CREDITS) and End Point Assessment	

Table 2. Module Grid B – IT Business Analyst.

	SOFTWARE ENGINEERING THEME	INFORMATION SYSTEMS AND BUSINESS ORGANISATION THEME	DATA THEME	NETWORKING & SECURITY THEME		PROJECTS	
YEAR 1 SEMESTER 1	4A Software Engineering 1	4B Information Systems and Business Organisation 1					
YEAR 1 SEMESTER 2	4C Software Engineering 2		4D Data Management 1			4E Core Project 1	
YEAR 2 SEMESTER 1			5A Data Management 2	4F Fundamentals of Computer Systems and Networking			
YEAR 2 SEMESTER 2	5CC Software Engineering 3			5B Security of Digital Systems 1		5D Core Project 2	
YEAR 3 SEMESTER 1				6CA Security of Digital Systems 2		5E Core Project 3	5F Core Project 4
YEAR 3 SEMESTER 2				6CB Security of Digital Systems 3	6CC Security of Digital Systems 4		
YEAR 4 SEMESTER 1						6D Advanced Project Preparation (30 CREDITS)	
YEAR 4 SEMESTER 2						6E Capstone Project (30 CREDITS) and End Point Assessment	

Table 3. Module Grid C – Cyber Security.

	SOFTWARE ENGINEERING THEME	INFORMATION SYSTEMS AND BUSINESS ORGANISATION THEME	DATA THEME		NETWORKING & SECURITY THEME	PROJECTS	
YEAR 1 SEMESTER 1	4A Software Engineering 1	4B Information Systems and Business Organisation 1					
YEAR 1 SEMESTER 2	4C Software Engineering 2		4D Data Management 1			4E Core Project 1	
YEAR 2 SEMESTER 1			5A Data Management 2		4F Fundamentals of Computer Systems and Networking		
YEAR 2 SEMESTER 2	5DC Software Engineering 3				5B Security of Digital Systems 1	5D Core Project 2	
YEAR 3 SEMESTER 1			6DA Data Management 3			5E Core Project 3	5F Core Project 4
YEAR 3 SEMESTER 2			6DB Data Analysis 1	6DC Data Analysis 2			
YEAR 4 SEMESTER 1						6D Advanced Project Preparation (30 CREDITS)	
YEAR 4 SEMESTER 2						6E Capstone Project (30 CREDITS) and End Point Assessment	

Table 4. Module Grid D – IT Data Analyst.

	SOFTWARE ENGINEERING THEME		INFORMATION SYSTEMS AND BUSINESS ORGANISATION THEME	DATA THEME	NETWORKING & SECURITY THEME	PROJECTS	
YEAR 1 SEMESTER 1	4A Software Engineering 1		4B Information Systems and Business Organisation 1				
YEAR 1 SEMESTER 2	4C Software Engineering 2			4D Data Management 1		4E Core Project 1	
YEAR 2 SEMESTER 1				5A Data Management 2	4F Fundamentals of Computer Systems and Networking		
YEAR 2 SEMESTER 2	5SC Software Engineering 3				5B Security of Digital Systems 1	5D Core Project 2	
YEAR 3 SEMESTER 1				6SA Data Management 3		5E Core Project 3	5F Core Project 4
YEAR 3 SEMESTER 2	6SB Software Engineering for Mobile	6SC Software Engineering 4					
YEAR 4 SEMESTER 1						6D Advanced Project Preparation (30 CREDITS)	
YEAR 4 SEMESTER 2						6E Capstone Project (30 CREDITS) and End Point Assessment	

Table 5. Module Grid S – Software Engineer.

Other resources you can access include:

- Our world class library facilities: the majority of library resources are available electronically online.
- Our specialist computing labs:
 - the School's policy is to use software which can be downloaded by students;
 - the School has specialist secure network and systems made available to students remotely via a cloud based system (oVirt) developed in-house at the university;
 - some modules use virtual machines to support delivery, making possible the remote use of systems.

All this means that most study, after the first week, can be completed off-site

- Our Skills for Learning website supporting generic skills such as team working, report writing, presentation skills and research.
- Leeds Beckett Student Union.
- Our world class sports facilities.
- A wide range of student social and sports clubs.

2.3 Professional Accreditation of the Course

The BSc(Hons) Digital & Technology Solutions is expected to be accredited by the BCS – Chartered Institute for IT. The Institute held their accreditation meeting at Leeds Beckett in June and, subject to final documentation, accreditation should be confirmed in September or October 2019. This puts you on a route to obtaining the internationally recognised Chartered IT Professional status after graduation.

The course was formally accredited as conforming to the nationally recognised 'Tech Industry Gold Degree Apprenticeship' Standard in July 2017. This is a nationally recognised standard developed by Tech Partnership Degrees and recognised by the Institute for Apprenticeships and Technical Education (IFATE) and the Education and Skills Funding Agency (ESFA).

2.4 Skills you will gain during the Course

2.4.1 Skills Developed

During the course, you will develop the skills defined in the 'Tech Industry Gold Degree Apprenticeship' Standard. This is a standard written by a large group of employers who employ staff in the digital industries, coordinated by the Tech Partnership. There are a series of Core Skills including skills in Information Systems, Systems Development, Data, Cyber Security, Business Organisation, IT Project Management and Computer and network infrastructure which are covered by every specialist route on the course. There are also specialist skills for each of the specialisms that we offer.

You will also develop generic employability and academic skills including team-working, research, critical thinking and evaluation, presentation of ideas and independent learning. The course leader can send you a detailed mapping to your modules of the 'Tech Industry Gold Degree Apprenticeship' Standard for Skills, Knowledge and Behaviours, if required.

2.4.2 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 international volunteering and being a Course Representative. If you also live within the vicinity of Leeds Beckett University, you can also take part in our student societies or compete with our University sports teams.

2.5 Graduate Attributes

There are three Graduate Attributes for Leeds Beckett University and these are tailored to suit your course. The three attributes you should achieve by the end of the course are for you to be digitally literate, have a global outlook and for you to be enterprising. Learning about these attributes and being assessed on them as part of your modules will provide you with capabilities which are essential for your future career and wider life as you move on from your studies here. You will be formally assessed on all the attributes in some of your modules at each academic level in each year of your course. For more information on graduate attributes please visit

https://skillsforlearning.leedsbeckett.ac.uk/local/graduate_attributes/category_homepage.shtml

Information on your assessment is included in your Module Handbooks.

The modules at each level for each attribute are listed below and examples of the assessment and module activities will clarify how you will see and work with the attributes through your course.

The aim on the Digital & Technology Solutions course is to develop each of the attributes via practical exercises, discussions and assessment. Each attribute is addressed at each level with an intention of consolidating and enhancing the attribute further as the student progresses. By its nature, the course develops a very high level of digital literacy in all its students. Students will be expected to demonstrate self-learning, problem solving ability and an awareness of enterprise and global outlooks by the time they graduate.

The following learning activities illustrate some of the methods employed to develop the graduate attributes:

At Level 4 in the Core Project 1 module, students will develop Enterprise through their creative problem solving skills, team working and motivation. Students will develop a global awareness of a Legal, Social, Ethical and Professional framework that covers technological development and will gain an awareness of career prospects. They will develop digital literacy by considering a range of computing scenarios and the skills required for communicating ideas through academic writing, working in groups, delivering presentations and reflecting.

The Level 5 project modules take particular advantage of students' workplace experience. These modules align with industry projects that students are involved with. All the graduate attributes are developed:

- Enterprise – the students need to 'own' their role in a project and are required to use their creativity and a professional standard of communication skills to reflect

upon and evaluate projects with respect to the positioning of projects in the market and in the strategic positioning of their employing organisation.

- Global outlook – students use ubiquitous technologies as the basis for problem-solving and are expected to be creative in their team communication methods, organisation and problem solving in a multicultural and globalising world.
- Digital literacy – throughout the course, digital technology is fundamental to a multitude of student activities. Students are required to evaluate and justify technological developments and significant elements of their interaction with teaching, learning and assessment is through sophisticated use of digital technology.

In the Level 6 Capstone Project students select an industry based project with a tangible product to research, implement and evaluate. They are expected to select appropriate methodologies and technologies with respect to the project and client. All the graduate attributes are developed beyond those at Level 5 by immersion in an extended individual project with significant impact of the course outcomes. The student is required to take ownership of the project and to be enterprising and self-directed.

These are just examples of the development of graduate attributes through the project modules at each level. The module specifications indicate that some or all graduate attributes are developed in every module.

2.6 Work-Related Activities and Employability

The fact that students are working full-time as apprentices ensures that work-related activities and employability are embedded at every stage of the course. This gives you a huge advantage over students on standard undergraduate courses who do not benefit from your opportunities. The course team will work with your employers, via your workplace mentor, to ensure that you gain as much benefit as possible from your unique position as employee and student.

2.7 Opportunities for Graduates

The Digital & Technology Solutions course is an Honours degree course providing graduates with a wide range of opportunities upon graduation including further study and employment.

It is anticipated that most graduate apprentices will continue in employment with their existing employer. Students will, nevertheless, have full access to careers advice from the Employability team at the university.

It is the intention that the course is put forward for accreditation by BCS – The Chartered Institute for IT at the next accreditation visit in 2019. This will provide graduates with a course accredited by the relevant professional body.

2.8 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 for this award is Dr Satya Shah, Academic Programme Director, Engineering Management/Degree Apprenticeships, University of Greenwich.

Once students reach Level 5, the External Examiner will provide an annual report for your course. External Examiners' reports for existing courses are located at:

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

3 Assessment and Feedback

3.1 Assessment

3.1.1 Assessment Strategy

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

3.1.2 University Assessment Regulations

Our University's assessment regulations are contained within the University Regulations.

Regulations on progression, award eligibility and honours degree classifications can be found at: www.leedsbeckett.ac.uk/public-information/academic-regulations/.

3.1.3 Assessment Schedule

Please note the teaching blocks and assessment submission dates in the academic calendar in **Table 1** and make sure that you are available during those periods.

3.1.4 Examination

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

3.1.5 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.

3.1.6 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 no later than **Friday 8 November 2019** in advance of the semester one exam period, and by **Friday 6 March 2020** in advance of the semester two exam period. 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.

3.1.7 Submitting Assignments

You will find details of submission deadlines within your module on MyBeckett. For most modules you will submit work through MyBeckett but make sure that you know how and what to submit well before the deadline.

It is important for your progression and achievement that you submit all work for all assessments on time. 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 assessments. 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 assessments 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 (Extenuating Circumstances and Mitigation) 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 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.

3.1.8 Turnitin

Module tutors place Turnitin in MyBeckett modules to help you with your academic work. When you submit your work through Turnitin it will 'match' your work with a massive global database of books, e-books, journals, websites and other students' work. You can see if parts of your work 'match' work in the database and you can see if you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline.

Please be aware that Turnitin guarantees to 'match' your work and return the result to you within 48 hours. Sometimes it may be quicker than this, but there is no guarantee. The second time you submit a draft of this work, Turnitin guarantees that it will 'match' and return your work within 24 hours. Again, it may be quicker, but do not rely on this. If you submit a third draft of the work through Turnitin it will again only guarantee a 'match' and return within 24 hours. Therefore, if you want to use Turnitin to help you check your work you must start to submit drafts for matching at least four days before the deadline.

Turnitin cannot detect plagiarism, it can only 'match' text. If you are not sure how to interpret the 'originality report' which Turnitin makes available to you, please ask your module tutor.

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. This allows time for careful and accurate marking of your assessment and for moderation internally by academic colleagues. We aim to get assessments back to you as quickly as possible and often you will receive your feedback in less than four weeks. Each Module Handbook will provide you with specific guidelines on how and when you will receive this.

In most modules formative feedback is available to you, as long as you send drafts of your assessed work to your tutor in good time. Formative feedback means feedback that can help you with preparing an assessment *before* the submission date. This is only useful, if you submit some time in advance so that your tutor has time to provide the feedback and you have time to use it sensibly.

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

3.3 How do I Get my Results?

The feedback and marks you receive from your tutors are always provisional until they are released through Results Online. The official results are processed through several university committees and, for Level 5 and Level 6 modules, they are moderated by the External Examiner.

Results from module assessments are available on 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 module 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.

3.3.1 Level Incomplete

Note that you will often find that your overall result is “Level Incomplete”. This is GOOD news! It means that you have passed all modules, but you have not completed a Level. Because of the structure of the degree apprenticeship (delivered over 4 years), you do not complete Levels at the same rate as “standard” undergraduate students. Your “Level” is only “Complete” when you have passed 6 modules!

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 (<https://www.leedsbeckettsu.co.uk/advice>) can offer guidance on what evidence you will need to present.

Further information can be found at www.leedsbeckett.ac.uk/studenthub/mitigation. Forms can be downloaded from this web page and they can be submitted electronically to your Course Administrator (you can scan your documentary evidence). If you prefer, you can collect forms from your Course Administrator and return evidence to them in person or by post. Requests for extensions are normally processed with 2 working days but requests for mitigation require greater consideration and a panel meets most months.

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 officially via Results Online of your options for re-assessment. You are advised to contact your course leader and the module leader for any advice and clarification. There is information about dates in the Timetable which is shared with you each Semester.

Usually, you will know your provisional results well before they are confirmed via Results Online. Remember, you will get your marks within 4 weeks of submission (and often earlier than this). Therefore, if you know you have not passed a module, you can discuss your options immediately.

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 Student Union Advice Service (<https://www.leedsbeckettsu.co.uk/advice>) on whether you have grounds for an appeal and the completion of the paperwork.

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, ghost writing 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 (see [Key Contacts](#) in section 1) will be your course leader.

Your Academic Advisor has an important role to play in supporting you in academic and personal matters while you are studying on this course. Meetings in person or via phone/skype, etc. will include discussion about your course, your progress, your academic results and anything relating to your study in the workplace. Academic Advisors are not trained counsellors and will 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. You can access Academic and Personal Support on the 'Support' tab in MyBeckett, which may direct you to support services such as Student Experience Team, Wellbeing and the Students' Union Advice Service, or you can ask your Academic Advisor to help you access further support.

You should feel free to get in touch with your Academic Advisor if you need to speak them urgently. Confidential information will only be passed on with your permission.

4.2 Course Administrator

If you have a question or a problem relating to your course, your Course Administrator 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.

4.3 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.

4.4 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.

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. Their telephone number is 0113 812 3000 and their e-mail address is studentexperience@leedsbeckett.ac.uk. 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.

4.5 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

4.6 Library Help

4.6.1 The Library

The Libraries at City Campus (Sheila Silver Library) and Headingley provide a range of study environments to suit your needs and are both open 24/7, 365 days a year. The website (<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

4.6.2 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.

4.6.3 Offsite Service

As you are registered on a Blended 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.

4.6.4 Academic Librarian

Your Academic Librarian (see [Key Contacts](#) in section 1) liaises with your lecturers to ensure physical and electronic information resources for your subject are available in the Library and they work with you throughout your time here to help you develop information and digital literacy skills.

4.6.5 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).

4.6.6 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/>.

4.7 IT Resources

4.7.1 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

4.7.2 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 .

4.7.3 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

4.7.4 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/>

4.8 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>

4.9 Leeds Beckett Distance Learning Community

Connect with other Distance Learners here at Leeds Beckett to discuss your experiences and communicate with peers from other courses. You can find our Leeds Beckett Distance Learning Community on Google Communities by searching for “Leeds Beckett Distance Learning Community” (you will need a Google+ account created with your Leeds Beckett email address to access the community and also the full suite of Google apps available to you.). 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. See also:

<https://www.leedsbeckett.ac.uk/blogs/library-offsite-service/2016/08/join-the-leeds-beckett-distance-learning-community/>

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 you are likely to be balancing your study time alongside other commitments such as work and family, you must notify your course leader and 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 3.4](#)).

5.2 ...are ill

If you are unable to study because of illness for more than seven consecutive days (including weekends), you must provide us with a **Fit Note**:

"A fit note (or Statement of Fitness for Work) allows your doctor or other healthcare professional to give you more information on how your condition affects your ability to work. This will help your employer understand how they might help you return to work sooner or stay in work. Fit notes may also be called medical statements or a doctor's note." (NHS Choices, n.d.)¹

You can send a digital copy of your Fit Note to your Course Administrator.

If you are absent through 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 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

¹ This quote is extracted from NHS Choices (n.d.) **What are fit notes?** [Online]. Available from: <<http://www.nhs.uk/chq>>. [Accessed 26 February 2016].

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.

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

6.1.1 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/>

6.1.2 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.

6.1.3 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.

6.1.4 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.

6.1.5 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 our website:

www.leedsbeckett.ac.uk/studenthub/disability-advice

6.1.6 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 to summon assistance.

First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, 0113-81-23154 or Headingley Campus, 0113-81-23165.

6.1.7 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 school reception offices, Security and Student Hubs.

6.1.8 Infectious Disease

Students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Leader 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.

6.1.9 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 University 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 (<http://www.leedsbeckettsu.co.uk/advice>) 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. In the final year of your course, you will be required to submit for ethical approval of your project using the online system.

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/2019/20-student-charter-1920.pdf?la=en>

6.5 Attendance Statement

The University expects you to attend and fully contribute to all mandatory sessions on your timetable as set out in your student contract. Engagement in your lectures, seminars and practicals is an important part of your learning - contributing both to the University community and the learning experience of your fellow students on the course.

We monitor your attendance at the University as regular attendance and academic achievement are closely linked. Moreover, by monitoring your attendance 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 attend a class, and in this instance, you must contact your Course Administrator to let them know.

Please note that any attendance reports can be shared with you, your Course team and your employer. You might be asked to contact your Course Administrator so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern.

Our most important aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students' attendance.

Our Attendance Policy is available under 'Student Contract' at www.leedsbeckett.ac.uk/public-information/student-regulations

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