

2019/2020 Distance Learning Course Handbook

PGCert Sport Business

Carnegie School of Sport

PGCST



LEEDS BECKETT UNIVERSITY

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1 Welcome to the Course

1.1 Message from the Dean of School

Welcome to the Carnegie School of Sport.

With approximately 2400 undergraduate, 220 postgraduate, and over 100 postgraduate research students, the Carnegie School of Sport is one of the largest academic units of Leeds Beckett University and one of the largest academic providers of sport within the UK.

Research underpins the teaching and learning within our courses, which is driven by our Research Institute of Sport, Physical Activity & Leisure, and its associated Research Centres. The School achieved outstanding results in the 2014 Research Excellence Framework, where we ranked 2nd nationally when accounting for research quality and the number of contributing staff. In addition to recognition for research, many of our lecturers are industry experts, bringing their knowledge and experience into the classroom.

We have strong partnerships with many external organisations such as the Rugby Football League, Yorkshire County Cricket, Leeds United Football Club and Active Schools, and several professional bodies such as the British Association of Sport and Exercise (BASES), British Psychological Society (BPS), The Sport and Exercise Nutrition Register and the Chartered Institute of Management in Sport & Physical Activity (CIMSPA). These collaborations and partnerships ensure that your studies are authentic to the industries that you will work within following your time with us.

During your studies you will be given many opportunities to challenge yourself, both within and beyond your degree programme. I would encourage you to take advantage of these opportunities, building lifelong friendships and networks along the way. I know I can speak on behalf of my colleagues in the School by saying that we look forward to partnering with you to develop your knowledge, skills and networks, to provide a strong foundation for the careers that follow your time at Carnegie School of Sport.

Best wishes,

Peter Mackreth

Dean of School, Carnegie School of Sport

1.2 Message from your Course Director

Welcome to Leeds Beckett University and the School of Sport. I would like to thank you for choosing the PG Cert Sport Business and I would like to wish you all the very best with your studies. I am sure that your experience studying with us will be a very positive one.

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.



Chris Wolsey

Acting Course Director, MA Sport Business (by Distance Learning)

1.3 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

w/c Monday	Student Calendar
19.08.19	
26.08.19	Bank Holiday 26.08.19
02.09.19	
09.09.19	
16.09.19	
23.09.19	Student Welcome & Induction Week
30.09.19	Semester 1 teaching starts
07.10.19	
14.10.19	
21.10.19	
28.10.19	
04.11.19	Contact Disability Advice by 08.11.19 for reasonable adjustment relating to S1 exams
11.11.19	
18.11.19	
25.11.19	
02.12.19	
09.12.19	
16.12.19	
23.12.19 – 03.01.20	Christmas Break
06.01.20	Assessment and Examination period
13.01.20	
20.01.20	Student Welcome & Induction Week
27.01.20	Semester 2 teaching starts
03.02.20	
10.02.20	
17.02.20	
24.02.20	
02.03.20	Contact Disability Advice by 06.03.20 for reasonable adjustment relating to S2 exams
09.03.20	
16.03.20	
23.03.20	
30.03.20	
06.04.20 – 17.04.20	Easter Break
20.04.20	
27.04.20	
04.05.20	Assessment and Examination period (Bank Holiday: Friday 08.05.20)
11.05.20	
18.05.20	
25.05.20	Spring Bank Holiday 25.05.20
01.06.20	
08.06.20	
15.06.20	
22.06.20	
29.06.20	
06.07.20	
13.07.20	Graduation Week
20.07.20	
27.07.20	
03.08.20	
10.08.20	

Timetables are made available to continuing students at the end of August 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

As Acting Course Director, Chris Wolsey has overall responsibility for the operational matters within your course. However, for general course related issues, students should first contact Alex Bond, who will be both Course Leader and Academic Advisor for all new 2019/20 entrants. Ian Richards will continue to work as the Academic Advisor for existing students. David Baker will be your main contact within the student experience team. If you need to discuss any matters impacting the course and/or your performance, you should first contact either Chris or Alex by e-mail or phone. In an emergency, if both Chris or Alex are not available, you should contact David Baker, as your main student experience team liaison. Likewise, should you wish to communicate with any other member of academic staff you should contact them directly or as above.

Acting Course Director

Chris Wolsey

Office: Cavendish Hall, Room 208

Email: c.wolsey@leedsbeckett.ac.uk

Tel: + 00 44 (0)113 8123674

Course Leader

Dr Alex Bond

Office: Cavendish Hall, Room 215

Email: A.J.Bond@leedsbeckett.ac.uk

Tel: +00 44 (0)113 8123887

Academic Advisors

Dr Alex Bond

Office: Cavendish Hall, Room 215

Email: A.J.Bond@leedsbeckett.ac.uk

Tel: +00 44 (0)113 8123887

Dr Ian Richards

Office: Cavendish Hall, Room 201

Email: I.Richards@leedsbeckett.ac.uk

Tel: +00 44 (0)113 8127039

Student Experience Team

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 8123000 and their e-mail address is:

studentexperience@leedsbeckett.ac.uk

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>. Once elected, you will be able to find the details for your Course Representative on MyBeckett.

Course Administrator

David Baker

schoolofsportadmin@leedsbeckett.ac.uk

0113 8125247

Academic Librarian

Erin Nephin

James Graham Building, Room 215

Email: E.Nephin@leedsbeckett.ac.uk

Tel: 0113 8125921

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, including any cancellations. Please monitor MyBeckett, your student e-mail and personal mobile phone text messages for related announcements. 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.

Carnegie School of Sport Email Policy

Please use the following guidance to help you construct a professional e-mail.

You must use your **university e-mail account** as your means of communicating with staff and fellow students on the course.

Remember to include your full name, student ID number, course name and level to ensure that a timely and personal response can be written.

Writing your e-mail

E-mails should be written in a polite and formal manner.

Subject line

All e-mails should include a subject line outlining the content of the e-mail.

Font style

In accordance with the Equality Act 2010 and the University Equality and Diversity Policy, e-mails should be pre-set in an accessible format i.e. one of Comic Sans, Arial or Verdana and at a minimum of font 12.

Appropriate salutation

Use 'Dear' or 'Hi' (name). Do not use less formal greetings such as "mate".

Body of text

Be precise, to the point and do not use text language. Present the facts and request support rather than demanding help or feedback.

Appropriate sign off

e.g., "Regards/Best Wishes/Thanks" followed by your name.

Getting a response

University policy is for staff to respond to course queries within five working days (this does not include Saturday, Sunday or bank holidays).

There may be times when you get a response much sooner than this if a staff member is dealing with e-mails or the matter is urgent. Please expect that responses are likely to take up to the full five working days in most instances.

Typical working hours for staff are between 9am and 5pm. If you e-mail after 5pm your response may not be acknowledged until the following day.

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 and specific course or other surveys such as the Student Barometer, National Student Survey and Destination of Leavers in Higher Education 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 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 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.

Feedback that students have provided has included the identification of more study skills sessions for those returning to HE learning after a break. To this end, we have added an enrichment programme with online sessions on key study skills such as essay planning.

2 Studying on this Course

The course aims to challenge you intellectually and, in so doing, prepare you for related employment and/or further academic study.

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 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

1	To develop a systematic understanding of knowledge and a critical awareness of subject specific facts, theories and concepts in order to articulate alternative ways of looking at the subject, based on recent research and empirical work.
2	Deal with complex issues in the area of sport business both systematically and creatively, make sound judgement and competently communicate or present their conclusions both orally and through written work to a variety of different audiences.
3	Develop sound knowledge of the work of sport business professionals,
4	agencies, organisations, governing bodies and the issues that contextualise their practices.

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.

An introduction to MyBeckett for Distance learning students, which includes how to log in, browser requirements and finding your way around is available at:

<https://www.leedsbeckett.ac.uk/blogs/library-offsite-service/2015/10/online-library-induction/>

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

There is no professional accreditation or recognition associated with this course.

2.4 Skills you will Gain during the Course

Skills Developed

This course embraces skills for academic learning and employability, as an integrated and progressive aspect of the curriculum design and course philosophy. These key skills are essential elements that contribute to the overall aims of the course. These key skills form

the basis of personal development planning and reflect the University assessment domains and benchmark expectations:

- Communication skills
- Problem solving
- Knowledge and understanding
- Data analysis and interpretation
- Independent learning
- Analysis and reflection
- Synthesis and evaluation
- Creativity
- Group and interpersonal skills
- Research skills
- Critical Engagement

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.

2.5 Work-Related Activities and Employability

The Course Specification outlines what work-related activities are associated with this course. Modules use authentic real-world assessments and draw heavily on applied industry examples. For example, in the Enterprise and Entrepreneurship module you will work with sports organisations on real world problem solving.

2.6 Opportunities for Graduates

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

2.7 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 details of the External Examiner for this course are as follows:

- Professor David Hassan
- Associate Dean (Global Engagement)
- The University of Ulster

The External Examiner(s) provide 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 and award eligibility are available at:

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

Assessment Schedule

Please note the exam/assessment periods in the academic calendar and make sure that you are available during those periods. Further details of your schedule of examinations can be found on your timetable once the examination schedule is released. Coursework submission deadlines can normally be found on MyBeckett, on course noticeboards or in individual Module Handbooks/other module guides.

Examination

If your 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.

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 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.

Submitting Assignments

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. You will find details of submission deadlines within your module on MyBeckett. 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 3.12 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. Where there is a need to revise deadlines e.g. through tutor illness, you will be normally be informed via MyBeckett and/or your Course Director/Leader.

3.3 How do I Get my Results?

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 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.

You can get an extenuating circumstances form from your course administrator or you can print one via the student hub web pages. Completed forms along with appropriate evidence must be submitted to your course admin office within the timescales given in the guidance. Late submissions will normally be rejected. Outcomes from the mitigation panels, which are held once a month, will be e-mailed to you via your student e-mail account.

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).

Reassessment details can be found in your module handbook along with the date for resubmission.

You will be advised via Results Online of your options for re-assessment.

You are advised to contact your Course Director, Course Administrator or Academic Advisor 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 (see Key Contacts in section 1) 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. This is particularly true for MA Sport Business Distance learning students as your Academic Advisor is also your Course Leader.

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.

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.

4.5 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

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/>.

4.7 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/>

4.8 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 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