

2018/2019 Undergraduate Course Handbook

BSc (Hons) Adult Nursing

School of Health and Community
Studies

BSANR (January Cohort)



LEEDS BECKETT UNIVERSITY

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1 Welcome to the Course

1.1 Message from the Dean of School

Welcome to your studies at Leeds Beckett University! Your course team and I are delighted that you have been successful in your application to us. This year is the beginning of something new and very special for you, and we are here to help you to meet your potential in your studies. You are joining the School of Health and Community Studies. Everything we teach and research makes a difference to communities and individuals, and this is the path you are following. Your studies will make a difference to the people you work with and the communities you serve, and you should be very proud of this.

The university experience is about more than getting a qualification though, it's about meeting new people and making new friends, developing your thinking about the world in general, and having fun along the way. Your course tutors and I are here to help you every step of the way so please come and talk to us to share your hopes, challenges and achievements.

Wishing you every success in your studies

A handwritten signature in black ink, appearing to read 'Sue Sherwin', is placed on a light blue rectangular background.

Sue Sherwin, Dean of School

1.2 Message from your Course Director

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.

You are enrolled on an education and training programme that is preparing you for a career which carries with it great privilege and responsibility. You should be proud of the profession you are preparing to enter into, and look forward to upholding the values and standards that have made the UK's nurses so well regarded across the world.

It is important that, even as a student, you conduct yourself professionally at all times in order to justify the trust the public places in our profession. This can take some getting used to at first, but your tutors, mentors and the Nursing and Midwifery Council are here to support you. Throughout your course you will learn about the behaviour and conduct that the public expects from nurses. You will develop and be assessed on the knowledge, skills and attitude you need to become a registered nurse. You are required to follow the Nursing and Midwifery Council Code of Conduct (2015) at all times during the course. This is available at: <https://www.nmc.org.uk/standards/code>

Staff in the School of Health and Community Studies are based in Portland Building on level 5. Facilities here include a student working area with computer banks and private tutorial rooms. Staff emails and phone numbers are displayed in the student learning space and if you have an appointment with a staff member, you should phone the relevant member of staff from this area and they will come to meet you.

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

Janine Lee

Course Director, Pre-Registration Nursing

1.3 Message from your Course Leader

Welcome to your Adult Health Nursing course. A lot of the information that follows in this Handbook is common to all our undergraduate degrees and some of it is shared with our mental health nursing courses. However, my aspiration for you is that you will experience the course as one which feels like an adult nursing course. We have a team of staff who have a commitment to adult nursing and we work in partnership with placement providers who are highly committed to your development into future practitioners that will help to shape the future of nursing locally, nationally and upon a global platform.

The course is challenging and rewarding in equal measures – do commit to developing good relationships with your fellow students and with your academic advisor. I look forward to getting to know you over the weeks and years ahead and working in partnership with you all. It is a privilege to be part of your journey to registration!

Fiona Meth

A handwritten signature in black ink, appearing to read 'Fiona Meth', with a large, stylized initial 'F'.

Course Leader: BSc (Hons) Adult Health Nursing

1.4 Academic Calendar and Timetable

The programme / calendar for the pre-registration nursing courses differ from the University Calendar and you should refer to the programme below for details.

		Year 2	Year 3	Year 1							
07/01/2019	21	Reassessment Week	Year 3 2019 - 2017 cohort Leave (3 weeks)	Induction & University Study							
14/01/2019	22	University study (2 Weeks)									
21/01/2019	23	Placement 4 (7 weeks)	Reassessment Week	Placement 1 (5 weeks)							
28/01/2019	24		Induction & University Study (7 weeks)								
	25				Study week						
04/02/2019						Placement 7 Hub (5 weeks) Older adult/End of life type placements or community pathway					
11/02/2019	26						University Study 2 week				
18/02/2019	27							Annual Leave (2 weeks)			
25/02/2019	28								University Study 1 week		
04/03/2019	29									Exam week	
11/03/2019	30										Placement 7 Hub Continued (4 Older adult/End of life type of plac or community pathway
18/03/2019	31										
25/03/2019	32 BHF	Alternative field placement									
01/04/2019	33 BHM		University Study (2 weeks)								
08/04/2019	34			Exam week							
15/04/2019	35				Annual Leave (1 Week)						
22/04/2019	36					Placement 2 (6 weeks)					
29/04/2019	37						Re-Assessment				
06/05/2019	38 BHM							Annual Leave (2 weeks)			
13/05/2019	39								Exam Week		
20/05/2019	40									Alternative field placement	
27/05/2019	41 BHM	Placement 6: (11 weeks)									
03/06/2019	42		Placement 8 Final Placement Preference (13 Weeks) Student preferences								
10/06/2019	43			Placement 3 (10 weeks)							
17/06/2019	44				Exam week						
24/06/2019	45					Annual Leave (2 weeks)					
01/07/2019	46						Alternative field placement				
08/07/2019	47							University Study (5 weeks) Includes IPL3			
15/07/2019	48								Placement 2 (6 weeks)		
22/07/2019	49									Re-Assessment	
29/07/2019	50	Annual Leave (2 weeks)									
05/08/2019	51		Exam Week								
12/08/2019	52			Alternative field placement							
19/08/2019	1				Placement 3 (10 weeks)						
26/08/2019	2					Exam week					
02/09/2019	3						Annual Leave (2 weeks)				
09/09/2019	4							Placement 6: (11 weeks)			
16/09/2019	5								Placement 8 Final Placement Preference (13 Weeks) Student preferences		
23/09/2019	6									Placement 3 (10 weeks)	
30/09/2019	7	Exam week									
07/10/2019	8		Annual Leave (2 weeks)								
14/10/2019	9			Alternative field placement							
21/10/2019	10				University Study (5 weeks) Includes IPL3						
28/10/2019	11					Placement 2 (6 weeks)					
04/11/2019	12						Re-Assessment				
11/11/2019	13							Annual Leave (2 weeks)			
18/11/2019	14								Exam Week		
25/11/2019	15									Alternative field placement	
02/12/2019	16	University Study (5 weeks) Includes IPL3									
09/12/2019	17		Placement 2 (6 weeks)								
16/12/2019	18			Re-Assessment							
23/12/2019	19				Annual Leave (2 weeks)						
						Exam week					
							University Study				
								Annual Leave (2 weeks)			
									Study/ Assessment/ Re- assessment (4 weeks)		
										Annual Leave (2 weeks)	

Once you have enrolled, you will have a student login. You can find timetable information by following the link to the Timetabling web page:

www.leedsbeckett.ac.uk/studenthub/timetabling

1.5 Key Contacts

Academic Advisor

Your academic advisor is your first point of contact for academic and personal matters while you are studying at Leeds Beckett.

Your academic advisor is responsible for your academic support across all modules and is there for pastoral support throughout the year. They may signpost to student services for counselling, financial support etc. as appropriate. Your academic advisor will meet with you at the start of the course and then offer you an appointment within the first 4 weeks of the Semester one to discuss any personal support requirements you may have and to review your pre-course work and academic plans. During practice you will also meet with your academic advisor for practice support sessions and you should be able to discuss any support requirements with them either during or after the session.

You will be offered an academic tutorial once a year following semester one results, to look at your academic feedback and areas for development.

Course Leader: Fiona Meth

The Course Leader is responsible for the course as a whole. They are available for students wishing to discuss academic and personal needs and who, along with the academic advisor, may suggest referral to additional University support or support the student with an application for extenuating circumstances.

If you would like to meet with Fiona to discuss any aspects of your University course, please contact her on email f.i.meth@leedsbeckett.ac.uk : or 0113 812 4398

Course Director: Janine Lee

The course director has overall management responsibility for the quality of all pre-registration nursing courses and is based in Portland Building PD520. If you would like to meet with Janine to discuss any aspects of your University course, please contact her on email: j.n.lee@leedsbeckett.ac.uk

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.

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/coursereprs>

Course Administrator: Simon Madley

If you require any support with accessing modules, exam results or the timetable, the student administrator is your point of contact.

Simon Madley. S.Madley@leedsbeckett.ac.uk. Office: CL518. Calverley Building, Portland Way 0113 812 1912 or ext. 21912

Academic Librarian: Penelope Dunn

Subject specific information support and search tools for Nursing can be found at:

http://libguides.leedsbeckett.ac.uk/subject_support/nursing

and Penelope Cole: P.G.Cole@leedsbeckett.ac.uk the librarian is also available for 1-to-1 appointments.

The skills you will be develop using the Library resources will be the same skills (often using the same databases) which you will then apply professionally in evidence-based practice.

1.6 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/mybeckett/emailtimetable>).

Contacting Staff

If you need to contact a member of the academic team, you should first try to speak to them at the end of your lectures or in practice support. If they are not available, or the matter is urgent, please e-mail them for an appointment.

Responses from Staff

Please allow staff 3-5 of their working days to respond to your e-mail and if you do not receive a response, please re-email or phone. If you do have difficulties contacting a member of the team, your course leader or administrator will be able to help.

Changes to Timetables

Please check the electronic timetable regularly (**at least once a week**) to see any changes which may have been made to forthcoming sessions. The course team will notify you by email of any changes which have to be made with short notice – ie affecting sessions in the forthcoming 7 working days.

Cancelled Sessions

We will inform you of cancelled classes/activities/course notices as soon as possible. This will usually be done by email to student email address and announcements sent out via the VLE. If on a rare occasion, you do attend a session and the member of staff does not arrive, please contact the course administrator for advice.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you and the Nursing Group on MyBeckett will be the preferred method of communicating Course Information.

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.

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>).

1.7 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.

1.8 Course Representatives

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

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

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

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

2 Studying on this Course

Students studying on this course are preparing themselves for registration with the Nursing and Midwifery Council (NMC). The course therefore and the modules within it, are mapped directly to the NMC Standards for Pre-Registration Nursing (2010). These identify four domains with associated generic and field specific standards for competence for adult nurses which are embedded throughout practice and academic learning:

Professional Values:

Adult nurses must be able at all times to promote the rights, choices and wishes of all adults and, where appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.

Communication and Interpersonal Skills:

Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed or facing problems with their health and wellbeing.

Nursing Practice and Decision-making:

Adult nurses must be able to carry out accurate assessments of people of all ages using appropriate diagnostic and decision-making skills. They must be able to provide effective care for service users and others in all settings. They must have in-depth understanding of and competence in medical and surgical nursing to respond to adults' full range of health and dependency needs. They must be able to deliver care to meet the essential and complex physical and mental health needs.

Leadership, Management and Team working:

Adult nurses must be able to provide leadership in managing adult nursing care, understand and co-ordinate interprofessional care when needed and liaise with specialist teams. They must be adaptable and flexible and able to take a lead in responding to the needs of all people in a variety of situations, including when immediate or urgent care is needed. They must

recognise their leadership role in disaster management, major incidents and public health emergencies and respond appropriately to their levels of competence.

Declaration of Health and Good Character:

<https://www.nmc.org.uk/education/becoming-a-nurse-or-midwife/when-studying-to-be-a-nurse-or-midwife/>

In order to meet NMC and practice placement requirements, all students must demonstrate that they are of 'good character' and must participate in an enhanced pre-entry DBS check (NMC 2010 R3.5). Any previous cautions, reprimands and convictions must be declared. The presence of a caution, reprimand or conviction will not necessarily automatically result in rejection of the application but will be assessed in relation to the nature, severity and timing of the offence, and whether it is a single incident or repeat offence. Applicants may be invited for interview to discuss the circumstances before a decision is made.

Any DBS not meeting requirements will be discussed anonymously with placement providers. Students will only be offered a place if agreement is given by placement providers.

Students are required to inform the course leader if there are any changes to their Health and Good Character during the course and immediately prior to applying for registration. In addition to this, at the start of every academic year, students will be required to complete a "Declaration of Health and Good Character" form which will be reviewed by the Course Leader. You must keep a copy of your DBS certificate for the duration of the course. You may be required to provide a copy before you can start practice in some placement areas and University do not keep a copy so safe keeping of this is essential. If you fail to keep a copy, you may be asked to pay for a replacement.

Students who withdraw for more than 6 weeks will be usually required to complete another DBS on return to the course.

As a student, you are responsible for informing your Course Leader immediately if you develop a health condition or disability that may affect your ability to practise safely and effectively. This is so that your fitness to remain on the programme can be reassessed. You will be required to declare your good health annually during the course of your programme.

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 can be found on the online course finder; just search for your course title here <https://courses.leedsbeckett.ac.uk/>

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. For more details on the Course Learning Outcomes specific to this course please view the Course Specification.

Module Information

The University has invested in more web-based solutions to make it easier to engage with our module evaluation process. We have embedded an easy link within your MyBeckett Module Content to take you to your personal 'My Survey Dashboard'. From within your MyBeckett module content you are only two clicks from your latest online module evaluation.

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

Professional Standards while studying on the Course

To ensure the highest standards of Teaching and Learning for students, the course team takes a zero tolerance to any disruption in class. Disrupting the learning of others contravenes both Leeds Beckett University Student Regulations, which you have agreed to abide by when enrolling on the course, and the Nursing and Midwifery Code of Conduct (2015).

Disruption may take the form of arriving late, using mobile phones in class and talking which disturbs others concentration.

Students are required to refer any student who is in breach of these regulations to the module leader in the first instance, for immediate management and to the course leader if problems continue. The module / course leader will arrange to meet with the student and may issue a letter of warning following the meeting.

Students who do not meet standards of professional behaviour during the course may be referred to the University Fitness to Practise Panel. Information relating to unprofessional conduct may be recorded on any references supplied by the University.

Paid Work

Some students will seek employment in part time work. Your practice placements and University attendance are a priority and you must attend your practice placement for the scheduled number of hours during the allocated placement periods. You are not allowed to undertake paid work in any area of practice where you are currently a student as this can affect your assessment and progression.

If you are withdrawn from practice pending fitness to practice investigations and you normally work for a nursing agency, we recommend that you contact the practice learning facilitators in the Trusts or the practice manager, to discuss whether there is any impact on you being able to do agency shifts with them before undertaking this work.

Please note that undertaking paid work while you should be on placement or in University, is considered a disciplinary matter if your tuition fees have been paid by the NHS as this is considered as fraud.

NMC Requirements for Attendance

In order to meet the requirements of the Nursing and Midwifery Council (NMC 2010), you must meet the required level of attendance and demonstrate professional suitability by demonstrating that you have met the learning outcomes for both theory and practice. Professional suitability includes attendance at all taught sessions and practice placement

experiences, since these relate to the knowledge base you will need to practice proficiently and competently.

This is vital for entry onto the NMC Register and progression through NMC progression points at the end of level 4 and level 5.

You must satisfy the NMC requirements in terms of attendance and for the Pre-Registration Degree Nursing Courses, this is:

A minimum of 4600 curricula hours. (2300 of which are theory hours and 2300 are practice hours)

The course contains seven weeks scheduled leave entitlements each year and you can find details of this on your Programme Plan. This leave entitlement incorporates Bank Holidays in recognition that you may work Bank Holidays when in placement. Unscheduled leave can-not be approved and although you may have agreed time off for extenuating circumstances, this time must be made up.

The course content is mapped against the NMC (2010) Standards for Pre-registration education and, as such, you are required to attend ALL face to face timetabled sessions and the course has a 100% attendance requirement.

It is acknowledged that during any period of study there may be times when is unable to attend theory or practice due to mitigating circumstances or due to religious festivals. In these circumstances you should access advice and support from your Practice Support tutor (PST) and the University student services, available online via

www.leedsbeckett.ac.uk/studenthub/

Reporting your Absences

You must email nursing@leedsbeckett.ac.uk if you are going to be absent for any University / Placement session or hours.

Please provide the following information:

- Your Full Name
- Your Course (Mental or Adult Nursing)

- Date/s of absence
- Modules and or Placement areas you will be absent from

For placement absences, you must in addition, also contact the placement area before the start of your shift and speak with the nurse in charge, making a note of their name and the time you contacted them next to the timesheet. On return to practice, please ensure the hours are signed off as absent by your mentor. Details of procedures to be followed to make up practice hours before the end of the academic year can be found in the Practice Support Handbook.

Failure to follow this procedure may mean that these hours are classed as unauthorised absence which is a professional concern.

Attendance requirements for Mandatory Training

You **must** attend all scheduled and timetabled mandatory training sessions and annual updates. Such mandatory training and update sessions include: moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children / vulnerable adults and fire. In view of health and safety reasons, you **will not be permitted** to commence your practice placement if you fail to attend such scheduled mandatory sessions and annual updates. Failure to attend mandatory training will therefore ultimately affect progression on the programme and you may be required to temporarily step off the course.

Attendance at planned simulated learning sessions (Skills for Practice and Applied Biological Sciences modules) are also mandatory as these form part of your practice hours for the course.

Attendance requirements for Simulation

Sessions held in the Clinical Skills practical rooms are classed as simulated practice hours. Students who miss any of these sessions will be required to follow the process for catching up on theoretical learning but will also be required to make these hours up in practice.

Compassionate Leave

The requirement to take compassionate leave / special leave must in the first instance be discussed with the Course Leader (CL) who will provide advice and support. The CL may request evidence to support a request for compassionate leave. On occasions where the need for compassionate leave arises outside of normal working hours and / or it is not possible to contact the Course Leader, a message should be left on their e-mail, stating the reason for requiring compassionate leave. If possible, an anticipated intended date of return and a contact telephone number should also be communicated.

An extended period of compassionate leave may result in the need for you to step off the course and re-join at a later date.

Maternity Leave

If you are pregnant and require maternity leave and support, you must inform the Placement Experience Co-Ordinator (PEC) and the Practice Support Tutor (PST) at the earliest possible time following confirmation of the pregnancy. The PEC / PST will advise the student and offer support as required to ensure that the best interests of the mother and baby are considered. Whilst it is not compulsory that you must inform University if you are pregnant in the early stages it is important for the new and expectant mother and child's health and safety that the university is supplied with written notification as early as possible. Please note that until we have received written notification from an individual, we may be unable to take any action other than those resulting from the risk assessment for all employees.

If you wish to continue on the programme after the 28th weeks of pregnancy, you must provide the course administrator with a medical certificate from a registered general practitioner or midwife which states clearly that they are able to undertake all activities required of you for both practice and theory. Failure to do so will mean that you may be withdrawn temporarily from the course. A further certificate must be submitted at 32 weeks, and 36 weeks. On occasions – particularly during a theory block - you may wish to continue studying following this period, however a certificate must be submitted on a weekly basis.

Following the risk assessment which is organised by your personal tutor, certain placement areas may be deemed unsuitable for you so a placement allocation may require changing at short notice. To ensure the ongoing assessment of risk in placement, you have a responsibility to inform your mentor of each placement area, prior to each allocation and ensure that the risk assessment they undertake, is forwarded to your personal tutor and course leader.

In the interests of health and safety, a ward / unit manager may ask to see the student's certification from a registered practitioner or midwife at any stage following week 28, particularly if he /she has concerns about the student's level of fitness to continue to work.

In line with EU requirements, you must take a minimum of 2 weeks maternity leave post-delivery but are requested to give this careful consideration and discuss the implications with your GP or Midwife. If you wish to return to the programme at any stage following pregnancy, you must present a certificate from your GP indicating that you are well enough to return to clinical practice and / or theory. Please refer to Leeds Beckett Student pregnancy and maternity policy and procedure

The Course Leader will make every attempt at flexibility, however there may be occasions when the programme may need to be interrupted as it is not possible to meet the professional attendance requirement.

Paternity leave

Students are advised to contact their programme leader to discuss their entitlement and the management of this and also to refer to Leeds Beckett Student pregnancy and maternity policy and procedure.

Implications of Sickness and Absence

In line with the criteria set by the NMC and Leeds Beckett University, in order for you to progress satisfactorily through their programme of study it should be noted that progression on the programme may be interrupted if:

You accumulate sickness and / or absence exceeding 10 days in each year of Programme. In this case you may be required to step off the programme to retrieve the days missed and re-join with the next cohort.

There is non-attendance for the taught component of a module exceeds 25% of the module or Practice Support sessions, you may be excluded from taking the assessment and may have to repeat the module.

You fail to attend any of the mandatory training sessions.

Should your attendance record show sickness / absence approaching the limits, you will receive an email requesting attendance at a meeting with your Practice Support Tutor (if you are absent for more than 3 module or practice support sessions or absences from course are between 6-8 days.). You will be required to complete an action plan regarding your absences for this meeting and should use the SMART action plan template on PebblePad.

Completion of Personal Portfolio to evidence absences from University and Practice

In addition to reporting your absences, as detailed above, you are also required to keep evidence in your PebblePad Missed work Portfolio, evidencing how you have met the learning outcomes for each missed session. This needs to be evidence that you have read the session lecture notes and made your own notes, mind map or written a reflection, to support these and you must also evidence your independent study relating to the topic. The evidence needs to demonstrate the academic hours you have missed; therefore, a session of one hour requires evidence of one hour's independent study.

Please do not just put your lecture notes in the file as these do not evidence your learning and do not email tutors asking about content of missed sessions. Instead, refer to the module handbook timetable and content, any learning materials used during the session and discuss the content with your peers if the session is not supported by learning materials on MyBeckett. The work you produce should have a reference list of independent reading you have undertaken to support your learning and as guidance be 500 words in length for each session.

Any attendance management meetings you attend will require you share this portfolio at the meeting with either your tutor or course leader. The purpose of the meeting will be to explore any absences, reasons for absence, support required, and evidence of independence study in portfolio and to agree an action plan for absence. Your personal tutor should review this action plan after one month.

Further absences that are not consistent with your action plan, will be referred by the practice support tutor, to the course leader. Your attendance may subsequently be dealt with through University Fitness to Practise proceedings or the University Absence Management Processes.

Confirmation by Module Leaders of Theory and Practice Hours

As part of Exam Board requirements, your programme leader is required to confirm you have met the requirements for completion of theoretical and practical hours to progress / register.

Theory Hours

There will be a submission box on PebblePad titled “Evidence of Learning for Missed Academic Hours” with submission points near the end of both semesters. Please ensure all work is submitted to this box before the deadline. You must also complete the declaration at the front of your Missed Work Portfolio detailing how many hours of theory you are claiming for. For example if you have missed 8 sessions of 2 hours, you should have completed 16 hours of learning and sign the declaration to state you are claiming 16 hours of theory.

Course Leaders will review this work to ascertain whether it meets the appropriate requirements in terms of hours and learning outcomes for any missed sessions.

The Course director will audit this process to ensure there is parity amongst students.

Please note that it is your responsibility to keep a record of which sessions you have missed and to catch up with this work. Please refer to your electronic timetable and module timetable if you are not sure. SEMS also provides you will an overview of your attendance at

University and you should ensure you are using the University App to record your attendance through this system. <http://www.leedsbeckett.ac.uk/studenthub/student-app/>

Practice Hours

You are required to submit your placement books or E-Pads, at set points during the year for audit by your personal tutor. Please follow the process detailed in your Placement Support Handbook regarding making time up.

If you require an extended or additional placement due to exceptional circumstances and have evidence to support this, please discuss before Easter (or asap) with your tutor so arrangements can be made.

Your Skills module leader will be required to confirm you have met the required hours for progression at the exam board and failure to meet these requirements, without extenuating circumstances may result in failure to progress.

ALL absences from University and Placement will be recorded and made available to the whole course team and detailed on references.

Sick Notes

If you are absent because of illness for more than seven consecutive days (including weekends), you must provide the course administrator with a Sick /Fit Note.

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 for a copy of the appropriate extenuating circumstances (Mitigation) form.

Further information is available on your student hub.

<http://www.leedsbeckett.ac.uk/studenthub/mitigation/>

2.2 Course Resources

Physical Location: The course is delivered in the University, predominantly at the City Campus and in healthcare placements within the Yorkshire and the Humber region. We have a placement unit that supports the students with their placements (see below). Throughout the course students will have the opportunity to undertake an alternative placement which may be out of the region or overseas.

Teaching and learning will take place in a number of bespoke venues in the University and these include: the science laboratory at City Campus, the purpose built communications suites, clinical skills laboratories and the simulation suite.

Skills Resources: The course is supported by a range of equipment including task trainers, adult, child and high fidelity simulated manikins, on line learning packages including the Safe medicate medication programme www.safemedicate.com and the Clinical Skills Web Site <https://www.elsevierclinicalskills.co.uk/>

Volunteering and Festivals: Students are required to arrange self-sourced placements during the course, as a means of engaging with the community and developing alternative field experience. Optional placements are also offered at Music Festivals each year, where students work alongside the medical teams to provide healthcare to festival goers.

Nursing Lecturers: The course is primarily delivered by nurses with current registrations with the NMC. The NMC also require that nursing lecturers have teaching qualifications that are recorded on the register as approved by the NMC. All academics teaching on the course have postgraduate qualifications. Non-nursing lecturers may deliver into some sessions for the specialist context.

Service users and carer involvement: in the delivery and assessment of the course, continues to be developed.

Library Resources: The course is also supported by the Libraries and Learning Innovation (LLI) who provide a variety of services which include the libraries and IT facilities, individual student email accounts, MyBeckett, VLE, resources and equipment loan, reprographics and stationary supplies.

At the request of the students, there has been a drive to increase use of digitalised chapters and e-books to support modules and these will be highlighted to you by the module leaders.

Online:

Students are introduced to the virtual learning environment at the start of the course and it is integrated throughout the course to support all structured and guided academic activity. Independent study and learning is also facilitated through the VLE with a range of interactive resources and links to professional and academic materials and sites.

Examples include: Virtual discussion areas, electronic submissions and feedback for all level 4 modules, self-assessment quizzes, lecture slides available on the VLE for relevant modules and the SafeMedicate and Elsevier clinical skills web site.

Placement Activities

As part of preparation for placement, you are required to undertake mandatory training and health clearance each year and declare good health and character.

Mandatory Training

Each year you are required to attend annual mandatory training to ensure you are safe to be in practice. For year one and students repeating modules, all mandatory training must be completed annually before you start placements. This includes: Fire, Moving and Handling, First Aid/Resuscitation, Child Protection/Safeguarding and Information Governance as well as any other preparatory sessions required by the NMC or our practice partners.

Occupational Health is managed by P.A.M. (People Asset Management). Please note that if you do not attend for an occupational health appointment, you will be charged £70 by the University to cover the appointment costs and administration. If you are unable to attend, you will need to inform the clinic with at least 24 hours' notice.

You must be cleared by Occupational Health before starting placement so it is vital you attend appointments as arranged.

Placement Experiences

Year One practice experience will concentrate on practice areas identified as offering comprehensive services to people who are physically in need of nursing care. Students will gain a good understanding of adult nursing. Typically this will be in hospital based settings and will allow for students to encounter clients/service users at various stages in their health journey; from outpatients and pre-assessment, through to inpatient interventions and treatments and subsequent discharge. In addition students will have an initial experience within a primary care environment to develop their understanding of health care across settings. To further support this, students will be required to engage with a short period of volunteering activity.

Second year practice experiences will aim to consolidate and develop skills with a broader range of clients/service users in both hospital based and primary care settings. Students will focus on the care of individuals and use the full range of the practice circuit to reach their assessment targets in the Skills Log and Practice Assessment Documents. A particular focus will be for students to develop and consolidate skills in providing care with dignity for the Older Adult. In addition, time will be made available to support further volunteering and/or an elective practice activity of the student's choice.

In the final year students will be expected to extend their skills to managing groups or caseloads of clients/service users and to situations where care for individuals is more complex.

There is opportunity for students to apply for the Community Scheme and if successful, these students spend all their practice experience at year three in the community setting.

For the final placement a process of matching students to their preferences, which has been positively evaluated in the current programme, will continue.

Each year has the opportunity for students to organise their own placement or volunteer to develop their knowledge and skills relating to specific areas of health care.

Placements are arranged in conjunction with University of Leeds and managed by our placement unit. Please contact The Academic Practice Lead, Fiona Meth f.j.meth@leedsbeckett.ac.uk if you wish to discuss your allocation.

Practice Hours gained through reflection on Conferences, University meetings etc.

There are certain events that you may attend as part of your pre-registration course, which can be counted towards your practice hours providing you have obtained course leader approval prior to the event.

This is usually a maximum of 30 hours across the course that can be evidenced as practice this way and you will be required to complete a written reflection on the following NMC reflective template, which should explore the impact of your learning on practice by relating your learning to the NMC Standards. Please submit this to your course leader within 20 days of attending the event along with your practice books.

You must use this form to record details of any approved learning events you wish to claim practice hours for.

REFLECTIVE ACCOUNTS FORM

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user or colleague. Please refer to our guidance on preserving anonymity in Guidance sheet 1 in *How to revalidate with the NMC*.

Reflective account:

What was the nature of the activity and/or practice-related feedback and/or event or experience in your practice?

What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?

How did you change or improve your practice as a result?

How is this relevant to the Code?

Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust

Uniforms and Name Badges

You will be provided with several uniforms at the start of the course and a name badge for practice. It is your responsibility to ensure you follow the Uniform Policy of the placement area at all times and this can be found in the Student Nursing Group on MyBeckett.

If your uniform becomes damaged or lost, you will be expected to purchase new ones to replace. We do have some spare stock sometimes, so you may wish to contact the placement unit at email:- nursingplacements@leedsbeckett.ac.uk

Name Badges: You will be provided with a name badge at the start of the course. If you misplace this you will be required to purchase a new one. Please contact your course leader.

Placement Learning Handbook

You will have online access to a placement learning handbook each year which contains information on learning in practice, Supernumerary status, whistleblowing, raising and escalating concerns and NMC requirements. Your practice support tutor will also support you with any questions or concerns regarding practice.

2.3 Skills you will Gain during the Course

Skills Developed

Students completing this award will have developed a wide portfolio of practical, professional and academic skills. The Nursing and Midwifery Council (2010) clearly identifies the Standards and Essential Skills required for registration and as a student you will be working towards achieving these on the course.

Academic skills developed during the course include reflective and report writing, critical thinking and evaluation, team working, use of databases to search for evidence, change management and leadership and management skills

Additional Activities/Recognition

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

2.4 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.

2.5 Work-Related Activities and Employability

The Course Specification outlines what work-related activities are associated with this course.

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:

- Ms Regina Holley
Course Leader - BSc Adult Nursing / Senior Lecturer - Health and Primary Care
University of West London
- Ms Beverly Joshua
Course Director/ Senior Lecturer: Adult Nursing
London South Bank University
- Mr William Murcott
Senior Lecturer: Nursing – Mental Health
Birmingham City University

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, award eligibility and honours degree classifications are available at: www.leedsbeckett.ac.uk/public-information/academic-regulations/.

Course-Specific Assessment Regulations and Professional Body Requirements

FITNESS TO PRACTISE

The course is authorised to use the Fitness to Practise Policy:

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

ACADEMIC REGULATIONS EXEMPTIONS

Limits on Recognition of Prior Learning

All RPL procedures are in accordance with the Regulations and the NMC Standards (NMC 2010 R3.5.2 – R3.5.6), which stipulate that programmes must have processes in place to allow applicants the opportunity for RPL. The exemption is for the limit of RPL. The NMC (R3.5.2) will permit recognition of prior learning up to 50% of the programme where the applicant is able to demonstrate relevant prior learning to the satisfaction of the University and in accordance with the NMC's requirements and guidance on RPL. In accordance with the NMC standards (2010) applicants will be able to claim RPL in theory and practice when starting the course, transferring from another university, moving from one nursing field to another or returning to a course after a substantial break.

Threshold pass

- All components of assessments must be passed at 40% or a pass for pass/fail marking to pass a module.
- Some of the examinations have a pass mark higher than 40% as noted below.

Module	Assessment details
L4 Skills for Practice Adult Nursing	<ul style="list-style-type: none"> • Practice Experience • Calculation Exam (pass mark 80%)
L5 Skills for Practice Adult Nursing	<ul style="list-style-type: none"> • Practice Experience • Calculation Exam (pass mark 80%)
L6 Skills for Practice Adult Nursing	<ul style="list-style-type: none"> • Practice Experience • Online Calculation Exam (pass mark 100%)

All assessments must be passed to progress and achieve the target awards

All components of assessments must be passed to pass a module and all modules must be passed to progress and to achieve the award, as detailed below:

Progression requirements and profile of achievement

All components of assessments and modules must be passed at 40% (numeric marking) or passed (pass/fail marking) at level 4 and level 5 to progress to the next level.

Achievement of an award of the University, Bachelor degrees with Honours

All components of assessments and modules must be passed at 40% (numeric marking) or passed (pass/fail marking) at level 6 to achieve the bachelor degree with honours.

Reassessment of practice experience in the Skills for Practice module

A nursing student may fail one practice experience only across the whole course. A recovery opportunity will be provided in the same academic year if this fail takes place in semester one. If the fail takes place in semester two, then wherever possible students will have a recovery opportunity provided before the end of the academic year. In exceptional circumstances, this may be arranged to be completed within 12 weeks of the student commencing the next academic year. The recovery opportunity does not over-ride the fail but allows the student the opportunity to work on the feedback from the failed placement and achieve standards for progression.

The 12-week period includes holidays and any absences. Reasonable adjustments may be applied for nursing students with a disability (NMC 2010 R3.10.2).

If the fail occurs at final placement, a recovery opportunity of a minimum of 12 weeks placement will be provided to meet NMC (2010) requirements.

A nursing student failing two assessed practice experiences across the whole course will be deemed to have failed the course and a recommendation will be made to the Board of Examiners to withdraw the student from the course. This is to ensure the safety and wellbeing of service users, (NMC 2010, Standard 1) and is supported by our practice partners and stakeholders. The opportunity to recover a failed placement is therefore allowed only once during the course.

Attendance

The courses stipulates 100% attendance in order to meet the NMC defined practice and theory hours. Nursing students must follow the absence procedure in their Course Handbook where full details are provided for how absence is managed for both taught and practice hours.

Extenuating circumstances and mitigation

The courses do not permit mitigation against a 'fail' or non-attendance in practice to ensure to ensure patient and public safety. Nursing students experiencing difficulties that may affect their performance in practice learning must withdraw themselves from placement and seek support from the course team.

Contained awards

BSc Adult Nursing and BSc Mental Health Nursing contained awards

These contained awards (ordinary degrees) allow for eligibility for NMC registration and therefore students must demonstrate that they have met the same Standards for Competence as for the target award. All previous exemptions apply plus all modules and components of assessments at level 6 are to be passed at 40% or passed (for pass/fail marking) with the exception of the 40 credit extended study module, Leadership, Change Management and Enterprise, for which a mark of 30%-39% is allowed.

CertHE, DipHE and BSc Health Related Studies contained awards

These contained awards are awarded in line with the Academic Regulations. These contained awards cannot not be linked to a named nursing course. Students who leave the course early or fail to demonstrate that they have met the standards for competence in Adult Nursing or Mental Health Nursing (NMC 2010) will be provided with a transcript of their achievements in both theory and practice (NMC 2010 R3.9.3) detailing the academic level and number of academic credit points obtained.

Achievement of credit and notional study hours

The placement hours have been included in the Skills for Practice modules, resulting in these 20 credit modules having more than 200 notional study hours – details below.

STUDENT CALENDAR EXEMPTIONS

The course has an exemption from the standard delivery calendar to accommodate placements and theory which must be delivered to underpin placements.

Health and Good Character throughout the course

Students are required to make an annual declaration of health and good character at the start of each academic year and prior to course completion. Any changes to a student's health and good character during the course must be declared to the Course Leader.

Assessment Schedule

Please note the exam/assessment periods in the academic calendar (see section 1) and make sure that you are available during those periods.

Examination

Details of examinations can be found on the relevant module homepage. Your course administrator will also be available to help with this information.

Coursework

Details of course work can be found under the Assessment Tab on the left of the module homepage.

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 9 November 2018** in advance of the semester one exam period, and by **Friday 8 March 2019** 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

Details of when and how to submit for assessment can be found in the module handbooks.

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

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

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

Many modules require you to submit work via Turnitin. Please ensure you have sufficient time

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.

Students who have either an extension or learning contract offering a later submission, should note that feedback is 4 weeks after the date of their submission. The course team will make every effort to release marks along with the general cohort marks but this may not always be possible.

Formative Feedback

This will be provided either at face to face sessions with academic advisors (pre-course work and some Skills sessions), during module sessions or via online or written feedback.

Summative Feedback

Marks will usually be released online on or before 6pm at the end of the 4 week turn around period. Marks may be released earlier and if so, students will receive an e-mail informing them of the release. The module leader will then arrange for you to collect your work if necessary.

Please note this 4 week period does not include Bank holidays and periods where the University is closed for business.

Students who are unclear about their feedback should make an appointment to discuss this with the marker in the first instance and should escalate to the course leader if there are any unresolved concerns.

3.3 How do I Get my Results?

Results from module assessments and decisions on progression to the next level of study (e.g. from level 4 to level 5 of an undergraduate degree) or awards (if you are in the final level) 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.

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 are advised to contact your Course Leader, Course Administrator or academic advisor for any necessary clarification.

3.6 Failing a Practice Placement

Please refer to Section 3 'Reassessment of practice experience in the Skills for Practice module'

3.7 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.

3.8 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.

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. 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.

Getting to know your Academic Advisor in the first year of your course is really useful especially when University life and degree level study might be different from what you are used to.

4.2 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.

4.3 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.

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.

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.

4.4 Library Help

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.

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.

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/>.

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 .

4.5 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>

5 What to do if you..

5.1 ...International Students who are absent

Please follow the absence reporting guidelines as outlined on p.16

Please be aware that our University fully complies with United Kingdom Visas and Immigration (UKVI) policy at all times. There are legal reporting requirements for all students in the UK on a Tier 4 student visa, and full attendance is mandatory for all Tier 4 students. Failure to meet UKVI attendance requirements could lead to your academic sponsorship being withdrawn and your visa being revoked. Tier 4 students need to be aware of their responsibilities whilst in the UK, please see www.ukcisa.org.uk for full information.

For up to date information about visas, immigration issues and other matters relating to international students, please contact the International Student Advice Centre at internationalstudentadvice@leedsbeckett.ac.uk.

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 and then send the original by post.

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.

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].

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 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 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/>

- Student Code of Discipline
- Fitness to Practise Policy
- Guidance statement on the prevention and management of alcohol, drugs and substance misuse

6.1 Safety, Health and Wellbeing

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.

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: www.leedsbeckett.ac.uk/public-information/student-regulations. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Leeds Beckett University Student Charter

Working together for success

Leeds Beckett University and our Students' Union are committed to working in partnership with our students to ensure that our University is an inclusive, safe and engaging learning environment which is conducive to study for its students and work life for its staff.

Our Student Charter sets out how we can do this by working together to understand and fulfil our commitments to one another. Our Student Charter has been produced jointly with the Students' Union and we will review it, together, every year. Our University's Vision seeks to put students at the centre of all our activities and this Student Charter is a contribution towards that goal. The Leeds Beckett Student Charter is not a contractual document, but provides a guide to what members of the Leeds Beckett Community can expect of each other in terms of engagement and behaviour.

We work to shape and sustain a supportive, safe, inclusive community for active learning and the building of skills for life.

We will

- Work together within a progressive, independent, and active environment which promotes lifelong learning.
- Support a culture of personal and academic resilience.
- Collaborate to build partnerships for learning.
- Work together to sustain our bold, industrious spirit.

We forge an environment which builds trust, accountability and transparency.

We will

- Maintain mutually respectful codes of behaviour.
- Promote the availability of information and support for all.
- Ask for help when we need it.
- Be honest, clear and assertive with each other.
- Use the means available to give a compliment, raise a concern or make a complaint.
- Take advantage of opportunities for formal and informal learning.

We foster inclusive academic, cultural, social, emotional and creative development for all.

We will

- Share an exciting and challenging curriculum which is contemporary and relevant.
- Promote a culture of critical enquiry and rigorous scholarship.
- Support participation in extracurricular opportunities which enhance career and personal development.
- Enable one another to plan, develop, and drive forward our individual educational and career goals.
- Acknowledge and celebrate our joint and separate successes.

We are responsible, diligent, reliable and considerate in our academic and professional actions and behaviours.

We will

- Act with academic integrity.
- Listen to and respect the differing perspectives of those from different cultures and backgrounds.
- Work together within a positive collaborative learning and working environment, wherever, and however, we engage.
- Take care with our personal and professional digital identity and recognise the impact it may have on us and others.

We seek active engagement, feedback and participation in the issues that affect us.

We will

- Work together to enhance our experience of our University.
- Collaborate to promote learning and support enhancement, through mutual reflection and feedback.
- Build partnerships to enable our University communities to engage with our external stakeholders.
- Support the development of courses which prepare our graduates to be ready for work, ready for life and ready to seize the opportunities that lie ahead.
- Use our knowledge of local and world issues to strengthen our global outlook and build a sustainable environment for a thriving future for all.

Our Student Entitlements

As a full-time or part-time campus-based undergraduate student you are entitled to:

1. Access online learning materials and resources for every module through a virtual learning environment and have access to the resources and information of an up to date library.
2. Opportunities for on-going feedback on your work and progress towards your assessments in every year of your course.
3. Participate in a course induction, which will be provided at the beginning of each year of your course.
4. A meeting with your Academic Advisor once per semester. [All new and first year students will be invited to a meeting with their Academic Advisor within four weeks of the start of their studies].
5. A course that has been informed in its development by external stakeholders (e.g. employers, professional bodies).
6. Participate in Personal Development Planning within the context of your course.
7. Have the opportunity to engage in embedded activities within your course which develop and enhance your graduate employability and lifelong learning.
8. Receive clear dates at the beginning of each module about your assessment, submission dates, when and how you receive formative feedback on assessment during every module, and how you will receive feedback on marked assessments within the 4 week feedback period.
9. Receive clear and easy to understand information about your course and the services available to you.
10. Be engaged, via your course student representative, in your course review, evaluation and development processes.
11. Have your questions to our University's services responded to within the advertised timescales in our corporate service standards.
12. Normally be given your course timetable no later than four weeks before the beginning of each semester.

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.

We will monitor your attendance via alternate methods which include your lecturer asking you to sign a paper register.

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 School office to let them know so the attendance system can be updated accordingly.

Please note that reports from the attendance system will allow attendance data to be shared with you and your Course team. You might be asked to contact the School office 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.

If you have yet to download the Leeds Beckett app please follow the instructions at

<http://www.leedsbeckett.ac.uk/studenthub/student-app/>

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