

2019/2020 Distance Learning Course Handbook

MSc Psychology

School of Social Sciences

MPSYD



LEEDS BECKETT UNIVERSITY

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1 Welcome to the Course

1.1 Message from the Dean of School

Welcome!

If you are joining us to start your course or returning to continue your studies, I hope you will really enjoy and value your experience over the coming year. Your time at our University can and should be life-changing, and our team of staff are here to support you develop your knowledge, skills and abilities.

Leeds School of Social Sciences is proud of our reputation for innovation and excellence in the quality of our courses. Our approaches to teaching, learning and student support are designed to assist your study. You are likely to experience a variety of teaching approaches including lectures, group-work and technology enhanced learning, supported by access to individual tutors. We also use a variety of different methods of assessment and aim to provide you with prompt feedback on your assessed work that will be helpful for your future learning.

At all times we aim to be student-centred and really value your feedback. We like to receive feedback on the things you enjoy and that you think we do well, but also want to hear from you when you think there are ways in which we can improve your experience. You can provide feedback in many ways including through your course representatives and through feedback to your tutors and Course Director, as well as module evaluations and end-of year student surveys.

I wish you well and hope you have a very enjoyable and successful year.

Professor John Craig,

Dean of Leeds School of Social Sciences

1.2 Message from your Course Director

This handbook provides you with information that you will need on your course. You should find this information 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. Your module sites will give you information about the delivery, content and assessments of each of your specific modules, e.g. “Developmental Psychology”. The course team is looking forward to working with you this year and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful. On behalf of our University and the whole course team, I would like to wish you well in your studies.

Dr Lydia Windisch

Course Director, MSc Psychology

1.3 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

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

The University's standard term dates are available here:

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

1.4 Key Contacts

Course Director

The **Course Director**, Dr Lydia Windisch, can be consulted if you have general queries about the course. The Course Director is responsible for liaising with all students regarding general course issues and will do so via a number of communication mechanisms, including corresponding with Course Representatives (see section below) and reviewing information provided by students in formal course and module evaluations. Any actions, or responses, to student comments and/or issue raised through group level communications will be made available via the Leeds Beckett University VLE, MyBeckett. The Course Director is also responsible for organising the appointment of course representatives, and the smooth running and reviewing of the course.

Course Director: **Dr Lydia Windisch** l.e.windisch@leedsbeckett.ac.uk (tel) (+44) 0113 812 4968

Course Manager

The **Course Manager**, Dr Ellie Willard, works in conjunction with the Course Director and provides additional administrative and management support across the course, with specific responsibility for management of assessments and pastoral support for students. The Course Manager can also be contacted if the Course Director is not available.

Course Manager: **Dr Ellie Willard** E.Willard@leedsbeckett.ac.uk (tel) (+44) 0113 81 25583

Academic Advisor

You will be allocated to an Academic Advisor who is your first point of contact for advice and support for career development and for personal problems that may affect your academic work. If your Academic Advisor is unable to advise you on a specific issue, she or he will be able to point you in the right direction for further help. This can include giving you information about the University's support services. To meet (face-to-face or virtually) with your Academic Advisor, sign-up to her or his office hours posted through booking system links posted online on the MSc Psychology Course page on the MyBeckett site. If you need to see your Academic Advisor quickly, you can send an email or contact by phone directly to your Academic Advisor. **Please note the Psychology group operates on a policy of aiming for first response to emails within 5 working days.**

Module Leaders

Each module is led by a named academic. This Module Leader can be contacted for all module related questions. In addition, modules also have other academic staff members who contribute the content and teaching. All of these academics can be contacted in relation to the module content.

Student Experience Team

Course Representative

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at www.leedsbeckett.ac.uk/studenthub/course-representatives.htm. The Students' Union oversees Course Representatives and more information is available at <https://www.leedsbeckettsu.co.uk/studentvoice/coursereps>

Course Administrator

Your **Course Administrator** is Ms Joanna Richmond.

Room PD401, Portland Building, City Campus, Leeds, LS1 3HE, United Kingdom

Tel: +44 (0)113 812 5778

Email: j.r.richmond@leedsbeckett.ac.uk

Academic Librarian

The **Academic Librarian** for Psychology is Ms Kirsty Bower.

City Campus Library

Tel: 0113 81 21104

Email: k.bower@leedsbeckett.ac.uk

1.5 Keeping in Touch

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

We will inform you of course notifications, including any alterations to the delivery of the course via your student email address and announcements on the VLE, MyBeckett. For each module, the Module page on Mybeckett will include the preferred method of communicating general information about that module to you. We also communicate via the MSc Psychology Teams community.

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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.

Skype for Business

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

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

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

Microsoft Teams

Microsoft Teams is a collaboration working and digital community platform that has channels for different projects, conversations and topics, allows you to add files, image, links, videos and more

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

MyBeckett

MyBeckett, the portal and virtual learning environment provides:

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

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

1.6 Working in Partnership

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

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

Informal feedback is also welcome at any time either via your Academic Advisor or module tutor or via your Course Representative. Our partnership with you enables us together to make the most of your learning experience with us and to enhance the quality and

reputation of your course. You can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or through the Library.

1.7 Course Representatives

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

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

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

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

2 Studying on this Course

Psychology develops a rich and diverse range of attributes by drawing on skills associated with studying the humanities (e.g., critical thinking and essay writing) and the sciences (hypotheses-testing and numeracy). Specifically, students will develop competencies in communication, data analysis, computer literacy, the ability to retrieve and organise information from a variety of sources, problem-solving and scientific reasoning, the ability to make critical evaluations of issues, and the ability to conduct independent research and manage projects. Psychology continues to be a popular degree course in the UK, with many students in other disciplines taking elective modules in areas of psychology. Although the skills which psychology students develop over the course of their degrees are valued by a range of employers, many students are interested in pursuing a career in one of the Chartered areas of Psychology, such as Health Psychology, Clinical Psychology, Counselling, Educational Psychology, or Forensic Psychology. In order to do this, students need a psychology qualification offering the Graduate Basis for Chartership (GBC) from the British Psychological Society. The MSc Psychology (Conversion) Award will therefore be of interest to those considering such a career who have either not studied psychology before but have a strong interest in developing a career in Psychology or who have completed an undergraduate degree with a psychology component, which is not accredited by the BPS. The provision of a Masters' degree award enables the development of training in the research skills necessary for designing and conducting quality research beyond that expected of graduates. Support for employability and career planning is embedded throughout the degree programme and is based on developing students' ability to reflect on, recognise, and articulate the general and subject-specific skills developed from studying the course. The MSc Psychology course aims to equip students with the in-depth knowledge, skills, and experience in the core areas of psychology to qualify for the Graduate Basis for Chartership (GBC) with the British Psychological Society. The programme will:

- Provide students with a thorough knowledge and understanding of theories, concepts and frameworks in the BPS core curriculum areas of psychology.
- Equip students with detailed knowledge of, and skills in, qualitative and quantitative research methods.

- Provide students with skills in critically evaluating the research of others.
- Enable students to communicate research findings to others, in a variety of formats.
- Develop independence and employability through the development of evaluative and reflective skills.
- Prepare students for a career in psychology or related areas.

2.1 Course Specification

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

Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification. The course structure and curriculum has been designed to provide an education in psychological theory and research methods of sufficient breadth and depth for the course to be accredited to provide a qualification giving eligibility for the Graduate Basis for Chartership (GBC) of the British Psychological Society (BPS). The British Psychological Society (BPS) stipulates that such recognition and accreditation of a programme of study for the Graduate Basis for Chartered Membership (GBC) is predicated upon the fulfilment of specified syllabus and assessment criteria. The curriculum and programme of study must normally cover all topics included in the BPS Qualifying Examination, with each specified topic area assessed individually, requiring study equivalent to that assessed for honours degrees, and contributing to the final classification of the degree. In addition, it is a requirement that the practical component will normally involve the successful completion of a psychology project. The course structure for the MSc Psychology course covers the specified five topics in the BPS Qualifying Examination. These topic areas are described by the BPS as Cognitive Psychology, Psychobiology, Social Psychology, Developmental Psychology, and Individual Differences, with core compulsory elements covering Research Design and Quantitative Methods, a Practical Component (including a psychology project), and Conceptual and Historical Issues. In order to ensure that students achieve the standards required to be

eligible for GBC, the MSc Psychology course structure includes core modules covering each of these areas and a core compulsory element (research methods) that is designed as support for the subsequent dissertation. Progression on the course is predicated on achieving a pass mark (40% or more) on these core modules. **In order to achieve eligibility for the GBC with the BPS, students must attain an overall average mark of 50% or above in the course and must pass the Dissertation module.**

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

Module Information

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

2.2 Course Resources

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

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

An introduction to MyBeckett for Distance learning students, which includes how to log in, browser requirements and finding your way around is available at: [http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite/online library induction](http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite/online_library_induction). Your online course induction will tell you more about studying online and provide guidance on how to be a successful online learner.

Physical Resources (Residential School week)

A good proportion of your residential school week work will take place in the CogBio laboratory. We also have small sound-attenuated lab rooms equipped with tables, chairs and computers which are used for teaching purposes. The computers labs and lab rooms are equipped with specialist software which you will use in the residential week, including SPSS (data analysis software), Biopac (used in Biological Psychology modules such as Neuroscience of Behaviour) and EPrime (experiment generation software, used in the Cognitive Psychology module).

2.3 Professional Accreditation or Recognition Associated with the Course

This course is accredited by the British Psychological Society (BPS) for eligibility towards the Graduate Basis for Chartership (GBC).

2.4 Skills you will Gain during the Course

Skills Developed

All of the skills listed below are addressed during the MSc Psychology (Conversion) Award course and are reflected in the philosophy, aims and objectives of the course.

Technical Skills

The technical skills involved in the study of psychology include the ability to use IT to wordprocess assignments, to access electronic information sources including databases and electronic journals, and the ability to access and use information provided on MyBeckett – the University's virtual learning environment (VLE). Specific to Psychology, you will also develop technical skills in the use of SPSS, one of the main statistical analysis programmes used in the discipline of Psychology worldwide. You may also utilise Qualtrics for your data collection which will enhance your technical survey development skills.

Organisation and Planning

Organisation and planning are intrinsic to any study at a higher level, and particularly at Masters level if you are also working and/or managing a family. You will be required to organise your own time and develop effective time-management skills to allow you to prioritise work, meet deadlines and develop the skills you already have as an autonomous learner.

Communication

Written and other forms of communication skills form the basis of most assessment in psychology at Masters level. You will be required to produce written assignments and to produce presentations. On a more general level, you will also be required to develop the skills of communicating clearly with peers (online and during the residential school) as a component of group and interpersonal skills.

Group and Interpersonal Skills

The ability to function effectively and constructively in groups is a major component of psychology. It is an essential skill to develop if you wish to work as a psychologist – most professionals need to demonstrate an ability to work in multi-disciplinary teams. You will work (and sometimes be assessed) in groups to produce presentations, to design and conduct small-scale pieces of research, and to discuss information online and during the residential school.

Data Collection and Interpretation

Data collection and interpretation are skills that are central to psychology. You will receive training in data collection and interpretation techniques in the Research Methods modules, and will demonstrate your competency in the execution of these skills in the Dissertation. The interpretation of evidence is the lifeblood of psychology and you will develop interpretation skills in all modules. Specific attention is paid to the development of appropriate numerical skills and to the collection and interpretation of qualitative data.

Intellectual Capabilities

In addition to these transferable skills, more specific intellectual capabilities are addressed during the course:

- Use of Theory and Principles
- Analysis and Reflection
- Application of Knowledge and Theory
- Synthesis and Evaluation
- Creativity

The understanding of theories and principles and their application to a range of questions is at the very heart of psychology. Consequently, these capabilities will be developed in students in all psychology modules. There will, however, be cases in which specific modules may provide a particularly strong basis for the development of certain skills. The key skills addressed within each module are indicated in the module sites on MyBeckett, along with a clear indication of how these skills are assessed.

Additional Activities/Recognition

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

2.5 Work-Related Activities and Employability

The Course Specification outlines what work-related activities are associated with this course. While all modules will contribute to your knowledge of Psychology, the Applying Psychology module will focus on career pathways and the studies necessary for future careers in Psychology.

2.6 Opportunities for Graduates

The Course Specification includes details of any accreditations, career paths, further study options and other opportunities for graduates. The programme specification includes details of any accreditations, career paths, further study options and other opportunities for graduates. **Successful completion of this course with an overall mean mark of 50% or more and successful completion of the Dissertation module will provide the Graduate Basis for Chartership (GBC) with the British Psychological Society (BPS).** This will enable you to continue on the route to becoming a Psychologist. BPS accredited courses in Clinical,

Counselling, Educational, Occupational, Health, Forensic, or Sport and Exercise Psychology require the GBC, as do psychology research and teaching careers in Higher Education. Previous Leeds Beckett graduates, after gaining relevant experience and further training and education, have gone on to careers in Forensic, Occupational, Sport, Clinical and Educational Psychology and in research (including PhD studentships). 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:

Dr Jovan Byford

Senior Lecturer in Psychology

FASS, The Open University, Milton Keynes MK7 6AA

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 degree classifications are available at: www.leedsbeckett.ac.uk/public-information/academic-regulations/.

Course-Specific Assessment Regulations and Professional Body Requirements

As stated above, in order to gain your Graduate Basis for Chartership (GBC) with the British Psychological Society (BPS) you must gain an overall average mark of 50% and successfully complete the dissertation module.

Assessment Schedule

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

Examination

If your module requires you to undertake any exams, details of these will be published in advance within your module on MyBeckett. You will also find these details within your Module pages on MyBeckett. Examinations will be conducted using on-line methods; they will fall within the examination periods at the university, but not undertaken at a designated site. **Therefore, it is important that you plan to be available during the entire exam period until you know your specific exam schedule.**

While we anticipate that you will do well in your examinations, please be aware that if you need to undertake reassessment or resit examinations, you will be required to be available during the reassessment periods. Your specific examination schedule (for both the main and any required re-sits) will be available via the MyBeckett portal.

Coursework

If your module requires you to undertake coursework, details of this will be published in advance within your module on MyBeckett. You will also find these details within your Module sites on MyBeckett. A calendar of assessments for the MSc Psychology course is posted each academic year to the MyBeckett course site. Within Psychology at Leeds Beckett University we aim to be transparent and informative with the feedback we offer students on assessed work. For each piece of marked work that is globally graded, the work will be assigned a grade that is “anchored” at a clear point, ending in either -2, -5 or -8. These anchors each depict a clear grade that is typical of a low, mid or high standard within each classification. For other assessments, your grade may be an accumulation of smaller components. In these instances, your grade will be the sum (or average) of these components. In addition, the MSc Psychology course utilises a **Masters Assessment Criteria** framework that provides consistency in expectations across assessed coursework. The general framework is available on the MyBeckett portal and students will have the opportunity to explore this framework in the Induction information before Semester 1. This general framework is adapted for coursework assessments as appropriate to each assessment type.

Reasonable Adjustments and Assessment Support

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

Where adjustments are required in relation to examinations, Disability Advice should be contacted no later than **Friday 8 November 2019** in advance of the semester one exam period, and by **Friday 6 March 2020** in advance of the semester two exam period. This will provide the best chance of implementing the recommendations from the adjustment plan for that semester’s main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see Disability Advice on the ‘Support’ tab in MyBeckett for further information.

Submitting Assignments

You will find details of submission deadlines within your module on MyBeckett.

The assignments that you submit will need to be referenced according to the **APA guidelines**. A copy of the most recent (6th edition) of the APA Referencing Guide is available at the library. Assignments will also need to be prepared in accordance with the guidance on required length. **Assignments that exceed the required length will be penalised in accordance with the extent of the deviation from the word limit.** The main body of your essay or report (including citations and quotes in the text but excluding your reference list) **should not exceed the stated word limit.** Part of the skill of academic writing is to write concisely as well as with clarity, and this reflects the world of employment where reports, articles and other publications will have to be produced within strict guidelines. In assessment terms, writing more content will often give a student an unfair advantage over those who adhere to the word limit. As a result, assessments of excessive length will be penalised as follows:

- Up to 10% over the word limit (e.g., 300 words over a 3000 word limit) will be penalised at 5% of the total marks available (i.e., you will lose 5 marks out 100).
- A further 5% will be deducted from the total mark available for each additional 10% over the word limit (e.g., up to 600 words over a 3000 word limit, you would lose 10 marks in total etc.).

All assignments will need to be submitted electronically, using Turnitin or Assignments links, via your modules within the MyBeckett site. You will be given instructions (including the date and time) on how to submit your assignments electronically from your module leaders. Assignments submitted electronically or via MyBeckett will be the responsibility of the module leader arranging the hand-in via that method. **All submissions online will be due at a specific UK time (GMT or GMT Summertime depending on the time of year) deadline on the day of submission. Work submitted after that time, even if still on the day of submission, is considered a late submission and your mark will be penalised. Please be aware of that time deadline and make adjustments accordingly for the equivalent time in your location.**

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. Please do not write your name on any piece of work, or its coversheet, when you submit it. Instead of your name please write your student number on your work. Make sure that you write this clearly and accurately. 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 at www.leedsbeckett.ac.uk/public-information/academic-regulations

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.

Submission Integrity

All work completed and submitted as part of your studies needs to be your own. For information on plagiarism and how to avoid it, see <http://www.leedsbeckett.ac.uk/studenthub/plagiarism.htm>. You will be expected to declare that the work submitted is your own. Submitting work through Turnitin or Assignments requires you to accept the following declaration:

"I understand that by submitting my work online I agree and am stating that:

1. This work is my own

2. This work has been completed within the University regulations”

Please note, for group assessments (where more than one student is responsible for the submission) the whole group has editorial rights over the submission. Thus, the whole group is considered responsible for the work that has been submitted. If a portion of that submitted work is suspected to be plagiarised, all group members will be held accountable. Module tutors place Turnitin links in MyBeckett modules to help you with your academic work. When you submit your work through Turnitin it will 'match' your work with a massive global database of books, e-books, journals, websites and other students' work. You can see if parts of your work 'match' work in the database and you can see if you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline. Please be aware that Turnitin guarantees to 'match' your work and return the result to you within 48 hours. Sometimes it may be quicker than this, but there is no guarantee. The second time you submit a draft of this work Turnitin guarantees that it will 'match' and return your work within 24 hours. Again it may be quicker, but do not rely on this. If you submit a third draft of the work through Turnitin it will again only guarantee a 'match' and return within 24 hours. Therefore, if you want to use Turnitin to help you check your work you must start to submit drafts for matching at least four days before the deadline. Turnitin cannot detect plagiarism, it can only 'match' text. If you are not sure how to interpret the 'originality report' which Turnitin makes available to you please ask your module tutor.

Further information on Turnitin is available here:

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

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module site on Mybeckett 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. For all coursework, you can expect the following information about your performance:

- Your mark

- A clear indication of who marked the work
- Where appropriate, clear comments on the scripts (this does not apply to the dissertation project).
- A module specific assessment feedback form, which will include the position of the work on the marking bands (incl. all the marking bands from 0 to 100) against each module specific assessment criteria

3.3 How do I Get my Results?

Results from module assessments and decisions on awards 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.

Completed forms (with evidence) can be submitted to your Student Administrator.

Following a meeting of the panel who assess these applications, you will be informed,

usually via email to your student account, as to whether your application has been successful and if you have a new assessment submission date (or re-sit for examinations). 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 site on MyBeckett for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

You will be advised via Results Online of your options for re-assessment. You are advised to contact your Course Director, Course Administrator or Academic Advisor for any necessary clarification.

3.6 Student Appeals

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

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

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

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

3.7 Academic Misconduct

Academic integrity is a fundamental principle within the University and is strongly linked to good academic practice. The University has processes to investigate alleged breaches of

academic integrity and, where a breach of academic integrity is admitted or found, applies appropriate penalties. <https://www.leedsbeckett.ac.uk/studenthub/academic-integrity/>

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be a breach of academic integrity. Examples of unfair practice include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghostwriting and falsification of data. Definitions of these offences and the serious consequences of breaching academic integrity can be found in our Academic Regulations: Section 10 Academic Integrity: www.leedsbeckett.ac.uk/public-information/academic-regulations.

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

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

4 Where to Get Help

4.1 Academic Advisor

Your Academic Advisor (see Key Contacts in section 1) will be an academic member of staff who teaches you on your course. Your Course Director will make sure that you are given the contact details of your Academic Advisor at the beginning of each year, usually in your course induction. Normally, your named advisor will aim to follow you right through the duration of your course.

Your Academic Advisor has an important role to play in supporting you in academic matters while you are studying on this course. If you are struggling with your work, want to discuss your assessments and ways to improve your marks, your named Academic Advisor is there to support you. Your meetings, either virtual or online, with the Academic Advisor should be led by you. You might want to talk about career aspirations, your course, your progress and /or your academic results. You may want to set objectives for academic goals. They will also

be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling. Getting to know your Academic Advisor is really useful especially when University life and degree level study might be different from what you are used to.

4.2 Course Administrator

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

4.3 Online Student Support

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

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

4.4 Student Experience Team

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

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

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

4.5 Disabled Students

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

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

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

More information on disability advice is available under the Academic and Personal Support sections of the 'Support' tab in MyBeckett, and on the 'Students' home page <https://www.leedsbeckett.ac.uk/studenthub/disability-advice/>

Disabled students can also access the Disability Resource Areas in each library and the support provided by the Library Learning Support Officer. More information is available at http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users.

4.6 Library Help

The Library

Our Library has invested in a wealth of electronic resources, and maintains these so that you can access a wide range of digital resources. The website (<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

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

Offsite Service

As you are registered on a Distance Learning course, you are eligible for the Library's Offsite service. This offers help with accessing electronic resources, access to other libraries, postal book loans and journal article supply. See the Library website http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite for details of eligibility and more information.

Library Academic Support

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. Your Academic Librarian (see Key Contacts in section 1) also liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies.

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

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

Help and Information Points

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

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

Skills for Learning

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

4.7 IT Resources

Wi-Fi

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

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

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

Password: your normal university password

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

Help is available from the Library Advice Points or

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

Microsoft Office 365

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

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

OneDrive

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

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

Media Equipment – free loans

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

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

4.8 Students' Union Advice Service

The Students' Union Advice Service offers free, independent, non-judgemental advice and guidance to all Leeds Beckett Students. This can include advice on any problems you might have whilst on your course including all the Academic Regulations (Mitigation, Extensions,

Complaints, Appeals, Disciplinary procedures and Academic Integrity). We can also give advice on any issues you may have with your housing including disrepair, contract checking and issues with deposits. We can also advise on student funding and debt.

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

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

Email: suadvice@leedsbeckett.ac.uk

Tel: 0113 812 8400

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

4.9 Leeds Beckett Distance Learning Community

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

5 What to do if you..

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

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

5.2 ...are ill during an assessment period

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

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

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

5.3 ...have a comment, compliment or complaint

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

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

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

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

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

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

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

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

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

6 Relevant Policies

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

6.1 Safety, Health and Wellbeing

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

Policy Statement

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

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

Smoking

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

Use of Laptops within our University

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

Fire Safety Procedures

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

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

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

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

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

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However,

you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled Students

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

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

First Aid

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

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

Accident and Incident Reporting

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

Infectious Disease

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Director or Course Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For

diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

Zero Tolerance

You should also familiarise yourself with our Zero Tolerance Report and Support web page:

<https://www.leedsbeckett.ac.uk/studenthub/zero-tolerance/>

6.2 Regulations

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

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

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

6.3 University Academic Regulations

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

The following sections are of particular relevance to your course:

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

- Academic Integrity

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

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at:

www.leedsbeckett.ac.uk/studenthub/research-ethics.htm.

6.4 Student Contract

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

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

Engagement Statement

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

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

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

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