

2018/2019 Postgraduate Taught Course Handbook

# PGCE Educate

Carnegie School of Education

PGCBS



**LEEDS BECKETT UNIVERSITY**

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# 1 Welcome to the Course

## Message from the Dean of School

Colleagues, welcome to the Carnegie School of Education at Leeds Beckett. By studying with us, you're joining an academic community with a proud heritage of education dating back to 1907. Now, as then, we're committed to making a real difference in the lives of children and young people, bringing together the best of practice with the best of research and making sure our students enjoy an outstanding educational experience. Being part of a community also means that you will help to shape what we do, helping us to create knowledge and inform our curriculum to make sure we remain at the cutting edge of professional practice.

As well as helping you to develop academically, we're also committed to raising your employability, giving you the skills and experiences to make sure you can progress in the career of choice. From dedicated careers advice to work-based assignments, from researching professional environments to creating your own enterprise, we provide support throughout your studies tailored to your ambitions. This personalisation continues in our approach to teaching, learning and assessment, as well as the support of our personal tutoring system, all of which mean that our results get better year after year.

We hope you enjoy your time with us and continue our proud tradition of making a real difference.

Professor Damien Page

Dean of Carnegie School of Education

## 1.1 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.

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

Dr Stephen Newman

Julie Kitchen

Course Leader at Leeds Beckett University    Course Leader at Educate Teacher Training

## 1.2 Academic Calendar and Timetable

You will be given separate details concerning your course timetable.

## 1.3 Key Contacts

You will work with the Course Leader and Module Tutors who will provide support and guidance with regard to the completion of the programme components. The Course Leaders or the Personal Tutor at Educate Teacher Training will act as the first point of contact for you with regard to your academic work.

### Course Leaders

At Leeds Beckett University: Dr Stephen Newman

At Educate Teacher Training: Julie Kitchen

### Personal Tutor

Julie Kitchen [julie.kitchen@educate-group.co.uk](mailto:julie.kitchen@educate-group.co.uk)

### Course Representative

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

### Course Administrator

Louise Clarke

Room G03, Carnegie Hall

Email: [education@leedsbeckett.ac.uk](mailto:education@leedsbeckett.ac.uk)

Telephone: 0113 812 1910

## Academic Librarian

Maria Kulas

Room 125, James Graham Building.

Email: [m.kulas@leedsbeckett.ac.uk](mailto:m.kulas@leedsbeckett.ac.uk)

Telephone: 0113 812 3501

### 1.4 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.**

We will inform you of course notifications, including any cancellations. Please monitor MyBeckett and your student e-mail address for announcements.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

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

### 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 and a wide range of other information.

Educate Teacher Training also use their own VLE, EMPerica, with which you should familiarise yourself.

## 1.5 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 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 and annual review 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 (undergraduate students)/Postgraduate Taught Experience 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 personal 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.

## 1.6 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 Students' Union, working in partnership with our University, jointly enables the process for election and appointment of Course Representatives, their training, development and 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 Student Hub web site and in our University's Academic Regulations.

## 2 Studying on this Course

The aim of this programme is to allow individuals studying to become qualified teachers the opportunity to gain academic credit for the study they undertake.

### 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](http://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 is investing in more web-based solutions to make it easier to engage with our module evaluation process during 2018/19. 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.

### 2.2 Course Resources

The Course Specification specifies the physical and online resources available to students on this course.

## **2.3 Skills you will gain during the Course**

### **Skills Developed**

This award will enable you to develop skills in a number of areas including research, critical thinking and evaluation, presentation, and independent and collaborative learning.

### **Additional Activities/Recognition**

You will have opportunities to gain recognition during your time at Leeds Beckett University for the extra activities you do in addition to your studies, including international volunteering and being a Course Representative. If you also live within the vicinity of Leeds Beckett University, you can also take part in our student societies or even play in our University sports teams.

## **2.4 Work-Related Activities Employability**

This provision is for those students enrolled on a school based ITT programme offering recommendation for QTS so is in essence a closed course. Admission is through the selection on to such programmes.

## **2.5 Opportunities for Graduates**

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

## **2.6 External Examiner**

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

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

Christine Lewis, Senior Lecturer, Edge Hill 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.htm](http://www.leedsbeckett.ac.uk/studenthub/external-examiners-reports.htm).

## **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 Regulations. Regulations on progression, award eligibility and honours degree classifications can be found at: [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations).

#### **Course-Specific Assessment Regulations and Professional Body Requirements**

The handing in of completed assessment will be in accordance with agreed ETT submission procedures. For the three main submissions this should be electronically, through the 'My Beckett' portal. You may also be required to submit them to Educate via e-mail to [itt@educate-group.co.uk](mailto:itt@educate-group.co.uk). All hand-in dates will be advised in the module handbooks. Students have a responsibility to abide by the required presentation and submission requirements for assessment. All assignments will be logged at ETT. Receipts will not be given. You are expected to keep a copy of your work.

#### **Assessment Schedule**

Please note the assessment deadlines and make sure that you submit your work on time.

## Coursework

Your coursework and re-assessment schedule can be found on your programme overview.

## 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

Your module handbook will detail the required method for submitting your assignments. Normally you will be required to submit through Turnitin.

Further information on Turnitin is available here:

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

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

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 at [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

You may find some useful resources here: [skillsforlearning.leedsbeckett.ac.uk](http://skillsforlearning.leedsbeckett.ac.uk).

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

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

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

### **3.2 Getting Feedback on your Assessed Work**

Assessed work with 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.

Opportunities will be made available, if requested, to give formative feedback through small-group and/or individual tutorials.

The marking of assignments involves a rigorous process of marking and moderation; hence the interval between submitting assessments and receiving feedback.

### **3.3 How do I Get my Results?**

Written feedback, and indication of a pass or fail for each assignment, will be provided by Educate Teacher Training. This indication is not final and is subject to change following scrutiny by the External Examiner.

Feedback will be sent to you, via email from Educate Teacher Training, by the data specified on the programme overview.

Results from module assessments are available on the *Results Online* system from:

[www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://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](http://www.leedsbeckett.ac.uk/studenthub/mitigation).

You can ask your course administrator to e-mail you a copy of the form or you can download one via the student hub web pages. Completed forms along with **appropriate original evidence** must be submitted to your student admin office within the timescales given in the guidance. These can be scanned and e-mailed in but you must also submit original evidence either in person or via the post. Late submissions will normally be rejected. Outcomes from the mitigation panels, which are held once a month, will be e-mailed to you via your student e-mail account.

### 3.5 Re-assessment

If you have not passed a module at the first attempt you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

Reassessment details can be found in your module handbook along with the date for resubmission. You will be advised via Results Online of your options for re-assessment. It is your responsibility to make yourself available for reassessment. You are advised to contact your Course Director, Course Administrator or personal tutor for any necessary clarification.

**Note: If you are required to be reassessed in any semester 2 or full year modules, your reassessment marks will be presented to the reconvened board in July/September. This means that you will not be eligible to attend the graduation ceremony in July 2018 but you will receive your certificate by the end of the year if you pass the year.**

### 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](http://www.leedsbeckett.ac.uk/studenthub/appeals.htm).

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

### 3.7 Academic Misconduct

Our University wants to give you credit for your learning and for work which you have done yourself. Academic Misconduct occurs when you have not done the work yourself.

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 academic misconduct include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghost-writing and falsification of data. Definitions of these offences and the serious consequences of academic misconduct can be found in our Academic Regulations: Academic Integrity: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://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 Personal tutors/ Academic advisor

Please contact your personal tutor/ academic advisor (see Key Contacts in section 1) for advice where necessary.

### 4.2 Student Hub

If you have any questions about or problems with life at our University, the first place to call or email is the Student Hub. 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 online 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 at [www.leedsbeckett.ac.uk/studenthub](http://www.leedsbeckett.ac.uk/studenthub).

You can also use 'my Hub' <https://myhub.leedsbeckett.ac.uk/students/login?ReturnUrl=%2f> which is an online resource available 24/7 where you can: access information and guidance about a range of services, register and make appointments with Services, register for workshops and employability tutorials, search for job vacancies and use a range of careers resources.

The Student Hub telephone number is +44 (0)113 812 3000 and the e-mail address is [StudentHub@leedsbeckett.ac.uk](mailto:StudentHub@leedsbeckett.ac.uk). For Distance Learning students in the vicinity of Leeds, there is a Student Hub on the ground floor of the Rose Bowl at City Campus and one also in Campus Central at Headingley. The Student Hub works closely with 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.

[www.leedsbeckett.ac.uk/studenthub/disability-advice](http://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](http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users).

## 4.4 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 ([library.leedsbeckett.ac.uk](http://library.leedsbeckett.ac.uk)) provides access to thousands more resources, plus extensive information about Library services.

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

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

## 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

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

- online: <https://library.leedsbeckett.ac.uk/contact-us>
- by phone: +44(0)113 812 1000 (including 24/7 IT support).

## Skills for Learning

Skills for Learning provides a wide range of web resources and publications on topics including plagiarism, group skills, research, maths, Harvard referencing, essay writing and time management. Information about workshops and one-to-one tutorials can be found at <http://skillsforlearning.leedsbeckett.ac.uk/>.

## 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](mailto:suadvice@leedsbeckett.ac.uk)

Tel: 0113 812 8400

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

## 5 What to do if you...

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

Whilst we understand you will be balancing your study time alongside other commitments such as work and family, you must notify your Course Administrator and Educate Teacher Training 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 provide Educate Teacher Training and the university 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 details on mitigation please visit [www.leedsbeckett.ac.uk/studenthub/mitigation.htm](http://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](http://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, and/or Educate Teacher Training. 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.

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](http://www.leedsbeckett.ac.uk/public-information/student-regulations).

## Withdrawal from the Programme

Please be aware that if, for any reason, you withdraw or are disengaged from the Initial Teacher Training (QTS) programme at Educate Teacher Training, there may still be an opportunity to continue with the PGCE and gain the credits, even though this would not, on its own, give you Qualified Teacher Status. This may not be something you wish to pursue and, if you withdraw early in the programme, it would be difficult to achieve as you need the school based training and experience to support your assignments. It is very important, however, that you understand that this option is open to you, subject to the mitigation processes regulated by Leeds Beckett University. In the event of a withdrawal from the QTS programme, please contact Leeds Beckett University directly so that you are fully informed and advised about the PGCE element and how this could continue or cease in your particular circumstances.

## 6 Relevant Policies

### 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. There are further details at [www.leedsbeckett.ac.uk/partners/safety-health-and-wellbeing-a-z.htm](http://www.leedsbeckett.ac.uk/partners/safety-health-and-wellbeing-a-z.htm) (see H - Health and Safety Policy – Policy Statement).

## Smoking

Should you visit our campus please be aware that 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 Computers, Laptops and Mobile Devices

As a Distance Learning Student the main risks posed to your health relate to use of IT equipment. To help minimise those risks you may wish to review view the following website: [www.posturite.co.uk/posture-learning-resources](http://www.posturite.co.uk/posture-learning-resources)

## Fire Safety Procedures

Should you visit our campus, please be aware that fire information is present on Fire Action Notices displayed in all 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.

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 our website:

[www.leedsbeckett.ac.uk/studenthub/disability-services.htm](http://www.leedsbeckett.ac.uk/studenthub/disability-services.htm).

### **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 school 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 Regulations

Our University Regulations can be found at: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://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
- Award Boards

- Disabled Students
- Extenuating Circumstances and Mitigation
- Academic Appeals
- Academic Integrity

The Students' Union Advice Service ([www.leedsbeckettsu.co.uk](http://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](http://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](http://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 aim to achieve 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.

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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 each other 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, differing perspectives, including 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.

## **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.