

2018/2019 Postgraduate Course Handbook

PGCE Primary 3-11

Carnegie School of Education

PGPED, SBPPR, PGPPE, PGPRI, PGBAR,
PGWEC, SBPPG, PGMHR, PGHOP, PGPRC



LEEDS BECKETT UNIVERSITY

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1 Welcome to the Course

1.1 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. Then as now, 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 Pastoral Team and 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 School

Carnegie School of Education

1.2 Message from your Course Director

Welcome to the PGCE Primary Course, leading to QTS. Primary PGCE Courses at Leeds Beckett University include our Primary 3-7, Primary 5-11 and Primary 5-11 with PE, all highly demanding but tremendously rewarding courses of professional training and education. We have already recognised your academic capabilities and teaching potential along with an

appreciation of the skills and experience that will stand you in good stead in as a future primary teacher. In partnership with schools it is our aim to develop you as teachers who will have a high impact on pupil's learning. You will spend a large proportion of your course in schools and the school teachers who will be your Mentors are heavily involved in your training; this for us is the true sense of partnership, working together to lay solid foundations for your future careers. We know that your year will be a challenging one but we hope that it will also prove to be both enjoyable and rewarding. 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. Additionally, there are Module Handbooks for each module you study on your course. The course team is looking forward to working with you this year and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful. On behalf of our University and the whole course team I would like to wish you well in your studies.

Louise Nelson

Course Director PGCE Primary

1.3 Academic Calendar and Timetable

School Direct Calendar:

Week Commencing Monday	School Direct Trainee Calendar
27.08.18	Bank Holiday 27.08.18
03.09.18	4 days University Induction 3rd September 2018 / 1 day in School Tuesday 4 th September
10.09.18	2 days School / 3 days University – Start Phase 1
17.09.18	Full week in School
24.09.18	3 days School / 2 days University
01.10.18	3 days School / 2 days University
08.10.18	3 days School / 2 days University
15.10.18	3 days School / 2 days University
22.10.18	Full week in School
29.10.18	Self-Directed Study time / School Half Term
05.11.18	Full week in School
12.11.18	Full week in School
19.11.18	Full week in School
26.11.18	Full week in School
03.12.18	Full week in School
10.12.18	Full week in School – End of Phase 1
17.12.18	Full week in University
24.12.18 – 31.12.18	Christmas Break
07.01.19	3 days School / 2 days University – Start Phase 2
14.01.19	3 days School / 2 days University
21.01.19 Semester 2 Starts	Full week in School
28.01.19	Full week in School
04.02.19	Full week in School
11.02.19	Full week in School
18.02.19	Self-Directed Study time / School Half Term
25.02.19	Full week in School
04.03.19	Full week in School
11.03.19	Full week in School – End of Phase 2
18.03.19	Full week in University
25.03.19	Full week in School – Start Phase 3
01.04.19 Easter – Leeds & Sheffield	Full week in School / Easter (use the holidays of the school you are in)
08.04.19 Easter – Leeds & Sheffield & Wakefield	Full week in School / Easter (use the holidays of the school you are in)
15.04.19 Easter – Wakefield & Kirklees & Barnsley	Full week in School / Easter (use the holidays of the school you are in)
22.04.19 Easter Kirklees & Barnsley	Full week in School / Easter (use the holidays of the school you are in)
29.04.19	Full week in School
06.05.19 Bank Holiday	Full week in School
13.05.19	Full week in School
20.05.19	Full week in School
27.05.19 Bank Holiday 27.05.19	Full week in School
03.06.19	Full week in School – End of Phase 3
10.06.19	Full week in University
17.06.19	*
24.06.19	*Course Finishes 28th June - you must be available up until this time

Provider Led Calendar:

Week Commencing Monday	Provider Led Trainee Calendar
27.08.18	Bank Holiday 27.08.18
03.09.18	Full week in University - Induction 3rd September 2018
10.09.18	Full week in University
17.09.18	Lower Key Stage Placement (LKS) - Primary 5-11 - Full week in School (Self-Sourced) Primary 3-7 - 2 days Uni / 3 days LKS Primary PE - 2 days Uni / 3 days LKS
24.09.18	Full week in University
01.10.18	Full week in University
08.10.18	4 days in University / 1 day in School – Start Phase 1
15.10.18	2 days in University / 3 days in School
22.10.18	Full week in School
29.10.18	Self-Directed Study time / School Half Term
05.11.18	Full week in School
12.11.18	Full week in School
19.11.18	Full week in School
26.11.18	Full week in School
03.12.18	Full week in School
10.12.18	Full week in School – End of Phase 1
17.12.18	Full week in University
24.12.18 – 31.12.18	Christmas Break
07.01.19	1 day in School / 4 days University – Start Phase 2
14.01.19	1 day in School / 4 days University
21.01.19 Semester 2 Starts	Full week in School
28.01.19	Full week in School
04.02.19	Full week in School
11.02.19	Full week in School
18.02.19	Self-Directed Study time / School Half Term
25.02.19	Full week in School
04.03.19	Full week in School
11.03.19	Full week in School – End of Phase 2
18.03.19	Full week in University
25.03.19	Full week in School –Start Phase 3
01.04.19 Easter – Leeds & Sheffield	Full week in School / Easter (use the holidays of the school you are in)
08.04.19 Easter – Leeds & Sheffield & Wakefield	Full week in School / Easter (use the holidays of the school you are in)
15.04.19 Easter – Wakefield & Kirklees & Barnsley	Full week in School / Easter (use the holidays of the school you are in)
22.04.19 Easter Kirklees & Barnsley	Full week in School / Easter (use the holidays of the school you are in)
29.04.19	Full week in School
06.05.19 Bank Holiday	Full week in School
13.05.19	Full week in School
20.05.19	Full week in School
27.05.19 Bank Holiday	Full week in School
03.06.19	Full week in School
10.06.19	Full week in School – End of Phase 3
17.06.19	1 day University / 1 day prep / 3 days Higher Key Stage placement
24.06.19	1 day in University - *Course Finishes 28th June - you must be available up until this time

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

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

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

www.leedsbeckett.ac.uk/studenthub/timetabling

1.4 Key Contacts

Course Director PGCE Primary: Louise Nelson

Course Leader PGCE Primary Education 5-11 inc School Direct

Carnegie Hall 108,

Headingley Campus

Email: l.nelson@leedsbeckett.ac.uk

Telephone: 0113 8123529

Personal Tutor

You will be allocated one of our personal tutors when you start the Primary PGCE 3-11 course. Meeting with tutors is both via scheduled meetings and through an open door policy where you can contact tutors to arrange a meeting at any time.

Sarah Dawson	Primary School Direct 5-11	sarah.dawson@leedsbeckett.ac.uk
Paul Ogilvie	Primary 5-11 with PE	p.ogilvie@leedsbeckett.ac.uk
Louise Nelson	Primary Provider Led 5-11	l.nelson@leedsbeckett.ac.uk
Gaynor Riley	Primary School Direct 5-11	g.riley@leedsbeckett.ac.uk
Yinka Olusoga	All Primary 3-7	y.olusoga@leedsbeckett.ac.uk
Yasmin Valli	Primary Provider Led 5-11	y.valli@leedsbeckett.ac.uk

Student Experience Team

You can contact the Student Experience Team at any time for matters around any part of your course or for personal issues affecting your time at the University. For support and advice can contact them on studentexperience@leedsbeckett.ac.uk or by calling 01138123000.

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

Evie Rodley

Room G03, Carnegie Hall

Email: teachertraining@leedsbeckett.ac.uk

Telephone: 0113 81 24870

Academic Librarian

Maria Kulas

Room 125, James Graham Building

Email: m.kulas@leedsbeckett.ac.uk

Telephone: 0113 812 3501

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/mybeckett/emailtimetable>).

We will inform you of class activities and course notifications, including any cancellations, via MyBeckett/CAGD announcements and email as appropriate.

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;
- 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, 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 Tutor 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.

Changes to the course for 2018/19 based on feedback from students in 2017/18 include:

- University-based applied pedagogy training to be completed by Christmas
- Phase 1 & 2 placements to include full weeks in school
- Protecting trainees' research days – sitting most of these within school holidays
- Fitting in serial visit days on Provider Led for each placement
- Having time between the Placements in University to all for reflection

2 Studying on this Course

This course is designed to allow you to meet the Qualified Teachers' Standards in order for you to emerge as a primary teacher with QTS. This will include pedagogical skills around teaching individuals and groups, assessing children, planning curricula and classroom management. In addition, it will also include skills transferable to other contexts, such as: leadership, team-working, research, critical thinking and evaluation, presentation, and independent learning.

Successful entry onto the course requires you to have passed an enhanced Disclosure and Barring Service (DBS) check, and that neither you, nor any member of your household, are 'disqualified' from teaching.

Primary PGCE 5-11 Course with PE

The Government has identified the presence of a Physical Education specialist in every primary school as key to increasing healthy lifestyles. As part of the Primary PGCE 5-11 Course with PE, you will study all of the National Curriculum subjects whilst studying Physical Education in greater depth in order to develop you into the next generation of teachers with a passion for sport and physical education.

2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification can be found on the online course finder; just search for your course title here <https://courses.leedsbeckett.ac.uk/>

Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification.

Course Learning Outcomes

All courses are benchmarked against the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality

Assurance Agency website: www.qaa.ac.uk. For more details on the Course Learning Outcomes specific to this course please view the Course Specification.

Module Information

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

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

2.2 Course Resources

The library on Headingley campus has a breadth of learning resources for students on primary and PE courses. These not only include theoretical texts knowledge and research in the field, professional texts on teaching activities and experiences and key primary education academic journals (online and paper), but also a school practice library that has a range of story and information books, teaching materials and practical resources for all primary curriculum areas. Discover is the Library search engine providing fast, easy access to many Library resources in a single search and students are directed towards the following - ChildData; National Children's Bureau; PsycINFO: Social Care Online. The library information resources include books and ebooks; journals and ejournals; newspapers and news items; information 2017/18 Postgraduate Taught Course Handbook databases; websites; document summary service; reference collections and statistics. The library provides information on Childhood and Child Welfare; Social Policy; Families; Child Poverty; Child Development and Learning; Play; Special Needs; Government Information; Current Research. The Skills for Learning website and workshops supports students' research skills.

2.3 Skills you will Gain during the Course

Skills Developed

This is a course of initial teacher training and as such will develop the full range of skills needed to plan, deliver, evaluate and assess learning and teaching in the 3 to 11 age-range. Teachers also work alongside other colleagues, organising teams to support teaching and learning, and they work in partnership with parents and other professionals. Consequently, the course also develops inter-personal skills of communication, team-work and deploying of people and resources. Finally, as the course is a level 7 qualification leading to 60 credit points at Masters level, research skills, critical thinking, critical reading and writing, independent learning, synthesis and communication are also developed.

2.4 Work-Related Activities and Employability

The Course Specification outlines what work-related activities are associated with this course. Having met the Teachers' Standards set by the Secretary of State for Education, it is the intention that students **on the PGCE Primary Education (3-11)** will go directly into the teaching profession. Our students will be trained to be specialist primary teachers in either the 5-11 or 3-7 age range, some with the addition of PE, capable of leading and developing practice in a range of primary and early years' settings; a highly desirable attribute for employability in the sector. Our Primary ITE course have been recognised as having one of the highest employability rates at the University with **93% in employment (2016-17 data)**.

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:

- Ms Kay Fraser
- Head of Curriculum Health and Education
- CU Scarborough, Coventry University Group

Please note: Ms Kay Fraser will be coming to the end of her tenure as our External Examiner. From 1st November 2018 the new External is TBC.

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 award eligibility are available at:

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

Course-Specific Assessment Regulations and Professional Body Requirements

This course requires compliance with the Government's DfE current standards for Initial Teacher Education and the Teachers' Standards.

Assessment Schedule

All information for submissions or placement completion are located in the Module handbooks / Placement handbooks. Your school placements must also be successfully passed at each phase. All assessments for Masters are written with some having a presentation element; there are no exams on this course. All 3 assignments are scheduled between the Christmas and Easter vacations. All submission information will be made available to you via MyBeckett.

Please note the assessment periods in the academic calendar (see section 1) and make sure that you are available from **3rd September 2018 until 28th June 2019** for ALL course. Some aspects of the course finish mid-June but you must **STILL BE AVAILABLE** to come into University at this time. Additionally, we have notice boards located on the first floor of Carnegie Hall for reference.

Reasonable Adjustments and Assessment Support

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

Where adjustments are required in relation to examinations, Disability Advice should be contacted no later than **Friday 9 November 2018** in advance of the semester one exam period, and by **Friday 8 March 2019** in advance of the semester two exam period. This will provide the best chance of implementing the recommendations from the adjustment plan for that semester's main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see Disability Advice on the 'Support' tab in MyBeckett for further information.

Submitting Assignments

Your module handbook will detail the required method for submitting your assignments. Normally you will be required to submit through Turnitin. In some cases, you will also be required to hand in a hard copy in your course hand in box. Locations of these will be found in your module handbook.

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.

Further information on Turnitin is available here:

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

You may find some useful resources here: skillsforlearning.leedsbeckett.ac.uk.

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments. Academic tutors and the Module Leaders on the Masters modules provide formative feedback and support prior to assignment submissions.

3.3 How do I Get my Results?

Provisional results in most cases will be made available through MyBeckett. These results are not final and are subject to change following scrutinisation by the External Examiner.

Results from module assessments are available on the *Results Online* system from: www.leedsbeckett.ac.uk/studenthub/results-online.htm.

Results will only appear within *Results Online* five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where 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.

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

In the first instance as this is a professional training course for teacher training, please liaise with the Admissions Team located in Carnegie Hall room G03 or via TeacherTraining@leedsbeckett.ac.uk, as many issues may have to be dealt with differently from other student courses at the University. If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students' Union Advice Service can offer guidance on what evidence you will need to present.

Further information can be found at www.leedsbeckett.ac.uk/studenthub/mitigation.

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

3.5 Re-assessment

If you have not passed a module at the first attempt you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process.

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.

If you fail any of your placements or have to resubmit your final Masters assignment you may not be eligible for graduation.

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.

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.

3.8 Personal Tutor

Your Personal Tutor (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 Personal Tutor at the beginning of each year, usually in your course induction.

Your Personal Tutor 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 Personal Tutor is there to support you. Your meetings with the Personal Tutor should be led by you. You might want to talk about career aspirations, your course, your progress and /or your academic results. You may want to set objectives for academic goals. They will also be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling. You can access Academic and Personal Support on the 'Support' tab in MyBeckett, which may direct you to support services such as Student Experience Team, Wellbeing and the Students' Union Advice Service, or you can ask your Personal Tutor to help you access further support.

Getting to know your Personal Tutor is really useful especially when University life and Postgraduate level study might be different from what you are used to.

3.9 Student Experience Team

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage: www.leedsbeckett.ac.uk/studenthub.

You can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is studentexperience@leedsbeckett.ac.uk. They work closely with the course teams, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will. Also see advice in section 3.4.

3.10 Disabled Students

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

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

Support is individually tailored depending on the nature of your disability and the demands of your course.

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

More information on disability advice is available under the Academic and Personal Support sections of the Support tab in MyBeckett, and on the 'Students' home page.

3.11 Library Help

The Library

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

Academic Librarian

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

Help and Information Points

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

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

Skills for Learning

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

Microsoft Office 365

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

visit our Student IT Help pages at

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

3.12 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 What to do if you..

4.1 ...are absent for more than one day

You must notify your Course Administrator if you are absent for more than one day (for example for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

You must notify your Course Administrator if you are absent for more than one day (for example for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

If you are absent for any reason **during your school placement**, you must additionally contact the:

1. **Placement school** you are in as soon as possible, and always before **08.15hrs** on the day of your absence.
2. **Carnegie School of Education Placement Office** on carnegie.partnerships@leedsbeckett.ac.uk. If the matter is urgent please call **0113 81 21761**.
3. **Link Tutor** you have been allocated for your placement.
4. **Your Course Leader / Director or Personal Tutor**

International Students

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

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

4.2 ...are ill

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

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

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

You can send a digital copy of your Fit Note to your Course Administrator, and then send the original by post.

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

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

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

4.3 ...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.

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.

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

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

Withdrawing from your course permanently or temporarily could impact the availability of future student funding should you decide to return to the course or commence a new

course at Leeds Beckett or elsewhere. Please seek advice from the Student Money Team or Students' Union Advice Team.

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

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

5 Relevant Policies

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

5.1 Safety, Health and Wellbeing

Policy Statement

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

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

Smoking

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

Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of

where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

Fire Safety Procedures

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

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

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

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

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

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled Students

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

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

First Aid

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

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

Accident and Incident Reporting

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

Infectious Disease

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Director or Course Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

5.2 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.

5.3 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.

5.4 Student Contract

The Student Contract is available at the following web link: www.leedsbeckett.ac.uk/public-information/student-regulations. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Leeds Beckett University Student Charter

Working together for success

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

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

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

We will

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

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

We will

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

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

We will

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

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

We will

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

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

We will

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

Attendance Statement

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

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

The principal attendance system adopted within the University uses i-Beacons installed in all our teaching spaces which interacts with the Leeds Beckett application in your smartphone or tablet using Bluetooth technology. For those students who do not have a smart device you will be able to register manually via any student PC on campus allowing you to check in to your class. Some Schools may monitor your attendance via alternate methods which may include your lecturer asking you to sign a paper register.

The University does understand that from time to time there is good reason why you cannot attend a class, and in this instance you must contact your School office to let them know so the attendance system can be updated accordingly.

Please note that reports from the attendance system will allow attendance data to be shared with you and your Course team. You might be asked to contact the School office so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern.

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

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

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

Our Attendance Policy is available under 'Student Contract' at

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

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