

2018/2019 Undergraduate Course Handbook

# BA (Hons) Physical Education

Carnegie School of Sport

BAHPE



LEEDS BECKETT UNIVERSITY

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# 1 Welcome to the Course

## 1.1 Message from the Dean of School

Welcome to the Carnegie School of Sport.

With approximately 2200 undergraduate, 250 postgraduate, and 100 postgraduate research students, the Carnegie School of Sport is one of the largest academic unit of Leeds Beckett University and one of the largest academic providers of sport within the UK.

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

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

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

Best wishes,

Peter Mackreth

Dean of School, Carnegie School of Sport



## 1.2 Message from your Course Director

Welcome to Leeds Beckett University and your Physical Education degree. We have developed this handbook to provide you with all the essential information that you need for your course. You should find it a helpful reference point at key times throughout your study - when you first start, when you are preparing for assessment and when you need help or advice in connection with your studies. Myself, Dr Tom Quarmby (your Course Leader) and the rest of the PE course team are really looking forward to working with you this year. We wish you well in your studies and we hope that your time studying with us is both enjoyable and successful.

*Annette*

Dr Annette Stride, Course Director, Physical Education Academic Group

### 1.3 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

Week Commencing Monday	Student Calendar
20.08.18	
27.08.18	Bank Holiday 27.08.18
03.09.18	
10.09.18	
<b>17.09.18</b>	<b>Student Welcome and Induction Week</b>
24.09.18	Semester 1 Teaching Starts
01.10.18	
08.10.18	
15.10.18	
22.10.18	
29.10.18	
05.11.18	Contact Disability Advice by 09.11.18 for reasonable adjustment relating to S1 exams
12.11.18	
19.11.18	
26.11.18	
03.12.18	
10.12.18	
17.12.18 - 04.01.19	Christmas Break
07.01.19	Formal Examinations Period
14.01.19	Formal Examinations Period
<b>21.01.19</b>	<b>Student Welcome and Induction Week</b>
28.01.19	Semester 2 Teaching Starts
04.02.19	
11.02.19	
18.02.19	
25.02.19	
04.03.19	Contact Disability Advice by 08.03.19 for reasonable adjustment relating to S2 exams
11.03.19	
18.03.19	
25.03.19	
01.04.19	Semester 1 Reassessments
08.04.19	
15.04.19 – 26.04.19	Easter Break
29.04.19	
06.05.19	Formal Examinations Period & Bank Holiday
13.05.19	Formal Examinations Period
20.05.19	
27.05.19	Bank Holiday 27.05.19
03.06.19	
10.06.19	
17.06.19	
24.06.19	
01.07.19	
08.07.19	Semester 2 Reassessments
15.07.19	
22.07.19	
29.07.19	
05.08.19	
12.08.19	

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

[www.leedsbeckett.ac.uk/about-our-university/term-dates](http://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](http://www.leedsbeckett.ac.uk/studenthub/timetabling)

## 1.4 Key Contacts

There are a number of key contacts you should be familiar with as you begin your course. These include academic, pastoral and admin support staff and we have provided contact details for these below. You can book appointments to see any of these contacts and the most effective way of doing this is to email those concerned.

Another important person for you throughout your degree is your Academic Advisor. You will be given an Academic Advisor in your first week and they will be your first point of contact for academic and pastoral matters. You will see your Academic Advisor on a regular basis but you can also arrange additional appointments by emailing them.

### Course Director

Dr Annette Stride

Room 104, Fairfax Hall

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

### Course Leader

Dr Tom Quarmby

Room 110, Fairfax Hall

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

### **Academic Advisor**

To be confirmed during Induction week

### **Course Administrator**

Room G17, Fairfax Hall

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

### **Student Experience Team**

You can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is

[studentexperience@leedsbeckett.ac.uk](mailto:studentexperience@leedsbeckett.ac.uk)

### **Course Representative**

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at [www.leedsbeckett.ac.uk/studenthub/course-representatives.htm](http://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>

### **Academic Librarian**

Erin Nephin and Maria Kulas

Room 125, James Graham building

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

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

## 1.5 Keeping in Touch

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

We will inform you of class activities and course notifications, including any cancellations. Depending on the nature of the message this may be through an email to your student email address, announcements on MyBeckett, or through our Twitter account (@LeedsBeckettPE).

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, National Student Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

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

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

## 1.7 Course Representatives

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

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

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

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

Within the PE team we really value the feedback our Course Representatives provide us with as this helps us to monitor and enhance our course accordingly. Our Course Representatives recently told us that they like the interactive and applied nature of many of our modules, the levels of assessment support we give, our student centred approach and the employability opportunities we offer.

## 2 Studying on this Course

The BA (Hons) Physical Education course offers a unique opportunity to focus on lifelong physical education while enabling specialisms such as PE Teacher Education, Physical Activity and Health, Sports Science or Dance to also be considered. Central to the popularity and quality of the course is the strong links between theory and practice, with practical work and student interaction at the heart of the experience. The course allows sufficient flexibility for students to make personally, professionally and academically relevant choices.

A Disclosure and Barring Service check is required for this course. If you have not heard from our DBS team please contact them on: [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk)

### 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 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

Students have access to a wide range of sports facilities for both academic and personal use.

Work-based learning opportunities also provide students access to teaching and learning facilities within a variety of external settings (e.g. partner schools).

State of the art laboratory facilities and associated equipment are available to all students.

The learning support team work closely with the academic staff to ensure that our teaching resources and specialised PE equipment are constantly being reviewed and updated.

PE is supported by a dedicated librarian who oversees the provision of a significant number of specialist paper-based and digital resources. The Library opens 24/7 every day of the year providing over 2100 study places of which approximately 800 offer access to computing or multi-media facilities with the latest operating software. Wireless networking is available throughout The Library and wireless enabled laptop PCs are available for loan within The Library.

The University Virtual Learning Environment, branded as MyBeckett within the University, supports staff and students in the provision of flexible online learning and communication. MyBeckett also provides portal access to integrated announcement, email and group communication tools to facilitate communication across the university community.

The Skills for Learning website offers a wide range of generic learning and teaching resources on topics which include: academic writing, group skills, research, maths, critical

awareness and reflective skills. Skills for Learning also provides drop-in workshops, customised classes, and group and one-to-one tutorial support in academic communication, maths and IT. In addition, 'Skills for Learning' publishes a series of student guides on essential academic skills.

Students have access to the Leeds Beckett Jobs & Careers team which is a careers advisory service and employment agency combined into one. Through their vacancy database, regular careers & jobs fairs and their employer links, students will be supported in accessing employment and postgraduate study opportunities. Practical help and resources are also available to assist students in exploring and researching careers, job hunting and presenting themselves professionally in CVs, applications and interviews in an increasingly competitive job market.

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

### **Skills Developed**

Throughout your time with us we shall help you to develop our three Graduate Attributes: Enterprise, Digital Literacy and Global Outlook. These attributes cover important skills including team-working, research, critical thinking and evaluation, presentation and independent 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 volunteering, student societies, playing in our University sports teams and being a Course Representative.

## **2.4 Graduate Attributes**

There are three Graduate Attributes for Leeds Beckett University and these are tailored to suit your course. The three attributes you should achieve by the end of the course are for you to be digitally literate, have a global outlook and for you to be enterprising. Learning about these attributes and being assessed on them as part of your modules will provide you with capabilities which are essential for your future career and wider life as you move on

from your studies here. You will be formally assessed on all the attributes in some of your modules at each academic level in each year of your course. For more information on graduate attributes please visit

[https://skillsforlearning.leedsbeckett.ac.uk/local/graduate\\_attributes/category\\_homepage.shtml](https://skillsforlearning.leedsbeckett.ac.uk/local/graduate_attributes/category_homepage.shtml)

Information on your assessments and which Graduate Attributes you will develop and be assessed on in each of your modules is included in your Module Handbooks.

## **2.5 Work-Related Activities and Employability**

The Course Specification outlines what work-related activities are associated with this course. We offer a number of employability opportunities on your degree. These include an 'employability' module at Level 5 where you undertake a period of work experience. We also have a number of elective modules that involve you working with our external partners.

## **2.6 Opportunities for Graduates**

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

## **2.7 External Examiner**

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

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

Mr Tomas Aylward

Institute of Technology

Dr Gavin Ward

University of Wolverhampton

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](http://www.leedsbeckett.ac.uk/studenthub/external-examiners-reports)

## **3 Assessment and Feedback**

### **3.1 Assessment**

#### **Assessment Strategy**

Information on the various methods of assessment can be found in the Course Specification.

#### **University Assessment Regulations**

Our University's assessment regulations are contained within the University Academic Regulations. Regulations on progression, award eligibility and honours degree classifications are available at: [www.leedsbeckett.ac.uk/public-information/academic-regulations/](http://www.leedsbeckett.ac.uk/public-information/academic-regulations/).

#### **Assessment Schedule**

Please note the exam/assessment (and reassessment) periods in the academic calendar (see section 1) and make sure that you are available during those periods. You may also have other assessments that fall outside of the main exam/assessment periods and these will be detailed in your Module Handbooks. We would recommend you create yourself an assessment schedule/diary so you are clear when each of your module assessments will take place.

#### **Examination**

Your examination timetable will be made available to you via MyBeckett.

#### **Coursework**

Your coursework schedule can be found in your module handbook, normally along with any reassessment coursework and schedule.

## 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 may 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 in section 3.11 of the Academic Regulations at [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

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

Further information on Turnitin is available here:

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

You may also find some useful resources here [skillsforlearning.leedsbeckett.ac.uk](http://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. However, if the University is closed (Christmas, Easter) this does not count as a working week. This four week period allows staff to engage in a rigorous marking process within the module team. Each Module Handbook will provide you with specific guidelines on how and when you will receive this feedback. Whilst you will receive feedback on each assessed piece of work you undertake you will also have opportunities to receive formative feedback on your progress in assessments. Again, this information will be outlined to you in your Module Handbooks. The Course Specification explains how feedback will be provided on both formative and summative assessments.

### **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 and decisions on progression to the next level of study (e.g. from level 4 to level 5 of an undergraduate degree) or awards (if you are in the final level) are available on the *Results Online* system from:

[www.leedsbeckett.ac.uk/studenthub/results-online.htm](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 collect an extenuating circumstances form from your course admin office, reception or you can print one via the student hub web pages. Completed forms along with **appropriate evidence** must be submitted to your course admin office within the timescales given in the guidance. Late submissions will normally be rejected. Outcomes from the mitigation panels, which are held once a month, will be e-mailed to you via your student e-mail account.

We also recommend that you discuss your extenuating circumstances submission with your Academic Advisor.

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

### 3.5 Re-assessment

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

it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

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

### **3.6 Student Appeals**

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

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

[www.leedsbeckett.ac.uk/studenthub/appeals.htm](http://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](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 Academic Advisor**

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

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

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

## 4.2 Student Experience Team

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage: [www.leedsbeckett.ac.uk/studenthub](http://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](mailto:studentexperience@leedsbeckett.ac.uk). They work closely with the course teams, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will.

## 4.3 Disabled Students

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

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

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

Disabled students can also access the Disability Resource Areas in each library and the support provided by the Library Learning Support Officer. More information is available at [http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/disabled\\_and\\_dyslexic\\_users](http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users).

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

## 4.4 Library Help

### The Library

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

### Academic Librarian

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

### Help and Information Points

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

- from the Help and Information Point on the ground floor of each library
- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](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](http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online) .

### **4.5 Students' Union Advice Service**

The Students' Union Advice Service offers free, independent, non-judgemental advice and guidance to all Leeds Beckett Students. This can include advice on any problems you might have whilst on your course including all the Academic Regulations (Mitigation, Extensions, Complaints, Appeals, Disciplinary procedures and Academic Integrity). We can also give advice on any issues you may have with your housing including disrepair, contract checking and issues with deposits. We can also advise on student funding and debt.

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

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

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

Tel: 0113 812 8400

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

## 5 What to do if you..

### 5.1 ...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).

The Carnegie School of Sport operates an attendance monitoring policy using registers taken in class by your tutors. If you are struggling to attend your classes on a regular basis, you will be called to a meeting with your Academic Advisor to see if there is any support they can give you. You can also speak with your Course Admin team if you are experiencing difficulties in attending. However, if you do not engage with us, and continue to miss classes you will be referred to the University Attendance Panel with a recommendation for withdrawal from your course.

### 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](http://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](mailto:internationalstudentadvice@leedsbeckett.ac.uk).

### 5.2 ...are ill

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

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

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](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

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<sup>1</sup> 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].

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

## **6 Relevant Policies**

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

### **6.1 Safety, Health and Wellbeing**

#### **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](http://www.leedsbeckett.ac.uk/studenthub/disability-advice).

### **First Aid**

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

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

### **Accident and Incident Reporting**

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

### **Infectious Disease**

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Director or Course

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

## 6.2 Regulations

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

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

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

## 6.3 University Academic Regulations

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

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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 for help when we need it.
- Be honest, clear and assertive with each other.
- Use the means available to give a compliment, raise a concern or make a complaint.
- Take advantage of opportunities for formal and informal learning.

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

*We will*

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

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

*We will*

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

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

*We will*

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

## **Our Student Entitlements**

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

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

## **Attendance Statement**

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

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

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

Your Student Contract can be accessed at [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations)