

2017/2018 Postgraduate Course Handbook

MSc Physiotherapy

School of Clinical and Applied
Sciences

Programme Code: PHYSM



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1 Welcome to the Course

1.1 Message from the Dean of School

Welcome to your course in the School of Clinical and Applied Sciences. Whether you are a new student or a returning student I am delighted to be able to welcome you into the 2017/18 academic year. The year ahead will contain success, challenge, and personal growth for you, and the School's team of dedicated academics and administrators are here to help you to achieve your potential.

Some of you may not be aware that your course sits within the School of Clinical and Applied Sciences, which includes Biomedical Sciences, Sports and Exercise Therapy, Occupational Therapy, Physiotherapy, Nutrition & Dietetics and Safety and Environmental Health teams. However, academic staff within the School work collaboratively - drawing on each other's expertise to: support learning, undertake professional practice and consultancy, and to publish internationally recognised research.

I wish you every success for this academic year and look forward to proudly shaking your hand at graduation in the future!



Dr Duncan Sharp, Dean of School.

1.2 Message from your Course Director

This handbook provides you with information that you will need on your course. You should find it helpful when you first start, when you are preparing for assessment and at any time that you need help or advice in connection with your studies here. You will also receive a Module Handbook for each module you study on your course.

The course team is looking forward to working with you this year and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful.

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

A handwritten signature in black ink that reads "Lorna Campbell". The signature is written in a cursive style with a large initial "L".

Lorna Campbell, Course Director – MSc pre-reg) Physiotherapy

1.3 Academic Calendar and Timetable

Our course calendar is summarised below:

Year 1				
23	22/01/2018	Welcome & Induction		
24	29/01/2018	1	Foundations of Physiotherapy Practice	Research in Physiotherapy Practice 1
25	05/02/2018	2		
26	12/02/2018	3		
27	19/02/2018	4		
28	26/02/2018	5		
29	05/03/2018	6		
30	12/03/2018	7		
31	19/03/2018	8		
32	26/03/2018	Easter Break		
33	02/04/2018	Bank Holiday		
34	09/04/2018	9	FPP	RIPP 1
35	16/04/2018	10		
36	23/04/2018	11		
37	30/04/2018	12		
38	07/05/2018	Formal exam period		
39	14/05/2018			
40	21/05/2018		RIPP 1 independent study	
41	28/05/2018			
42	04/06/2018			
43	11/06/2018			
44	18/06/2018			
45	25/06/2018			
46	02/07/2018			
47	09/07/2018			
48	16/07/2018			
49	23/07/2018			
50	30/07/2018			
51	06/08/2018			
52	13/08/2018			
1	20/08/2018			
2	27/08/2018			
3	03/09/2018	Welcome back & Induction		
4	10/09/2018	Taster placement		
5	17/09/2018	Induction		
6	24/09/2018	Neurological Physiotherapy	CVR Physiotherapy	MSK Physiotherapy
7	01/10/2018			
8	08/10/2018			
9	15/10/2018			
10	22/10/2018			
11	29/10/2018			
12	05/11/2018			
13	12/11/2018			
14	19/11/2018			
15	26/11/2018			
16	03/12/2018			
17	10/12/2018			
18	17/12/2018			
19	24/12/2018			
20	31/12/2018			
21	07/01/2019	Formal exam period		
22	14/01/2019			

		Year 2		
23	22/01/2018	Placement Teaching		
24	29/01/2018			
25	05/02/2018			
26	12/02/2018	Placement 1		
27	19/02/2018			
28	26/02/2018			
29	05/03/2018			
30	12/03/2018			
31	19/03/2018			
32	26/03/2018			
33	02/04/2018			
34	09/04/2018	Placement Teaching		
35	16/04/2018	Placement 2		
36	23/04/2018			
37	30/04/2018			
38	07/05/2018			
39	14/05/2018			
40	21/05/2018			
41	28/05/2018	Placement 3		
42	04/06/2018			
43	11/06/2018			
44	18/06/2018			
45	25/06/2018			
46	02/07/2018	Placement Teaching		
47	09/07/2018	<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #92d050; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); margin-right: 10px;">holiday 3 weeks</div> <div style="background-color: #808080; padding: 5px; text-align: center;"> Placement 4 Elective 5 weeks </div> </div>		
48	16/07/2018			
49	23/07/2018			
50	30/07/2018			
51	06/08/2018			
52	13/08/2018			
1	20/08/2018			
2	27/08/2018			
	03/09/2018			
4	10/09/2018	Welcome back & Ax		
5	17/10/2018	Placement Teaching		
6	24/10/2018	Placement 5		
7	01/11/2018			
8	08/11/2018			
9	15/10/2018			
10	22/10/2018			
11	29/10/2018			
12	05/11/2018	Placement 6		
13	12/11/2018			
14	19/11/2018			
15	26/11/2018			
16	03/12/2018			
17	10/12/2018	Placement Teaching		
18	17/10/2108			
19	24/12/2018			
20	31/12/2018			
21	07/01/2019	CPK2 viva		
22	14/01/2019	Conference		
23	21/01/2019	exam board		

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

www.leedsbeckett.ac.uk/studenthub/timetabling

1.4 Key Contacts

All students are allocated academic advisors (personal tutors) who are there to provide additional support and advice over the duration of study. Year leads are in place to support the co-ordination of learning, teaching and assessment. Year leads also monitor attendance and engagement and compliance with pre-placement mandatory training and occupational health requirements.

Room PD 609 0113 8123304 l.mayhew@leedsbeckett.ac.uk

Year 2 Lead: Sarah Haygarth

Room PD620 0113 812 8518 s.haygarth@leedsbeckett.ac.uk

Course Director

Lorna Campbell

Room PD620 0113 8121820 lorna.campbell@leedsbeckett.ac.uk

Personal Tutor/Academic Advisor

Your personal tutor/academic advisor will be allocated at the start of the course.

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 www.leedsbeckettsu.co.uk.

Course Administrator

Diane Jacklin Room CL615 0113 8125926 (e-mail preferred)

d.jacklin@leedsbeckett.ac.uk

Academic Librarian

Laurence Morris Leslie Silver Building 402 0113 8121102

l.d.morris@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.**

We will inform you of class activities and course notifications, including any cancellations. This will be done on MyBeckett – all students will receive e-mail notification. For each module, the Module Handbook will include the preferred method of communicating general information about that module to you (again this will normally be MyBeckett).

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

MyBeckett

MyBeckett, the portal and virtual learning environment provides access to your modules and timetables; your reading lists and email account; your personal storage area on our University IT servers and a wide range of other information.

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 (undergraduate students)/Postgraduate Taught Experience Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

Informal feedback is also welcome at any time either via your personal or module tutor or via your Course Representative. Our partnership with you enables us together to make the most of your learning experience with us and to enhance the quality and reputation of your course. You can find out what actions have been taken in response to your feedback

through your Course Representative, the Students' Union, your tutors or through the Library.

1.7 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 Students' Union, working in partnership with our University, jointly enables the process for election and appointment of Course Representatives, their training, development and engagement in enhancement activities. Being a Course Representative provides an opportunity for you to enhance your own learning and the development of relevant professional and employability skills in parallel with your studies.

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

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

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

This course has been revalidated for Jan 2018. Changes to the course have been informed by feedback from students, clinical educators, the staff team and the external examiner.

2 Studying on this Course

The aim of the MSc Physiotherapy (pre-registration) is to provide the successful graduate the eligibility to apply for registration to be a physiotherapist and to make a contribution to their organisations, community, profession and wider society. They will have the ability and attributes to develop, deliver and evaluate physiotherapy in a range of settings and continue to enhance professional practice through their continuing professional development and lifelong learning.

On successful completion of the MSc Physiotherapy (pre-registration) graduates will be able to:

- 1 Demonstrate competence as autonomous reflective, learners and physiotherapy practitioners with excellent communication skills.
- 2 Use varied approaches, including digital technologies, to identify, select and critically apply information to enable an evidence-informed approach to physiotherapy practice.
- 3 Critically evaluate existing knowledge through the use of effective research strategies and initiate, conduct and disseminate research findings that further develop the physiotherapy and healthcare professions.
- 4 Demonstrate skills of assessment, application and evaluation in the holistic management of individuals from diverse and multicultural backgrounds in order to plan, implement and evaluate physiotherapeutic interventions that are safe, efficient and effective, and to organise and manage a case load.
- 5 Critically evaluate the current healthcare focus upon health promotion, enterprise, leadership and quality from a physiotherapy perspective, taking account of potential future developments and their impact on physiotherapy practice, locally, nationally and globally.
- 6 Demonstrate commitment to continuing professional development as a physiotherapist and to life-long learning.

2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification is accessed via our online prospectus. Just search for your course title here: www.leedsbeckett.ac.uk/#findacourse then click the 'Modules and Learning' tab on your course page to access the Course Specification.

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

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

The University is investing in more web-based solutions to make it easier to engage with our module evaluation process during 2017/18. We have embedded an easy link within your Mybeckett Module Content to take you to your personal 'My Survey Dashboard'. From within your MyBeckett module content you are only two clicks from your latest online module evaluation.

2.2 Course Resources

The course specification details the physical and online resources available to students on this course.

2.3 Skills you will Gain during the Course

Skills Developed

In addition to the technical skills needed for Physiotherapy, the MSc Physiotherapy course aims to develop the following core skills at Masters level, enabling each student to benefit in the conduct of their future careers:

- Theory and principles;
- Analysis and reflection; application and reflection;
- Communication;
- Creativity;
- Critical evaluation;
- Group/interpersonal;
- Independent learning;
- Information/data collection;
- Organisation and planning;
- Research;
- Synthesis and evaluation;
- Team work.

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 Employability

Physiotherapy students gain experience of clinical practice in a wide variety of locations within the Leeds area to ensure that all students have experience of managing individuals from the breadth of specialities and environments within the musculoskeletal, cardiovascular-respiratory and neurological fields. These placements include a variety of

hospital-based and community-based NHS Trusts, independent ('private') hospitals and charities. As such the experience is not just hospital-based but can take place in GP surgeries and health centres, residential homes, schools, hospices, sports clubs etc.

We have a successful history of graduate employment. Whilst traditionally this has focused upon National Health Service employment, more recently this has diversified. Examples include the independent sector e.g. 'private' hospitals and charities, GP surgeries and health centres, residential homes, schools, hospices, armed services, sports clubs and clinics.

Many of our students secure employment prior to graduating from the course and in recent years all graduates have secured employment in a physiotherapy setting within 3 months of graduation.

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:

- Dr Rachel Stockley
- Senior Lecturer
- University of Central Lancashire

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 Regulations. Regulations on progression, award eligibility and honours classifications are available at: www.leedsbeckett.ac.uk/public-information/student-regulations.

Course-Specific Assessment Regulations and Professional Body Requirements

Course regulations will comply with University Academic Regulations (UAR) with the following exceptions:

UAR

2.2.7.5	Student Attendance
2.3.5.3	Attainment Requirements
2.3.6.2	Requirement to recover failure
2.3.13.12	Masters awards
2.3.14	Distinction and Merit
2.3.19	Aegrotat Awards
2.3.22.3	Contained Awards

Attendance Requirements

Attendance at all modules: lectures, practicals, tutorial classes and practice placements is mandatory. Non-attendance must be reported to the Course Director but normally via Diane Jacklin as the Student Support Administrator. If a student's non-attendance is sufficient to give cause for concern regarding the student's professional suitability, this will then be managed through application of the Policy, Regulations and Procedures relating to Professional Suitability and Professional Misconduct. Such information is available at:

http://www.leedsbeckett.ac.uk/about/files/Professional_Suitability_12_13.pdf

Placement attendance: A student must fully attend all practice placements in order to be assessed. If a student is unable to complete a placement through illness or other extenuating circumstance the Practice Educator and the University Visiting Tutor will decide whether that student's attendance has been sufficient to enable the student to meet the module learning outcomes and allow assessment. If this is allowed and the student's performance is at a pass level the completed hours will be counted towards the minimum number of hours of practice. A student who fails to complete the minimum number of hours of practice will need to undertake additional periods of practice to meet this requirement.

Threshold Pass

The Threshold pass for a module is an average of 40% achieved across all components of the module. The exception to this is the level 6 placement modules; all clinical placements must be passed at 40%.

Target Award : MSc Physiotherapy (Pre-registration)

Graduates with this award are eligible to apply for registration with the Health and Care Professions Council to practise as a Physiotherapist.

Masters degrees are awarded for the attainment of a minimum of 180 credit points at Level 7. The MSc Physiotherapy (pre-registration) is awarded to students who have achieved the following profile.

1. Pursued a programme of study of 180 credit points at Level 7 or above, or has been accredited with no more than 120 credit points at Level 7 on admission.
2. Satisfied the submission and attainment requirements for each module of study.
3. Achieved the overall Learning Outcomes for the programme of study by attaining or exceeding the following requirements:
 - achieved a mark of 40% or more in, or been credited with, modules equivalent to 180 credit points at Level 7 or above;
 - achieved an overall average of 40% or more in each module studied.

- achieved an average of 40% or more across all modules studied at level 7.
- achieved a mark of 40% or more in each practice placement, totalling 90 credit points at level 6 although this does not contribute towards the Level 7 award.
- successfully completed a minimum of 1000 hours of clinical practice

Distinction and Merit

The award of a distinction will be made to those students who have demonstrated excellent performance and attained an average of 70% or above in assessments at level 7 contributing to the final award.

The award of merit will be made to those students who have demonstrated excellent performance and attained an average of 60% or above in assessments at level 7 contributing to the final award.

Conferment of Contained Awards.

Contained awards cannot be target awards in their own right within this particular provision. However, a contained award can be made as a fall back award, for example when a student has only passed some modules.

The contained awards for the MSc Physiotherapy course are as follows:

The Post-Graduate Diploma in Physiotherapy (pre-registration).

Graduates with this award are eligible to apply for registration with the Health Professions Council to practise as a Physiotherapist. The award of Post-Graduate Diploma in Physiotherapy (pre-registration) in this particular provision is obtained by achieving the requirements set out above for the award MSc Physiotherapy (pre-registration) with the exception of the requirement to pass the module “Research in Physiotherapy Practice 2”

The requirement is therefore: successful completion of a minimum of seven modules at level 7 excluding the module “Research in Physiotherapy Practice 2” (140 Level 7 credit points).

Plus

- achieved a mark of 40% or more in each practice placement totalling 90 credit points at level 6 although this does not contribute towards the Level 7 award.
- successfully completed a minimum of 1000 hours of clinical practice.

The Post-Graduate Certificate in Human Physical Sciences (with no eligibility to apply for registration with the Health Professions Council to practise as a Physiotherapist) in this particular provision is obtained by the successful completion of a minimum of three modules at level 7 (60 M Level credit points). The award can be made regardless of practice placement marks at level 6.

The Post-Graduate Diploma in Human Physical Sciences (with no eligibility to apply for registration with the Health Professions Council to practise as a Physiotherapist) in this particular provision is obtained by successful completion of a minimum of six modules at level 7 excluding the Dissertation; "Research in Physiotherapy Practice 1 and 2". (120 M Level credit points). The award can be made regardless of practice placement marks at level 6.

MSc in Human Physical Sciences (with no eligibility to apply for registration with the Health Professions Council to practise as a Physiotherapist) in this particular provision is obtained by the successful completion of a minimum of nine modules (180 M level credit points). There is no requirement to pass the practice placements or complete a minimum of 1000 hours of clinical practice.

Aegrotat Award

There is no provision for obtaining an aegrotat award.

Assessment Schedule

Assessment Schedule

The assessment schedule will be distributed to students in Induction week, and in module handbooks.

Examination

Please note the exam/assessment periods in the academic calendar (see section 1) and make sure that you are available during those periods. The examination schedule can be found in the relevant module handbooks accessed from MyBeckett.

Coursework

The coursework assessment schedule will be shown within the modules in MyBeckett, and in the module handbooks.

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 relate to examinations, Disability Services should be contacted no later than **Friday 9 March 2018** in advance of the semester one exam period, and **Friday 9th November 2018** in advance of the semester two exam period. This will provide the best chance of putting the recommendations, from the adjustment plan, in place 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 www.leedsbeckett.ac.uk/studenthub/disability-advice for further information.

Submitting Assignments

Most assignments and written coursework will be electronically submitted via Turnitin in MyBeckett. However, in cases where electronic submission is not possible, you can submit via two assignment post-boxes situated on Floor 6 between Calverley and Portland Buildings (turn right as you exit the Portland lifts). You will need to complete an assignment cover

sheet, ensuring that the cover sheet is stamped with the date and time using the machines provided at each post-box. The cover sheets have three self-carbonated pages - please ensure you attach the pink and yellow copies to the assignment, and keep the white copy as your receipt. *For this course, separate instructions will be given for the submission of placement booklets – please check on MyBeckett in the placement modules.*

The protocol for the submission of written work is as follows unless stated otherwise in the module handbook:

All assignments should:

- be written in standard English, double spaced in typescript
- use Ariel size 11 or 12 as the base font
- have all left and right margins of 3.17cm and justified . There is no need to indent, unless using a long quote
- have numbered pages
- be written in the 3rd person unless otherwise stated on the module assessment details
- show the personal student number on the right hand corner of each page as a reference (if not presented electronically via Turnitin).
- have a title page showing the module code and title, the assignment, your reference number and the total number of words
- be properly referenced using the 2nd edition of the University's 'Quote: Unquote'

It is 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 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. These range from 5% to 100% of the possible total mark, depending on the number of days late. Full details of the penalties for late submission of course work are available at www.leedsbeckett.ac.uk/public-information/academic-regulations (see section 2.2).

Further advice on assignment submission can be found here:

skillsforlearning.leedsbeckett.ac.uk.

Most assignments and written coursework will be submitted via Turnitin, the electronic submission tool on MyBeckett. Individual module handbooks will inform students if this is not the case, and show the alternative method of submission.

Further information on Turnitin is available here:

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

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.

3.3 How do I Get my Results?

At the end of each year, your results will be formally confirmed at an Examination Board. Results are released via Results Online, *five working days from the date of the Board*. Under

no circumstances will results be released before that date, and neither academic or administrative staff are allowed to discuss your results verbally or via e-mail.

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

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.

Please submit your completed request for extension or mitigation form to your Course Administrator, with appropriate evidence (originals only).

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).

Dates for re-assessment opportunities are normally published in the individual module handbooks. You will be advised via Results Online of your options for re-assessment. You are advised to contact your Course Director, Course Administrator or personal tutor/academic advisor for any necessary clarification.

3.6 Student Appeals

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

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

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

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

3.7 Academic Misconduct

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

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

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 Advisors / Personal tutor

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

Your academic advisor/personal tutor has an important role to play in supporting you in academic and personal matters while you are studying on this course. The meetings will include discussion about career aspirations, your course, your progress, and your academic results. You may want to set objectives for academic and life goals which you can store on your e-portfolio. Academic advisor/personal tutors are not trained counsellors and cannot give you professional advice regarding a range of student support issues and will signpost you to other University services if they can't help you. These services may, for example, be the Students' Union, the [Wellbeing Service](#) or [Student Engagement Team at the Hubs](#).

In the first year your advisor/tutor will probably initiate communication to request a meeting at a mutually convenient time, but later in your course it should be your responsibility to set up the meeting. If you ask information to be kept confidential it will be and a note will be kept securely in your University notes with an indication of who can access the information.

You are entitled to have one meeting per semester with your academic advisor/personal tutor in each year of your course. But your academic advisor/personal tutor may ask you to come to see them more frequently and you should feel free to contact them if you need to see them urgently.

4.2 Student Hub

If you have any questions about or problems with life at our University, the first place to call, email or pop into is the Student Hub. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access 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 at www.leedsbeckett.ac.uk/studenthub.

There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is StudentHub@leedsbeckett.ac.uk. They work closely with the course team, 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.

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

4.3 Disability Students

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

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

- Mobility difficulties
- Sensory impairments

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

www.leedsbeckett.ac.uk/studenthub/disability-advice.

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

4.4 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 (library.leedsbeckett.ac.uk) 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: library.leedsbeckett.ac.uk/contact-us
- by phone - 0113 812 1000 (including 24/7 IT support).

Skills for Learning

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

4.5 Students' Union Advice Service

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

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

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

Email: suadvice@leedsbeckett.ac.uk

Tel: 0113 812 8400

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

5 What to do if you...

5.1 ...are absent for more than one day

You must notify your Course Administrator immediately if you are absent. If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

100% attendance on the MSc Physiotherapy course is compulsory, and students must attend all timetabled lectures, tutorials, practical sessions and placements. Completion of a minimum of 1,000 clinical placement hours is required to enable registration as a physiotherapist with the Health and Care Professions Council, in addition to successful completion of all modules.

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.

5.2 ...are ill

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

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

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 2017].

You can send a digital copy of your Fit Note to your Course Director or 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.

5.3 ...have a comment, compliment or complaint

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

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

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

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

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

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

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

6 Relevant Policies

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. There are further details at www.leedsbeckett.ac.uk/staffsite/services/human-resources/working-here/safety-health-and-wellbeing/safety-health-and-wellbeing-a-to-z.

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 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.

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

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

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

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

Disabled Students

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

Disabled students must declare their disability, to the University, for it to be taken into consideration. You can find further information about the support available to disabled

students studying at our University and contact details on our website:

www.leedsbeckett.ac.uk/studenthub/disability-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 Regulations

Our University 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
- Award Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- Academic Appeals
- Academic Integrity

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

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

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

6.4 Student Contract

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

Leeds Beckett University Student Charter

Working together for success

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

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

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

We will

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

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

We will

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

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

We will

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

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

We will

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

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

We will

- Work together to enhance our experience of our University.
- Collaborate to promote learning and support enhancement, through mutual reflection and feedback.
- Build partnerships to enable our University communities to engage with our external stakeholders.

- Support the development of courses which prepare our graduates to be ready for work, ready for life and ready to seize the opportunities that lie ahead.
- Use our knowledge of local and world issues to strengthen our global outlook and build a sustainable environment for a thriving future for all.

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 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 the minority of students who do not have a smart device we will 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/>

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