



LEEDS
BECKETT
UNIVERSITY

Course Specification

**BA (Hons) Sport
Business Management**

Programme Code: BHSBM

2020/21

Undergraduate Material Information
IMPORTANT INFORMATION FOR APPLICANTS/PROSPECTIVE STUDENTS

Version date: July 20

Course Director or nominee must complete record of change and sign off confirmation at the end of this document

Undergraduate Material Course Information **Summary**

Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020

PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)

Introduction

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

How we will communicate with you

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School and via the School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

Key terms and conditions

Further important information for applicants and students is available on our web site: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the

student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

Start dates

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

Location of delivery

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'

Course Fees

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

Timetable Information

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which

University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

Sandwich Placements, Other Placements and Other Off-Campus Learning Opportunities

Covid-19 response measures are likely to impact on the arrangements for placements, field trips, volunteering and other off-campus activities. If available, these are likely to operate with appropriate social distancing arrangements. Employers may reduce the availability of placement or volunteering opportunities due to the impact of Covid-19 on their operations.

The availability or type of placements with employers, study abroad or volunteering opportunities, may be restricted. The University follows the UK Government's Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.

The University's current position is that we will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21. This is to protect students and minimise the risk of you being stranded abroad in the event of a lockdown and the introduction of national/local travel restrictions. We will only consider international placements for students whose domicile address is in the country of their placement.

Inward Exchange study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates. There may be other national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures that impact on these opportunities.

Should the Covid-19 response and alert level be amended any activity may also be subject to Covid-19 employer, local or in-country requirements applicable at the time of the placement/activity. We will keep the position under review for teaching blocks 2 and 3 or semester 2, informed by Public Health England and the UK Government's Foreign and Commonwealth travel advice.

Students will have access to advice and support from the University careers and employability team during their studies via the online resources and support.

Further information on placements or other off-campus learning opportunities applicable to your course is provided below.

Professional Accreditation or Recognition Associated with the Course

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

Teaching and Learning Activities

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University web site.

Learning Support

Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): http://libguides.leedsbeckett.ac.uk/contact_us
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials

available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

Support from your School

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

Student Advice and Support

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at studentadvicehub@leedsbeckett.ac.uk.

Range of Support Services Available

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are disabilityadvice@leedsbeckett.ac.uk or telephone 0113 812 5831. Students who are classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for

an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

Part 2: Important Information Specific to BA (Hons) Sport Business Management for 2020/21

Award Bachelor of Arts (with Honours) Sport Business Management

Contained Awards Bachelor of Arts Sport Business Management
Diploma of Higher Education Sport Business Management
Certificate of Higher Education Sport Business Management

Awarding Body Leeds Beckett University

Level of Qualification & Credits

Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total).

Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 3 years (full time, campus based)

Starts 21 September 2020/ Ends June 2023

- 4 years (full time, campus based with Sandwich Placement)

Starts 21 September 2020/ Ends June 2024

- 6 years (part time, campus based)

Starts 21 September 2020/ Ends June 2026

Part Time Study

PT delivery is usually at half the intensity of the FT equivalent course, although there may be flexibility to increase your pace of study to shorten the overall course duration. Some modules may be delivered in a different sequence to that advertised within this Course

Specification, but the modules offered within each level are as advertised. Please note that the Sandwich Placement is not available to PT students.

Timetable Information

This course will be taught via teaching block delivery. Details of on campus and other scheduled sessions will be confirmed in your timetable. Further information on learning and teaching activities and your modules is provided in a later section of this document.

Placements and Other Off-Campus Learning Opportunities

While most applicants will not undertake prolonged placement activity in the first year of study, shorter work-based placements, field trips or volunteering opportunities may be offered at early stages of the course.

Please be aware that the COVID-19 response measures may impact on the arrangements for placement and other off-campus activities and may lead to changes in what opportunities are available or the ability to undertake these. This may include the application of national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures. The availability or type of placements with employers may be restricted. Students will be advised about any new information or required revisions to confirmed arrangements as soon as this information becomes available.

Summary

Leeds Beckett is dedicated to improving the employability of our students and one of the ways in which we do this is to support our students to gain valuable work experiences, through various activities, field trips and off-campus learning when safe to do so. Our placement teams have developed strong links with companies, many of whom repeatedly recruit our students into excellent placement roles and the teams are dedicated to supporting students through every stage of the placement process. More information about the many benefits of undertaking a work placement, along with details about how to contact our placement teams may be found here:

<http://www.leedsbeckett.ac.uk/studenthub/placement-information/>

Length

120 hours during year 2 (level 5).

46 weeks, undertaken between year 2 and year 3 (level 5 and Level 6) (optional).

Location

Not specified.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

There are no additional or non-standard regulations which relate to your course.

To provide a safe learning and working experience for students and staff in 2020/21, Covid-19 social distancing measures will be in place for teaching and delivery of courses.

We will be informed by national advice and government guidance on the steps and measures we will need to put in place. This will mean that some changes to the way in which our courses are delivered will be needed and the way in which University activities, facilities, and spaces operate.

Students and staff will need to follow specific University policies and protocols necessary in response to COVID-19, including social distancing measures.

In the event of a further government lockdown in response to COVID-19, we will prioritise remote delivery and support to enable students to continue with their studies. We may need to implement revised COVID-19 pandemic Student Regulations and Academic Regulations to take account of the impact of these general extenuating circumstances.

Key Contacts

Your Course Director Dr Ingrid Griffiths

Your Academic Advisor Your Academic Advisor will be allocated to you at induction.

Your Course Administrator Your Course Administrator can be contacted via
schoolofsportadmin@leedsbeckett.ac.uk

Professional Accreditation or Recognition Associated with the Course

Professional Body

There is no professional accreditation or recognition associated with this course

How is Accreditation/ Recognition Achieved?

N/A

Course Accreditation/ Recognition Period

N/A

Course Overview:

Aims

The aims of the programme are to:

1. To provide an integrated programme of study that is commercially focused, academically challenging and vocationally relevant to the Sports Business Industry.
2. To provide a broad, analytical, multi-disciplinary study of the nature, growth, and changing environment of Sport Business.
3. To provide a sound basis for further study, career opportunities and continuing professional development in Sport Business, management and related employment contexts.
4. To develop appropriate levels of generic skills and graduate attributes (enterprise, digital literacy and global) with the ability to apply them to local, national and global employment contexts.
5. To foster a spirit of critical enquiry, knowledge, and familiarity with the relevance and ethical application of research and problem solving to Sport Business.

Course Learning Outcomes

At the end of the course, students will be able to:

- 1 Devise and sustain arguments, solve problems using ideas and techniques from relevant disciplines.
- 2 Critically evaluate arguments, assumptions, abstract concepts and data, to make judgements and frame appropriate questions and solutions which can be applied to the Sports Business Industry.
- 3 Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
- 4 Exercise initiative, reflexive learning and personal responsibility needed to undertake appropriate further training of a professional or equivalent nature.
- 5 Demonstrate a systematic understanding of a coherent and detailed knowledge informed by the forefront of the relevant discipline and professional context in sport business.
- 6 Apply methods and techniques to review, consolidate, extend and apply their knowledge and understanding to initiate and carry out projects.

Teaching and Learning Activities and Your Modules

Underpinning the Course level approach to learning and teaching is the need to create an inclusive learning environment which recognises difference and accommodates and meets

the needs of all of the Course's learners. In designing module and learning materials staff ensure that it represented a range of cultural perspectives and practices. In addition, a conscious effort is made to provide for the differing learning and assessment preferences amongst the student body. The Course in particular follows a participatory and interactive approach to learning. This approach to learning incorporates experiential learning to challenge the students (Clark & White's, 2010), where the focus is more about learning from doing and reflecting on experience (Kolb, 1984). Students participate in many types of experiential learning throughout the Course, for example in the PPAD module at Level 4 and Managing People in Sports Organisations module at Level 5. This participatory and experiential design encourages greater understanding of the Courses key threshold concepts (Ash & Green, 2009) and challenge and stimulate the students. The majority of modules on the degree will consist of 20 credits which equates to 200 notational learning hours. The learning on each 20 credit module will consist of 48 hours contact time (equivalent to six hours per week). We plan to deliver large group sessions and lectures online and smaller group activities (seminars/workshops/tutorials) where possible on-campus with appropriate social distance measures in place.

We will deliver teaching, learning and assessment activities which are informed by government guidance on COVID-19 requirements and the need for social distancing. Government COVID-19 guidance continues to change and this may mean that during the academic year, arrangements for teaching, learning and use of the campus may need to change.

We aim to provide access to

- excellent teaching, learning and support via a blend of online and on-campus
- learning where this can be delivered safely
- opportunity for time on campus as soon and as much as practical, based on the need to manage the campus safely
- opportunities to engage with interactive key concept lectures, where students will be expected to contribute having completed some preparatory study in advance
- participation in online or face-to-face tutorials where students will engage with a range of learning activities
- directed activities/formative assessments, the completion of which will inform the content of scheduled sessions and will provide opportunities for feedback. These may include guided readings, self-diagnostic testing, discussion boards etc.
- opportunities for independent research of appropriate literature predominantly using electronic databases and search engines
- the development of key personal, professional and academic skills such as working in a team through online platforms and/or face-to-face methods if and where this can be performed safely.

In the event of a further government lockdown in response to COVID-19, we will prioritise remote delivery and support to enable students to continue with their studies.

Your Modules

This information is correct for students progressing through the programme within standard timescales. Students who are required to undertake repeat study may be taught alternate modules which meet the overall course learning outcomes. Details of module delivery will be provided in your timetable.

For further module information and teaching and learning activities for part-time delivery please contact your Academic School.

Level 4	
Teaching Block A	Core (Y/N)
The Sport Business Landscape	Y
Introduction to Sport Marketing	Y
Personal, Professional and Academic Development (PPAD) (4 weeks and Induction)	y
Teaching Block B	Core (Y/N)
The Sport Consumer	Y
Sport Finance	Y
Teaching Block C	Core (Y/N)
Personal, Professional and Academic Development (PPAD) (4 weeks)	Y
Digital Business	Y

Level 5 Core Modules (2021/22 for FT students and 2022/23 and 2023/24 for standard PT students)

Professional Practice in the Sport Industry

Strategic Management of Sport Business

Managing People in Sports Organisations

Research in Practice

Sport Economics

Indicative Level 5 Option Modules (delivery years as per Level 5 core modules above)

The following option modules are indicative of a typical year. There may be some variance in the availability of option modules and therefore maybe subject to change.

Business Enterprise Planning
Events & Facility Management
Soccer & Society
Sport Sponsorship
Marketing Communications
Sport Broadcasting

Level 6 Core Modules (2022/23 for FT students and 2024/25 and 2025/26 for standard PT students)

Sport Business Analytics
Sport Governance
Globalisation of Sport Business
Major Independent Study

Indicative Level 6 Option Modules (delivery years as per Level 6 core modules above)

The following option modules are indicative of a typical year. There may be some variance in the availability of option modules and therefore maybe subject to change.

Sport Branding
Sport Events Management
Sport, Peace-building and International Development
Strategic Marketing
Digital Media for International Marketing
Work Placement (Sandwich degree only)

Assessment Balance and Scheduled Learning and Teaching Activities by Level

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years spent out of the University are not be included in the calculation unless they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

Level 4 is assessed by course work predominantly, with some examinations and practical assessments.

Level 5 is assessed by course work predominantly, with some examinations and practical assessments.

Level 6 is assessed by course work predominantly, with some examinations.

Overall Workload	Level 4	Level 5	Level 6
Teaching, Learning and Assessment	288 hours	276 hours	198 hours
Independent Study	912 hours	804 hours	1002 hours
Placement	-	120 hours	-

Learning Support Arrangements

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online. This may mean that campus-based school offices will operate within reduced or defined core office hours and access to advice and specialist support services will continue to be delivered online. The Students' Union will also be implementing social distancing arrangements for student advice services.

In line with the University's expectations the programme operates an Academic Advisor system. All students are allocated to an Academic Advisor who is the first point of contact for non-academic/module related pastoral support. Students enrolled on the programme will be supported throughout their studies by the same Academic Advisor (where possible) and the course team. Where possible, all Academic Advisors will be engaged in the delivery of credit-bearing modules at Level 4. This will ensure that students will have regular contact with their Academic Advisor and that they can support them in their personal, academic and career development. It is expected that students will meet with their Academic Advisor, outside of credit-bearing provision and induction programme, a minimum of five times per year. Academic Advisors use a variety of ways to arrange meetings with their students which may include tutor arranged appointments and student arranged appointments online or face-to-face where appropriate and safe to do so.

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

If you have any questions about life at our University in general, call into or contact the Student Hub on either campus to speak to our Student Experience Team. This team, consisting of recent graduates and permanent staff, are available to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one in Campus Central at Headingley. You can also find the team in the Gateway in the Leslie Silver Building at City Campus. The telephone number is 0113 812 3000, and the e-mail address is StudentHub@leedsbeckett.ac.uk.

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

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

All module risk assessments will incorporate advice and guidance from Public Health England (PHE) in relation to Covid-19. This will involve any advice regarding the use of PPE in specific modules and this information will be provided at the start of your modules. This advice may change in accordance to PHE guidance and we will keep you informed of this information throughout the module.