



LEEDS  
BECKETT  
UNIVERSITY

# **Course Specification**

## **Postgraduate Diploma in Sport Business Management**

**Programme Code: PDSBM**

**2020/21**

**Postgraduate Material Information  
IMPORTANT INFORMATION FOR APPLICANTS**

**Version date: JULY 20**

# **Postgraduate 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-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](http://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 Erasmus 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](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](mailto: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](mailto: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 Postgraduate Diploma in Sport Business Management for 2020/21

<b>Award</b>	Postgraduate Diploma in Sport Business Management
<b>Contained Awards</b>	Postgraduate Certificate in Sport Business Management
<b>Awarding Body</b>	Leeds Beckett University

**Level of Qualification & Credits** Level 7 of the framework for Higher Education Qualifications, with 120 credit points at Level 7 of the Higher Education Credit Framework for England

### 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.

- 1 year (full time):  
Starts 21 September 2020, ends September 2021
- 2 years (part time):  
Starts 21 September 2020, ends September 2022

**For more information about part-time delivery contact your school**

### Timetable Information

This course will be taught via teaching block-based 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

#### Summary

While most applicants will not undertake prolonged placement activity during the course, work based placements, field trips or volunteering opportunities may have been 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 workplace 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.

Students will have the option to undertake a placement, professional qualification or a number of other industry, professional or experiential opportunities within the Professional Practice in the Sport Industry module or via the Independent Project.

### **Length**

Students have the option to undertake a minimum of 120 hours within an industry or professional context.

### **Location**

Students are responsible for obtaining their own placement, with assistance from the University. The locations will vary, dependent on the opportunity.

### **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

Standard University Regulations apply to this course, with one exception: Exemption to Academic Regulation 2.3 'Standard Minimum Entry Requirements'; course entry requirements include IELTS 6.5 with no skills below 6.0, or an equivalent qualification.

### **Key Contacts**

<b>Your Course Director</b>	Stephen Robson
<b>Your Course Leader</b>	Dr Alex Bond
<b>Your Academic Advisor</b>	Students will be notified of their Academic Advisor before starting the course
<b>Your Course Administrator</b>	David Baker

## **Course Overview:**

### **Aims**

The aims of the programme are to:

- Develop a deep critical understanding and application of key threshold concepts in sport business and management
- Applying innovative, novel and practical solutions to complex problems
- To develop a range of professional skills and competencies

### **Course Learning Outcomes**

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

1. Select, critique and apply relevant theoretical frameworks and empirical evidence for investigating and solving complex issues and problems in a sport business context.
2. Demonstrate an applied and critical self-awareness of a range of key competencies applied to the professional development context of sport business managers.
3. Work collaboratively and constructively with individuals, groups, businesses and private ventures, in varied sport business settings, demonstrating critical advocacy for suitable process and outcomes and sensitivity to equality, diversity and culture.
4. Develop an international perspective, including understanding the impact and ethical implications of globalisation on sport businesses, societies and related corporate social responsibilities.
5. Negotiate, select and effectively apply a range of appropriate tools and techniques to solve sport business management challenges through innovative, influential and creative solutions.

### **Teaching and Learning Activities and Your Modules**

The approach to teaching and learning is underpinned by a philosophy of inclusivity, providing a community that encourages collaboration, respectful discussion and engaging discourse, where all students can learn, express themselves and develop in a supportive and encouraging environment. It places the student at the centre of the experience by fostering an inclusive, supportive, challenging and caring environment. The curriculum is informed by practice in the real-world through engagement with businesses and organisations across the sports sector. The course focusses on developing and deepening the student's knowledge of the key threshold concepts of sports business and management. The learning, teaching and assessment strategy encourages students to apply their learning in applied research and practical contexts.

The curriculum has a flexible design enabling the students to develop their own tailored learning journey. A key feature of the Professional Development Suite is that it allows

students to tailor their studies to bespoke learning and professional development needs. For example, it provides those with limited industry specific experience the opportunity to develop bespoke and relevant learning experience through the professional practice module. For those students entering the course who already have some relevant experience in the industry there are options for them through the Professional Development Suite to use their existing practice through the Professional Practice module (e.g. Action Based Research or Student Negotiated Study options) or to develop leadership and management skills through the 'Personalised Leadership and Management' module. Students are also encouraged to develop their own professional and research interests through the Independent Project module. This provides them with the opportunity to pursue their own research interests, to build on aspects of the course and modules they have found stimulating or build on the options they have taken in the Professional Practice Suite; for example undertaking further consultancy projects with organisations they have undertaken professional placements with and/or currently work with. Students are encouraged to undertake real work authentic projects to add to their employability. Flexibility has also been designed into assessments where students are given the opportunity to choose assessment topics and areas that are of a personal and professional interest.

In order to take account of the different learning styles, preferences and diversity of prior educational and professional experiences of the students on the course, there is a varied diet of assessment. 'Reasonable adjustments' are made, to both the actual delivery and assessments, in instances where legitimate (religious holidays, challenges for those in full time employment or engaged in elite sporting careers., etc.) provide barriers to normal participation in planned learning activities.

The teaching and learning strategy is focussed around weekly contact blocs that involve a combination of learning activities such as lectures, seminars, workshops and problem solving. All face to face learning is complemented by online learning through utilising the VLE, directed reading and independent study tasks. A number of modules also utilises the VLE in delivering a Flipped Learning approach. In 2020-21, a blended approach will be taken, such that the majority of the first teaching block will be delivered online, supported by a reduced face-to-face programme at our Headingley Campus. It is hoped that global conditions will enable a greater proportion of face-to-face teaching in teaching blocks 2 and 3. Experiential Learning is also a key feature of the teaching and learning approach through the utilisation of a range of industry partners and organisations including those with MOUs with the Carnegie School of Sport (e.g. Leeds Rugby, Yorkshire County Cricket Club, The Rugby Football League, Leeds United FC, British Weightlifting) in the design, delivery and assessment of modules. The Professional Development Suite is designed to enable students to gain relevant industry experience or professional qualifications to add to their professional and personal development.

## 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. Student module choices may sometimes be influenced by student numbers and timetabling requirements.

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

<b>Level 7</b>	
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
Global Perspectives in Sport Marketing	Y
Strategic Management or Consumer Experiences	N
Professional Practice in the Sport Industry (also Blocks 2 and 3)	N
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Economic and Financial Decision Making in Sport or Brand Management and Sport Sponsorship	N
Managing Creativity and Innovation or Media and Digital Transformations	N
Professional Practice in the Sport Industry or Personalised Leadership and Management (also Block 3)	N
Sport Business Research Skills (also Block 3)	N
<b>Teaching Block 3</b>	<b>Core (Y/N)</b>
Analytics for Data Driven Decision Making	Y
Professional Practice in the Sport Industry or Personalised Leadership and Management (also Block 2)	N
Sport Business Research Skills (also Block 2)	N

**Level 7 Core Module (2020/21 for FT students and 2020/21 and 2021/22 for standard PT students)**

Global Perspectives in Sport Marketing (20 credits)

Analytics for Data Driven Decision Making (20 credits)

**Level 7 Option Modules (2020/21 for FT students and 2020/21 and 2021/22 for standard PT students)**

The following **Professional Development Suite** option modules are indicative of a typical delivery year. There may be some variance in the availability of option modules:

- Professional Practice in the Sport Industry (20 Credits)
- Personalised Leadership and Management (20 Credits)

Students are required to choose one of the above two modules.

Furthermore, students should choose an additional three modules, with at least two out of three from the first, business-oriented block of elective choices:

- Economic & Financial Decision Making in Sport
- Managing Creativity & Innovation
- Strategic Management

In addition, a maximum of one of your three choices can be made from the following, marketing-oriented modules:

- Consumer Experiences
- Brand Management and Sport Sponsorship
- Media and Digital Transformations
- Sport Business Research Skills

**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. Modules may have more than one component of assessment.

On this course, students will be assessed entirely by coursework.

<b>Overall workload for the course</b>	
Teaching, Learning and Assessment	216 hours
Independent Study	984 or 864 hours (dependent upon placement/ equivalent option)
Placement	0 or 120 hours

## Learning Support Arrangements

Given the planned social distancing measures for 2020/21 that aim 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 operate within defined core office hours and that access to advice and specialist support services will 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 an academic advisor who is the first point of contact for non-academic pastoral support. It is expected that students will meet with their academic advisor outside of the credit-bearing provision and induction programme. Academic advisors use a variety of ways to arrange meetings with students, which may include online tutor and student arranged appointments or face-to-face discussions 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 of your achieved grades. You may also like to contact your course representative or the Students' Union advice team for additional support with course-related questions.

If you have any questions about life at our University, 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 that our University provides. The student advice hub will be operating via normal online, telephone, and email services. Telephone lines (0113 8123000) will open as usual between 09.00 and 17.00 Monday-Friday. Students can book a telephone or online appointment via <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/> or via [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

Within MyBeckett you will see two tabs (support and opportunities) where you can find online information and resources. The **support** tab gives access to details of services available for 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 and registration (see <https://www.leedsbeckett.ac.uk/studenthub/student-support/>).

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

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.