



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

Postgraduate  
Certificate Sport and  
Exercise Physiology

PGCEP

2020/21

**Postgraduate Material Information**  
**IMPORTANT INFORMATION FOR APPLICANTS/PROSPECTIVE STUDENTS**

**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/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](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 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](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 Certificate Sport and Exercise Physiology* for 2020/21**

**Award** Postgraduate Certificate Sport & Exercise Physiology

**Awarding Body** Leeds Beckett University

**Level of Qualification & Credits.** Level 7 of the Framework for Higher Education Qualifications, with 60 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 (part time, campus based):  
Starts 14 September 2020, ends September 2021
- 2 years (part time, campus based):  
Starts 14 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 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 in the first year of study, shorter 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 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.

**Length** N/A

**Location** N/A

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

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**

**Your Course Director** Dr Lauren Duckworth

**Your Academic Advisor** Costas Tsakirides

**Your Course Administrator** [sportpgadmin@leedsbeckett.ac.uk](mailto:sportpgadmin@leedsbeckett.ac.uk)

### **Professional Accreditation or Recognition Associated with the Course**

N/A

### **Course Overview:**

The Postgraduate Certificate in Sport & Exercise Physiology focuses the student in the study of physiology relevant for sport and exercise, which is academically challenging, vocationally relevant and underpinned by evidence-based practice. Furthermore, it aims to meet professional standards set by industry governing organisations such as the British Association of Sport & Exercise Sciences. Students will study modules in the different aspects of sport and exercise physiology to develop an understanding of the distinctive insights and limitations of this discipline, as well as learning to deal with complex issues both systematically and creatively.

Our PG Cert in Sport and Exercise Physiology is aimed at providing a postgraduate qualification for individuals who wish to gain targeted knowledge and skills in the area of physiology with a view to enhancing employability in the sport and exercise sciences. Upon completion of the PG Cert, there are opportunities to extend to a Diploma/Masters

qualification following further study. Students are required to study 3 out of the 4 modules which cover the main areas of Sport & Exercise Physiology.

## Aims

This is a postgraduate programme for students who are developing their undergraduate and/or professional experience and who have a desire to study Sport and Exercise Physiology at a higher level. The course is designed to:

- Develop knowledge and understanding of the principles and applications of sport and exercise physiology and their application to vocational/professional practice.
- Provide an opportunity to critically assess a broad range of theories, methodologies and research findings in sport and exercise physiology.
- Develop a critical understanding of how to apply theories, strategies and methodologies in appropriate ways.
- Enable the student to develop empirical rigour in identifying solutions to complex problems.
- Develop the appreciation of inter-related scientific concepts that promote understanding of problems and issues in the study of sport and exercise physiology.
- Provide a forum for the development of research skills and professional competencies in the field of sport and exercise physiology.

This programme of postgraduate study will provide students with a training of high academic quality and application to the workplace.

## Course Learning Outcomes

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

1	Understand and utilise the distinctive insights and limitations of the discipline of sport and exercise physiology.
2	Analyse and critically evaluate pertinent research evidence.
3	Take a reflective approach and apply established principles and methodologies to diverse problems and issues relevant to sport and exercise physiology.
4	To consider and critically reflect upon both traditional and contemporary approaches to research, theory and practice relevant to sport and exercise physiology.
5	Synthesise theoretical debates and complex issues and apply to professional practices and vocational contexts.
6	Deal with complex issues in the area of sport and exercise physiology both systematically and creatively, making sound judgments and competently communicating or presenting their conclusions to specialist and non-specialist audiences.

## Teaching and Learning Activities

### Summary

The learning and teaching on this programme places the student at the centre of the experience by fostering an inclusive, supportive, caring and challenging environment. The teaching and learning approaches adopted within modules are designed to sensitise students to contemporary issues in Sport and Exercise Physiology and challenge their own assumptions and practices in those contexts. The blend of teaching and learning methods in modules will involve a combination of face-to-face facilitated learning - key lectures on substantive areas, complimented by seminars and practicals (staff and student led), online learning (on and offsite), and self-study through directed reading and independent study tasks. This will differ by module and across the different levels of the postgraduate programme. The main emphasis is face-to-face learning in small seminar groups.

### **Learning and Teaching Approaches**

The learning and teaching on the PG Cert Sport and Exercise Physiology degree places the student at the centre of the experience by fostering an inclusive, supportive and challenging environment. Through a curriculum which is informed by research and professional practice students will develop the required skills, knowledge and experience. The course will focus on developing sound knowledge of Sport and Exercise Physiology with ample opportunities to apply their learning whilst enhancing learning through problem solving approaches. The learning approaches will develop students independent learning capability and critical thinking skills as well as prepare them for employment.

Students will be engaged through a variety of teaching and learning approaches whilst studying the PG Cert Sport and Exercise Physiology programme. Challenging and authentic tasks will be used to stretch the students' capabilities in real-world learning and assessment, resulting in a deeper approach to learning. Each module on the degree will consist of 20 credits which equates to 200 notional learning hours. The learning on each module will consist of 36 hours contact time within each module.

Learning and teaching approaches will be continually improved using feedback from mid and end of module evaluations, peer review, focus groups, enhancement and development days and module development days. This will ensure that the students' learning experience is continually enhanced by supporting the professional development needs of the academic members of staff who will facilitate the learning experience.

Students will be engaged through a variety of teaching and learning approaches whilst studying the PG Cert Sport and Exercise Physiology course. Challenging and authentic tasks will be used to stretch the student's capabilities in real world learning and assessment resulting in a deeper approach to learning.

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, assessment and use of the campus may need to change.

The following learning and teaching strategies will used across the modules;

- Students will attend interactive lectures where they will be expected to contribute having done some preparatory reading in advance
- Students will participate in tutorials where they will work in small groups to engage with learning activities
- Students will engage and contribute to laboratory/ practical sessions.
- Students will organise and conduct laboratory and field data collection, analysis and interpretation.
- Students will work independently to research the relevant literature predominantly using electronic databases and search engines.
- Students will complete directed activities/ formative assessments which will inform the content of scheduled sessions, providing opportunities for feedback.

The blend of learning approaches will involve a combination of face-to-face facilitated learning, online learning and self-study which will differ by module and across levels.

### 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 alternative 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.

<b>Level 7 Core Modules</b>	<b>Teaching Block</b>
Advanced Exercise Physiology	1

*The information above relates to the 2020/21 delivery year.*

In addition, students must select two of the remaining physiology modules outlined below.

<b>Level 7 Core Physiology<sup>2</sup> Modules</b>	<b>Teaching Block</b>
Clinical Exercise Testing	2
Evidence-Based Practice in Sports Physiology	2
Mechanisms of Adaptation in Exercise Training	3

### 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.

On this course students will be assessed predominantly by coursework, with examinations and some practical assessments.

<b>Overall Workload</b>	<b>Level 7</b>
Teaching, Learning and Assessment	108 hours
Independent Study	492 hours
Placement	-

### **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 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 or pastoral support. Students enrolled on the programme will be supported throughout their studies by the same Academic Advisor (where possible) as well as the course team. 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 the credit-bearing provision and induction programme, a minimum two 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 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.



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 our normal online web, 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/> or you can email the team at [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 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. (Link [here](#). You need a log-in to use this.)

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 roles, take part in an international project, or join societies.

The Sport and Exercise Sciences library subject page is a multimedia portal designed to support your learning, whether you are studying via face-to-face, blended, or online learning approaches. Here, you will find details of eBooks, journal articles and databases, podcasts and webinars, organised by discipline area. Access this service [here](#).

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.