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1 Welcome to the Course

1.1 Message from the Dean of School

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

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

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

Dr Duncan Sharp, Dean of School.

School of Clinical and Applied Sciences
1.2 Message from your Course Director

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

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

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

Dr Sarah Baker

Course Director, Postgraduate Nutrition & Dietetics
1.3 Academic Calendar and Timetable

Our standard student calendar is summarised below:

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<thead>
<tr>
<th>Week Commencing Monday</th>
<th>Student Calendar</th>
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<tr>
<td>21.08.17</td>
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<tr>
<td>28.08.17</td>
<td>Bank Holiday 28.08.17</td>
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<td>04.09.17</td>
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<td>11.09.17</td>
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<tr>
<td><strong>18.09.17</strong></td>
<td><strong>Student Welcome and Induction Week</strong></td>
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<tr>
<td>25.09.17</td>
<td>Semester 1 Teaching Starts</td>
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<td>30.10.17</td>
<td>Nutrition Advances in Practice Exam</td>
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<td>04.12.17</td>
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<tr>
<td>11.12.17</td>
<td>Assessment/examination period</td>
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<tr>
<td><strong>18.12.17 - 05.01.18</strong></td>
<td><strong>Christmas Break</strong></td>
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<td>A-Placement (3 weeks)</td>
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<td>Semester 1 re-assessment</td>
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<td><strong>26.03.18 – 06.04.18</strong></td>
<td><strong>Easter Break</strong></td>
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<td>07.05.18</td>
<td>Assessment/examination period &amp; Bank Holiday</td>
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Full details of this and future standard student academic calendars are available at: www.leedsbeckett.ac.uk/about-our-university/term-dates.

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

www.leedsbeckett.ac.uk/studenthub/timetabling

1.4 Key Contacts

Course Director

- Dr Sarah Baker
  Room: CL413
  Tel: 0113-8124365
  Email: sarah.baker@leedsbeckett.ac.uk

The Course Director has overall responsibility for the portfolio of postgraduate nutrition and dietetics courses. The Course Director works closely with students and all members of the Course team. The Course Director is responsible for the strategic planning, development and evaluation of the postgraduate courses in liaison with Employers, key Stakeholders and the Course Team. The Course Director promotes a supportive attitude towards students and matters of student welfare. The Course Director Chairs the postgraduate annual review and enhancement/development meetings where issues raised by students, the Course Team and wider University are discussed.

Level Lead

- Katie Peck
  Room CL413
  Tel: 0113-8124995
  Email: k.peck@leedsbeckett.ac.uk

The Level Lead has overall responsibility for the day to day running of the course in accordance with University and Professional Regulatory Statutory Body (PRSB) policies and procedures. The Level Lead works closely with students and all members of the Course team. The Level
Lead is responsible for the operational planning, development and evaluation of the course in liaison with the Course Director. The Level Lead oversees recruitment and progression of students in liaison with the Course Team, Examination Board and External Examiners. The Level Lead promotes a supportive attitude towards students and matters of student welfare referred by tutors or students. For example, arranging personalised learning contracts in liaison with Student disability services and addressing extenuating circumstances through relevant academic policies and procedures. The Level Lead meets regularly with students and student representatives. Please make contact with the Level Lead by email for general enquiries or to arrange an appointment.

**Personal Tutor/Academic Advisor**

- Dr Sarah Baker  
  Room CL413 Tel: 0113-8124356 email: sarah.baker@leedsbeckett.ac.uk
- Katie Peck  
  Room CL413 Tel: 0113-8124995 email: k.peck@leedsbeckett.ac.uk
- Adam Cartwright  
  Room CL413

You will be allocated a personal tutor/academic advisor at the start of the Course to make sure that academic counselling and support is available to you. A system of vertical tutoring operates and this means you will keep the same personal tutor throughout the two years of the course. This helps you to get to know your tutor well and ensures strong support particularly at transition points between academic and practice settings. The personal tutor/academic advisors are able to review academic progress and guide students towards developing personal learning strategies for professional development as appropriate. You will meet with your personal tutor/academic advisor at least once each Semester and within the first four weeks of the course. Please email your personal tutor/academic advisor to make contact in the first instance and/or to arrange an appointment.

**Student Liaison Officer**

- Joe Kilbride, Health Reception, Ground Floor, Calverley, Tel: 0113 812 1917
email: SLOhealth@leedsbeckett.ac.uk

The Student liaison officer (SLO) may offer advice and support on a number of non-academic issues and may be a useful first point of contact for concerns such as finance, induction, attendance, social activities and is able to signpost you to other sources and advice. The easiest way to access the SLO is via the School Reception desk or by email.

**Course Representative**

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at www.leedsbeckett.ac.uk/studenthub/course-representatives.htm. The Students’ Union oversees Course Representatives and more information is available at www.leedsbeckett.co.uk.

**Course Administrator**

- Sharon Caden Room CL615 Tel: 0113 8126784 (Mon, Weds, Thurs & Fri) email: s.caden@leedsbeckett.ac.uk On non-working days please direct enquiries to pgdiets@leedsbeckett.ac.uk

The student administrator is a first point of contact for all general enquiries students may have about the Course. The administrator oversees enrolment, attendance, recording submission of student work, disseminating marks/statements of progress to students and recording minutes and actions from formal University meetings and Examination Boards. The student administrator works closely with the Level Lead and module tutors.

**Academic Librarian**

- Kirsty Bower Room LSB103, Tel: 0113 8121104, k.bower@leedbeckett.ac.uk

You will meet the academic librarian for our course during induction who will orientate you to the library catalogue, electronic journals and range of search engines accessible to support your studies. If you require further support you may access this through the many library informal sessions which you can book onto or you may email Kirsty directly for an appointment.
1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff.**

We will inform you of class activities and course notifications, including any cancellations as soon as possible. This will usually be via announcements in ‘My Beckett’ on the PD for Practice module (year one) and Reflection and Consolidation module (year 2) and which will also be emailed to your student email address. These modules are used in years one and two respectively as central repositories for information and announcements about the Course.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

The Nutrition and Dietetics Twitter feed is: @NDLeedsBeckett

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

**MyBeckett**

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

1.6 Working in Partnership

We are committed to working in partnership with you and the Students’ Union to provide you with an inclusive, safe and engaging learning environment which is conducive to study
for all our students and our staff. An important element of your time studying with us is your engagement in developing your learning. Your engagement and attendance on your course enables you to further your learning and supports your achievement, course completion and aspirations for the future. There is an expectation that students will attend, engage in their learning and submit for assessment. We provide support for you to maximise your time studying with us and to develop your learning, skills and abilities to support you in your chosen career path.

We seek active participation by all our students in the continuous enhancement of our courses and through our monitoring, annual review and enhancement processes. These are formal processes used by our University for assuring the academic standards and quality of your course and its continuous improvement. These processes utilise your feedback, External Examiners’ reports, feedback from staff and others, data relating to student outcomes on the course and student surveys to reflect on areas of good practice and areas for further enhancement. We invite all students to participate in a range of opportunities to provide us with feedback on your course and modules. This may include discussions with staff, focus groups, and meetings (e.g. with Course Representatives or with staff) and formalised student surveys e.g. mid module reviews, end of module evaluations and specific course or other surveys such as the Student Barometer, National Student Survey (undergraduate students)/Postgraduate Taught Experience Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

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

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

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

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

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

We are keen to work with you to enhance your course. Opportunities for you to feedback to us formally include: mid-module reviews, end of module evaluations, student forums, course representative forums, the Postgraduate Taught Experience Survey and other student
surveys. Informal feedback is also welcome at any time either via your personal tutor/academic advisor, module tutor or via your Course Representative.

2 Studying on this Course

The PG Dip Dietetics is a two year full-time pre-registration course which offers postgraduate entrants with a strong science background a fast-track route to eligibility for registration in Dietetics with the HCPC.

Dietetics is based on nutritional science. It incorporates an understanding of the composition of food, the nature of nutrients and their metabolism in the body, the nutritional requirements of people through the lifespan, the dietary effects of food on health and ways it can be used to treat disease and promote health in individuals and groups. Dietitians work with service users with lifestyle and long term conditions, acute and chronic disease, across care pathways in hospitals and primary care settings. They use diet therapy and food to treat disease and optimise health working with communities in public health activities to support behaviour change.

The Course equips postgraduates with the high level professional skills and abilities required for the application of effective practice and commitment to enquiry, critically evaluating research to continually progress learning in new situations which present within the changing workplace of health and social care.

Successful completion of the Course enables postgraduates to be eligible to apply for HCPC registration and to work autonomously and with accountability as a dietitian in the UK. The Course prepares students for this responsibility and expectations of them as healthcare professionals to practice within ethical and legal boundaries of their profession and to exercise a professional duty of care.

To meet HCPC and local NHS Trusts requirements for practice all students must complete the following:

- Disclosure and Barring Service checks and international police checks if you have lived in another country and Health screening, Occupational health checks and a full...
immunisation programme. This is reviewed annually by self-declaration. Any changes must be notified to the Level Lead and Occupational Health respectively.

- Mandatory Training in preparation for NHS Placement. This takes place in year one with some components reviewed annually.

### 2.1 Course Specification

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

### Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification.

### Course Learning Outcomes

All courses are benchmarked against the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality Assurance Agency website: [www.qaa.ac.uk](http://www.qaa.ac.uk). For more details on the Course Learning Outcomes specific to this course please view the Course Specification.

### Module Information

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

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

There are a wide range of resources available to support the delivery of your course and enhance your student experience. For more information about the Library, Skills for Learning and ‘My Beckett’ please see section 4.

You will have access to a range of high quality, flexible, teaching spaces including those at the Rose Bowl and Broadcasting Place with the School of Clinical and Applied Sciences mainly located in Portland and Calverley Buildings. Teaching rooms have embedded audio visual facilities, SMART boards and IT with access to the university network whilst a range of specialist teaching spaces are used to support learning on your course:

- Small Scale Kitchen (PD9) to support the development of practical food skills
- Communication Skills Suites (Portland Building PD9 with linked rooms) used for observational study and development of communication skills in preparation for practice and working with patients in consultations
- Biomedical Science Laboratories (PD8) to support you students carrying out a range of experiments, research and consultancy work.

These facilities support those students on our course who wish to undertake a laboratory based primary research thesis.

- Clinical Skills Suite (PD7) where you develop practice skills in a simulated environment supported by recording and playback facilities enabling you to practice observe and discuss learning with your peers. You will work with actors and service users to consolidate your practice skills throughout the two-year course
- Large Scale Kitchen (Carnegie Pavilion) You will access a large scale kitchen at the Carnegie Pavilion to support teaching and learning on catering technology and interrupted catering systems.

Each module has a corresponding ‘MyBeckett’ module in the university’s virtual learning environment which provides a range of resources to support teaching, learning and assessment and communication between staff and students. This provides access to module
handbooks, lecture materials, resource lists for directed reading activities, announcements and communication tools for collaborative working. You are also able to access the following tools via MyBeckett:

- Turnitin to support academic integrity, the online submission of assignments and access to feedback
- Pebblepad an e-portfolio tools to support the evidencing of practice competencies and professional development together with an online platform ‘Atlas’ where your work is submitted for assessment and feedback.

Module handbooks provide guidance to module timetables, learning outcomes, teaching and learning activities, assignment guidelines, and assessment criteria and marking schemes together with reading/resource lists. Additionally, handbooks signpost academic regulations relating to learning and assessment.

All students have a Google email account, access to Google Apps and calendar facilities which are available online and via mobile devices.

Netwisp Dietary Analysis software to support dietary/nutritional analysis is available via the library computers

### 2.3 Skills you will Gain during the Course

**Skills Developed**

Many personal and transferable skills are developed through the process of learning in Higher Education. Increasingly Employers seek a range of transferable skills and qualities which students need to demonstrate in the job application process and it is widely acknowledged by Government, professional bodies, sector skills councils and, by students that transferable skills and qualities play an important role in the context of a managed career.

This Course aims to develop a range of transferable, inter-personal and employability skills as well as encouraging independent learning. The Course focuses on critical thinking and
evaluation, communication skills, presentation skills, team working and interpersonal skills. Key skills will be embedded within the curriculum. The University’s Taxonomy of assessment domains (Leeds Beckett University, 2015) is available via the following link: https://www.leedsbeckett.ac.uk/files/external/CLT-Taxonomy_of_assessment_domains.pdf

Additional Activities/Recognition

You will have opportunities to gain recognition during your time at Leeds Beckett University for the extra activities you do in addition to your studies, including volunteering, student societies, playing in our University sports teams and being a Course Representative.

2.4 Employability

The course is approved by the Health and Care Professions Council (HCPC) as the Professional Regulatory and Statutory Body for Dietetics and is accredited by the British Dietetic Association. Postgraduates who successfully complete the Course are eligible to apply for registration with the HCPC and subsequently employment as a dietitian in the UK.

Our postgraduates undertake an integrated professional development programme to foster development of the right knowledge and skills, values and behaviours required for employment in the NHS. Integrated academic and practice learning in the NHS enables postgraduates to work incrementally towards the development of practice competencies whilst critical reflection between placement blocks supports consolidation of effective practice and encourages innovation within service delivery to enhance quality and patient outcomes.

Postgraduates are able to use their professional development to evidence job specifications for Employers, with excellent outcomes in the national and local job market and to support continuing professional development throughout their professional careers. Dietitians work predominantly in the NHS for first destination Employment. For this Course Employability is high, with nearly all postgraduates from this course in work or study within 6 months of graduation.
2.5 Opportunities for Graduates

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

2.6 External Examiner

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

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

- Professor Gary Frost, Professor of Nutrition and Dietetics, Faculty of Medicine Imperial College, London
- Alison Scott, Clinical Dietetic Manager-Primary Care, Leicestershire Partnership NHS Trust

The External Examiner(s) provide an annual report for your course and your Course Administrator can provide details of the External Examiner’s report on request. Further details on all External Examiners’ reports can be located here: www.leedsbeckett.ac.uk/studenthub/external-examiners-reports

3 Assessment and Feedback

3.1 Assessment

Assessment Strategy

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

University Assessment Regulations

Our University’s assessment regulations are contained within the University Regulations. Regulations on progression, award eligibility and honours classifications are available at: www.leedsbeckett.ac.uk/public-information/student-regulations.
**Course-Specific Assessment Regulations and Professional Body Requirements**

The Course operates within the University’s Academic Principles and Regulations with the following exception. To comply with Professional Body requirements (BDA, 2013, p. 9) the following will apply in respect of the threshold pass for a module and individual components:

- Students must obtain at least 40% in each module;
- In addition, students must obtain at least 35% in each component of assessment within a module. A mark of between 35% and 39% may be compensated by the other component of assessment within the module.

To comply with Professional Body requirements (BDA, 2013, p.9) students must satisfy all requirements of the level or practical education.

**Academic components:**

- All year 1 modules must be passed and Placement A completed before the student can progress into year 2 and undertake Placement B.
- Within the module Professional Development for Practice students must attend a minimum of 80% of the communication skills course and successfully complete the communication skills assessment.
- The award of Postgraduate Diploma in Dietetics requires successful completion of both academic and practice placement components. Students will be eligible to apply to the HCPC for registration in Dietetics on successful completion of the award.

**Practice Placements**

Practice Placements are approved, quality assured and allocated within arrangements established by the School Practice Learning and Employability Unit (PLEU) and agreed with Health Education Yorkshire and Humber (HEYH) and NHS Trusts. The Course must comply with this system to maintain professional accreditation and meet the requirements of Education commissioners.
Progression through Placements

The following progression statements relate to the BDA curriculum framework (BDA, 2013, p. 10) and have been agreed in partnership with the Northern Stakeholder Partnership and Practice Educators. The ‘Progress Towards Learning Outcomes’ (PTLO) provide incremental milestones for B and C placement and enable students and practice educators to identify students who are failing to meet learning outcomes (LO’s) and guide their progress accordingly.

The BDA Curriculum Framework recommends that a student should normally experience 1000 hours in practice learning which over our 28-week model equates to an approximate 36-hour week.

Progression from A to B placement

Students must undertake Placement A and successfully complete all year 1 modules prior to undertaking Placement B.

Progression from B to C placement

- Students who achieve competency in all learning outcomes progress to the reflective block and C Placement.
- Students who have not met competency in 2 LO’s and who have achieved competency in all the other 7 LO may progress to C Placement. They will be deemed to have passed B placement but must demonstrate competence in these 2 learning outcomes to the B threshold by week 6 of C placement or an extended C placement may be necessary.
- Students who have not met competency in 2-4 LO’s must undertake a further 4-6 weeks B Placement.
- Students who have not met competency in more than 4 LO’s should repeat a further 12 weeks of B Placement.
- Students who have not met competency in more than 6 LO’s will not normally be offered a further B Placement.
• Students who have not met competency in all 9 LO’s but have met the criteria for progression or repeat may access the between B and C reflective block, which will benefit their learning experience.

• All extended placements will be agreed in conjunction with the University Tutor, relevant Practice Educator, Practice Lead and Placement Co-ordinator, in conjunction with the External Examiner and the School PLEU.

• There is an expectation that repeat B students will not be in practice for more than 33 hours per week to facilitate some study time. The total hours in a 12 week repeat of B Placement will therefore be 396 hours, for a 6-week repeat will be 198 hours and for a 3 week repeat 99 hours.

**Progression from C placement to final reflective block**

Practice Placement C must be completed before the student can proceed to the post C reflective block.

• Students who achieve competency in all learning outcomes progress to the post C reflective block.

• Students who have not met competency in 1 LO may be allowed to continue C placement for a further 2 weeks to facilitate a pass, dependant on the agreement of the named trainer.

• Students who have not met competency in up to 2 LO’s should complete an extended period of training which would normally be between 3 to 6 weeks of Placement C.

• Students who have not met competency in 3 or more LO’s must repeat 12 additional weeks of C placement.

• There is an expectation that repeat C students will not be in practice for more than 33 hours per week to facilitate some study time. The total hours in a 12 week repeat of C placement will therefore be 396 hours, for a 6-week repeat will be 198 hours and for a 3 week repeat 99 hours.

• Students should not normally be allowed to repeat more than 500 hours of placement as per the guidelines in the BDA Curriculum framework.

• Students who have not met competency in more than 6 LO’s will not normally be offered a further placement.
• Any extra placement weeks may be completed after the reflective block, dependant on the programme of study.
• All extended placements will be agreed in conjunction with the University Tutor, relevant Practice Educator, Practice Lead and Placement Co-ordinator in conjunction with the External Examiner and School PLEU.

In the event of failure

In the event of failure to achieve a satisfactory standard at the end of Placement B or Placement C the student and the University tutor must each be informed of the reasons for the failure.

The final assessment should be undertaken at the end of the placement and before the student leaves the placement in order that adequate feedback can be given. A student cannot normally fail the placement before she/he has completed the full number of Placement weeks for that placement.

Any repeat or extended placements are agreed within the guidelines of the BDA Curriculum Framework (BDA, 2013).

Failure of Placement B

• If the student has not met competency in more than 4 learning outcomes they must repeat 12 weeks of placement.
• If the student has not met competency in all learning outcomes at the end of a 4 to 6-week period of extended training, they must continue the placement up to 12 weeks to facilitate a pass.
• The student is not normally permitted more than 2 attempts at Placement B or more than 500 hours of repeated placement as specified in the BDA curriculum framework.

Failure of Placement C

• If the student has not met competency in 3 or more LO’s they must repeat the whole 12 weeks of placement.
• If the students have not met competency in all learning outcomes at the end of a 4 to 6-week period of extended training, they must repeat the whole 12-week placement.

• The student is not normally permitted more than 2 attempts at Placement C or more than 500 hours total of repeat placement.

• It should be noted that if a student has already repeated B placement they will not be eligible to repeat C placement due to the limit of hours of repeat placement available to them. They might be eligible to extend their C placement by up to 3 weeks’ dependant on the hours taken for their repeat B so long as they do not exceed 500 hours repeat placement.

**Extended training due to absence**

If the student misses some of the 13-week Placement B or 12-week Placement C due to absence, e.g. sickness, the following action should be taken:

• **Loss of up to 5 placement days**
  No action needs to be taken if the Practice Educator considers that there is no detrimental effect on the student’s progress, i.e. they have demonstrated competence in all the learning outcomes for that placement. If this is not the case the lost time must be made up.

• **Loss of more than 5 placement days**
  The student must complete a minimum of 12 weeks for Placement B and 11 weeks for Placement C. Any days lost due to illness or other absence must be repeated to demonstrate the minimum attendance level for each placement. No action needs to be taken beyond this if the Practice Educator considers that there is no detrimental effect on the student’s progress, i.e. they have demonstrated competence in all the learning outcomes. If this is not the case the rest of the lost time should be made up.

If a student requires a prolonged period of absence from their placement, the period of training required will be determined in consultation with the Practice Educator and the University Tutor.
Assessment Schedule

Please note the exam/assessment periods in the academic calendar (see section 1) and make sure that you are available during those periods.

Examination

Details in relation to examinations including scheduling can be found in the relevant module handbooks.

Coursework

Details in relation to assessment including scheduling can be found in the relevant module handbooks.

Assessment Support

Disabled students should contact Disability Advice at the earliest possible opportunity to discuss their support requirements for assessments and / or examinations.

Where adjustments relate to examinations Disability Services should be contacted no later than Friday 10 November 2017 in advance of the semester one exam period, and by Friday 9 March 2018 in advance of the semester two exam period. This will provide the best chance of putting the recommendations, from the adjustment plan, in place for that semester’s main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see www.leedsbeckett.ac.uk/studenthub/disability-advice for further information.

Submitting Assignments

Submission deadlines will be available in module handbooks; this will include the submission arrangements. Online submission using Turnitin or Pebblepad is used across the course. Hardcopy submissions may be required for some modules.

Arrangements for assignments submitted electronically (Turnitin) or via ‘My Beckett’ will be the responsibility of the module leader arranging the hand-in via that method.
Hardcopy submission of assignments should be posted in the brown assignment drop box on the 6th floor Calverley building just outside CL615. Reception opening hours are 08.30–17:00 hrs Monday to Thursday and 08.30–16.30hrs on Friday. The submission deadline is 13:00 hrs.

Please follow the procedure below to submit your work:

- Complete the triplicate hand-in form (available in reception area) and date-stamp the form
- Tear off the white copy of the hand-in form to keep as your receipt
- Attach the remainder of hand-in form to your assignment and post into the hand-in box

**Late Submission**

Penalties for late submission:

<table>
<thead>
<tr>
<th></th>
<th>Full time students</th>
<th>Part time students</th>
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</thead>
<tbody>
<tr>
<td>1 day late</td>
<td>5 marks deducted</td>
<td>5 marks deducted</td>
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<tr>
<td>2-9 days late</td>
<td>5 marks deducted for each day</td>
<td>3-10 days late</td>
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<td></td>
<td></td>
<td>5 marks deducted every 2 days</td>
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<td></td>
<td>(e.g. 3-4, 5-6, 7-8, 9-10)</td>
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<tr>
<td>10+ days late</td>
<td>A mark of 0 is awarded</td>
<td>11+ days late</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A mark of 0 is awarded</td>
</tr>
</tbody>
</table>

**Word Count**

Penalties also operate for students who exceed the given word count. All assignments requested with a word limit should be submitted with a word count stated. The word count does not include the reference list or appendices, the assignment title or student name and identification number. The count consists of the main body of the text which includes any subheadings and data tables. The penalty for exceeding the word count is listed below:

- Students who exceed the word count will have 5 marks deducted from their overall mark.
- Students who exceed the word count by more than 10% will not receive a mark for that piece of work

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. It is also important that you keep copies of all work submitted until after you have graduated. You should also keep any receipts confirming the submission of assignments. In the event of your submitted work being lost you may be required to produce a copy of the work and submission receipt. If you are unable to do so, your work will not be marked.
It is important to note that submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time please make yourself aware of section 3.4 of this handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. Full details of the penalties for late submission of course work are available at www.leedsbeckett.ac.uk/public-information/academic-regulations.

When you submit your work through Turnitin it will 'match' your work with a massive global database of books, e-books, journals, websites and other students' work. You can see if parts of your work 'match' work in the database and you can see if you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline.

Please be aware that Turnitin guarantees to 'match' your work and return the result to you within 48 hours. Sometimes it may be quicker than this, but there is no guarantee. The second time you submit a draft of this work Turnitin guarantees that it will 'match' and return your work within 24 hours. Again it may be quicker, but do not rely on this. If you submit a third draft of the work through Turnitin it will again only guarantee a 'match' and return within 24 hours. Therefore, if you want to use Turnitin to help you check your work you must start to submit drafts for matching at least four days before the deadline.

Turnitin cannot detect plagiarism, it can only 'match' text. If you are not sure how to interpret the 'originality report' which Turnitin makes available, please ask your module tutor.

Further information on Turnitin is available here:
http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.
Formative feedback is provided to support your learning. It may be provided at the time e.g. in a practical workshop or communication skills sessions or shortly after the event. Do use this feedback to help you develop your knowledge and skills and to inform your summative assessment activities.

The delay between submitting your assessments and receiving feedback is to allow Tutors to assess your work and provide detailed feedback to support development. Your work is then internally moderated by another tutor to ensure assessment criteria and marking schemes have been applied fairly and consistently across the cohort and the final marks agreed. Marks are released to students at this stage with the understanding that your work is still subject to external moderation by an External Examiner and may be adjusted. Final marks are confirmed at the course Examination Board.

3.3 How do I Get my Results?

Results and feedback will be returned directly to you either through Turnitin/Grade book, Pebblepad or via email. Results are usually returned directly to individuals/groups.

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

Results will only appear within Results Online five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Course Administrator.

3.4 Extenuating Circumstances and Mitigation

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so.
Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students’ Union Advice Service can offer guidance on what evidence you will need to present.

Further information can be found at www.leedsbeckett.ac.uk/studenthub/mitigation.

You can access an extenuating circumstances/extension form from the Administrative office in CL615 or contact your student administrator Sharon Caden; email: s.caden@leedsbeckett.ac.uk. Your completed form together with supporting evidence should be returned to your Student administrator. Extensions may be granted by your Module tutor/Level Lead, however, applications for mitigation are considered by a School panel. You will be notified by letter/email of the panel’s decision in respect of your mitigation.

Students with severe and ongoing issues may wish to seek advice from their Level Lead and/or Student Disability Services in respect of a specific package to support their learning.

3.5 Re-assessment

If you have not passed a module at the first attempt you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

You will be advised via Results Online of your options for re-assessment. You are advised to contact your Level Lead, Course Administrator or personal tutor/academic advisor for any necessary clarification.

3.6 Student Appeals

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

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

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

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

3.7 Academic Misconduct

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

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

There are a range of resources available to help you understand what is and what is not permitted and how to use other people’s ideas in your assessed work. These include the Skills for Learning website which can be found at http://skillsforlearning.leedsbeckett.ac.uk

If you are unsure on how to reference your work correctly, please seek advice from your tutors or access the Skills for Learning resources online.

4 Where to get help

4.1 Personal tutors/ Academic Advisors

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

Your personal tutor/academic advisor has an important role to play in supporting you in academic and personal matters while you are studying on this course. The meetings will include discussion about career aspirations, your course, your progress, and your academic results. You may want to set objectives for academic and life goals which you can store on your e-portfolio. Personal tutors/academic advisors are not trained counsellors and will signpost you to other University services if they can’t help you. These services may, for example, be the Students’ Union, the counselling service or the Student Hub.

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

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

4.2 Student Hub

If you have any questions about or problems with life at our University, the first place to call, email or pop into is the Student Hub. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students’ Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available at www.leedsbeckett.ac.uk/studenthub.

There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is StudentHub@leedsbeckett.ac.uk. They work closely with the course team, the
Students’ Union, all University Services and external organisations to make sure that if they don’t have the answer to your question they will know who will.

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

4.3 Disability Students

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

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

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

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

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

4.4 Library Help

The Library

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

**Academic Librarian**

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

**Help and Information Points**

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

- from the Help and Information Point on the ground floor of each library
- online: library.leedsbeckett.ac.uk/contact-us
- by phone - 0113 812 1000 (including 24/7 IT support).

**Skills for Learning**

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

**4.5 Students’ Union Advice Service**

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

We will listen to your problem and outline what options are available to you, so you can make an informed decision on what to do.
Hopefully you will never need us but just remember we are here for you if you do.

Email: suadvice@leedsbeckett.ac.uk

Tel: 0113 812 8400

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

5 What to do if you...

5.1 ...are absent for more than one day

You must notify your Course Administrator if you are absent for more than one day (for example for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

On this professional course your attendance is monitored for every session in line with NHS requirements for students in receipt of an NHS Bursary and HCPC/BDA requirements for Course approval. Attendance is particularly important for placement where you are required to attend a minimum number of practice hours to successfully complete the Course and be eligible for registration. For these reasons we ask that you notify the Module tutor and Student Administrator of all absences and your expected return. This is a professional courtesy and in your interest for accessing support. Please note, if your absence involves a practical session, where possible we will try to enable you to attend the subsequent session although this will depend on the programme and health and safety regulations which determine maximum numbers in our specialist teaching facilities. You will normally need to arrange a ‘swap’ with a student from the other practical group to facilitate this. Please be proactive in requesting this via the Module Tutor.

International students

Please be aware that our University fully complies with United Kingdom Visas and Immigration (UKVI) policy at all times. There are legal reporting requirements for all
students in the UK on a Tier 4 student visa, and full attendance is mandatory for all Tier 4 students. Failure to meet UKVI attendance requirements could lead to your academic sponsorship being withdrawn and your visa being revoked. Tier 4 students need to be aware of their responsibilities whilst in the UK, please see www.ukcisa.org.uk for full information.

For up to date information about visas, immigration issues and other matters relating to international students, please contact the International Student Advice Centre at internationalstudentadvice@leedsbeckett.ac.uk.

5.2 ...are ill

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

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

You can send a digital copy of your Fit Note to your Course Administrator and then send the original by post.

If you are absent through illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact your Course Administrator to get a copy of the appropriate extenuating circumstances form.

For more information on ‘fit to sit’ and mitigation please visit: www.leedsbeckett.ac.uk/studenthub/mitigation.htm.

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5.3  ...have a comment, compliment or complaint

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

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

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

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

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Course Administrator. This form must be submitted as soon as possible to your school office as withdrawals cannot normally be backdated. For further details see the Student Regulations at: www.leedsbeckett.ac.uk/public-information/student-regulations.
6 Relevant Policies

6.1 Safety, Health and Wellbeing

Policy Statement

Our University is committed to providing a vibrant, ethical and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities. There are further details at www.leedsbeckett.ac.uk/staffsite/services/human-resources/working-here/safety-health-and-wellbeing/safety-health-and-wellbeing-a-to-z.

Smoking

No smoking is permitted in any of our University buildings, this includes the use of vapour cigarettes (or other similar devices); if you do smoke outside our buildings please make sure that you stand at least five metres away from building entrances and boundaries.

Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

Fire Safety Procedures

Fire information is present on Fire Action Notices displayed in all University buildings. These are normally present in corridors. Please read and follow the instructions.

All fire exit routes are clearly identified. You should familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies.
If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire using the emergency number 4444 - indicated on the Fire Action Notice.

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

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

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

**Disabled Students**

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

Disabled students must declare their disability, to the University, for it to be taken into consideration. You can find further information about the support available to disabled students studying at our University and contact details on our website: [www.leedsbeckett.ac.uk/studenthub/disability-advice](http://www.leedsbeckett.ac.uk/studenthub/disability-advice).

**First Aid**

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance.
First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

**Accident and Incident Reporting**

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

**Infectious Disease**

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

**6.2 Regulations**

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

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

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

Our University Regulations can be found at: www.leedsbeckett.ac.uk/public-information/academic-regulations. You should familiarise yourself with these Regulations.

The following sections are of particular relevance to your course:

- Education and Assessment
- Progression and Award
- Examinations
- Award Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- Academic Appeals
- Academic Integrity

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

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at: www.leedsbeckett.ac.uk/studenthub/research-ethics.htm.

6.4 Student Contract

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

*Working together for success*

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

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

__________________________________________________________________________

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

*We will*

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

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

*We will*

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

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

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

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

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

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

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

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

The attendance system adopted within the University uses i-Beacons installed in all our teaching spaces which interacts with the Leeds Beckett application in your smartphone or tablet using Bluetooth technology. For the minority of students who do not have a smart device we will monitor your attendance via alternate methods which may include your lecturer asking you to sign a paper register.

The University does understand that from time to time there is good reason why you cannot attend a class, and in this instance you must contact your School office to let them know so the attendance system can be updated accordingly.

Please note that reports from the attendance system will allow attendance data to be shared with you and your Course team. You might be asked to contact the School office so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern.

Our most important aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students’ attendance.
If you have yet to download the Leeds Beckett app please follow the instructions at http://www.leedsbeckett.ac.uk/studenthub/student-app/

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