2019/20 Course Handbook

BSc (Hons) Sports & Exercise Therapy

Level 6 Repeating (Pre 2017 Enrolment)

School of Clinical & Applied Sciences

BHSET

LEEDS BECKETT UNIVERSITY

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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 2019/20 academic year. The year ahead will contain success, challenge, and personal growth for you, and the School's team of dedicated academics, learning officers and administrators are here to help you to achieve your potential.

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

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

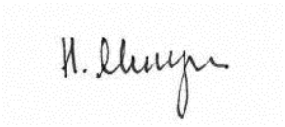
Dr Duncan Sharp, Dean of School.

1.2 Message from your Course Director

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

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

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



Helen Llewellyn

Course Director, BSc (Hons) Sports & Exercise Therapy

1.3 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

	w/c Monday		Notes
1	19.08.19		
2	26.08.19		Bank Holiday 26.08.19
3	02.09.19		
4	09.09.19		
5	16.09.19		
6	**23.09.19**	**Student Welcome & Induction Week**	
7	30.09.19	**Semester 1**	**Semester 1 Teaching Starts**
8	07.10.19		
9	14.10.19		
10	21.10.19		
11	28.10.19		**Consolidated Learning Week**
12	04.11.19		Contact Disability Advice by 08/11/19 for reasonable adjustment relating to S1 exams
13	11.11.19		
14	18.11.19		
15	25.11.19		
16	02.12.19		
17	09.12.19		
18	16.12.19		
19	23.12.19		BH/Christmas Break
20	30.12.19		Christmas Break
21	06.01.20	**Assessment and Examination period**	
22	13.01.20		
23	**20.01.20**	**Student Welcome & Induction Week**	
24	27.01.20	**Semester 2**	**Semester 2 Teaching Starts**
25	03.02.20		
26	10.02.20		
27	17.02.20		
28	24.02.20		
29	02.03.20	**Semester 1 Reassessment Week**	Contact Disability Advice by 06/03/20 for reasonable adjustment relating to S2 exams
30	09.03.20	**Semester 2**	
31	16.03.20		
32	23.03.20		
33	30.03.20		
34	06.04.20		Easter Break
35	13.04.20		Easter Break
36	20.04.20	**Semester 2**	
37	27.04.20		
38	04.05.20	**Assessment and Examination period**	Bank Holiday: Friday 08.05.20
39	11.05.20		
40	18.05.20		
41	25.05.20		Spring Bank Holiday 25.05.20

	w/c Monday		Notes
42	01.06.20		
43	08.06.20		
44	15.06.20		
45	22.06.20	**26 June Deadline for marks entry for graduation**	
46	29.06.20	**Semester 2 Reassessment Week**	
47	06.07.20		
48	13.07.20	**Graduation Week**	
49	20.07.20		
50	27.07.20		
51	03.08.20		
52	10.08.20		

Timetables are made available to continuing students at the end of August and to new students during induction week via:

i) MyBeckett
ii) The Leeds Beckett app

Any difficulties relating to timetabled sessions may be discussed with your Course Administrator.

The University's standard term dates are available here:

http://www.leedsbeckett.ac.uk/about-our-university/term-dates/

1.4 Key Contacts

Course Director

The Course Director is available for students wishing to discuss academic and personal needs and who, along with the Academic Advisor or Level Leader, may suggest referral to additional university support.

Your Course Director is Helen Llewellyn, Helen.Llewellyn@leedsbeckett.ac.uk, 0113-8123845.

Level Leader

The Level Leader is the first point of contact after liaising with your Academic Advisor and is available for students, who wish to discuss academic and personal needs in the first instance; they can help support and guide you throughout the academic year. They may also discuss supporting you with the Course Director.

The Level 6 Leaders are:

Kate Randerson, K.Randerson@leedsbeckett.ac.uk , 0113 81223393

Ieuan Cranswick, I.Cranswick@leedsbeckett.ac.uk

Academic Advisor

Every student is allocated an Academic Advisor from the course team for the duration of the course. These provide opportunity for both peer and individual tutor support. Academic Advisors are available for academic and personal discussion on both a scheduled and 'drop-in' basis. Details of your Academic Advisor can be found on MyBeckett.

Student Experience Team

Full details for the Student Experience Team can be found in section 4.2

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 https://www.leedsbeckettsu.co.uk/studentvoice/coursereps

Course Administrator

You have two Course Administrators, Maxine Allinson and Joanne Featherby. They are located in Calverley Building CL615 and should be your first point of contact if you are absent. All emails relating to general admin enquiries or absences should be sent in the first instance to

M.L.Allinson@leedsbeckett.ac.uk AND J.Featherby@leedsbeckett.ac.uk (please send to BOTH email addresses).

Joanne Featherby CL615, 0113-8123495 (Mon, Tues, Weds)

Maxine Allinson CL615, 0113-8128504 (Tues, Weds, Thurs, Fri)

Academic Librarian

Each Academic Librarian has a subject specialism and is responsible for evaluating electronic information sources, as well as providing training and tutorials. All new students are offered an induction session and follow up information, skills teaching complemented by online guides, web pages and online tutorials to inform students of relevant resources and activities to support their programme of study. A course specific library resource page can be accessed via http://libguides.leedsbeckett.ac.uk/subject_support/sportsandexercisetherapy

Our Academic Librarians provide tailored information and literature searching sessions to students as part of their courses and also offer one-to-one appointments for students and staff. The Academic Librarians for our School are:

Penelope Cole, Leslie Silver Building, Ext 27846, caaslibrary@leedsbeckett.ac.uk

Kirsty Bower, Leslie Silver Building, Ext 21104, caaslibrary@leedsbeckett.ac.uk

Alison Park, Leslie Silver Building, Ext 23383, caaslibrary@leedsbeckett.ac.uk

1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff**. Information on how to access your student email address can be found on the Student IT Support Pages (http://libguides.leedsbeckett.ac.uk/mybeckett/emailtimetable).

We will inform you of class activities and course notifications, including any cancellations, as soon as possible. This is usually communicated via your student email address (not personal email addresses) and on the VLE MyBeckett.

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

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.

Skype for Business

Skype for Business is a communication tool for staff and students:

- Make calls using audio, video and instant messages across the University community.
- Create and participate in group online meetings to support project assignments.
- Available across University devices and personal mobiles via a free downloadable app.
- Fully integrated with the Office 365 suite already used by staff and students.

Your course team will advise how Skype for Business will be used on your course and make guidance available as required.

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;
- information on where to look for academic or personal support (Support tab);
- information on opportunities such as jobs, careers, part-time work, placements and volunteering (Opportunities tab)

Further information and support for using MyBeckett can be found on the MyBeckett Support Pages (http://libguides.leedsbeckett.ac.uk/mybeckett/guides).

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 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 Academic Advisor 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 Course Director, working in partnership with our Students' Union, enables the process for election and appointment of Course Representatives. The Students' Union provides training and development for Course Reps and supports their 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 Students web site and in our University's Academic Regulations.

2 Studying on this Course

The national drive to improve health and the number of people participating sports and exercise has resulted in an increased demand on health care practitioners who may not be best equipped to meet the needs of sports participants.

Sports therapists are specifically prepared to meet the health demands of a varied sporting population. The Society of Sports Therapists (SST) http://www.society-of-sports-therapists.org/index.php currently approves courses in Sports Therapy at HE institutions in the UK. The Society of Sports Therapists is continuing to seek regulation of Sports Therapy by the Health and Care Professions Council (HCPC).

The School of Clinical & Applied Sciences and the Carnegie School of Sport form natural partners in the development and delivery of a sports therapy programme. The aims of the Sports and Exercise Therapy course are:

1. To enable students to acquire a wide range of Sports and Exercise Therapy skills and competencies appropriate to practice; including being able to assess the holistic needs of individuals, to plan, implement and evaluate interventions that are safe, efficient and effective, and to organise and manage a case load.

2. To enable students to develop a broad understanding and awareness of the health benefits of exercise, and to promote these benefits to the wider public.

3. To provide a progressive programme of study that enables students to achieve a holistic approach which embraces the disciplines that inform the practice of Sports and Exercise Therapy.

4. To provide a supportive learning environment that encourages students to adopt an evidence based approach to Sports and Exercise Therapy.

5. To enable students to develop a critical appreciation of existing knowledge through the use of effective research strategies.

6. To foster the development of reflective and evaluative skills to enable students to become lifelong learners who will engage with Continuing Professional Development.

7. To enable students to communicate effectively with individuals who may be clients, colleagues or members of inter professional teams.

8. To foster a responsible and thoughtful approach incorporating the professional, ethical and legal issues related to their studies, future employment and professional system.

9. To create graduates suitably equipped with professional, technical, critical, analytical and problem solving skills in preparation for employment as Sports and Exercise Therapists.

All students will be expected to undertake EDBS screening prior to the start of the course. This ***enhanced*** disclosure supports the safety and well-being of all the athletes, patients, vulnerable adults and children that the student sports therapist is likely to work with as part of their supervised placement over the three year period of the course. Students who fail to follow the compulsory EDBS procedures will not be allowed to take part in any clinic or placement sessions and can be withdrawn by the University from the course.

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 available from your Course Administrator

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

1. Demonstrate a critical understanding of the principles of Sports and Exercise Therapy practice using digital and non-digital strategies at a level of academic attainment appropriate to an honours graduate;

2. Demonstrate competent practical skills in Sports and Exercise Therapy and the capabilities required to be an autonomous practitioner;

3. Demonstrate the ability to collaborate and integrate knowledge base through interdisciplinary working to promote innovative solutions in Sports and Exercise Therapy practice;

4. Demonstrate the ability to comply with the professional, ethical and legal requirements of practice, and the requirements for membership of the Society of Sports Therapists, and show the capacity to be a lifelong learner and to engage with Continuing Professional Development.

Module Information

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

2.2 Course Resources

The course accesses teaching and learning resources at both City and Headingley Campus. At City Campus teaching accommodation is available in Portland and Calverley Buildings, Queen Square House, Broadcasting Place and the Rose Bowl. At Headingley Campus teaching accommodation is available in Fairfax, James Graham and the Carnegie Sports Centre.

There are purpose built facilities for the teaching and practice of a range of clinical skills located on the 7th floor of the Portland Building at the City Campus. Newly designed, built and fitted out with equipment as required by the various academic teams and disciplines, the primary objective of the investment was to ensure a student experience of the highest quality, which reflects contemporary and future practice in domestic, primary and secondary clinical environments.

The facility is utilised by pre and post registration programmes principally in the areas of Nursing, Physiotherapy, Sports and Exercise Therapy, Nutrition & Dietetics and Occupational Therapy. By co locating facilities for these professions we aim to foster even greater levels of inter professional learning, increase our use of simulated practice and innovate in our pedagogical approaches.

The available facilities comprise:

SERVICE AREAS

Student lockers on entry for clothing and possessions, plus changing rooms with showers.
Clinical hand-washing area for all entrants to the facility to use
Sluice room, large racked storage areas, technical staff work areas.

TEACHING AND PRACTICE AREAS

Simulation suite with three functional areas.

A viewing room to accommodate up to 20 students with one-way mirrored sight of simulation room.

Simulation control room opposite for staff to oversee and manage activity in simulation room.

Simulation suite with operating theatre style lighting, critical care bed, replicated hospital ward fixtures and fittings, crash trollies, drip stands, dummy gases etc. High tech Meti-Man simulation mannequin with multi-task support software to replicate clinical situations. Video recording and playback system including tagging software to enable accurate video review, feedback and assessment both in the suite, across campus and off site.

Four teaching rooms that can be flexibly configured to provide for classes of either 20 or 40 students. Each fitted out with 10 couches/plinths, the latest portable audio visual equipment, smart boards. Some will have in built storage, wall bars, ceiling mounted video recording cameras, curtained cubicles, physiology testing bikes/rowing machine.

Other equipment available, not included in the above is as set out in the table below.

Category	**Equipment**
Thermal equipment	Cryocuff units and a variety of detachable cuffs Gameready Squid Ice machines Hot and cold gel packs Hydrocollator packs Wax baths
Electrotherapy equipment	Interferential machines including TENS units Ultrasound units Electromyographic biofeedback unit Therapeutic Laser unit
Measuring and assessment	Pinch grip Dynamometer Goniometer-various Tape measures
Measuring and assessment tools	Heart rate monitors Pulseometers Blood pressure monitors Goniometers in a variety of sizes Manual muscle tester Stopwatches

Category	Equipment
	Patella hammers; RASP – Rivermead Assessment of Somotosensory Perception kit Flexometer activPal physical activity measuring equipment and associated software Camcorder and video recorder Portable Electrogoniometer system including angle display unit, data logger and force sensors plus computer analysis software
Moving and handling equipment	Wheelchairs Zimmer frames Crutches and walking sticks of various types Slide sheets and boards PAT slide Steps
Computing/ multi media	Laptop computers Data projectors A wide range of instruction/demonstration DVD's are available for class use and student loan Networked access to Anatomy TV

2.3 Professional Accreditation or Recognition Associated with the Course

Professional Body: The Society of Sports Therapists

Accreditation/Recognition Summary:

On successful completion of the target award of BSc (Hons) Sports and Exercise Therapy (including 200 hours of practice placement) students are eligible to apply for full membership of the Society of Sports Therapists.

2.4 Skills you will Gain during the Course

Skills Developed

The School of Clinical and Applied Sciences and the Carnegie School of Sport form natural partners in the development and delivery of a sports therapy programme. Over the three year period of your degree you will work towards;

(i) Achieving a critical understanding of the principles of Sports and Exercise Therapy practice using digital and non-digital strategies at a level of academic attainment appropriate to an honours graduate.

(ii) Competency and proficiency in practical skills in Sports and Exercise Therapy and the capabilities required to be an autonomous practitioner.

(iii) Achieving the ability to collaborate and integrate knowledge base through interdisciplinary working to promote innovative solutions in Sports and Exercise Therapy practice.

(iv) Demonstrating the ability to comply with the professional, ethical and legal requirements of practice, and the requirements for membership of the Society of Sports Therapists, show the capacity to be a lifelong learner and to engage with Continuing Professional Development.

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.

2.5 Graduate Attributes

There are three Graduate Attributes for Leeds Beckett University and these are tailored to suit your course. The three attributes you should achieve by the end of the course are for you to be digitally literate, have a global outlook and for you to be enterprising. Learning about these attributes and being assessed on them as part of your modules will provide you with capabilities which are essential for your future career and wider life as you move on from your studies here. You will be formally assessed on all the attributes in some of your modules at each academic level in each year of your course. For more information on graduate attributes please visit https://skillsforlearning.leedsbeckett.ac.uk/local/graduate_attributes/category_homepage.shtml

Information on your assessment is included in your Module Handbooks.

The modules at each level for each attribute are listed below and examples of the assessment and module activities will clarify how you will see and work with the attributes through your course.

1. Global Outlook

The Society of Sports Therapy requires its members to be aware of the influence of culture, age, ethnicity, gender, religious beliefs and socio-economic status on both individual communication and professional practice. The BSc (Hons) Sports and Exercise Therapy course recognises the need for inclusion and aims to provide students with an experience of learning which enhances their inter-cultural awareness, attitudes and abilities in line with Faculty of Health Widening Participation Strategy (2007) and University Cross Cultural Inclusivity (2009) agenda.

The implications of cultural diversity for professional practice are reiterated within all modules. Teaching across all levels gives students the opportunity to recognise their tacit knowledge of cultural identity and examine its influence on the way they view the world. Practice placements may take place in diverse settings which students may find unfamiliar. Their learning is supported by their practice supervisor, tasks and through personal reflection. We aim to ensure that students recognise and address issues of diversity, equality and fair practice.

At Course level a variety of assessment, learning and teaching strategies enables students from a diverse range of backgrounds to participate and achieve effectively. Both core staff and external lecturers have a broad range of backgrounds and experiences, which informs the content and style of their teaching input. Involving guest lecturers and/or service users in teaching and assessment activities provides a further perspective. Scheduling of assessment takes into account diversity.

Beyond Course level, students are encouraged to undertake opportunities provided by the University Volunteering Scheme. This provides work with people with disabilities in a range of settings and backgrounds. Both the philosophy of the course and the specific activities

outlined above ensure that, on completion, students will have a well-developed awareness of their how their values and culture impacts upon the people they will work with.

2. Digital Literacy

The BSc (Hons) Sports and Exercise Therapy course is designed to enable students to gain confidence and judgement in the use of digital technologies to enhance their academic, personal and professional development. Students are introduced to the demands of higher education in the Level 4 in the 'Professional Skills for Sports and Exercise Therapy Practice 1' module but consolidate in all others. Working closely with both academic staff, including the academic librarians, students will be introduced to methods of information retrieval and the judgement and presentation of such material.

All modules will use 'MyBeckett' as the Virtual Learning Environment (VLE) hub of student learning being the first point of contact for course and module information. Module tutors will embed blended learning into module content as demonstrated in the Learning and Teaching Activities in each relevant module specification. Such blended learning can include use of reusable learning objects within the virtual learning environment, discussion boards, wikis and blogs with colleagues within the University and via their student membership of the Society of Sports Therapy as the students' professional body. Emphasis is already placed upon Personal Development Plans and Continuous Professional Development. Students will be introduced to the use of e-portfolios. In the Level 4 'Professional Skills for Sports and Exercise Therapy Practice 1' module students will be shown how to conduct search strategies for key sources of information. In the Level 5 'Research Methods for Sports and Exercise Therapy' module students will develop skills in data analysis using relevant software packages e.g. SPSS and NVivo. Students will be expected to present electronic work professionally and to a high standard. Students are encouraged to use the Turnitin software via 'MyBeckett' to check the authenticity of their work prior to submission.

3. Enterprise

The BSc (Hons) Sports and Exercise Therapy is a vocational course that prepares successful graduates to become autonomous practitioners with the knowledge, skills and ability to work

as an integral part of a Sport and Exercise Medicine team or individually in a variety of sport and health and care settings. The course complies with the QAA Framework for Higher Education (2008) providing graduates with transferable skills necessary for employment such as problem-solving, decision-making and analytical skills. Hence, graduate attributes from the course also provide individuals with a wide skill mix that enables success in other career paths.

The Level 6 module 'Professional Practice Business and Enterprise' aims to synthesise practical and theoretical knowledge in the development of a business idea appropriate to Sports and Exercise Therapy. Utilising current concepts students will critically evaluate the needs of a new business through stages of development and implementation. Aspects of finance, Law, Society of Sports Therapists requirements, employment and marketing will be embedded within the process.

2.6 Work-Related Activities and Employability

The course has a specific module at level 6 which links to personal and professional development to support students achieving their career aspirations including self-employment, postgraduate studies and employment outside a sports sector. Links to the Business Start-Up scheme is also incorporated into the module. Throughout the course all students are expected to engage with their personal development via an ongoing e-portfolio which is directly linked to supervised placement experiences, both within the University and externally, and encompasses the Society of Sports Therapists (SST) competencies. This formal record of ongoing personal and professional development enables students to take an individual, positive and proactive approach to their lifelong learning.

Practice placement opportunities can be undertaken in a variety of Sports and Exercise Therapy environments. These must be undertaken under the supervision of a qualified (appropriate governing body registration and professional indemnity insurance required) Sports Therapist, Sports Rehabilitator, Physiotherapist, Massage Therapist or Strength and Conditioning Coach. Additional hours of practice placement can be accrued in the Student Massage and Sports Injury Clinics based at Headingley Campus.

2.7 Opportunities for Graduates

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

2.8 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:

- **Ms Victoria Davis**
- Programme Coordinator Sports Therapy / Senior Lecturer Sports Therapy
- University of Chichester

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

Course-Specific Assessment Regulations and Professional Body Requirements

You are expected to conduct yourself in an appropriate manner and exercise consideration to fellow students and staff. In addition, you must take responsibility for ensuring that any scheme or course and/or University deadline is met.

Students enrolled on the BSc (Hons) Sports & Exercise Therapy course are preparing for registration as a Graduate Sports Therapist with the Society of Sports Therapists on graduation. http://www.society-of-sports-therapists.org/index.php . Registered practitioners and student members are expected to adhere to the Society of Sports Therapist **Standards of Conduct Performance and Ethics**.

http://www.society-of-sports-therapists.org/index.php/public_docs/standards-of-conductperformance-and-ethics

Students are made aware of the requirements of these standards during their induction; should there be any changes in circumstances or matters (including those that link to Enhanced DBS) that may affect an individual student membership of The Society of Sports Therapists they should notify the Course Director in writing with immediate effect. Modules delivered as part of the BSc (Hons) Sports & Exercise Therapy degree also have compulsory attendance requirements and Professional Body requirements that indicate all modules must be passed.

- All the modules of the course must be passed with a minimum mark of 40% at each level which includes the modules delivered by Carnegie. The modules listed below also have compulsory attendance requirements; as specifically agreed by the Society of Sports Therapists.

- Students should be aware that the University regulations indicate that failing to attend or submit any piece of work for assessment or reassessment for components of a module will result in a failure of the module regardless of the overall module mark.

*Indicates a Carnegie Based Module

Level 4

Preparation for Sports & Exercise Therapy Practice (compulsory attendance requirements)

Human Movement and Function 1 & 2 (compulsory attendance requirements)

Skills for Sports and Exercise Therapy (compulsory attendance requirements)

Foundations of Physiology for Sport & Exercise*

Fundamentals Biomechanics & Anatomy*

Level 5

Assessment of the Athlete in Sport & Exercise Therapy (compulsory attendance requirements)

Evidence Based Rehabilitation in Sport (compulsory attendance requirements)

Sports Trauma Management (compulsory attendance requirements)

Measurement & Evaluation for Sport & Exercise Physiology*

Biomechanical Analysis of Human Performance*

Exercise for Referred Populations*

Level 6

Professional Practice Business & Enterprise for Sports Therapy (compulsory attendance requirements)

Research & Extended Protocol (Dissertation, 40 credits) (compulsory attendance requirements)

Sports & Exercise Therapy Practice Placement (compulsory attendance requirements)

Plus 2 option choices

Option choices

All Level 6 students will have the opportunity to select two option choices (20 credits each), usually these are agreed towards the end of the level 5 programme. Students should be aware that these option choices will vary year on year given the introduction of new modules, phasing out of other modules, responding to feedback from External Examiners, and the SST. Students will be asked to indicate their preference usually of at least 4 modules in a given order of preference and wherever possible the Course Team will try and support student's choices given the above points.

Clinics – Massage and Sports injury

The Clinic Co-ordinator is –

Kate Randerson, K.Randerson@leedsbeckett.ac.uk, Tel: 0113 8123393

The supervised student clinic is currently located at Headingly Campus, within the Changing Pavilion (next to the running track). Over the period of study, students will be expected to attend scheduled sessions within both the massage and sports injury clinic, where assessment, treatment and rehabilitation will be administered to members of the public, under University staff supervision. All hours accrued from these sessions will count towards the 200 hours required on successful completion of the degree for eligibility to join the Society of Sports Therapists (SST) for full membership.

For all clinical sessions, students are expected to be:

- A student member of the Society of Sports Therapists
- Punctual – the University is attempting to provide a quality service to the public and students should aim to arrive 15 minutes in advance to be ready to start on time
- Dressed appropriately – students are expected to purchase branded clinical uniform and wear this for all clinical sessions.
- Professional in reporting an absence – if a student is unwell/unable to attend a clinic session, it is their responsibility to notify the clinic manager in advance, by email, so alternative arrangements can be put in place.

- Professional and confidential – students are expected to remain professional at all times during clinical sessions, whilst also keeping all sensitive information shared during clinical sessions confidential.

The clinic manager will produce clinical handbooks and rotas. Further explanations will also be provided at induction. Rotas will be available on MyBeckett via the groups tab under the year the student is currently enrolled on. All students will be expected to sign in for each clinic session attended. Throughout the course and this will allow staff to formally document and record placement hours. Students are responsible for keeping an ongoing log via placement documents of their achieved supervised placement hours throughout their course.

Placements

The Placement Co-ordinators are –

Megan Wright, M.N.Wright@leedsbeckett.ac.uk, Tel: 0113 8128593

Richard Partner, R.partner@leedsbeckett.ac.uk , Tel: 0113-8129303

As part of the memorandum of agreement with the Society of Sports Therapists (SST) all students must be registered via the University as a student member with the SST and the cost of this membership is £150 (non-refundable) and is payable by you at the start of your course.

Over the period of the course students must accrue a minimum of 200 hours of ***appropriately*** supervised placement, in order to be eligible to join the SST on successful graduation. At level 4 this will be under the supervision of University staff in the massage clinic or at external venues; no external placement is approved for level 4 and level 5 students until they have satisfactorily passed level 5 of the course. In addition, all students must have had a completed EDBS checked by the University prior to any placement being agreed.

At level 6 students are expected to undertake further supervised placements in both the University clinics and externally at relevant placements. The placement tutors will guide you through this, however, it is important to note that there are specific insurance records that must be completed and signed prior to an external placement, failure to do so will result in

placement hours being disregarded and voided insurance. It is each student's responsibility to make sure that all relevant University insurance forms are completed electronically at least 2 weeks prior to placement and sent to the relevant placement coordinator via email to SETplacements@leedsbeckett.ac.uk for signing before the placement takes place.

How to approach placement providers

Firstly, do some background research on the placement provider - name and position of who to contact (LinkedIn, Twitter, Facebook may help establish contact name/details). Initial contact should be via letter or email (NOT TEXT) and should use appropriate and professional language i.e. 'Dear Mr Smith', rather than 'Hi John'. Introduce yourself, providing details of your academic institution, course and level of study. Explain what you hope to gain from the experience and outline what skills you have to offer e.g. massage, mobilisations, first aid etc. Ensure that you include your contact details (mobile/student email address) and always check your spelling and grammar prior to sending. After a reasonable amount of time you may want to follow up the letter or email with a phone call or personal visit. Remember to act and remain professional at all times as you are representing Leeds Beckett University.

All students are reminded that placement in clinics and with external providers are privileged situations and students are expected to conduct themselves in a professional manner in all aspects of their placement, which includes attendance on agreed days and dates, appropriate clinical wear and in particular confidentiality when working with athletes/patients. Failure to do so may result in the course leader following the Fitness to Practice procedures regarding suitability to remain on the course.

No Sports & Exercise Therapy student must ever present themselves to anyone (e.g. supervisor, athlete/patient or member of the public) as if they were qualified.

Logging placement hours

It is a student's responsibility to ensure that **all** the log hour sheets have their student name on them along with the hours and a legible signed and printed name for the supervisor.

Any illegible student or supervisor names will not be counted as placement hours

Any hours that are not linked to University placement forms signed by the module team **prior** to the placement will not have eligible hours - you will not have been insured!

All students are expected to ensure they keep a record and complete the supervised 200 hours of placements. Over the duration of the course you will be asked to keep an ongoing log via PebblePad which will be checked at designated periods throughout the three year period of your degree.

The final date for the formal submission of placement hours in level 6 is available in the ***Sports & Exercise Therapy Practice Placement Module Handbook*** and in the placement folders on MyBeckett. Any student who fails to complete the minimum 200 hours of supervised placement by level 6 and has passed all the modules at 40% or more will be presented to the Exam Board with either –

i) The opportunity to complete the supervised hours by a given deadline (usually the beginning of September) and will be considered at the September Exam Board, thus will not be graduating with their peers in July.

Or

ii) A recommendation that a 'contained' award **BSc (Hons) Sports and Exercise Therapy Studies - without eligibility to join the SST** is considered. This is a 'contained' award that is not recognised for eligibility to register and practice as a sports therapist with the SST, and students should be aware that this will very likely have negative consequences in securing employment and professional insurance within Sport & Exercise Therapy. Our University links with the SST as its recognised professional body in Sports Therapy and all students are recommended and supported to achieve the minimum 200 hours.

Students should also be aware that in order to successfully complete the ***Sports & Exercise Therapy Practice Placement Module*** they must also have attended supervised placements in level 6 – even if they have already accrued in excess of 200 hours- in order to reflect on their current and recent experiences, along with the other requirements of the module. As students who register for the Sports and Exercise Therapy Degree from level 4 are working towards professional membership, it is essential that there is ongoing engagement via the Placement Co-ordinator and Clinic Co-ordinator, with the massage clinic at levels 4 and 5, and clinics and placement at level 6

Level 6 students who are awarded their degree after the July ceremonies because of reassessments will be invited to take part in the formal Graduation ceremony the following year. If you pass your reassessments and marks are presented to the Reassessment Board in July or September your degree will be conferred from that point. You will then be invited to the Graduation ceremony in July 2020.

Level 6 from Results Online to Graduation

From the point that you collect your exam results online to the point of the graduation ceremony you are a *Graduand* - no eligibility/insurance to practice. After the Exam Board the pass list is sent by the University to the Society of Sports Therapists for those who have successfully achieved the target award **BSc (Hons) Sports & Exercise Therapy** and who have also successfully completed the 200 hours of supervised placement.

Until your degree is conferred you are **not** eligible/insured to practice, you are still a student member of the SST (not insured by the University) until you have full insured status. You then have until the 31st December to join as a full member of the SST – this date may change on an annual basis so please check with the SST if you are unsure.

The SST will then write to each graduate congratulating them and to invite you to upgrade to full membership. When your application has been approved please check with the SST about your insurance - this insurance is not connected to the University in any way

Any student at level 6 who does not complete the required 200 hours of supervised membership by the University deadline but has been awarded a ***'Contained Award'***

Degree in Sports & Exercise Therapy Studies will not be eligible to join the SST and thus will not be insured.

Assessment Schedule

Please note the exam/assessment periods in the academic calendar and make sure that you are available during those periods. Further details of your schedule of examinations can be found on your timetable once the examination schedule is released. Coursework submission deadlines can normally be found on MyBeckett, on course noticeboards or in individual Module Handbooks/other module guides.

Examination

Examination details will be made available via module leaders and may be found on MyBeckett and on personal timetables. Students should also check exam times and details at Carnegie for modules delivered at that Campus.

Coursework

Coursework assessment schedules can be found via MyBeckett and in module handbooks

Reasonable Adjustments and 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 are required in relation to examinations, Disability Advice should be contacted no later than **Friday 8 November 2019** in advance of the semester one exam period, and by **Friday 6 March 2020** in advance of the semester two exam period. This will provide the best chance of implementing the recommendations from the adjustment plan 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 Disability Advice on the 'Support' tab in MyBeckett for further information.

Submitting Assignments

Written work and portfolios should be handed in formally at the Student Support office – CL615, 6th Floor, Calverley Building (unless otherwise indicated in the module handbook). Students should formally complete the carbonated sheet and date/ time stamp and attach the copies of the top 2 sheets to their submitted work before handing in. Students will be notified via the module leader when and how work can be collected once it has been marked and moderated.

Word processed assignments/work should ideally be presented;

With a cover sheet which includes

Student ID number (no names), Level, Module Title, Assignment Title, Module leader

Each page should be –

Numbered

Double Line spaced

Word processed on single side paper only

Font Arial (Size 11) or Times New Roman (Size 12)

Include a header with the student ID number

Please remember that marks are not negotiable with tutors and **all** marks are unratified until approved by the Exam Board. Please note that module leaders and tutors may ask for work to be submitted electronically via My Beckett and/or Turnitin and the submission time for such work also applies as for written work and as such all work can be processed via Turnitin to check academic integrity.

Reception opening hours are 8.30 – 5pm Monday to Thursday and 8.30 - 4.00pm on Friday.

Hand in deadline is 1pm

Complete the triplicate hand-in form (available in reception area) and date-stamp the form using the electronic stamps in the reception area

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

Assignments submitted electronically or via MyBeckett will be the responsibility of the module leader arranging the hand-in via that method

You can expect to receive feedback on your work usually 4 weeks after submission. However, in Semester 2 this 4 week period may be extended. Your course team will inform you of arrangements for this. Dissertation results will not be released until after the Examination Board has met and ratified the results.

Your course team will inform you of the arrangements for the return of your work after it has been marked.

Students have access to the Skills for Learning webpage: http://skillsforlearning.leedsbeckett.ac.uk/. There are also free workshops that are available over both City and Carnegie Campus. These are short sessions and can be useful in supporting students in preparing for all their different types of assignments/examinations.

Module tutors place Turnitin in MyBeckett modules to help you with your academic work. 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. 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 to you please ask your module tutor.

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

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. ***Where a module has two or more components, even if a student has passed the 40% overall in one component they must still submit work for the second component or they will automatically fail the module. For the Sports & Exercise Therapy Degree ALL modules must be passed at 40% or more in order to progress to the next level.***

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 in section 3.11 of the Academic Regulations at www.leedsbeckett.ac.uk/public-information/academic-regulations.

If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your Reasonable Adjustment Plan, your Course Administrator will be able to advise you of the process.

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.

Modules include formative assessment opportunities where relevant and the feedback from these assessments may vary across different modules, students are advised to attend all sessions linked to formative assessments, so that they are adequately prepared for the summative assessments.

3.3 How do I Get my Results?

Results from module assessments and decisions on progression to the next level of study (e.g. from level 4 to level 5 of an undergraduate degree) or awards (if you are in the final level) 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.

For the Sports & Exercise Therapy Degree the following is also applicable linked to the SST requirements –

All marks from semester 1 and 2 are unratified until approved by the Exam Board

The Exam Board usually meets in mid to late June, the re-assessment Board usually meets in late July. Results will be available via Results Online 5 working days after the respective Exam Board.

For sports and exercise therapy all modules must be passed with a minimum of 40% at each level. This is a requirement of the Society of Sports Therapists to ensure that potential graduates fulfil the competencies of the SST along with 200 hours of supervised placement in order to be eligible to apply for full membership.

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 pick up a form and submit it in the Student Support office – CL615 or via an email to your Course Administrators. They are all also available via the link above.

If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your Reasonable Adjustment Plan, your Course Administrator will be able to advise you of the process.

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, ***in the first instance,*** the module leader and then your level lead or course director

and course administrators or academic advisor for any necessary clarification. For any re-assessments it is essential that students check when the re-assessment date(s), times and locations as exams are held both at City and Carnegie campus. If a student misses an assessment or re-assessment normal penalties will be applied. Non submission of any component of a module, regardless of the final module mark, is an automatic fail.

For any module component – if you do not submit work/attend exams on the first sitting you must attend the re-assessment or you will fail the module!

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 Students' Union Advice Service on whether you have grounds for an appeal and the completion of the paperwork – see section 4 for Students' Union Advice Service contact details.

3.7 Academic Misconduct

Academic integrity is a fundamental principle within the University and is strongly linked to good academic practice. The University has processes to investigate alleged breaches of academic integrity and, where a breach of academic integrity is admitted or found, applies appropriate penalties. https://www.leedsbeckett.ac.uk/studenthub/academic-integrity/

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 unfair practice 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 breaching academic integrity can be found in our Academic Regulations:

Section 10 Academic Integrity: www.leedsbeckett.ac.uk/public-information/academic-regulations.

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

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

4 Where to Get Help

4.1 Academic Advisor

Your Academic Advisor will be an academic member of staff who teaches you on your course. Your Course Director will make sure that you are given the contact details of your Academic Advisor at the beginning of each year, usually in your course induction. Normally, your named advisor will aim to follow you right through the duration of your course.

Your Academic Advisor has an important role to play in supporting you in academic matters while you are studying on this course. If you are struggling with your work, want to discuss your assessments and ways to improve your marks, your named Academic Advisor is there to support you. Your meetings with the Academic Advisor should be led by you. You might want to talk about career aspirations, your course, your progress and /or your academic results. You may want to set objectives for academic goals. They will also be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling. Getting to know your Academic Advisor in the first year of your course is really useful especially when University life and degree level study might be different from what you are used to.

Further details on the role of your Academic Advisor are available here: https://www.leedsbeckett.ac.uk/studenthub/academic-advisor/

4.2 Course Administrator

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

4.3 Online Student Support

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

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

4.4 Student Experience Team

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. 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 under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage: www.leedsbeckett.ac.uk/studenthub.

You can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is studentexperience@leedsbeckett.ac.uk. They work closely with the course teams, 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.

4.5 Disabled 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. We would encourage you to contact us as early as possible to enable us to implement any adjustments you may need. If you have a disability and have not previously declared it, please fill in our registration form here or contact the Disability Advice team on 0113 8125831 or email disabilityadvice@leedsbeckett.ac.uk

More information on disability advice is available under the Academic and Personal Support sections of the 'Support' tab in MyBeckett, and on the 'Students' home page https://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.

4.6 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 (http://libguides.leedsbeckett.ac.uk/home) gives you access to thousands of resources and information about Library services available to support you.

Library Academic 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. Your Academic Librarian (see Key Contacts in section 1) also 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.

The team maintains a number of websites to support your learning:

- In your Subject guide, you'll find a variety of information resources which have been selected as a good starting point for research in that area. These are available from the homepage of the Library website: http://library.leedsbeckett.ac.uk or via the Course or Support tabs in My Beckett.
- On the Skills for Learning website, you'll find online resources covering topics such as essay writing, research and time management, plus information to help you reference and avoid plagiarism. You'll also find information about workshops (both online and in person) that are designed to help you succeed in your assessments. The Skills for Learning website can be found at: http://skillsforlearning.leedsbeckett.ac.uk/ or via the Library or Support tabs in My Beckett.

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 (including 24/7 chat): http://libguides.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/.

4.7 IT Resources

Wi-Fi

University Wi-Fi is provided by eduroam, a secure wireless network, which also allows you Wi-Fi access if you visit other universities. To connect:

1. Select eduroam from available Wi-Fi

2. Your login details are:

Username: e.g., c1234567@leedsbeckett.ac.uk

Password: your normal university password

*Android Users: Select under Phase 2 Authentication – MS-CHAPv2

Help is available from the Library Advice Points or http://libguides.leedsbeckett.ac.uk/it_support/wifi

Microsoft Office 365

Our University provides students with a free subscription to Office 365 which can be downloaded from the IT tab in MyBeckett. All students who are registered for a qualification at Leeds Beckett University are eligible and you will be able to use the subscription for the duration of your course. For instructions and more information, please visit our Student IT Help pages at http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online .

OneDrive

OneDrive Leeds Beckett is your individual file storage with 1TB of storage space. With OneDrive you can access and share your files across your devices. This is accessible on University PCs and off-campus through Office365 portal. See the Saving your Work pages on the Library website for more information. http://libguides.leedsbeckett.ac.uk/it_support/office365/onedrive

Media Equipment – free loans

You can borrow high-end Media Equipment for free. Browse, reserve and collect equipment ranging from GoPros to Remote Presenters from the ground floor of the Shelia Silver and Headingley Libraries.

https://www.leedsbeckett.ac.uk/studenthub/media-equipment/

4.8 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).

International Students

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

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

5.2 …are ill

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

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

[1] This quote is extracted from NHS Choices (n.d.) **What are fit notes?** [Online]. Available from: <http://www.nhs.uk/chq>. [Accessed 26 February 2016].

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.

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. http://www.leedsbeckett.ac.uk/studenthub/changing-course/

Withdrawing from your course permanently or temporarily could impact the availability of future student funding should you decide to return to the course or commence a new course at Leeds Beckett or elsewhere. Please seek advice from the Student Money Team or Students' Union Advice Team.

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

All student regulations and policies are available at: http://www.leedsbeckett.ac.uk/public-information/student-regulations/

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. Further details of our Health and Safety policies are available at: http://www.leedsbeckett.ac.uk/public-information/student-regulations/

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 our 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 which can be found on the blue and white Fire Action Notices. Use the nearest available route out which may not be the route you use daily to enter the building.

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 the Support tab in MyBeckett and our website: www.leedsbeckett.ac.uk/studenthub/disability-advice.

First Aid

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance.

First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

Accident and Incident Reporting

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

Infectious Disease

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

should follow advice given by the hospital or your GP about when it is safe to return to University.

Zero Tolerance

You should also familiarise yourself with our Zero Tolerance Report and Support web page: https://www.leedsbeckett.ac.uk/studenthub/zero-tolerance/

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 Academic Regulations

Our Academic 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
- Progression and Award Boards and Module Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- 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: http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf?la=en. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Out Student Charter is available at: https://www.leedsbeckett.ac.uk/-/media/files/academic-regs-new/2018/20-student-charter-1819.pdf?la=en

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 practical sessions 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 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.

Please note that any attendance reports can be shared with you and your Course team. You might be asked to contact your 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.

Our Attendance Policy is available under 'Student Contract' at www.leedsbeckett.ac.uk/public-information/student-regulations

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