

2019/2020 Distance Learning Course Handbook

# PGCE Online

**Carnegie School of Education**

DPGCE & SPGCE



**LEEDS BECKETT UNIVERSITY**

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## **Contents**

|   |                               |    |
|---|-------------------------------|----|
| 1 | Welcome to the Course .....   | 3  |
| 2 | Studying on this Course ..... | 13 |
| 3 | Assessment and Feedback.....  | 19 |
| 4 | Where to Get Help.....        | 24 |
| 5 | What to do if you.....        | 29 |
| 6 | Relevant Policies .....       | 31 |

# 1 Welcome to the Course

## Message from the Dean of School

Colleagues, welcome to the Carnegie School of Education at Leeds Beckett. By studying with us, you're joining an academic community with a proud heritage of education dating back to 1907. Then as now, we're committed to making a real difference in the lives of children and young people, bringing together the best of practice with the best of research and making sure our students enjoy an outstanding educational experience. Being part of a community also means that you will help to shape what we do, helping us to create knowledge and inform our curriculum to make sure we remain at the cutting edge of professional practice.

As well as helping you to develop academically, we're also committed to raising your employability, giving you the skills and experiences to make sure you can progress in the career of choice. From dedicated careers advice to work-based assignments, from researching professional environments to creating your own enterprise, we provide support throughout your studies tailored to your ambitions. This personalisation continues in our approach to teaching, learning and assessment, as well as the support of our Pastoral Team and our academic advisor system, all of which mean that our results get better year after year.

We hope you enjoy your time with us and continue our proud tradition of making a real difference.

Professor Damien Page

Dean of Carnegie School of Education

## 1.1 Message from your Course Director

Welcome to your PGCE year, and our Distance Learning (DL) course, which we hope will give you a fascinating, critical, and engaging insight into teaching, and into your emerging career.

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 Steve Burton

*Director of Teaching Innovation, and Course Director for the Distance Learning PGCE*

[s.j.burton@leedsbeckett.ac.uk](mailto:s.j.burton@leedsbeckett.ac.uk)

## 1.2 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

|    | w/c/ Monday |  | Notes                                    | DLPGCE Module                                 |  |  |
|----|-------------|--|--|---|--|--|
| 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    | <b>Undergraduate Welcome &amp; Induction</b> |  | <b>Professional Values and Practice (PVP)</b> |  |  |
| 7  | 30/09/19    | <b>Semester 1</b>                            |  |   |  |  |
| 8  | 07/10/19    |  |  |   |  |  |
| 9  | 14/10/19    |  |  |   |  |  |
| 10 | 21/10/19    |  |  |   |  |  |
| 11 | 28/10/19    |  |  |   |  |  |
| 12 | 04/11/19    |  |  |   |  |  |
| 13 | 11/11/19    |  |  |   |  |  |
| 14 | 18/11/19    |  |  |   |  |  |
| 15 | 25/11/19    |  |  |   |  |  |
| 16 | 02/12/19    |  |  |   | <b>Developing Subject Competence (DSC)</b>   |  |
| 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    |  | <b>Assessment and Examination period</b> |   | <b>School Based Independent Study (SBIS)</b> |  |
| 22 | 13/01/20    |  |  |   |  |  |
| 23 | 20/01/20    | <b>Undergraduate Welcome &amp; Induction</b> |  |   |  |  |
| 24 | 27/01/20    | <b>Semester 2</b>                            |  |   |  |  |
| 25 | 03/02/20    |  |  |   |  |  |
| 26 | 10/02/20    |  |  |   |  |  |
| 27 | 17/02/20    |  |  |   |  |  |
| 28 | 24/02/20    |  |  |   |  |  |
| 29 | 02/03/20    |  |  |   |  |  |
| 30 | 09/03/20    |  |  |   |  |  |
| 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    | <b>Semester 2</b>                            |  |   |  |  |
| 37 | 27/04/20    |  |  |   |  |  |
| 38 | 04/05/20    | <b>Assessment and Examination period</b>     | Bank Holiday 04/05/20                    |   |  |  |
| 39 | 11/05/20    |  |  |   |  |  |
| 40 | 18/05/20    |  |  |   |  |  |
| 41 | 25/05/20    |  | Spring Bank Holiday                      |   |  |  |
| 42 | 01/06/20    |  |  |   |  |  |
| 43 | 08/06/20    |  |  |   |  |  |
| 44 | 15/06/20    |  |  |   |  |  |
| 45 | 22/06/20    |  |  |   |  |  |
| 46 | 29/06/20    |  |  |   |  |  |
| 47 | 06/07/20    |  |  |   |  |  |
| 48 | 13/07/20    | <b>Graduation Week</b>                       |  |   |  |  |
| 49 | 20/07/20    |  |  |   |  |  |
| 50 | 27/07/20    |  |  |   |  |  |
| 51 | 03/08/20    |  |  |   |  |  |
| 52 | 10/08/20    |  |  |   |  |  |

Full details of this and future standard student academic calendars are available at:

[www.leedsbeckett.ac.uk/about-our-university/term-dates](http://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 Timetabling web page:

[www.leedsbeckett.ac.uk/studenthub/timetabling](http://www.leedsbeckett.ac.uk/studenthub/timetabling)

### **1.3 Key Contacts**

The wellbeing of students is vitally important to Leeds Beckett. We want students to leave this course equipped with the skills, knowledge and experience they need build and sustain fulfilling careers. Achieving this in the context of an online course is challenging but possible, given the right systems. Students on this programme will be supported through the online course structure, discussion boards, collaborative forums and through personal contact with tutors.

Students enrolled on the programme will be supported throughout their studies by the course team. In line with the University's expectations, the School operates an academic advisor system. All students are allocated to an academic advisor who is the first point of contact for non-academic/module related pastoral support. Your academic advisor will be in contact with you on a regular basis, to review progress and identify support needs. On this course the course leader acts in this role (Dr Steve Burton), supported by the Online Learning Tutors, module leaders and your allocated module tutor to ensure that any issues and problems dealt with in a timely way.

Research and the experience of the team as distance learning tutors has shown that the design of an online course is crucial to student engagement and to a sense of belonging to the course and to the University. The structure of the course materials has been designed with this understanding to help ensure that students feel supported and maintains a sense of making progress throughout their course. The course material is written to be progressive through each module and regular review exercises will help students consolidate and process their learning as they go along. Discussion boards and collaborative activities

provide a means of sharing ideas with peers and students: these interactions will be monitored by tutors who will participate, monitor and intervene as necessary to shape group discussions and work with individuals. Students will also have contact with their tutor on a personal (and confidential basis) through email or through the VLE.

As students of Leeds Beckett University, Students will also have access to the University student support services. See <http://www.leedsbeckett.ac.uk/studentervices/>

The course team will consist of academic staff based at the University. Section 27 provides further details of their roles and responsibilities. In addition, all students will have access to administrative staff for administrative support, guidance and assistance.

A range of other personal and pastoral support services are provided centrally by the University. These may be accessed directly, or by referral from the Course Leader, academic advisor or Module staff and include: Learning Support for students with learning and other disabilities e.g. dyslexia, professional Counselling Service, International Office and Disability Support

### **Support Process**

- Initial pre-enrolment contact is through the course administrator and course leader as appropriate.
- Once enrolled the student is contacted and monitored by the online learning tutor. The online learning tutor will remain a point of contact throughout the course as will the course leader.
- During the course or module induction, the Online Learning Tutor will be responsible for most of the contact with the student and will help to ensure that any technical issues and online socialisation problems are resolved. Contact may be by e-mail, Skype or telephone depending on the needs of the student. Throughout this time the course leader will also have an online presence. For module inductions (which can cover skills development and any background subject knowledge basic concepts) the module leader and allocated module tutor will answer module related queries.
- During normal module teaching times, the module leader will resolve key module issues whilst the module tutor and online learning tutor will monitor and follow up any students who appear not to be engaging.

Due to the potentially diverse nature of online distance learners, different communication strategies will be used. This will be to accommodate differing time zones and work commitments amongst other reasons. Assessment deadlines are stated in local time (i.e. GMT or BST).

Students will also have access to Services for Students. Services for Students provide a range of university-wide services to support students. These include a counselling service, financial advice, disability support services and Students Union support services all accessed through the Student Hub: <http://www.leedsbeckett.ac.uk/studenthub/>

### **The Course Management Team**

Course Management Team comprises the tutors making a significant contribution to the awards responsibilities include:

- ensuring the efficient running of the courses in collaboration with the Course Leader;
- reviewing feedback from a range of stakeholders, including students, external examiner, agents, receiving postgraduate courses, and others in advance of Annual Monitoring and Review meetings;
- ensuring that action points from the Annual Review are taken forward.

### **Course Leader**

The Course Leader is responsible for overseeing the operational management of the courses on a day-to-day basis, in collaboration with the Course Team, Course Administrator and Module Leaders.

Key roles and responsibilities include:

- ensuring and maintaining the overall academic quality of the programme;
- continually developing and reviewing the award in conjunction with the Staff Lead Initial Teacher Education
- assisting in the recruitment, selection and admission of students, in liaison with the Course Team, Course Administrator and the International Admissions Officers;

- ensuring, in co-operation with the Staff Lead Initial Teacher Education that adequate arrangements are made for teaching and other duties related to the course;
- ensuring that the course evaluation, monitoring and review procedures are established and implemented;
- maintaining overall responsibility for ensuring the moderation and assessment of marks in conjunction with members of the Course Team.

**Online Learning Tutor**

Meri Nasilyan

Email: [dl-education@leedsbeckett.ac.uk](mailto:dl-education@leedsbeckett.ac.uk)

Tel No: 0113 812 7198

Location: Carnegie Hall, Room 215

**Student Administrator**

Evie Rodley

Email: [education@leedsbeckett.ac.uk](mailto:education@leedsbeckett.ac.uk)

Tel No: 0113 812 4870

Location: Carnegie Hall, Room G03

**Academic Librarian**

Maria Kulas

Email: [M.Kulas@leedsbeckett.ac.uk](mailto:M.Kulas@leedsbeckett.ac.uk)

Telephone: 0113 812 3501

James Graham Building, Library

Your Course Director, Online Tutor, and Student Administrator all work normal office hours, and can be contacted most easily via email.

You will also be allocated to a Professional Learning Community, which will have its own member of academic staff assigned to it. This person is your key contact for academic queries in relation to your studies. This person will advise their own groups on the best times to contact them.

## 1.4 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 course notifications, including any cancellations. Please monitor MyBeckett and your student e-mail address for announcements. 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.

### 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>).

## 1.5 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.

## 1.6 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

This course leads to a Post Graduate Certificate in Education and is aimed towards those engaging in an accredited Initial Teacher Education programme. It reflects the changes in the training of teachers introduced in 2012. It is also appropriate for those who have gained Qualified Teacher Status (QTS), or an equivalent international status, and who wish to gain master's credits as part of their continuous professional development.

The course has also been mapped against the National College for Teaching and Learning's Teachers' Standards 2012 produced by the Department for Education.

### **Intended audience**

Students undertaking this programme may focus their teaching experience and studies on Early Years (0 – 7); 5 – 11 (primary); or 11 – 18 (secondary). The course would also support the professional learning of those in post compulsory education settings. Those teaching outside the UK may wish to undertake this award with the understanding that the award of this PGCE may not contribute to the conferment of a professional status.

### **Course aims**

The course is designed to complement QTS programmes and offer an academic underpinning to purely practice based teacher preparation courses. Alternative or equivalent training programmes (outside the UK) can be considered, subject to the approval of the course leader.

Students will develop both their subject knowledge and their pedagogical subject knowledge in their chosen areas and across their chosen age range. Assessment will focus on understanding of the evidence base and theoretical insights underpinning the practical application of subject knowledge to teaching.

Students may experience the teaching of subjects across appropriate key stages in order to highlight the progression that is involved. Great emphasis is placed on examining how

educational theory is put into practice and provides students with opportunities to reflect on their own practice in light of published research. The programme will meet the need of developing reflective and reflexive practitioners who begin to critically examine their practice from the beginning of their career.

**Overall the course aims to:**

1. promote a range of qualities in students including intellectual independence and critical engagement with evidence-based practice;
2. provide students with a broad and balanced knowledge and understanding of the principle features of learning and teaching in the school;
3. enable students to be able to deliver a progressive and varied curriculum to meet the needs of all children irrespective of their varied backgrounds and individual needs;
4. engage students in learning to apply a variety of theoretical and experiential perspectives that reflect the behaviour, development and needs of children and teachers as individuals and members of groups; and
5. give students the opportunity to build a personal and professional commitment to teaching based on an appreciation of the importance of continuing professional development as a reflective practitioner and teacher scholar.

## **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 located with your Course Handbook on the Course Handbook web page:

<http://www.leedsbeckett.ac.uk/studenthub/course-handbooks/>

## 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 has invested in more web-based solutions to make it easier to engage with our module evaluation process. We have embedded an easy link within your MyBeckett Module Content menu 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

The Course Specification specifies the physical and online resources available to students on this course. Where possible, all required resources will be made digitally available to you.

Your course will primarily be delivered through our virtual learning environment, MyBeckett. Via this platform, you will be able to access learning materials, interact with your course colleagues and submit all your assessments.

An introduction to MyBeckett for Distance learning students, which includes how to log in, browser requirements and finding your way around is available at:

[http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/distance\\_learners\\_offsite/online libr](http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite/online_libr)

[ary induction](#). Your online course induction will tell you more about studying online and provide guidance on how to be a successful online learner.

## 2.3 Skills you will Gain during the Course

### Skills Developed

Typically, holders of this qualification will have developed a range of Master's level skills, and will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- demonstrate knowledge and critical understanding of the national curricula appropriate to the age range for which they are intending to teach and how these can be adapted and differentiated to meet the needs of individuals and groups
- show ability to reflect critically on personal beliefs and attitudes and their significance to the study of the curriculum
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- show a conceptual understanding of legal and ethical issues and their implications for interpersonal, academic and professional contexts and an approach which is anti-discriminatory and anti-oppressive
- communicate information, ideas, problems, and solutions to both specialist and non-specialist audiences
- and will have qualities and transferable skills necessary for continuing professional development requiring:
  - the exercise of initiative and personal responsibility;
  - decision-making in complex and unpredictable contexts; and

- the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

### **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 international volunteering and being a Course Representative. If you also live within the vicinity of Leeds Beckett University, you can also take part in our student societies or even play in our University sports teams.

## **2.4 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](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.

## **2.5 Work-Related Activities and Employability**

The Course Specification outlines what work-related activities are associated with this course.

The course is intended for those currently working or training as teachers.

## **2.6 Opportunities for Graduates**

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

## **2.7 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 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](http://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. [www.leedsbeckett.ac.uk/public-information/student-regulations/](http://www.leedsbeckett.ac.uk/public-information/student-regulations/).

#### 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

Your examination timetable will be made available to you via MyBeckett. If your module requires you to undertake any exams, details of these will be published in advance within your module on MyBeckett. You will also find these details within your Module Handbook.

#### Coursework

If your module requires you to undertake coursework, details of this will be published in advance within your module on MyBeckett. You will also find these details within your Module Handbook.

#### 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**

You will find details of submission deadlines within your module on MyBeckett.

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 in section 3.11 of the Academic Regulations at [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://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.

You will be required to submit your assignments through TurnItIn. Further information on Turnitin is available here: <http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin>

You may find some useful resources here: [www.skillsforlearning.leedsbeckett.ac.uk](http://www.skillsforlearning.leedsbeckett.ac.uk)

### 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.

### 3.3 How do I Get my Results?

Provisional results in most cases will be made available through MyBeckett. These results are not final and are subject to change following scrutinisation by the External Examiner.

Results from module assessments are available on the *Results Online* system from:

[www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://www.leedsbeckett.ac.uk/studenthub/results-online.htm)

Results from module assessments are available on the *Results Online* system from:

[www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://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](http://www.leedsbeckett.ac.uk/studenthub/mitigation).

You can ask your course administrator to e-mail you a copy of the form or you can download one via the student hub web pages. Completed forms along with appropriate original evidence must be submitted to your student admin office within the timescales given in the guidance. These can be scanned and e-mailed in, but you must also submit original evidence either in person or via the post within five working days. Late submissions will normally be rejected. Outcomes from the mitigation panels, which are held once a month, will be e-mailed to you via your student e-mail account.

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).

Reassessment details can be found in your module handbook along with the date for resubmission. You will be advised via Results Online of your options for re-assessment. It is your responsibility to make yourself available for reassessment. You are advised to contact your Course Director, Course Administrator or Online Learning Tutor for any necessary clarification.

**If you resubmit a semester 2 assignment you will not be eligible for graduation in July of the same year.**

### **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](http://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.

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, ghost-writing 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](http://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 (see Key Contacts in section 1) 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. Academic advisors are not trained counsellors and will 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. You can access Academic and Personal Support on the 'Support' tab in MyBeckett, which may direct you to support services such as Student Experience Team, Wellbeing and the Students' Union Advice Service, or you can ask your Academic Advisor to help you access further support.

Getting to know your Academic Advisor is really useful especially when University life and degree level study might be different from what you are used to.

You are entitled to have one meeting per semester with your Academic advisor, but your academic advisor may speak to you more frequently and you should feel free to get in touch if you need to speak to them urgently.

## 4.2 Online Learning Tutor

Your course is supported by an Online Learning Tutor, who will be your first point of contact during your module studies, following up on student engagement and providing support and feedback. They will answer everyday module issues.

## 4.3 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](http://www.leedsbeckett.ac.uk/studenthub).

The Student Experience Team's telephone number is 0113 812 3000 and their e-mail address is [studentexperience@leedsbeckett.ac.uk](mailto:studentexperience@leedsbeckett.ac.uk). For Distance Learning students in the vicinity of Leeds, 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 Campus. 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.

## 4.4 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.

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](http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users).

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.

## 4.5 Library Help

### The Library

Our Library has invested in a wealth of electronic resources and maintains these so that you can access a wide range of digital resources. The website (<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

If you can visit Leeds Beckett, there are two Libraries: Sheila Silver Library at City Campus and Headingley Library—both open 24/7, 365 days a year. Additionally, if you are in the UK, you may be able to access your local education institution's library using SCONUL access.

### Offsite Service

As you are registered on a Distance Learning course, you are eligible for the Library's Offsite service. This offers help with accessing electronic resources, access to other libraries, postal book loans and journal article supply. See the Library website

[http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/distance\\_learners\\_offsite](http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite) for details of eligibility and more information.

### 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 (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](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/>.

## 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](http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online)

## 4.6 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](mailto:suadvice@leedsbeckett.ac.uk)

Tel: 0113 812 8400

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

## 4.7 Leeds Beckett Distance Learning Community

Connect with other Distance Learners here at Leeds Beckett to discuss your experiences and communicate with peers from fellow courses. You can find our Leeds Beckett Distance Learning Community on Google Communities by searching for "Leeds Beckett Distance

Learning Community”. Once you have found it, simply click to join, and start getting to know fellow students – from both your course and other distance learning courses at Leeds Beckett.

## **5 What to do if you...**

### **5.1 ...are unable to participate in your studies for a significant period of time**

Whilst we understand that as a Distance Learner you will most likely be balancing your study time alongside other commitments such as work and family, you must notify your Course Administrator and Online Learning Tutor if you are unable to participate in your studies for a significant period of time that will affect your study. If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

### **5.2 ...are ill during an assessment period**

If you are unable to submit a summative assessment due to illness on the day of an 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](http://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](http://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.

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](http://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

If you are planning to visit the University in person you will need to make yourself aware of the following policies.

#### 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 and at Home

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.

As a Distance Learning Student, the main risks posed to your health relate to use of IT equipment. To help minimise those risks you may wish to review view the following website: [www.posturite.co.uk/posture-learning-resources](http://www.posturite.co.uk/posture-learning-resources)

### **Fire Safety Procedures**

Should you visit our campus please be aware that 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 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](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 Academic Regulations

Our Academic Regulations can be found at: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://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](http://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](http://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](http://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 can do 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.

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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 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 the differing perspectives of 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.

## **Engagement Statement**

The University expects you to engage with and fully contribute to all learning sessions within your distance learning modules. Fully engaging with your online presentations and activities is an important part of your learning, contributing both to the University community and the learning experience of you and your fellow students on the course.

We monitor your engagement with the course material as engagement and academic achievement are closely linked. Also, by monitoring engagement 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 engage with your studies for a significant period of time, and in this instance, you must contact your School office or Online Learning Tutor to let them know so that our records can be updated accordingly.

Your Student Contract can be accessed at [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations)